Boca Aircraft MAINTENANCE

3300 Airport Road • Hangar 2, Suite 121 • Boca Raton, FL 33431

13550 NW 47th Ave. Suite 105A • Opa-Locka, FL 33054

EASASupplement to the FAA-145 Repair Station Manual & Quality Control Manual

FAA REPAIR STATION NO. 3BOR535B

EASA APPROVAL NO. 145.6261

Manual Control #: 3

Manual Assigned: BAM Server

- *This supplement does not form part of the 14 CFR part 145 RSM/QCM Rev 4*
- *Compliance with the EASA supplement together with the 14 CFR part 145 RSM/QCM Rev 4 forms the basis of the (EU) Part-145 approval*
- *This supplement forms part of the applicant's obligations for a (EU) Part-145 approval as specified in this guidance*

REV 1 (03/24/2026)

Table of Contents

Boca Aircraft MAINTENANCE

1.0 List of Effective Pages

Cover	**REV 1**	**03/24/26**			
TOC-1	Reissue #2	09/25/25			
I	**REV 1**	**03/24/26**			
II	**REV 1**	**03/24/26**			
1	Reissue #2	09/25/25			
2	Reissue #2	09/25/25			
3	Reissue #2	09/25/25			
4	Reissue #2	09/25/25			
5	Reissue #2	09/25/25			
6	Reissue #2	09/25/25			
7	Reissue #2	09/25/25			
8	Reissue #2	09/25/25			
9	Reissue #2	09/25/25			
10	Reissue #2	09/25/25			
11	**REV 1**	**03/24/26**			
12	Reissue #2	09/25/25			
13	Reissue #2	09/25/25			
14	Reissue #2	09/25/25			
15	Reissue #2	09/25/25			
A1-1	Reissue #2	09/25/25			
A2-1	Reissue #2	09/25/25			
A3-1	Reissue #2	09/25/25			
A3-2	Reissue #2	09/25/25			
A4-1	**REV 1**	**03/24/26**			
A4-2	**REV 1**	**03/24/26**			

Boca Aircraft Maintenance Approval:

Printed: Edwin Davidson

Signed: _____

Date: 03/24/2026
Accountable Manager

FAA FSDO Acceptance of:

Printed: _____

Signed: _____

Date: _____
Designated Inspector

1.1 Record of Amendment(s)

AMND NO.	DATE	INITIALS	AMND NO.	DATE	INITIALS
Reissue #1	07/30/12	On File			
REV #1	02/01/14	On File			
REV #2	12/01/15	On File			
REV #3	05/23/17	On File			
REV #4	05/29/19	On File			
REV #5	01/20/20	On File			
REV #6	03/19/21	On File			
REV #7	01/26/23	On File			
REV #8	03/11/24	On File			
REV # 9	09/27/2024	On File			
Reissue #2	09/25/2025	On File			
REV #1	**03/24/2026**				

After am amendment insertion, enter date the revision is incorporated and initials adjacent to amendment number.

2.0 Amendment Procedure

The Boca Aircraft Maintenance Chief Inspector is responsible for approving amendments to this supplement, and ensuring the completion of the FAA approval process. When needed changes are identified, the Chief Inspector will amend the supplement under a revision number. The amended supplement will be submitted to the FAA for acceptance.

Changes to the MAG shall be implemented, as applicable, within 90 days after the signature date. Amendments include SMS status declarations via new form 16.

2.1 Amendment System

Amendments to this supplement will be issued when changes to operations occur. Each page will be identified by an amendment number and date in the footer, indicating when that page was last amended. A vertical bar (change bar) in the margin indicates a change, addition or deletion in the adjacent text for the current amendment of that page only. Change bars on that page identify the changes which were made to the information there, under the identified revision. The change bar will be dropped at the next amendment of that page. The List of Effective pages will track the amendment of all pages included in the supplement and denote under what amendment that page was changed.

When the supplement undergoes a large amount of textual and/or formatting changes, a Reissue will be used. When a Reissue is published, the supplement will contain no change bars and should be reviewed in its entirety for new policies and procedures. Subsequent amendments following a Reissue will begin again at Revision 1.

2.2 Amendment Distribution

Amendments will be distributed to each manual holder. Each supplement will have a manual control number and the name to whom the manual is assigned, on the cover page. A master list containing the manual number, location, and revision status will be maintained by the Chief Inspector.
Manual holders are responsible for keeping their manual up-to-date with the latest amendment to this supplement, in accordance with the procedures in the *Repair Station* and *Quality Control Manual* (RSM/QCM). Once an amendment is distributed, it is the manual holder's responsibility to revise their supplement promptly to a state of currency. Once the amendment has been inserted, the manual holder will sign and date the Record of Amendment page, indicating that the amendment has been incorporated and the manual is current.

NOTE

Failure to ensure that this EASA Supplement and the 14 CFR Part 145 RSM/QCM are kept current, and that Repair Station staff complies with the most up-to-date regulatory changes and procedures contained within it, could invalidate the EASA Approval.

