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UK-CAA Supplement to the FAA-145 Repair Station Manual & Quality Control Manual Rev 4

FAA REPAIR STATION NO. 3BOR535B
UK-CAA APPROVAL NO. UK.145.50664

Manual Control #: **3**

Manual Assigned: **Server**

- *This supplement does not form part of the 14 CFR part 145 RSM/QCM Rev 4*
- *Compliance with the CAA supplement together with the 14 CFR part 145 RSM/QCM Rev 4 forms the basis of the (UK) Part-145.50664 approval*
- *This supplement forms part of the applicant's obligations for a (UK) Part-145 approval as specified in this guidance*

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Boca Aircraft MAINTENANCE

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Original	10/15/2024	EJ			
Rev 1	06/15/2026	EJ			

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

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Boca Aircraft Maintenance Approval:
Printed: Ewin Davidson
Signed:
Date: 06/15/2026
Accountable Manager

FAA FSDO Acceptance of:
Printed: ____________
Signed: ____________
Date: ____________
Designated Inspector

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Boca Aircraft MAINTENANCE

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 UK-CAA 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 UK-CAA Part 145 approval.

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

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

Signed by the Accountable Manager

Edwin Davidson
Accountable Manager
06/15/2026

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 UK-CAA Part 145 Approval and provide the responsible FAA ASI with the amendment of the supplement.

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1. Introduction

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

The UK-CAA (Civil Aviation Authority) has agreed that the FAA is the recognized Authority by means of the Bilateral Aviation Safety Agreement.

The UK-CAA has specified the basic differences between UK-CAA Part 145 and 14 CFR Part 145 to ensure equivalence with UK-CAA Part 145 as outlined in the UK-CAA *Maintenance Annex Guidance* (MAG), as agreed between UK-CAA and FAA, and detailed in UK-CAA publications. The result of this process is that 14 CFR Part 145 repair stations can also be UK-CAA Part 145 approved, when the repair station complies with the UK-CAA Maintenance Special Conditions, beyond those required by 14 CFR Parts 145 and 43, and as specified in the MAG and the Appendix to UK-CAA Part 145.

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 UK-CAA) 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 UK-CAA. Supervisors are responsible for determining that all personnel under their supervision have read and are familiar with the appropriate parts of the UK-CAA Supplement applicable to their duties and responsibilities.

2. 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 120 days after the signature date.

3. 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.

4. 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 UK-CAA 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 UK-CAA Approval.

5. Approval Basis and Limitation

UK-CAA approval for Boca Aircraft Maintenance, LLC is based upon compliance with 14 CFR Parts 145 and 43, except where varied by the UK-CAA Special Conditions specified in the MAG. However, this approval must not exceed the ratings permitted by Commission Regulation (UK) #1321/2014.
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. Access by UK-CAA and the FAA

In accordance with Paragraph 1.2 of Appendix 1 to Annex 2, Boca Aircraft Maintenance, LLC agrees to provide access to UK-CAA and the FAA to ascertain compliance with 14 CFR Part 145, UK-CAA Special Conditions, procedures and standards, and to investigate specific problems.

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 UK-CAA in accordance with any relevant UK regulations and UK-CAA procedures, and that Boca Aircraft Maintenance, LLC will cooperate with these actions.

7. 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. Approved Design and Repair Data

Changes to the Type Design: Major Changes, Minor Changes, Supplemental Type Certificates (STC). Boca Aircraft Maintenance, LLC obtains UK-CAA approved Design and Repair Data following the procedures outlined in the RSM/QCM Section III.C. The UK-CAA-approved design engineering data is normally data supplied by an UK-CAA Design Organization Approval (DOA) holder, or data approved by the CAA of the Type Certificate Holder (or equivalent), or data supplied by the customer and approved by UK-CAA.

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 UK-CAA are contained in Annex 1 to the Agreement and in the associated Technical Implementation Procedures for Airworthiness and Environmental Certification (IPA).

NOTE: UK-CAA defines "design change" as a change to the type design.
UK-CAA *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.

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

UK-CAA Acceptance of FAA Repair Design Data.
UK-CAA shall accept data used in support of major repairs, in accordance with Annex 1 to the Agreement and the associated IPA, paragraph 3.3.5.3(b)

UK-CAA shall also accept data used in support of minor repairs, in accordance with Annex 1 to the Agreement and the associated IPA.

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

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

Alterations.
Details for the acceptance and/or validation of FAA-approved design data used in support of alterations by UK-CAA are contained in the IPA, paragraph 3.3.6

9. 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 UK-CAA 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.

Compliance of UK-CAA 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. 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 UK-CAA *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 IPA associated with Annex 1 of the Agreement.

The FAA Form 8130-3 includes the UK-CAA Part 145 release to service certifying statement along with the UK-CAA 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 UK-CAA 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 UK-CAA Part 145 Release-to-Service Certifying Statement along with the UK-CAA 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, 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 UK-CAA 145 and in respect to that work, the component is considered ready for Release-to-Service under UK-CAA Part 145 Approval number UK.145.50664."

NOTE

In the case of maintenance carried out by a U.S.-based UK-CAA Part 145 approved organization subject to the Agreement, UK-CAA 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 UK-CAA-approved and not FAA-approved. Example: an UK-CAA 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.

11. 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 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 UK articles, provided the certification/release date of these parts is prior to October 1, 2016.

For All UK States PAH, release must be documented an UK-CAA Form 1 as a new part.

For Canadian PAH, release must be on Transport Canada Civil Aviation (TCCA) Canadian Form One 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 satisfactory condition for installation.