3.0 Introduction

EASA Part 145 is a European Community requirement similar to 14 CFR Part 145 and includes both a requirement for EASA maintenance on all aircraft/aircraft articles used in commercial air transport operations, plus the requirements to qualify as such a maintenance organization. In addition, EASA has a provision to allow acceptance of non-EASA Member State-based maintenance organizations and repair stations, on the basis of an approval granted by a non-EASA Member Authority recognized by EASA, and subject to compliance with Maintenance Special Conditions intended to ensure equivalence to EASA Part 145.

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

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

The EASA (European Union Aviation Safety Agency) has agreed that the FAA is the recognized Authority by means of the Bilateral Aviation Safety Agreement.

The EASA has specified the basic differences between EASA Part 145 and 14 CFR Part 145 to ensure equivalence with EASA Part 145 as outlined in the EASA *Maintenance Annex Guidance change 10* (MAG), as agreed between EASA and FAA, and detailed in EASA publications. The result of this process is that 14 CFR Part 145 repair stations can also be EASA Part 145 approved, when the repair station complies with the EASA Maintenance Special Conditions, beyond those required by 14 CFR Parts 145 and 43, and as specified in the MAG 10 and the Appendix to EASA Part 145. This includes mandatory SMS integration per MAG Change 10, Section B, to ensure equivalence with EASA Part 145 , including safety policy, risk management, assurance, and promotion.

Boca Aircraft Maintenance's manuals are the property of the company. This supplement is not to be given to or shown to anyone outside the company (except the FAA or EASA) without the express permission of the Accountable Manager of Boca Aircraft Maintenance. Reproduction of the contents of any manual without permission is prohibited.

Manuals, or the appropriate portions of a manual, will be available to all areas of responsibility within the company, the Federal Aviation Administration (FAA) and EASA. Supervisors are responsible for determining that all personnel under their supervision have read and are familiar with the appropriate parts of the EASA Supplement applicable to their duties and responsibilities.

Boca Aircraft MAINTENANCE

4.0 Accountable Manager's Commitment Statement

"This Supplement, in conjunction with the 14 CFR PART 145 Repair Station Quality Control Manual, defines the organization and procedures upon which EASA approval is based.

These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work orders are being performed under the conditions of the EASA Part 145 approval. This includes implementation of an SMS per 14 CFR Part 5 (SMSVP) with full integration by Dec.31, 2025.The Accountable Manager declares SMS compliance for all approvals/renewals

It is accepted that the repair station's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time-to-time.

It is understood that the EASA shall issue an Approval Certificate and list Boca Aircraft Maintenance, LLC, in an EASA published list, as long as the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that EASA reserves the right to revoke the Approval Certificate, if EASA considers that procedures are not followed or standards not upheld."

"I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel. I further agree to submit revisions to this Supplement to FAA/EASA for acceptance."

Signed by the Accountable Manager

Edwin Davidson
Accountable Manager

NOTE

The Accountable Manager signs this statement for and on behalf of the repair station Boca Aircraft Maintenance, LLC. The Accountable Manager is responsible for the strategic planning, business development, management and manpower requirements, facility, tool accommodations, safety assessment and regulatory compliance at the local, state and federal levels and acting as the liaison with the FAA. The Accountable Manger has sufficiency of maintenance funding allocation and the final authority over all Repair Station operations conducted under 14 CFR §145.

Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part 145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

5.0 Approval Basis and Limitation

EASA approval for Boca Aircraft Maintenance, LLC is with 14 CFR Parts 145 and 43, except where varied by the EASA Special Conditions specified in the MAG 10. However, this approval is contingent on SMS implementation per 14 CFR Part 5. Noncompliance with SMS may result in non-recommendation to EASA, or must not exceed the ratings permitted by Commission Regulation (EU) #2018/1139 and (EU)2023/203.

The approval of maintenance is limited to the scope of work and specified locations permitted under the current FAA granted approval, as defined on the Air Agency Certificate and Operations Specifications per 14 CFR Part 145 for work carried out within the United States. Deviations have to be agreed on a case-by-case basis by the JMCB.

6.0 Access by EASA and the FAA

In accordance with Paragraph 1.2 of Appendix 1 to Annex 2, Boca Aircraft Maintenance, LLC agrees to provide access to EASA and the FAA to ascertain compliance with 14 CFR Part 145, EASA Special Conditions, procedures, and standards, and to investigate specific problems. Access includes verification of SMS elements (e.g., safety risk management, audits).

In accordance with Paragraph 1.2 of Appendix 1 to Annex 2, Boca Aircraft Maintenance, LLC confirms it will accept investigation and enforcement action that may be taken by EASA in accordance with any relevant EU regulations and EASA procedures, and that Boca Aircraft Maintenance, LLC will cooperate with EASA/FAA on SMS- related investigations.

7.0 Work Order Authorization/Contracts

Boca Aircraft Maintenance, LLC ensures that a work order/contract received from the customer is easily understood per procedures as outlined in RSM/QCM Section II.B. The work order/contract specifies the inspections, repairs, alterations, overhaul, Airworthiness Directives and part replacements that must be carried out. Boca Aircraft Maintenance, LLC will assign a technical representative who is responsible for communicating with the customer and eliminating any possible ambiguities in the work order.

The customer is responsible for informing Boca Aircraft Maintenance LLC, by work order/ contract of all required maintenance and alterations

8.0 Approved Design and Repair Data

Changes to the Type Design: Major Changes, Minor Changes, Supplemental Type Certificates (STC). Boca Aircraft Maintenance, LLC obtains EASA approved Design and Repair Data following the procedures outlined in the RSM/QCM Section III.C. The EASA-approved design engineering data is normally data supplied by an EASA Design Organization

Approval (DOA) holder, or data approved by the AA of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by EASA.

In all cases, the customer is responsible for confirmation of data approval. Details for the acceptance and/or validation of FAA-approved changes to the type design by EASA are contained in Annex 1 to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (TIP Rev #7).

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

Repair Design Data in Support of Major and Minor Repairs
The FAA shall approve design data in support of major repairs in accordance with FAA Order 8110.4, Type Certification; FAA Order 8110.37, Designated Engineering Representative Guidance Handbook; FAA Order 8100.15, Organization Designation Authorization Procedures; and FAA Order 8900.1. Minor repairs are made in accordance with "acceptable" data, in accordance with14 CFR part 43. Design changes are assessed via SMS risk management processes.

EASA shall approve design data in support of repairs in accordance with EASA Part 21, Subpart M-Repairs, and EASA's procedure Type Certificate Change and Repair Approval.

EASA Acceptance of FAA Repair Design Data.
EASA shall accept data used in support of major repairs, in accordance with Annex 1 to the Agreement and the associated TIP.

EASA shall also accept data used in support of minor repairs, in accordance with Annex 1 to the Agreement and the associated TIP.

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

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

Alterations.
Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by EASA are contained in the TIP associated with Annex 1 of the Agreement.

9.0 Airworthiness Directives

The customer is responsible for specifying any Airworthiness Directive compliance required during maintenance, through the Work Order Authorization/Contract.

Boca Aircraft Maintenance, LLC manages, distributes, and controls the use of Airworthiness Directives, per the RSM/QCM Section II.I. "Required Records and Recordkeeping System" and III.C. "Technical Data".

For EASA Full Member Authorities which issue their own Airworthiness Directives or accept FAA ADs and issue additional directives, Boca Aircraft Maintenance, LLC will ensure that it understands the Airworthiness Directives the customer requires. It may be necessary for the customer to supply the data. Deviations from ADs are documented per updated FAA form 8310-3 guidance in MAG Change 10.

Compliance of EASA Airworthiness Directives shall be recorded in the appropriate aircraft record(s). Noncompliance of any applicable Airworthiness Directives shall be recorded and transmitted to the customer in the same manner as RSM/QCM Section II.K.1.g.

10.0 Release of Components After Maintenance (ref. Appendix 3-1)

Release-to-Service of components up to and including complete powerplants, will be carried out in accordance with 14 CFR Part 43.9, but must take into account those exceptions contained in Section B Appendix 1 paragraphs 7 through 10, of the EASA *Maintenance Annex Guidance*. At the completion of maintenance, an FAA Form 8130-3 must be issued as a Maintenance Release by the repair station.

NOTE: For more information on using FAA Form 8130-3 on new parts, please refer to the TIP associated with Annex 1 of the Agreement.

The FAA Form 8130-3 includes the EASA Part 145 release to service certifying statement along with the EASA Part 145 Approval Certificate number in block 12; specify any overhaul, repairs, alterations, Airworthiness Directives, replacement parts, PMA parts; and it should quote the reference and issue/revision of the approved data used.

All work accomplished on components is recorded for EASA customers in accordance with this section and will require the completion of an FAA 8130-3 Form, Airworthiness Approval Tag. The FAA 8130-3 Form must be completed in accordance with FAA order 8130.21(Current Issue), "Procedures for Completion and Use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag". Additionally:

- Block 12 of the FAA 8130-3 Form must include the EASA Part 145 Release-to-Service Certifying Statement along with the EASA Part 145 Approval Certificate Number at the bottom (refer to Appendix 2, "Form 8130-3 Sample with Dual Release" of this supplement, for an example of the completed FAA Form 8130-3 Dual Release include SMS compliance if applicable for Boca Aircraft Maintenance, LLC).
- Blocks 13a through 13e are not to be used
- The signature of the employee returning the component to service must be in block 14b

along with the FAA Repair Station Certificate number in block 14c.

- The status of the component (repaired, inspected, overhauled etc.) must appear in block 11 with any relevant comments including detailed references to approved data, ADs, etc. in block 12. Example: "Overhauled in accordance with CMM 111, Section X, Rev 2, S/B 23 and FAA AD xyz complied with. Full details held on WO 456."

- Block 12 must also contain the following statement:

"Boca Aircraft Maintenance certifies that the work specified in block 11/12 was carried out in accordance with EASA 145 and in respect to that work, the component is considered ready for Release-to-Service under EASA Part 145 Approval number EASA 145.6261."

NOTE

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

- Also note that the sub-clause "except as otherwise specified" in block 12 is intended for use with two types of deviations as follows:

- The case where all required maintenance was not carried out. In this case, list the maintenance not carried out in block 12 and/or attachments.

- The case where the particular maintenance requirement was only EASA-approved and not FAA-approved. Example: an EASA AD not approved by the FAA

- The repair station must identify in the RSM/QCM Roster those employees authorized to issue the FAA Form 8130-3 on behalf of the repair station

10.1 Definitions and Acceptability of Components

"Component" means any component part of an aircraft, up to and including a complete powerplant, and any operational or emergency equipment.