NOTE

UK-CAA 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 (IPA)

Engines rebuilt by the PAH can be accepted as specified in the IPA 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 UK-CAA Web site: https://www.UK-CAA.UKropa.UK/faq/66700

Used Components

Used components must be traceable to FAA- and/or UK-CAA-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 civil aviation authority (CAA) 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 UK-CAA-approved U.S.-based 14 CFR part 145 repair stations.

Used components from a 14 CFR part 145 repair station not UK-CAA-approved must not be used even if accompanied by an FAA Form 8130-3.

An UK-CAA Form 1 issued as a maintenance release shall accompany used components from UK-CAA 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 UK-CAA Web site: https://www.CAA.co.uk/our-work/about-us/International/international-cooperation/.

12. 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 13, "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 13, "Release of Aircraft After Maintenance" of this supplement.

13. 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 7, "Work Order Authorization/Contracts"; Section 8, "Approved Design and Repair Data"; Section 9, "Airworthiness Directives"; and Section 12, "Certificate of Airworthiness (C of A) Validity". At the completion of maintenance, the certification will be made in accordance with Section 13.1, "Return-to-Service in Accordance with 14 CFR Part 43.9" on the Aircraft Maintenance Record.

13.1. 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 the work specified, except as otherwise specified, was carried out in accordance with FAA Airworthiness Regulations, and in respect to that work, the aircraft is considered ready for release-to-service."

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 UK-CAA approved and not FAA approved (e.g., an UK-CAA Airworthiness Directive not approved by the FAA).

13.2. Release-to-Service in Accordance with UK-CAA 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 UK-CAA Part 145. 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 UK-CAA Part 145.xxxx, 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 UK-CAA 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 UK-CAA Part 145 Release-to-Service.

14. Reporting of Un-Airworthy Conditions

Unairworthy condition(s) are reported to UK-CAA 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), UK-CAA online platform, or "Occurrence Reporting Form".

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

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

15. 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 UK-CAA Special Conditions.

There are two elements to the Quality Monitoring System:

15.1. 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 UK-CAA Special Conditions. 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

  The sample check of a product means to witness any relevant testing and visually inspect the product and associated documentation. The sample check does not involve repeat disassembly or testing unless the sample check identifies findings requiring such action.

  The Supplement Internal Audit Forms (Form CSIA) will be used when conducting scheduled audits with date of completion recorded for audit file. Findings/discrepancies from audits are addressed per Section 15.2, "Management/Control Follow-up 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 UK-CAA, who is not employed by the repair station. The audit of all applicable 14 CFR Parts 43 and 145 paragraphs and UK-CAA Special Conditions as detailed in the MAG, will be carried out two times per year.

Boca Aircraft
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Table 12.1 – Audit Program

Audit Subject	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
14 CFR § 43.7 Release Standards **[FORM 207]**			/									
14 CFR § 43.9 Record Standards **[FORM 210]**				/								
14 CFR § 43.12 Falsification of Records **[FORM 206]**					/							
14 CFR § 43.13 Performance Standards **[FORM 208]**						/						
CAA Supplement Page VII Accountable Manager Statement **[FORM 206]**			/									
CAA Supplement Section 7 Work Order Authorization/Contracts **[FORM 208]**						/						
CAA Supplement Section 8 Approved Design and Repair Data **[FORM 206]**										/		
CAA Supplement Section 9 Airworthiness Directives **[FORM 212]**											/	
CAA Supplement Section 10: Release of Components After Maintenance		/										
CAA Supplement Section 11 Definitions and Acceptability of Components **[FORM 202 & FORM 205]**		/										
CAA Supplement Section 12: Certificate of Airworthiness (C of A) Validity				/								
CAA Supplement Section 13: Release of Aircraft After Maintenance **[FORM 210, FORM 207]**				/								
CAA Supplement Section 14: Reporting of Un-airworthy Conditions **[FORM 210]**					/							
CAA Supplement Section 15: Quality Monitoring System / Independent Audit System **[FORM 211 & FORM 209]**							/					
CAA Supplement Section 16: Provision of Hangar Space for Aircraft Maintenance **[FORM 201]**		/										
CAA Supplement Section 17: Contracted Maintenance **[FORM 202]**				/								

CAA Supplement Section 18: Human Factors **[FORM 203]**												
CAA Supplement Section 19: Line Stations **[FORM 206]**												
CAA Supplemnet Section 20: Work Away From a Fixed Location												
CAA Supplement Form CSIA												

15.2. 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.

16. 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".

17. 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 UK-CAA Part 145 Repair Stations to support maintenance activities for aircraft registered in UK, or aeronautical products to be installed on such aircraft. The listing of approved UK-CAA 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, UK-CAA Part 145 Approval Number, and the Certificate Expiration Date. The Approved Supplier/Contractor List will be made available to UK-CAA and FAA on request.

The approved UK-CAA 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 UK-CAA 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 UK-CAA 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-UK-CAA-approved Sources (subcontracting): If BAM contracts maintenance to a non-UK-CAA-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-UK-CAA-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, UK-CAA Supplement, and other pertinent information.

Items received by Boca Aircraft Maintenance, LLC from approved UK-CAA Part 145 Repair Stations contracted to support maintenance activities for aircraft registered in UK 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 UK-CAA 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.

18. 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 two years.

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

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.

19. Line Stations

UK-CAA requirements relating to Line Stations are not applicable to Boca Aircraft Maintenance, LLC operations.

20. Work Away From a Fixed Location

Boca Aircraft Maintenance, LLC may perform work on a Civil Aviation Authority 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 UK-CAA is not required. Outside the U.S., the inspector/surveyor shall be informed and notification to UK-CAA shall be sent to the following e-mail address: **apply@caa.co.uk and CAA-national-coordinator@caa.co.uk**.