Only the following new and used serviceable components that meet the requirements listed below may be fitted during maintenance:

New Components

New components must be traceable to the Production Approval Holder (PAH) and be in a satisfactory condition for installation. An authorized release document, as detailed below, must accompany the new component.

For U.S. PAH, release must be documented on the FAA Form 8130-3 as a new part.

NOTE: New parts that were received into inventory prior to October 1, 2016 must, at a minimum, have a document or statement (containing the same technical information as an FAA Form 8130-3) issued through a design approval holder (DAH), the PAH, or supplier with direct ship authority. These parts in inventory, documented with the required

information, will be grandfathered and remain suitable for installation into EU articles, provided the certification/release date of these parts is prior to October 1, 2016.

For All EU States PAH, release must be documented an EASA Form 1 as a new part.

Fabricated parts, produced by an appropriately rated repair station with a quality system, for consumption into a repair or alteration of a product or article in accordance with 14 CFR Part 21, Section 21.9(a)(6), and Part 43, are not subject to the foregoing provision.

Standard parts are not subject to the forgoing provisions, provided such parts are traceable to the manufacturer, accompanied by a conformity statement, and are in a satisfactory condition for installation.

NOTE

EASA Standard Parts Definition: Per AMC M.A.501(c), "Standard Parts are parts manufactured in complete compliance with an established industry, Agency, competent authority or other Government specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all information necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications etc.…"

PMA parts may only be accepted as detailed in new parts above and in the Technical Implementation Procedures (TIP)

Engines rebuilt by the PAH can be accepted as specified in the TIP associated with Annex 1 of the Agreement.

Acceptable components based on provisions of other bilateral agreements are not addressed in this guidance. Please refer to the individual agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700

Used Components

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

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

Used components from a 14 CFR part 145 repair station not EASA-approved must not be used

even if accompanied by an FAA Form 8130-3.

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

Acceptable components based on provisions of other bilateral agreements are not addressed in this guidance. Please refer to the individual bilateral agreements or the summary table published on the EASA Web site: https://www.easa.europa.eu/faq/66700.

11.0 Certificate of Airworthiness (C of A) Validity

Boca Aircraft Maintenance, LLC shall ensure that the Certificate of Airworthiness (C of A) and the Airworthiness Review Certificate (ARC) are valid from the expiration date, before issuance of a Release-to-Service as specified in Section 10, "Release of Aircraft After Maintenance". If the ARC has expired, the customer shall be informed prior to the issuance of a Release-to-Service, as specified in Section 10, "Release of Aircraft After Maintenance" of this supplement. For renewals, submit Form 16 with ARC status 90 days prior.

12.0 Release of Aircraft After Maintenance

Release to service of aircraft must be carried out in accordance with 14 CFR Part 43.9, taking into account the exceptions contained within Section 5, "Work Order Authorization/Contracts"; Section 6, "Approved Design and Repair Data"; Section 7, "Airworthiness Directives"; and Section 9, "Certificate of Airworthiness (C of A) Validity". At the completion of maintenance the certification will be made in accordance with Section 10.1, "Return-to-Service in Accordance with 14 CFR Part 43.9" on the Aircraft Maintenance Record. Release to include verification of SMS risk assessments for maintenance performed.

12.1 Return-to-Service in Accordance with 14 CFR Part 43.9

Whenever Boca Aircraft Maintenance, LLC performs a Return-to-Service in accordance with 14 CFR Part 43.9, the following statement will be placed in the Aircraft Maintenance Record:

"Boca Aircraft Maintenance, LLC certifies that, except as otherwise specified, the described maintenance has been performed in accordance with the applicable FAA airworthiness requirements and the approved FAA supplement and in respect to that work the aircraft is ready for release to service."

The sub-clause "except as otherwise specified" is intended for use with two types of deviations as follows:

- The case where all required maintenance was not carried out. In this case, list the maintenance not carried out on the 14 CFR § 43.9 Approval for Return to Service and/or attachments
- The case where the particular maintenance requirement was only EASA approved and not FAA approved (e.g., an EASA Airworthiness Directive not approved by the FAA).

12.2 Release-to-Service in Accordance with EASA Part 145.A.50

Boca Aircraft Maintenance, LLC has a limited rating, therefore, when a customer operator requires his/her paperwork to be signed, an alternate certification will be made.

Whenever Boca Aircraft Maintenance, LLC performs a Return-to-Service in accordance with EASA Part 145.A.50, the following statement will be placed in the Aircraft Maintenance Record:

"Boca Aircraft Maintenance, LLC certifies that the work specified, except as otherwise specified was carried out in accordance with EASA Part 145, and in respect to that work, the aircraft is considered ready for Release-to-Service."

In all cases the repair station must issue the certification when all required maintenance has been carried out. In instances when it was not possible to complete all maintenance, then such details must be endorsed on the Release-to-Service and the operator informed.

NOTE

The EASA Part 145 Approval Certificate Number and the FAA 14 CFR Part 145 Certificate Number must be quoted in all cases, whether it is a 14 CFR Part 43 Return-to-Service or an EASA Part 145 Release-to-Service.