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Boca Aircraft MAINTENANCE

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

By direction of the Administrator

Date issued:
FEBRUARY 18, 2010

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 (1-67) SUPERSEDES FAA FORM 395. Electronic Forms (PDF)

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Boca Aircraft MAINTENANCE

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 UK-CAA Part 145 and in respect to that work, the component is considered ready for release to service under UK-CAA Part 145 approval number UK.145.50664.

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.

FAA Form 8130–3 (02–14) NSN: 0052-00-012-9005

Appendix 2 - Form 8130-3 Sample with Dual Release

Boca Aircraft MAINTENANCE

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Boca Aircraft MAINTENANCE

Appendix 3 - Summary of possible scenarios for components released after maintenance:

FAA Form 8130-3 and CAA Form 1 Acceptance

The following table is a summary of possible scenarios for components released after maintenance.			
United States-Based AMO		**UK-Based Repair Station**	
CAA Acceptable New Products/Articles: -CAA Form 1 NEW -8130-3 NEW -C of C Standard Parts -See other Bilateral Arrangements/Agreements		**FAA Acceptable New Components:** -CAA Form 1 NEW -8130-3 NEW -C of C Standard Parts -Eligible Parts meeting FAA AC 20-62 -See other Bilateral Arrangements/Agreements	
Repaired Components: Repaired Products/Articles Release Document (input)	Final Higher Assembly Release document for UK release (output)	**Repaired Components:** Repaired Components Release Document (input)	Final Higher Assembly Release document for FAA release (output)
CAA Form 1 (Dual CAA/FAA)	FAA Form 8130-3 (Dual CAA/FAA)	CAA Form 1 (Dual CAA/FAA)	CAA Form 1 or FAA Form 8130-3 (Dual CAA/FAA)
CAA Form I (Single CAA)	FAA Form 8130-3 (Single CAA)	CAA Form 1 (Single FAA)	FAA Form 8130-3 or CAA Form 1 (Single FAA)
FAA Form 8130-3 (Single FAA)	No CAA release authorized	FAA Form 8130-3 (Single FAA)	FAA Form 8130-3 or CAA Form 1 (Single FAA)
		CAA Form 1 (Single CAA)	No FAA release authorized
-See other Bilateral Arrangements/Agreements on acceptance of repaired parts		-Repaired components must be approved for return to service by a person under 14 CFR part 43, §43.7	

NOTE 1: The CAA recognizes repaired components released on an EASA Form 1 dated prior to December 31, 2022, as specified within the CAA List of Official Record Series 4 (ORS4) - Miscellaneous. Additional details and acceptance can be found in:
http://publicapps.caa.co.uk/modalapplication.aspx?catid=1&pagetype=65&appid=11&mode=list&type=sercat&id=17.

NOTE 2: The CAA recognizes an FAA Form 8130-3 with a dual (FAA/EASA) release from a U.S.-based repair station dated prior to December 31, 2024, as specified within the MIP.

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United States

Example: One or more products/articles were installed with a UK-CAA 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 UK-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 UK-CAA Part 145 and in respect to that work the component is considered ready for release to service under UK-CAA Part 145 approval no.145.50664.

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)

<u>United Kingdom</u>

Example: One or more products/articles were installed with an FAA Form 8130-3 single release, so the final assembly cannot be released with a UK-CAA Form 1 single 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 14 CFR Part 43.9.

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 FAA certificate no. 3BOR535B"

The component is not eligible for installation onto UK registered aircraft.

This product/article meets UK-CAA Part 145.A.50 requirements, except for the following items, and therefore is **"not"** eligible to be installed on an UK-registered aircraft:
(List the Items).

Appendix 4 – Quality Monitoring Systems Forms (IQA 201 – 212)

Internal Audit Form

Housing and Facilities Audit
Including Special Facilities
(FORM IQA 201)

Regulatory Scope: FAA 14 CFR § 145.103/ UK CAA MAG Section B/Supplement Section 16 Provision of Hangar Space for Aircraft Maintenance

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: ______________________

[FAA BASELINE AUDIT QUESTION]
Have there been any changes in the last 12 months to the facility that could affect its ability to perform the maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications?
Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Is housing for the facilities adequate for equipment, materials, and personnel consistent with its ratings?
Applicable Standard:

- **FAA: 14 CFR §145.103 Housing and facilities requirements.**
- **UK CAA: Supplement Section 16 – Provision of Hangar Space for Aircraft Maintenance (verifying footprint/capacity for UK-registered aircraft).**

Yes [ ] No [ ] If no, explain: ____
Note:

[FAA BASELINE AUDIT QUESTION]
Are workspace, ventilation, lighting, control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by Part 43?
Yes [ ] No[ ] If no, explain: ____
Note:

[FAA BASELINE AUDIT QUESTION]
Are ventilation, control of temperature, humidity, and other climatic conditions sufficient to ensure adequate protection of parts and in-process components from weather, dust, heat/cold, and external damages?
Yes [ ] No [ ] If no, explain: ____
Note:

[FAA BASELINE AUDIT QUESTION]
Are the parts and in-process components properly segregated from contamination from other shop activities (e.g. paint spraying, grinding, harmful vapors)?

Yes [ ] No [ ] If no, explain: ____

Note:

[FAA BASELINE AUDIT QUESTION]

Is there adequate security and protection from fire?

Yes [ ] No [ ] If no, explain: ____

Note:

[FAA BASELINE AUDIT QUESTION]

Are the fire protection devices and systems properly identified and inspected periodically?

Yes [ ] No [ ] If no, explain: ____

Note:

[FAA BASELINE AUDIT QUESTION]

Are the walkways and doors clear of obstructions and easily accessible?

Yes [ ] No [ ] If no, explain: ____

Note:

Comments and Observations

Internal Audit Form

Parts, Purchasing, Receiving and Storage
(FORM IQA 202)

Regulatory Scope: FAA 14 CFR § 145.211 / UK CAA Supplement Section 11 Definitions and Acceptability of Components & Section 17 Contract Maintenance

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: ______________________

....

[UK CAA TARGET AUDIT QUESTION]
Are parts purchased from suppliers that can provide traceability to an approved source acceptable to the FAA?
Applicable Standard:

- **FAA: 14 CFR § 145.211 Quality control system.**
- **UK CAA Supplement Section 17 – Contracted Maintenance (ensuring traceability to UK CAA approved, appropriately rated, or dual-release FAA-certificated sources).**

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are incoming parts compared against the original purchase order to verify conformity?
Yes / No If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Are incoming parts and materials checked for compliance with the specification and for a state of good preservation?
Applicable Standard:

- **FAA: 14 CFR § 145.211 Quality control system / Material receiving inspection.**
- **UK CAA Supplement Section 11 – Definitions and Acceptability of Components (verifying mandatory UK CAA Form 1 for UK states PAH, Transport Canada Form One, or a valid Dual Release FAA Form 8130-3 listing approval number UK.145.50664 for used components).**

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are parts stored in an environment that is consistent with the manufacturers and with current industry practices?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are parts room articles and those items in-process identified to show:

- Basic part information (name/make/model/serial number/batch or lot, etc.).
- Serviceability status of parts and materials in a manner that readily identifies serviceable parts and materials from unserviceable.

- Rejected parts, including questionable parts, awaiting disposition.

Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are parts and materials protected while stored and during transit, until installation, in a manner that will prevent damage, contamination, loss, or substitution?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are parts failing to meet specifications properly tagged and segregated while awaiting disposition?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are parts and materials properly identified so that only acceptable parts and supplies will be issued?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are rejected parts and materials properly identified and isolated from usable stock?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Is the serviceability of parts and materials identified such that serviceable parts and materials are easily distinguished from unserviceable?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are parts personnel trained to receive, store and ship Hazardous Materials?
Yes [ ] No [ ] If no, explain: ______________________________

Comments and Observations

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Internal Audit Form

Training

(FORM IQA 203)

Regulatory Scope: FAA 14 CFR § 145.163 / UK CAA MAG Section B (Supplement Section 18 Human Factors)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: ______________________

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[FAA BASELINE AUDIT QUESTION]
Is the person responsible for the training program called out by title in the RSM/QCM?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are all copies of the Approved Training Program current and has the FAA approved all changes?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is indoctrination training given to new employees who perform a function of the repair station?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are technicians qualified as to their type and level of experience?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is there a needs assessment given to employees to determine their Knowledge and Capability to perform assigned tasks within their job scope?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is Initial training being conducted in accordance with the approved training program?
Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is recurrent training being conducted in accordance with the approved training program?
Yes / No If no, explain: ____

Internal Audit Form

[FAA BASELINE AUDIT QUESTION]
Has each employee that is assigned to perform a function of the repair station received training that is documented in the repair station's training records and is it within the employee's job scope?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Is training documented and are records maintained in accordance with the RSM/QCM and the Approved Repair Station Training Program?
Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Does the repair station have procedures to provide documented on-the-job training?
Yes [ ] No [ ] If no, explain: ______________________________

[UK CAA TARGET AUDIT QUESTION]
Has each employee that is assigned to perform a function of the repair station received Human Factors training?
Applicable Standard:

- **FAA: 14 CFR § 145.163 Training program requirements.**
- **UK CAA: Supplement Section 18 – Human Factors (mandating tailored initial and recurrent human factors courses that build upon lessons learned, sharing internal quality audits, and occurrence report experiences annually).**

Yes [ ] No [ ] If no, explain: ______________________________

[FAA BASELINE AUDIT QUESTION]
Are the training records retained for 2 years?

Yes [ ] No [ ] If no, explain: ______________________________

Comments and Observations

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Internal Audit Form

Calibration & Test Equipment

(FORM IQA 204)

Regulatory Scope: FAA 14 CFR § 145.109/UK CAA MAG Section B (Supplement Section 20 Constraints)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: ______________________

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[FAA BASELINE AUDIT QUESTION]
Is the person and back-up person responsible for the operation of the calibration program identified by title?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is the calibration status determined on new test equipment prior to its use?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Does the calibration program identify all the tools and test equipment in the program?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are employee owned tools and test equipment properly identified as being in the program?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is the calibrated test equipment labeled as being calibrated?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are tools and test equipment not calibrated adequately identified as not being calibrated?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are the standards used in calibration traceable to the NIST?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are tools and test equipment that are in the calibration program, but are out of calibration or past due calibration, properly identified so as to prevent use?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Do the records of calibration show;

- The date the item was calibrated or checked.

Internal Audit Form

- The date the next calibration is due.
- Identify the individual or the vendor that accomplished the calibration or check.
- Contain a certificate of calibration if calibrated by an outside agency.
- Record the details of any adjustment or repairs required.
- Identify the standard used to calibrate the tool.

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are calibration records retained for at least 2 years?

Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]

Are tooling and calibrated test equipment used during "Work Away From a Fixed Location" operations controlled, transported, and verified prior to use on UK-registered aircraft?