13.0 Reporting of Unairworthy Conditions

Unairworthy condition(s) are reported to EASA using one of the properly executed forms in English: FAA Form 8070-1 - "Service Difficulty Report", and/or FAA Form 8120-11 - "Suspected Unapproved Parts Report" as detailed in AC 21-29 (Current Issue), EASA online platform, or "Occurrence Reporting Form". Reports are processed via SMS hazard identification; include SMS analysis in submissions to EASA.

Where an unairworthy condition exists in an article or material belonging to an owner/operator of EASA equipment, a duplicate form will be provided to the EASA.

When Boca Aircraft Maintenance, LLC discovers serious defects in an EASA regulated article, the Chief Inspector is responsible for reporting the finding(s) to the EASA and the customer within 72 hours of discovery. Boca Aircraft Maintenance LLC, when reporting to the EASA, will include the identity of the customer, aircraft, and the Component Design Organization, in order to allow EASA follow-up action.

14.0 Quality Monitoring System

The primary objective of the Quality Monitoring System is to ensure within Boca Aircraft

Maintenance, LLC, that it can deliver a safe product, and that it remains in compliance with 14 CFR Part 43, 14 CFR Part 145, and the EASA Special Conditions.
There are two elements to the Quality Monitoring System:

14.1 Independent Audit System

The Independent Audit System is a process of sample audits covering all aspects of Boca Aircraft Maintenance, LLC's ability to carry out all forms of maintenance to the required standards. It represents an overview of the complete Maintenance System and does not replace the individual need for mechanics to ensure that they carry out maintenance to the required standard, nor does it replace any associated Inspection/Quality Control System. The audits are not carried out by the personnel responsible for the function, procedure, or product being audited, in order to maintain the audits "independence".

The Independent Audit System assures Boca Aircraft Maintenance, LLC maintains compliance with all applicable 14 CFR Parts 43 and 145 provisions and the EASA Special Conditions. **(See Appendix 4 for detailed audit procedures).** Procedural and Product Audits are conducted by segmented schedule through each calendar year. Product Audits are conducted throughout the maintenance process on aircraft/components.

- Procedural Audits

The audits monitor compliance with required aircraft/aircraft component standards and adequacy of the maintenance procedures, to ensure that such procedures invoke good maintenance practices and airworthy aircraft/aircraft components.

Product Audits. A product audit is the first-hand observation of an item from the product line, observing the item at key steps in the workflow process, from entering the repair station until it leaves. Key steps may include generating the work order, inspecting receiving, reviewing AD compliance and maintenance data, examining tools and equipment used for the repair, and witnessing any relevant testing and inspection steps during repair and final return to service of the product. NOTE: Product audits should follow one specific product through the entire maintenance process, as stated above. An example being, one serialized product should be tracked throughout the entire maintenance cycle, from receiving into the repair station until that component or aircraft is released from the repair station. (In some cases, a selected serialized component may be subject to replacement parts availability issues or customer delays, which could prevent the audit from being completed during the scheduled audit date. In these cases, two or more components of the same make and model, or aircraft of the same make and model, could be identified or used for the product audit when it is not feasible to complete the audit during the scheduled audit cycle.) Such deviation needs to be appropriately recorded in the associated audit report. It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph, which defines the audit program.

The Supplement Internal Audit Forms **(Form ESIA)**, along with **(Forms IQA 201 – IQA 212)**, will be used when conducting scheduled audits with date of completion recorded for audit file. Findings/discrepancies from audits are addressed per **Section 14.2**, "Management/Control System" of this supplement.

Boca Aircraft Maintenance, LLC (whenever having less than 10 employees) may contract the audit function to a person acceptable to the EASA, who is not employed by the repair station. The audit of all applicable 14 CFR Parts 43 and 145 paragraphs and EASA Special Conditions as detailed in the MAG, will be carried out two times per year. Audits will use FAA SAS tools; findings classified by level 1/2 per MAG 10. Follow up includes root cause via SMS.

14.2 Management/Control Follow-up System

The Management/Control Follow-up System ensures that audit findings and discrepancies resulting from the Independent Audit System are corrected in a timely manner. It will also ensure that each manager remains informed of the state of compliance in their areas of responsibility, as well as any safety issues. Additionally, the Accountable Manager holds meetings to check the progress on clearing outstanding findings and/or discrepancies. Procedures for management are covered in RSM/QCM Section III.M.1.c. "Self-Audit Non-Conformities". The Management Control/Follow-up System will not be contracted to any outside agency or individuals.

In addition to in-house auditing, Boca Aircraft Maintenance, LLC also accomplishes vendor approval and audits.

15.0 Provision of Hangar Space for Aircraft Maintenance

Boca Aircraft Maintenance, LLC shall ensure that provisions of hangar space for aircraft maintenance are followed per 14 CFR Part 145.103. Refer to the RSM/QCM Section II.C. "Housing and Facilities".

16.0 Contracted Maintenance

Boca Aircraft Maintenance, LLC may contract maintenance work pertaining to an article, to an outside source. Contracting also includes subcontracting.