Applicable Standards:

- **FAA: 14 CFR § 145.109 Equipment, tools, and materials.**
- **UK CAA: Supplement Section 20 – Work Away from a Fixed Location & MAG Section B (ensuring calibration integrity is maintained during off-site operations and verified against the master program).**

Yes [ ] No [ ] If no, explain: ____

Comments and Observations

Internal Audit Form

Shelf-Life Control Program

(FORM IQA 205)

Regulatory Scope: FAA 14 CFR § 145.211/UK CAA MAG Section B (Supplement Section 11)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: __________________________

Signature of Person Responsible for Any Findings: _____________________

[FAA BASELINE AUDIT QUESTION]
Is the person and back-up person responsible for the operation of the shelf-life program identified by title?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Are life-limited parts and materials identified when received and added to the shelf - life Control Program?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Are life-limited parts and materials properly stored per manufacturer recommendations?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is there a procedure for determining the shelf- life of qualifying parts and materials?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is there a log of all parts and materials in the shelf-life program?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is the expiration date of each shelf -life item clearly identified?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is there a system that ensures that no expired material or part is issued?
Yes [ ] No [ ] If no, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is there a procedure to track qualifying parts and materials?
Yes [ ] No [ ] If no, explain: ____________________

Internal Audit Form

[UK CAA TARGET AUDIT QUESTION]

Are all life-limited or shelf-life controlled components intended for installation on UK-registered aircraft accompanied by proper traceability records documenting total time and life utilized?

Applicable Standards:

- **FAA: 14 CFR § 145.211 Quality control system**
- **UK CAA: Supplement Section 11 – Used Components (mandating that in the case of life-limited parts, the life used must be appropriately documented, clear, and traceable).**

Comments and Observations

Internal Audit Form

Repair Station /Quality Control Manual & Supplement, Quality System Manual & UK CAA Supplement
(FORM IQA 206)

Regulatory Scope: FAA 14 CFR § 145.207/UK CAA MAG Section B (Supplement Page VII, Section 1, and 19)

Date of Audit: ____________________

Auditor: ___________________________

Auditor Signature: __________________

Person Responsible for Any Findings: ________________________________

Signature of Person Responsible for Any Findings: __________________________

[UK CAA TARGET AUDIT QUESTION]
Are the Repair Station Manual/Quality Control Manual and Supplements up to date with respect to current practiced procedures?
Applicable Standards:

- **FAA: 14 CFR § 145.207 Repair station manual / Quality control manual updates.**
- **UK CAA Supplement Section 1 (Introduction) & Cover Page – Verifying that compliance with the supplement, together with the 14 CFR part 145 RSM/QCM Revision 4, actively forms the basis of the UK approval.**

Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Is the Accountable Manager's Commitment Statement properly executed, signed by Accountant Manager (Edwin Davidson), and remains valid with respect to funding and regulatory compliance definitions?
Applicable Standards:

- **FAA: 14 CFR § 145.151 Management/Supervisory personnel framework.**
- **UK CAA Supplement Page VII (Accountable Manager's Commitment Statement) – Verifying that the signed statement is on file, confirms sufficient maintenance funding allocation, and establishes that a replacement manager requires a signed update for the FAA ASI.**

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are all forms and technical data referenced in the RSM/QCM and Supplements current?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are the RSM/QCM and Supplements available to all employees that perform a function of the repair station?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are all controlled copies of the RSM/QCM and Supplements at the latest revision?

Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Does the facility ensure that no non-compliant line maintenance activity is conducted under the scope of this supplement?
Applicable Standards:

- **FAA: 14 CFR § 145.207 Repair station manual / Quality control manual updates.**
- **UK CAA Supplement Section 19 (Line Stations) – Enforcing the explicit manual constraint that UK CAA Line Station requirements are not applicable to current company operations**

Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Are the scope limitations regarding Line Stations accurately reflected?
Applicable Standards:

- **FAA: 14 CFR § 145.207 Repair station manual / Quality control manual updates.**
- **UK CAA Supplement Section 19 (Line Stations) – Confirming zero non-compliant line station activity is being conducted under the UK approval.**

Yes [ ] No [ ] If no, explain: ____

Comments and Observations

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____
____
____
____

Boca Aircraft MAINTENANCE

Internal Audit Form

Personnel Records, Authorizing & Training

(FORM IQA 207)

Regulatory Scope: FAA 14 CFR § 145.161/UK CAA MAG Section B (Supplement Section 10, 13, and 14)

Date of Audit: _________________

Auditor: _______________________

Auditor Signature: ________________

Person Responsible for Any Findings: ____________________________

Signature of Person Responsible for Any Findings: ______________________

………

[UK CAA TARGET AUDIT QUESTION]

Is the roster of management, supervisory and inspection personnel up-to-date and include:

- The names of officials that are responsible for management and the names of the technical supervisors
- The inspection personnel and the name of the Chief Inspector
- The names of all personnel authorized for the approval of return to service of aircraft and/or components and the limits of their authority

Applicable Standard:

- **FAA: 14 CFR § 145.161 Personnel records and Roster.**
- **UK CAA: Supplement Section 10 (Release of Components After Maintenance) & Section 13 (Release of Aircraft After Maintenance) –** Verifying that only authorized personnel listed on the Roster execute releases quoting approval number **UK.145.50664**.

Yes [ ] No [ ] If not, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are there Employment Summaries for all individuals listed in the Authorized Inspection Personnel Roster and do the summaries include:

- Current Title
- Total years of pertinent experience and the type of work performed.
- Past relevant employment with names of the previous employer and period of employment.
- Scope of present employment.
- Types of mechanic and repairman certificates held with the ratings on that certificate.

Applicable Standard: 14 CFR § 145.161 Personnel Records.