Boca Aircraft Maintenance, LLC uses approved EASA Part 145 Repair Stations to support maintenance activities for aircraft registered in EU, or aeronautical products to be installed on such aircraft. The listing of approved EASA Part 145 Repair Stations is maintained on the Approved Supplier/Contractor List. These Repair Stations are identified by their name, physical address, function to be performed, EASA Part 145 Approval Number, and the Certificate Expiration Date. The Approved Supplier/Contractor List will be made available to EASA and FAA on request. Contractors' SMS alignment will be verified in audits. List includes SMS status.

The approved EASA Part 145 Repair Station performing the contracted maintenance function is responsible for the approval for Return-to-Service for each item on which that repair station has worked. Additionally, the contracted EASA Part 145 Repair Station is also responsible to ensure that all work is in accordance with the applicable Repair Station Certificate, and that Boca Aircraft Maintenance, LLC is provided all supporting documentation. Return-to-Service work contracted to approved EASA Part 145 Repair Stations may be leak, operational, or functional

tested by Boca Aircraft Maintenance, LLC as necessary, to ensure airworthiness of the work performed. Records for contracted maintenance are maintained on file for a minimum of two years, on Boca Aircraft Maintenance, LLC's premises, or at a remote location.

Contracting to non-EASA-approved Sources (subcontracting): If BAM contracts maintenance to a non-EASA-certificated source, BAM must be appropriately rated itself to perform the work. BAM is responsible for approving for return to service each item on which work is performed and for ensuring its airworthiness. Any non-EASA-approved contractor to which work is contracted will be under the control of BAM's quality monitoring system. Additionally, BAM QC Department will inspect each item on which contracted work has been performed for compliance with this supplement.

Receiving Inspection personnel shall perform the receiving duties on items received by Boca Aircraft Maintenance, LLC and shall be trained by the Chief Inspector or delegate. Initial and Recurrent Training shall be conducted in accordance with the Boca Aircraft Maintenance, LLC's *Training Manual*. Training materials should include (but are not limited to): Boca Aircraft's RSM/QCM, EASA Supplement, and other pertinent information.

Items received by Boca Aircraft Maintenance, LLC from approved EASA Part 145 Repair Stations contracted to support maintenance activities for aircraft registered in EU or aeronautical products shall be:

- Visually inspected for damage, defects, and state of preservation
- Verified by the Purchase Order for part number, description, serial number, etc.
- Accompanied by documentation including a properly completed "Return-to-Service" FAA Form 8130-3 issued as a Dual Release.
- Refer to Sections II.B. and III.D. of the RSM/QCM.

The Receiving Inspector shall immediately notify the Chief Inspector of any item of questionable airworthiness, for further action. Items that are found to be discrepant shall be identified, segregated, and secured (quarantined), pending further disposition and action.

Accepted items shall be stored with appropriate documentation in the Boca Aircraft Maintenance, LLC facility. Once accepted items are issued, they shall be identified as belonging to the respective aircraft for traceability and protected against damage and deterioration during the maintenance operation. Accepted items may be stored in locations at the aircraft.

All EASA approved Part 145 Repair Stations used for contract maintenance will be audited by the Chief Inspector or delegate. Initial and Re-evaluation Audit Methods may include (but are not limited to): phone conversations, surveys conducted via e-mail and postal mail, on-site visits, Contractor Profile Forms, desktop surveys, and contractor audits. Re-evaluation will be routinely accomplished based on the contracted Repair Station's performance, and at two-year

intervals.
Discrepancies are documented and given to the Repair Station's Manager/Responsible Person for Corrective Action. The Chief Inspector or delegate will carry out follow-up action to verify that the Corrective Action has been completed. Audit results and other pertinent information are retained in each Repair Station's file, and maintained on Boca Aircraft Maintenance, LLC's premises for a minimum of two years.

Boca Aircraft Maintenance, LLC will ensure the contracted Repair Station complies with the operator's and manufacturer's manuals and Instructions for Continued Airworthiness and will be notified (verbally and/or in writing) when changes occur to those manuals and procedures.

17.0 Human Factors

Boca Aircraft Maintenance, LLC's *Training Manual* contains the procedures for Human Factors training. The Human Factors training program is designed to detect, rectify and prevent maintenance errors that may endanger the safe operation of aircraft. The program addresses resources; human performance limitations and shift changeover; and how personnel are trained to ensure an understanding of the application of human factors principles. The initial Human Factors training is incorporated into the employee indoctrination course with recurring training every year.

The following topics are covered in Human Factors Training:

- General/Introduction to human factors
- Safety Culture/Organizational factors
- Human Error
- Human performance and limitations
- Environment
- Procedures, information, tools, and practices
- Communication
- Teamwork
- Professionalism and integrity
- Organization's Human Factors program
- SMS safety promotion and risk management

The recurrent human factors training will not repeat the initial course but is built upon errors/lessons learned and the experiences within the organization where results of internal quality audits and occurrence reports are shared.

18.0 Line Stations

EASA requirements relating to Line Stations are not applicable to Boca Aircraft Maintenance, LLC operations.

19.0 Work Away From a Fixed Location

Boca Aircraft Maintenance, LLC may perform work on a European Community registered aircraft or article outside the United States or its territories. This work shall be on a "reoccurring basis when necessary" and subject to the Boca Aircraft Maintenance, LLC Operations Specifications D100.

Within the U.S., the Aviation Safety Inspector (ASI) shall be informed and notification to EASA is not required. Outside the U.S., the inspector/surveyor shall be informed and notification to EASA shall be sent to the following e-mail address: foreign145@easa.europa.eu.

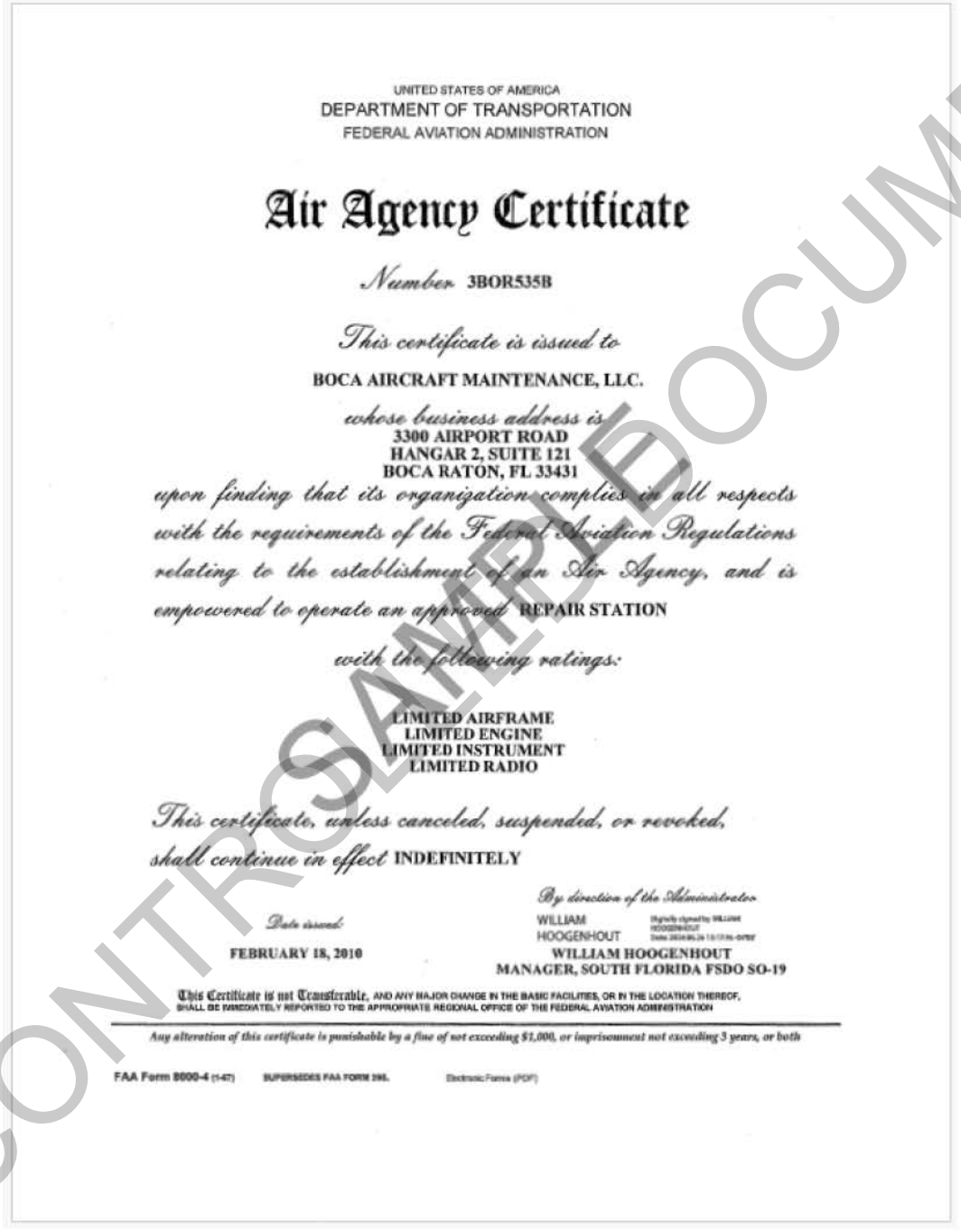
20.0 Safety Management System (SMS)

Boca Aircraft Maintenance, LLC has implemented a Safety Management System (SMS) in accordance with ICAO Annex 19 and EASA guidance. The SMS is integrated into the organization's quality and compliance framework and supports the objectives of the Quality Monitoring System and Independent Audit System.
The SMS is designed to proactively identify hazards, assess and mitigate risks, and promote a positive safety culture throughout the organization. It includes the following elements:

- Safety Policy and Objectives – Establishes management commitment to safety, defines responsibilities, and sets measurable safety goals.
- Safety Risk Management – Provides a structured process for hazard identification, risk assessment, and implementation of mitigation strategies.
- Safety Assurance – Ensures continuous monitoring of safety performance through audits, inspections, and occurrence reporting.
- Safety Promotion – Encourages safety awareness and communication through training, feedback, and organizational learning.

The Accountable Manager is responsible for ensuring the SMS is maintained, effective, and accessible to all personnel. All employees are expected to participate in the SMS by reporting hazards, adhering to safety procedures, and contributing to the continuous improvement of safety performance.
The SMS is subject to regular review and is coordinated with FAA and EASA oversight to ensure compliance with applicable regulatory requirements and industry best practices.