Yes [ ] No [ ] If not, explain: ____

[FAA BASELINE AUDIT QUESTION]

Do supervisory personnel have a minimum of 18 months' experience and are they thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform the functions they supervise?

Applicable Standard: 14 CFR §145.153 Supervisor Requirements.

Yes [ ] No [ ] If not, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are personnel that are authorized perform a function of the repair station thoroughly familiar with the methods, techniques, practices, aids, equipment, and tools used to perform that function?

Yes [ ] No [ ] If not, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Is formal and OJT training documented?
Yes [ ] No [ ] If not, explain: ____________________

[FAA BASELINE AUDIT QUESTION]
Are the training records for technicians, inspectors, and supervisors retained for two years after a person leaves the company?
Yes [ ] No [ ] If not, explain: ____________________

[UK CAA TARGET AUDIT QUESTION]
Is there a procedure for reporting to the FAA, and UK CAA any serious failure, malfunction, or defect of an article?
Applicable Standards:

- **FAA: 14 CFR § 145.221 Service Difficulty Reports**
- **UK CAA: Supplement Section 14 (Reporting of Un-Airworthy Conditions) -** Verifying that serious defects are reported to the UK CAA online platform and the customer within 72 hours of discovery.

Yes [ ] No [ ] If not, explain: ____________________

Comments and Observations

Internal Audit Form

Work In Process Procedures

(FORM IQA 208)

Regulatory Scope: FAA 14 CFR Part 43/ UK CAA MAG Section B (Supplement Section 7, 8, and 20)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: __________________________

Signature of Person Responsible for Any Findings: _____________________

………

[UK CAA TARGET AUDIT QUESTION]
Is the task or discrepancy description clear to understand?
Applicable Standards:

- **FAA: 14 CFR Part 43 Maintenance record execution standards.**
- **UK CAA: Supplement Section 7 (Work Order Authorization/Contracts) – Ensuring a clear conversion of the customer's contract specifications, inspections, or component requests into floor tasks without ambiguity.**

Yes [ ] No [ ] If no, explain: ______
NOTE:

[FAA BASELINE AUDIT QUESTION]
Is the supervisor or technician assigned Authorized and have the knowledge and capability for the assignment?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Was the technical data required available to the technician?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[UK CAA TARGET AUDIT QUESTION]
Was the technical data pertinent to the approval for return to service current?
Applicable Standards:

- **FAA: 14 CFR § 145.109 Current technical data tools and equipment.**
- **UK CAA: Supplement Section 8 (Approved Design and Repair Data) – Ensuring that work is strictly restricted to data approved or accepted under the FAA-UK CAA bilateral system..**

Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Were the Preliminary, Hidden Damage (when applicable), Progressive and Final Inspections performed?
Yes [ ] No [ ] If no, explain: ____
NOTE:

Internal Audit Form

[FAA BASELINE AUDIT QUESTION]
Was the task carried out using acceptable standard practices to ensure airworthiness?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Was the completed task tested for proper operation, forms completed and approval for return to Service accomplished?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Was the approval for return to service performed by an authorized inspector?
Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
If the work in process is conducted outside the United States, has the quality department formally notified the UK Civil Aviation Authority prior to commencing work?
Applicable Standards:

- **FAA: 14 CFR Part 145 Operations Specifications D100.**
- **UK CAA: Supplement Section 20 (Work Away From a Fixed Location) – Verifying that pre-work notification has been transmitted directly to apply@caa.co.uk and CAA-national-coordinator@caa.co.uk for foreign off-site operations.**

Yes [ ] No [ ] If no, explain: ____
NOTE:

Comments and Observations

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Internal Audit Form

Products

(FORM IQA 209)

Regulatory Scope: FAA 14 CFR Part 43/UK CAA Mag Section B (Supplement Section 10, 13, 15.1, & FORM CSIA parameters)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: _____________________

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[UK CAA TARGET AUDIT QUESTION]

Are product sample audits conducted throughout the maintenance process by an auditor completely independent of the function or product line being audited?

Applicable Standards:

- **FAA: 14 CFR § 145.109 Current technical data tools and equipment.**
- **UK CAA: Supplement Section 15.1 (Independent Audit System - Product Audits) – Ensuring distinct operational separation to preserve structural "independence" during live product evaluations.**

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

[FAA BASELINE AUDIT QUESTION]

Was the component properly identified on the repair sheet with the reason for removal clearly stated?

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

[FAA BASELINE AUDIT QUESTION]

Were the technician(s) that performed the repair authorized?

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

[FAA BASELINE AUDIT QUESTION]

Was the required test equipment available and in calibration?

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

[FAA BASELINE AUDIT QUESTION]

Was the technical data used in the testing and/or repair current?

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

[FAA BASELINE AUDIT QUESTION]

Were the Preliminary, Hidden Damage (when applicable), Progressive and Final Inspections performed?

Yes [ ] **No** [ ] If no, explain: ____

NOTE:

Internal Audit Form

[FAA BASELINE AUDIT QUESTION]
If any parts were used, were they called out on the repair sheet and did they have traceability?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Was the corrective action write up adequate for the work performed?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[FAA BASELINE AUDIT QUESTION]
Was the completed product clean and properly identified as to its airworthiness status?
Yes [ ] No [ ] If no, explain: ____
NOTE:

[UK CAA TARGET AUDIT QUESTION]
Does a validation check of completed work packages confirm that all final product releases (FAA Form 8130-3 or Aircraft Log Entry) strictly comply with the specific bilingual statements and tracking parameters of Form CSIA?
Applicable Standards:

- **FAA: 14 CFR Part 43 Maintenance record execution standards.**
- **UK CAA: Supplement Section 10 & Section 13 (Release of Components/Aircraft) – Cross-checking the product release trail against Form CSIA parameters to verify that component releases (FAA Form 8130-3) use approval number UK.145.50664 in Block 12, omit Blocks 13a–13e, and that aircraft log entries accurately quote both the FAA and UK CAA certificate numbers.**

Yes [ ] No [ ] If no, explain: ____
NOTE:

Comments and Observations

Internal Audit Form

Inspection and Approval for Return to Service Procedures

(FORM IQA 210)

Regulatory Scope: FAA 14 CFR Part 43 / UK CAA MAG Section B (Supplement Sections 10, 13.1 and 14)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: ________________

Person Responsible for Any Findings: ____________________________

Signature of Person Responsible for Any Findings: ______________________

....

[FAA BASELINE AUDIT QUESTION]
Is there an up-to-date roster of all inspection personnel, including the name of the Chief Inspector and those inspectors who make final airworthiness determinations?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Does the roster include current examples of signatures and initials?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is each person approving aircraft and/or components for return to service appropriately certified, properly trained, and authorized to do so?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are the inspection personnel thoroughly familiar with the applicable regulations and with the methods, techniques, and equipment used in their specialty to determine the quality or airworthiness of the article being approved for return to service?
Yes [ ] No [ ] If no, explain: _

[FAA BASELINE AUDIT QUESTION]
Are preliminary, hidden damage (when applicable), progressive and final inspections being performed on customer items that are maintained?
Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Do the approval for return to service documents meet the appropriate FAA, UK CAA, and customer requirements?

- Description of the work performed.
- Date that the work was completed.
- Name of the person who performed the work.
- Signature of the person approving the aircraft and/or component for return to service.

Applicable Standards:

- **FAA: 14 CFR Part 43.9 Performance and entry formatting regulations.**
- **UK CAA: Supplement Section 10 (Component Dual Release requirements, omitting Blocks 13a–13e, and verifying the mandatory Block 12 release statement format) and Section 13.1 (Release-to-Service in Accordance with UK CAA Part 145.A.50 using approval number UK.145.50664).**

Yes [ ] No [ ] If no, explain: ____

Internal Audit Form

[FAA BASELINE AUDIT QUESTION]
Are the approval for return to service documents retained for at least 2 years from the date the article was approved for return to service?
Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Does the repair station provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, or alteration was performed?
Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Is there an operational procedure for reporting to the FAA and UK CAA any serious failure, malfunction, or defect of an article within 72 hours?
Applicable Standards:

- **FAA: 14 CFR Part 43.9 Performance and entry formatting regulations.**
- **UK CAA: Supplement Section 14 (Reporting of Un-Airworthy Conditions) – Ensuring serious defects are synchronized and reported through the UK CAA online platform or Occurrence Reporting Form.**

Yes [ ] No [ ] If no, explain: ____

Comments and Observations

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____

Boca Aircraft MAINTENANCE

Internal Audit Form

Auditing System

(FORM IQA 211)

Regulatory Scope: FAA 14 CFR § 145.211 / UK CAA MAG Section B (Supplement Section 13.1 and 13.2)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: _______________

Person Responsible for Any Findings: ___________________________

Signature of Person Responsible for Any Findings: ______________________

....

[FAA BASELINE AUDIT QUESTION]

Does the internal audit function periodically review the programs and procedures that assure compliance with customer specifications, regulatory requirements, and good industry practice?

Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are audits conducted to verify that operations are being conducted in accordance with these programs?

Yes / No If no, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are the audits corrective actions up-to-date?

Yes / No If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]

Are audits conducted by someone outside of the area being audited to maintain independence?

Applicable Standards:

- **FAA: 14 CFR § 145.211 Internal evaluation program.**
- **UK CAA: Supplement Section 13.1 (Independent Audit System) – Ensuring distinct operational separation to preserve structural "independence," confirming audits are not carried out by personnel responsible for the function, procedure, or product line being audited.**

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]

Does the internal audit and surveillance function contain provisions to assure appropriate corrective action is taken promptly?

- Correct the discrepancies reported.
- Locate and correct similar discrepancies, if they exist, in areas not audited.
- Correct the root cause of the problem evidenced by the discrepancies.

Yes [ ] No [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]

Does the Management/Control Follow-up System ensure that audit findings are corrected in a timely manner, that the Accountable Manager holds meetings to check progress, and that this function is never contracted to outside agencies?

Applicable Standards:

- **FAA: 14 CFR § 145.211 Internal evaluation program.**

Boca Aircraft MAINTENANCE

Internal Audit Form

- **UK CAA: Supplement Section 13.2 (Management/Control Follow-up System) – Verifying that the Accountable Manager remains directly informed of compliance states, progress meetings are held, and the follow-up framework is kept strictly in-house.**

Yes [ ] No [ ] If no, explain: ____

Comments and Observations

Internal Audit Form

Technical Publications Control

(FORM IQA 212)

Regulatory Scope: FAA 14 CFR § 145.109 / UK CAA MAG Section B (Supplement Section 9)

Date of Audit: ________________

Auditor: ______________________

Auditor Signature: ________________

Person Responsible for Any Findings: ____________________________

Signature of Person Responsible for Any Findings: ______________________

[FAA BASELINE AUDIT QUESTION]
Is all technical data used to approve aircraft and/or components to service kept current?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is there a record of revisions received and filed or updated with the revisions?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is the technical data used in performing maintenance actions appropriate, readily available, in good condition, and in adequate quantity?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is the technical data properly identified and stored in a manner to protect it from dirt and damage?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is customer specific data maintained current and available when appropriate?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Are any special viewing devices available and in good working order?
Yes [ ] **No** [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]
Is the person, and back-up person, responsible for the operation of the technical publications control identified by title?
Yes [ ] **No** [ ] If no, explain: ____

[UK CAA TARGET AUDIT QUESTION]
Are applicable Airworthiness Directives reviewed, retained, and acted upon as appropriate?