Appendix 1 - Repair Station Certificate



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number 3BOR535B

This certificate is issued to

BOCA AIRCRAFT MAINTENANCE, LLC.

whose business address is
3300 AIRPORT ROAD
HANGAR 2, SUITE 121
BOCA RATON, FL 33431

upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved REPAIR STATION

with the following ratings:

LIMITED AIRFRAME
LIMITED ENGINE
LIMITED INSTRUMENT
LIMITED RADIO

This certificate, unless canceled, suspended, or revoked, shall continue in effect INDEFINITELY

Date issued:
FEBRUARY 18, 2010

By direction of the Administrator
WILLIAM HOOGENHOUT
WILLIAM HOOGENHOUT
MANAGER, SOUTH FLORIDA FSDO SO-19

This Certificate is not Transferable, AND ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION

Any alteration of this certificate is punishable by a fine of not exceeding $1,000, or imprisonment not exceeding 3 years, or both

FAA Form 8000-4 (1-47) SUPERSEDES FAA FORM 398. Electronic Format (PDF)

Boca Aircraft MAINTENANCE

Appendix 2 - Form 8130-3 Sample with Dual Release

1. Approving Civil Aviation Authority/Country: FAA/United States	2. **AUTHORIZED RELEASE CERTIFICATE** FAA Form 8130–3, AIRWORTHINESS APPROVAL TAG	3. Form Tracking Number:
4. Organization Name and Address: Boca Aircraft Maintenance LLC, 3300 Airport Road, Hangar 2, Suite 121, Boca Raton, Florida 33431		5. Work Order/Contract/Invoice Number:

6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:

12. Remarks:

Boca Aircraft Maintenance certifies that the work specified in block 11/12 was carried out in accordance with EASA 145 and in respect to that work, the component is considered ready for release to service under EASA 145 approval number EASA.145.6261

13a. Certifies the items identified above were manufactured in conformity to: Approved design data and are in a condition for safe operation. Non-approved design data specified in Block 12.		14a. ✓ 14 CFR 43.9 Return to Service ✓ Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.	
13b. Authorized Signature:	13c. Approval/Authorization No.:	14b. Authorized Signature:	14c. Approval/Certificate No.: CRS#3BOR535B
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed):	14e. Date (dd/mmm/yyyy):

User/Installer Responsibilities

It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.

Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.

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

Appendix 3 - Summary of possible scenarios for components released After_maintenance:

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

United States

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

In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to 14 CFR Part 43.9.

In block 12, the following text should be inserted:

"Boca Aircraft Maintenance certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part 145 and in respect to that work the component is considered ready for release to service under EASA Part 145 approval no.145.6261.

This product/article meets part 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft:"
(List the Items)

Boca Aircraft MAINTENANCE

Europe

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

In block 14a, only check the box mentioning "Other regulation specified in block 12." Do not check box that states compliance to EASA Part 145.A.50.

In block 12, the following text should be inserted:

"The work identified in Block 11 and described herein has been accomplished in accordance with 14 CFR Part 43 and in respect to the work the items are approved for return to service under certificate No. 145.6261."

This product/article meets § 43.9 requirements, except for the following items, and therefore is **"not"** eligible to be installed on U.S.-registered aircraft:"

Boca Aircraft MAINTENANCE

Appendix 4 – Procedural Audits, Compliance Matrix

The following elements from the applicable FAA regulations and EASA Special Conditions are the minimum elements that need to be audited on a yearly basis.

Audit Subject	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
14 CFR § 43.7 Persons Authorized to Approve for Release or Return to Service **[FORM 207]**		/										
14 CFR § 43.9 Contents of Maintenance and Alteration Records **[FORM 210]**								/				
14 CFR § 43.12 Falsification of Records **[FORM 206]**												/
14 CFR § 43.13 Standards **[FORM 208]**				/								
14 CFR 43.15 Additional Standards **[FORM 208]**				/								
EASA Supplement Section 4 Accountable Manager Statement **[FORM 206]**												/
EASA Supplement Section 7 Customer Work Order **[FORM 206]**												/
EASA Supplement Section 8 Approved Design and Repair Data **[FORM 206]**												/
EASA Supplement Section 9 Airworthiness Directives **[FORM 212]**										/		
EASA Supplement Section 10 Release and Acceptance of Components **[FORM 205]**		/								/		
EASA Supplement Section 12 Aircraft Release or Return to Service **[FORM 210]**		/						/				
EASA Supplement Section 13 Reporting Unairworthy Conditions **[FORM 210]**								/				
EASA Supplement Section 14 Quality Assurance System **[FORM 209]**						/						

EASA Supplement Section 15 Hangar Space **[FORM 201]**											
EASA Supplement Section 16 Contracted Maintenance Functions **[FORM 202]**											
EASA Supplement Section 17 Human Factors **[FORM 203]**											
EASA Supplement Section 18 Line Stations **[FORM 206]**											
EASA Supplement Section 19 Work Away from Fixed Location **[FORM 204 & FORM 208]**											
EASA Supplement Section 20 SMSVP **[FORM 206]**											
EASA Supplement Internal Audit **[FORM ESIA]**											