Internal Audit Form

Applicable Standards:

- **FAA: 14 CFR § 145.109 Technical maintenance data.**
- **UK CAA: Supplement Section 9 – Airworthiness Directives (verifying that the facility actively understands and tracks the unique Airworthiness Directives required by the customer, including any additional mandates issued or accepted by UK CAA Full Member Authorities).**

Yes [ ] No [ ] If no, explain: ____

[FAA BASELINE AUDIT QUESTION]

Are Service Bulletins current and accessible when relevant work is being performed?

Yes [ ] No [ ] If no, explain: ____

Comments and Observations

Appendix 5 – Component/Special Inspection Product Audit Form (Form CSIA)

Internal Audit Form

UK CAA Supplement Product Audit

FORM CSIA

Date of Audit: ______________

Auditor: _______________________

Auditor Signature: __________________________

Person Responsible for Any Findings: __________________________

Signature of Person Responsible for Any Findings: ____________________________

Work Order #: __________________

Target Primary Product Line Rated Category (Check One):

- **[ ] Limited Airframe: Complete Airframe Maintenance Scope**
- **[ ] Limited Engines: Turbine/Piston Powerplant (Excluding Overhaul/Case Separation)**
- **[ ] Limited Instruments: Altimeter System Test & Inspection (Part 43 Appendix E)**
- **[ ] Limited Radio: Transponder System Test & Inspection (Part 43 Appendix F)**

Item	Product Workflow Step & Audit Question	Reference	Pass/Fail	Auditor Notes & Evidence
1.	**Work Order Generation:** Does the active floor work traveler reflect a clear conversion of the customer's UK CAA contract specifications, inspections, or component requests without ambiguity?	UK CAA Supp. Section 7	[ ] P [ ] F	Target Asset: Tail/Part Number:
2.	**Receiving Inspection & Acceptance:** Was the serialized article or incoming replacement component verified for damage and matched to an UK CAA Form 1 or a Dual-Release FAA Form 8130-3?	UK CAA Supp Section 11	[ ] P [ ] F	Tag Tracking: Form tracking or batch number:
3.	**Airworthiness Directive Verification:** Is there physical or logged verification that a research check was executed to confirm current UK CAA -specific or Full Member State AD compliance status for this item	UK CAA Supp. Section 9	[ ] P [ ] F	AD Target Check: Last AD researched / applied:

	prior to work?			
4.	**Technical Data Validation:** Is the floor technician directly utilizing UK CAA-approved or validated data (e.g., current structural manuals, CMMs, or manufacturer instructions) specific to this asset model?	UK CAA Supp. Section 8	[ ] P [ ] F	Data Identity: Document number and revision level:
5.	**Tooling & Calibrated Equipment:** Witnessing the work step, are the specific multimeters, pressure boxes, or micrometer tools in-calibration and tagged appropriately for this product line?	14CFR§ 145.109 / Section 8	[ ] P [ ] F	Tool Identifiers: Tool asset tag sequence and due dates:
6.	**Rating Limitation Adherence (Engines):** If tracking an Engine asset, does the physical work observe company constraints by remaining strictly within the capability bounds (no overhaul/case separation)?	FAA Ops Specs AOO3 Limited Ratings	[ ] P [ ] F [ ] N/A	Scope Observation: Describe active step performed:
7.	**Standardized System Testing (Avionics):** If tracking an Instrument or Radio asset, does the test execution align line-by-line with 14 CFR Part 43 Appendix E (Altimeter) or Appendix F (Transponder)?	FAA Ops Specs A003 / Part 43 Appendices E & F	[ ] P [ ] F [ ] N/A	Parameter Verification: Test bench reading/values:
8.	**Data Entry Concurrency:** Are the technical layout write-ups, part tracking items, and floor mechanics' sign-offs executed concurrently with the work steps to avoid back-dating risk?	Internal QMS Form CSIA Item 8	[ ] P [ ] F	Time Stamp Audit: Cross-check mechanic sign-off vs reality:
9.	**Contracted Maintenance Tracking:** If any segment of this work scope was processed by an outside supplier, is that vendor listed on the active ASL with a valid, current UK CAA Approval Number?	UK CAA Supp. Section 17	[ ] P [ ] F [ ] N/A	Vendor Name & Number:
10.	**Final Inspection & Clearance:** Was a standalone final technical inspection physically completed by an authorized inspector before this specific component or airframe was signed off?	14 CFR Part 43 / Section 10 / Section 13	[ ] P [ ] F	Inspector Verification: Stamp or sign-off identifier:

Internal Audit Form

11.	**UK CAA Dual Release Execution (Components):** Does the completed FAA Form 8130-3 for this part include the required UK CAA Part 145 certifying statement and true approval number (**UK.145.50664**) in Block 12?	UK CAA Supp. Section 10 / Form CSIA Item 11	[ ] P [ ] F [ ] N/A	**Document Verification:** Confirm Blocks 13a–13e are blank:
12.	**Aircraft Release Statement (Airframe):** Does the final log entry for the aircraft incorporate the mandatory language referencing both FAA Certificate **3BOR535B** and UK CAA Approval number **UK.145.50664**?	UK CAA Supp. Section 13 / Form CSIA Item 12	[ ] P [ ] F [ ] N/A	Record Verification: Review entry for exact citation format: