

Federal Aviation Administration

Repair Station Supplement to the Maintenance Organization Manuals (MOM)

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This FAA Repair Station Supplement, together with the Maintenance Organization Manuals (MOM), forms the basis of acceptance by the FAA for maintenance, alterations, or modifications carried out by this maintenance organization on aircraft and/or aircraft components under the regulatory control of the FAA

To reduce redundant procedures, it is permissible to refer to the relevant section of the MOM as long as they are in the English language, provided the references are clearly identified and satisfy the requirements of the FAA Special Conditions.

Maintenance, alterations, or modifications performed in accordance with the Maintenance Organization Manual (hereinafter referred to as manual), including this FAA Supplement, are considered to be in compliance with 14 CFR parts 43 and 145.

All revisions to the FAA Supplement must be approved by the National Civil Aviation Agency of Brazil (ANAC)

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17	REISSUE 1	10/01/2025			

Boca Aircraft Maintenance Approval:

Printed: Edwin Davidson

Signed: _____

Date : 10/01/2025

Chief Inspector

FAA FSDO Approval: **FAA ACCEPTED**

Printed: URIAN

Signed: THUNDER

Date: RILEY

Designated Inspector

Principal Maintenance Inspector.

Digitally signed
by URIAN

THUNDER RILEY

Date: 2026.01.28

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Amendment record list

Amendment Number	Amendment Date	Details	Inserted By	Insertion Date

1. MANAGEMENT

1.1 Corporate Commitment by the Accountable Manager.

- 1.1.1 The Accountable Manager will formally demonstrate their corporate commitment through a signed statement, confirming their understanding of and ensuring the organization's adherence to 14 CFR Parts 43 and 145, as well as the Maintenance Implementation Procedures (MIP) requirements and Maintenance Agreement Guidance (MAG) procedures..
- 1.1.2 The Accountable Manager's statement should fully convey the meaning of the original paragraph, ideally without changes. If modifications are made, they must not alter the core intent.

This supplement, along with the FAA RSM/QCM and any associated referenced manuals, define the Organization and procedures upon which the National Civil Aviation Agency of Brazil (ANAC) RBAC 145 certificate is granted under the terms of the FAA-ANAC Maintenance Implementation Procedures (MIP) and regulations issued by the Federal Aviation Administration and the National Civil Aviation Agency of Brazil. These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the RBAC 145 certificate.

As the Accountable Manager, I undertake to ensure that this organization fully understands the terms of the MIP and that by complying with the ANAC Special Conditions, procedures outlined in the MAG and 14 CFR parts 43 and 145, it will be complying with the corresponding sections of RBAC 43 and RBAC 145 regulation. I understand that the issuance of the RBAC 145 maintenance organization certificate is subject to compliance with the ANAC Special Conditions, procedures outlined in the MAG and 14 CFR parts 43 and 145. Failure to comply with the requirements of the ANAC Special Conditions or procedures outlined in the MAG or 14 CFR parts 43 and 145 regulations may result in the denial of renewal, suspension, or revocation of the RBAC 145 maintenance organization certificate.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulations published by the FAA and/or the ANAC new or amended MIP Special Conditions from time to time where these new or amended regulations are in conflict with these procedures.

*It is agreed that **Boca Aircraft Maintenance, LLC** will provide the FAA and ANAC personnel with unimpeded access to its facilities for the purpose of determining compliance with the equivalent RBAC 145 requirements, ANAC Special Conditions, procedures outlined in the MAG, SIS inspections, and/or investigations for suspected violations.*

I agree to ensure that this ANAC Supplement will be maintained and kept current by this organization and is accessible to all personnel. I further agree to submit revisions to this ANAC Supplement to the FAA for approval before implementing any such revisions.

It is understood that the ANAC will issue a certificate to this Organization if the ANAC is satisfied that the procedures are being followed and work standards maintained. It is further understood that ANAC may withdraw the certificate, suspending or cancelling any privileges granted to the Organization if it is considered that the manuals procedures are not followed or RBAC 145 certification standards are not maintained.

Signed 

Dated 10-1-2025

Accountable Manager and Chief Inspector

For and on behalf of Boca Aircraft Maintenance, LLC.

- 1.1.3 Upon a change in Accountable Manager, the newly appointed individual must sign the required statement as soon as possible, which is crucial for their FAA acceptance.

1.2 Management Personnel.

Mr. Edwin Davidson, Chief Inspector/Accountable Manager, is responsible for the maintenance activities performed under the **Brazilian Civil Aviation Regulations (RBAC) 145 certificate** and serves as the primary contact for ANAC-DA.

In his absence, Mr. Davidson delegates all maintenance activity duties to **Mr. Steven Cobaugh, Operations Manager**, or **Mr. Thomas Cavanaugh, Program Manager**. This delegation, however, does not relieve Mr. Davidson of his overall responsibility.

1.3 Scope of Work.

- 1.3.1 The scope of work and level of capability authorized under the ANAC ratings or limitations shall not exceed the 14 CFR part 145 ratings and limitations.
- 1.3.2 The specific maintenance activities Boca Aircraft Maintenance, LLC is authorized to perform, along with any limitations on those activities, are clearly defined in both its RBAC 145 certificate and its 14 CFR Part 145 Operation Specifications (OpSpec)

1.3.3 If desired to limit the RBAC 145 rating, limitations and place of business to a level below the ratings specified in the 14 CFR part 145 OpSpecs, a description must be included in this chapter of the ANAC Supplement.

1.4 Notification Procedure to the FAA Regarding Changes to the Maintenance Organization's Activities/Approval/Location/Personnel.

Any significant changes to the maintenance organization's name, the location of its main place of business, or its accountable manager will be reported to the FAA in accordance with the procedures outlined in Boca Aircraft Maintenance, LLC Repair Station Manual (RSM).

These changes, which can impact the original certification conditions, will be formally communicated to the FAA using ANAC Form F-143-13.

1.5 ANAC Supplement Amendment Procedures.

The Chief Inspector/Director of Quality holds direct responsibility for the revision, control, and final production of all Repair Station Manuals (RSM/QCM/TPM), which must be updated in coordination with the ANAC Supplement [Brazil].

Detailed procedures exist for manual revisions, marked by vertical bars in margins, updated revision numbers and dates on the Record of Revisions, and List of Effective Pages (L.E.P.) updates. Highlights of revisions are documented. Reissues are reserved for extensive changes.

All revised manuals are provided electronically to the FAA CHDO, and Boca Aircraft Maintenance, LLC must recall any deemed unacceptable by the FAA.

The "Repair Station Manual & Quality Control Manual" is the primary comprehensive document. It contains a detailed Table of Contents, Record of Revisions, and L.E.P., and references other internal documents like the "Repair Station Forms Manual" and "BAM Training Manual," while adhering to Federal Aviation Regulations (FAR).

The ANAC Supplement [Brazil], alongside all other manuals (RSM/QCM/Forms and TPM), is maintained electronically on a secure server and the B.A.M. website. This ensures that the complete set of regulatory and procedural documentation is accessible to all personnel across all shifts.

Revisions are distributed electronically to the FAA CHDO by the Chief Inspector/Director of Quality. A "Revision and Acknowledgement Transmittal" ensures personnel confirm receipt of current versions, and printed copies are marked "Uncontrolled."

1.6 Periodic Report.

1.6.1 In accordance with ANAC regulations, Boca Aircraft Maintenance, LLC ensures the submission of the following reports every 24 months as part of our certificate renewal process:

a. A comprehensive report outlining all maintenance services conducted within the preceding period.

b. An updated roster of all technical personnel associated with Boca Aircraft Maintenance, LLC's RBAC 145 certification.

1.6.2 Designated as the ANAC liaison, the **Chief Inspector/Director of Quality** holds the responsibility for both managing the **Personnel Rosters** and creating the **Comprehensive Report** on maintenance services conducted biennially.

Boca Aircraft Maintenance, LLC will store the **Personnel Roster** and the **Biennial Comprehensive Report of Maintenance Service** both electronically on its secure server and physically in the Quality Office at its Boca Raton facility.

1.6.3 When submitting reports for work performed on Brazilian aviation products, Boca Aircraft Maintenance will include the following minimum details:

- The **Brazilian customer's name**.
- **Product identification**, specifying the type (e.g., aircraft, engine, propeller), manufacturer, model, part number, and serial number.
- **Aircraft registration marks**, if applicable.
- The **scope of work** completed.
- The associated **work order number**.
- The **start date of the work** and its **return to service date**.
- The **location** where the service was performed (e.g., at our base or a remote site).

1.6.4 The **Personnel Roster report** on technical staff involved in the RBAC 145 certification will include all personnel directly engaged in or supporting maintenance activities, such as **mechanics (and their assistants), inspectors, supervisors, and return-to-service personnel**.

This report will, at a minimum, contain the following information for each individual:

- **Name**
- **Position or function**
- **Date of admission** into the maintenance organization (and dismissal date, if applicable)
- **FAA license** (if applicable)

1.6.5 Although these reports are typically submitted every 24 months, Boca Aircraft Maintenance, LLC will make them available to ANAC whenever requested, regardless of the usual submission schedule.

2. MAINTENANCE PROCEDURES.

2.1 Acceptable Aeronautical Articles.

2.1.1 Boca Aircraft Maintenance, LLC, as an RBAC 145 maintenance organization, is only authorized to use aeronautical articles that are **acceptable to ANAC**. This ANAC Supplement details our procedures for ensuring full compliance with this requirement.

2.1.2 **New Parts** Boca Aircraft Maintenance, LLC, as an RBAC 145 maintenance organization, adheres to strict procedures to ensure that **only new aeronautical parts accompanied by an approved Authorized Release Certificate (ARC) are installed on Brazil-registered aircraft or parts intended for them.**

These acceptable ARCs include:

- **ANAC Form F-100-01 (SEGVOO 003)**
- **FAA Form 8130-3**
- **European Union Aviation Safety Agency (EASA) Form 1**
- **Transport Canada Civil Aviation (TCCA) Form One**
- Other ARCs issued by authorities with a **bilateral agreement on product certification with ANAC.**

Our receiving inspection process for new aeronautical parts is critical. It mandates that each part must be accompanied by comprehensive documentation demonstrating:

- **Traceability** to its approved or accepted design specification.
- **Approved production authorization.**
- **Certification** from a properly certificated maintenance individual or organization.

This documentation must also clearly present essential part information, such as **name, make, model, serial number, batch, and lot**, along with its **serviceability status**.

Upon successful review and acceptance, parts are entered into our inventory system and properly protected during storage or transit. Critically, **no part will be issued to the maintenance floor for aircraft use without its required accompanying documentation, which must be stamped or signed by the Receiving Inspector.**

NOTE: To access ANAC-Brazil bilateral agreements on Airworthiness Certification in place with other authorities, please check the following website:

<https://sistemas.anac.gov.br/certificacao/Acordos/Acordos.asp>

2.1.3 **Maintained Parts.** As an RBAC 145 maintenance organization, Boca Aircraft Maintenance, LLC implements specific procedures to ensure that only maintained aeronautical parts accompanied by the appropriate Authorized Release Certificates (ARCs) are installed on Brazil-registered aircraft or their intended components.

Table B-1
Maintained Parts and Release Documents

Types of Parts	Maintenance Release Documents/Equivalent Release Documents
Maintained parts and components, excluding complete engines and complete propellers	1. ANAC F-100-01 (SEGV00 003), Authorized Release Certificate 2. Transport Canada Civil Aviation (TCCA), Form One: ○ Dual release issued under TCCA/ANAC, TCCA/EASA, TCCA/FAA, TCCA and other CAAs under an established bilateral agreement. ○ Single release issued by a TCCA Repair Sstation located in Canada. g 3. FAA Form 8130-3: ○ Dual release issued under FAA/ANAC, FAA/EASA, FAA/TCCA, FAA, and other CAAs under an established bilateral agreement. ○ Single release issued by a 14 CFR part 145 repair station located in the United States. 4. EASA Form 1: ○ Dual release issued under ANAC/EASA, EASA/FAA, EASA/TCCA, EASA, and other CAAs under an established bilateral agreement. ○ Single release issued by an EASA Part-145 approved maintenance organization issued by an EASA Member State. 5. Authorized Release Certificate from other CAAs that ANAC explicitly confirm the compatibility with the Civil Aviation Authority System for aeronautical maintenance.
Complete engines, propellers.	1. ANAC F-100-01 (SEGV00 003) Authorized Release Certificate 2. Transport Canada Civil Aviation (TCCA) Form One dual release (ANAC/TCCA).

Types of Parts	Maintenance Release Documents/Equivalent Release Documents
	3. FAA Form 8130-3 dual release (ANAC/FAA). 4. EASA Form 1 dual release (ANAC/EASA).

2.1.4 Used Spare Parts (Import of Used Parts). Boca Aircraft Maintenance, LLC implements rigorous procedures to ensure that **only used spare parts accompanied by specific Authorized Release Certificates (ARCs) are installed on Brazil-registered aircraft or their components.**

These acceptable ARCs include:

- **ANAC F-100-01 (SEGVOO 003)**
- **Transport Canada Civil Aviation (TCCA) Form One**
- **FAA Form 8130-3**
- **EASA Form 1**
- Any other ARCs issued by a country/Civil Aviation Authority (CAA) that has a **bilateral agreement with ANAC regarding part import/export**, or an ARC for which ANAC has explicitly communicated acceptance.

To enforce this, all incoming materials, including used spare parts, intended for our inventory or for maintenance and alteration, undergo a **receiving inspection** by authorized Receiving Inspectors in designated areas. For used parts, this critical inspection verifies proper documentation demonstrating **traceability to the approved design, approved production authorization, or certification from a properly certificated maintenance individual or organization.** This documentation must clearly identify essential part information (such as name, make, model, serial number, batch, lot) and, crucially, confirm its **serviceability status.** If a used part is found acceptable after this thorough review, it is integrated into our inventory system and safeguarded during storage or transit. Importantly, **parts will not be released to the maintenance floor for aircraft use unless accompanied by the required documentation, duly stamped or signed by the Receiving Inspector.**

NOTE: In case of questions, the ANAC Foreign 145 Group shall be contacted for clarifications.

2.2 Maintenance Data.

- 2.2.1** Boca Aircraft Maintenance, LLC ensures that all maintenance is performed using the **most current and latest revision of applicable maintenance data.** For ANAC purposes, this means utilizing technical data whose revision status has been verified as the absolute latest by the type design holder, manufacturer, or any other entity responsible for issuing Instructions for Continuous Airworthiness (ICA).

2.2.2 The following documents and technical data must be kept up to date and accessible when maintenance, preventive maintenance, and alteration work is being carried out:

- a. Airworthiness Directives (AD) issued by the ANAC and/or issued by an authority from the State of Design.

NOTE: ADs issued by the ANAC are available at the website:
<https://sistemas.anac.gov.br/certificacao/DA/DAE.asp>

- b. ICAs.
- c. Maintenance manuals.
- d. Overhaul manuals.
- e. Standard practices manuals.
- f. Service Bulletins.
- g. Manufacturer's recommendations, or other technical data approved or acceptable by the ANAC.

2.2.3 Boca Aircraft Maintenance, LLC adheres to strict procedures outlined in this ANAC Supplement to ensure that **all maintenance is performed using the latest revision of the applicable technical data and publications.**

2.3 Major Repair and Major Alteration Data.

2.3.1 This section of the supplement **specifically details** the data authorized for performing major repairs and major alterations. **The following constitutes ANAC-approved technical data and is permissible for use in such operations:**

- a. Technical data covered or originated by:
 - 1. Type Certificate (TC) holder.
 - 2. Brazilian Supplementary Type Certificate (STC).
 - 3. Parts Manufacturer Approval (PMA) and Technical Standard Order (TSO) authorization.

NOTE: The items above include drawings, engineering reports, specifications, and other documents that define the original design configuration.

- b. Brazilian Airworthiness Directives (DA) and ADs issued by the CAA that has jurisdiction over the organization responsible for the aeronautical product design.
- c. Design drawings of the manufacturer (or type design holder), manufacturer's engineering reports, and manufacturer's process specifications approved by the ANAC, the CAA from the manufacturer's country, or by the CAA from the country of the organization responsible for the type design.
- d. Manufacturer's manuals and service information (repair manuals, service bulletins or information, or other publications) when identified as approved by the ANAC, by the CAA from the country of the manufacturer, or by the CAA from the country of the organization responsible for the type design (primary authority).
- e. Any other technical data that has been specifically approved by the ANAC (or a person designated by it) by letter or other document.
- f. Manuals or technical publications of the component or accessory manufacturer, even if it does not have a formal approval, unless it is specifically classified as not approved by the CAA, or results in airframe, engine, or propeller alteration.
- g. For major repairs, technical publications specific to the aeronautical product, issued by the manufacturer, the Brazilian CAA, or the CAA of the country of origin of the product, as well as FAA Advisory Circulars (AC) or equivalent documents issued by the country of origin of the aeronautical article (e.g., AC 43.13-1, Acceptable Methods, Techniques, and Practices – Aircraft Inspection and Repair).

NOTE: In addition to the information above, check the implementation

procedures of maintenance agreements signed by Brazil/United States, specifically the part regarding post-design approval procedures.
(<https://sistemas.anac.gov.br/certificacao/Acordos/AcordosPais.asp?PaisCodi=0083>)

- 2.3.2 The ANAC Supplement must include procedures to ensure that all major alterations and major repairs performed on Brazilian-registered aircraft, or on products intended for installation on them, are carried out using only **ANAC-approved data**.

2.4 Procedures for Data That Are Not Considered Automatically Approved.

- 2.4.1 The Chief Inspector/Director of Quality is responsible for establishing and maintaining procedures that ensure the use of current, ANAC-approved technical data for all major repairs and/or alterations performed on a Brazilian product. This includes confirming that any owner/operator-supplied data is current and approved by ANAC before it is used. The Chief Inspector/Director of Quality also references FAR 1 and FAR 43 Appendix A to determine if a repair or alteration is major.

2.4.2 Procedure for Obtaining ANAC Approval

This procedure outlines how to obtain approval from the National Civil Aviation Agency (ANAC) of Brazil for major repairs and/or major alterations.

1. **Identify the Requirement:** Determine if a major repair or major alteration is being performed. This requires an ANAC Supplement.
2. **Obtain Technical Data:** The Chief Inspector/Director of Quality will ensure that all technical data used for the work is current and available.
3. **Secure ANAC Approval:** The ANAC Supplement must describe the procedures for gaining ANAC approval for the technical data. For example, a Federal Aviation Administration (FAA) Supplemental Type Certificate (STC) must be validated through a Brazilian STC (CST).
4. **Contact the ANAC Certification Branch:** The point of contact (POC) for this process is the ANAC Certification Branch (GCPP). Their contact information can be found in the Maintenance Annex Guidance (MAG), Section A, Appendix A-1.

2.5 AD Control Procedures

The Chief Inspector/Director of Quality is responsible for establishing and maintaining procedures to ensure that all technical data, including Airworthiness Directives (ADs), is current and available for the scope of work being performed.

All maintenance, alterations, and preventive maintenance must be performed using current technical data.

The currency of any owner- or operator-supplied data must be verified before it is used.

The organization has a system in place to receive, access, and distribute all necessary airworthiness data, including ADs, from the type certificate holder or design organization.

Technical data is accessed primarily through OEM internet subscriptions, licensees, or other controlled source providers.

Physical and electronic media (CDs, USB drives, etc.) may also be used, but all content must be verified for currency before use.

Electronic data is stored securely to prevent unauthorized changes and is accessible to appropriate personnel and authorized representatives from regulatory bodies.

Data marked as "FOR REFERENCE ONLY" or "UNCONTROLLED COPY" cannot be used to determine an article's airworthiness without first verifying that it is current.

All personnel have access to current technical data, including ADs, on all shifts.

Each person performing maintenance, alteration, or preventive maintenance is required to use current technical data.

Lead Technicians are responsible for ensuring that their teams use the applicable technical data.

Quality Inspectors verify that all airworthiness requirements are met, and they confirm that FAA-approved data is used for major repairs and alterations.

All personnel receive training on how to use the technical data system.

Work is initiated through a formal process that ensures customer approval and clarifies the scope of work.

Customer-solicited maintenance is outlined in a proposal and work order that details the scope of work and is signed by the customer.

For Air Carriers, the contract specifies the source of the technical data to be used.

The Operations Manager reviews all contracts to ensure the Air Carrier has clearly specified the technical data required for the maintenance.

All work performed is thoroughly documented, and any non-compliance with ADs is clearly communicated to the customer.

All maintenance and alterations are documented on appropriate forms, noting the employee's signature/stamp and a reference to the acceptable/approved technical data used.

For major repairs or alterations, the FAA-approved data used must be listed for sign-off.

If an aircraft cannot be approved for Return to Service (RTS) due to non-compliance

with an AD, the owner/operator will be given a signed list of the discrepancies.

AD compliance is documented in the aircraft's records, detailing the AD number, date of compliance, and the method of compliance.

NOTE: Any applicable Brazilian AD can be verified at the ANAC website <https://sistemas.anac.gov.br/certificacao/DA/DAE.asp>

2.6 Recordkeeping.

Under the RBAC 145 regulations, Boca Aircraft Maintenance, LLC must:

- Keep records for at least five years from the date the product was approved to return to service.
- Maintain these records in either Portuguese or English, and they must be in a format acceptable to ANAC.
- Provide a copy of the maintenance release or authorized release certificate to the owner or operator of the serviced item.
- Ensure the ANAC Supplement has procedures for retaining maintenance and personnel training records for five years.
- Have procedures for keeping a copy of each work order, including all supplementary forms and parts certifications.

2.7 Procedures for Release to Service.

2.7.1

Boca Aircraft Maintenance, LLC is committed to strictly adhering to all procedures for completing the Certificate of Release to Service (CRS) for Brazilian-registered aircraft, as outlined in the RBAC 145 maintenance organization requirements.

Specifically, our CRS process ensures:

- **Compliance with 14 CFR Part 43:** All necessary information mandated by 14 CFR part 43 is accurately included.
- **Brazilian Operator Requirements:** Any additional requirements specified by the Brazilian operator are incorporated.
- **Required Statement:** The aircraft maintenance record contains the exact statement: "Certifies that the work specified was carried out in accordance with ANAC RBAC 145 and RBAC 43 airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service."
- **Certificate Quotation:** Both the RBAC 145 maintenance organization certificate number and the 14 CFR part 145 repair station certificate number are quoted in the CRS.
- **Major Repairs/Alterations:** For all major repairs and major alterations, the ANAC Form F-400-04 (also known as Form SEGVOO 001) is correctly filled out.

We ensure that these procedures are meticulously followed to maintain the highest standards of airworthiness and regulatory compliance for all Brazilian-registered aircraft serviced by Boca Aircraft Maintenance, LLC.

NOTE: Instructions for completing the ANAC Form F-400-04 are described in the Supplementary Instruction IS 43.9-001, available only in Portuguese at the ANAC website:

<https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

NOTE: The ANAC Form F-400-04 is available at the ANAC website:

2.7.2

Under the U.S.-Brazil maintenance agreement, **Boca Aircraft Maintenance, LLC** must issue an **FAA Form 8130-3** when releasing an aeronautical article (such as an engine, propeller, or part) for service.

To complete this form, we follow the instructions outlined in **FAA Order 8130.21** and our own repair station manual.

Crucially, in **Block 12** of the FAA Form 8130-3, we include the required statement affirming that the work was completed in accordance with **ANAC RBAC 43 and RBAC 145** regulations and that the article is ready for service. This statement also includes our specific **ANAC RBAC 145 certificate number**.

NOTE: If necessary, use the sub-clause "*except as otherwise specified*" for deviations as follows:

1. When not all required maintenance was carried out, list the maintenance not carried out in Block 12 and/or attachments.
2. When the use of spare parts are not acceptable by the FAA.

FAA Form 8130-3 Release Procedures

- **Dual Release (ANAC/FAA):** When a dual release is issued, select both boxes in Block 14a of the FAA Form 8130-3.
- **Single Release (ANAC RBAC 145):** For an ANAC RBAC 145 single release, check the "Other regulation specified in Block 12" box in Block 14a. In Block 12, list any discrepancies with 14 CFR part 43/145 and use the following statement: "This product/article meets FAA 14 CFR part 43/145, except for the following items, and therefore is not eligible to be installed on U.S.-registered aircraft:" (followed by a list of the specific items).
- **Certificate Numbers:** In all cases, whether it's a single ANAC release or a dual ANAC/FAA release, you must include both the **RBAC 145 certificate number** and the **14 CFR part 145 certificate number**.

2.8 Mandatory Reporting of Defects (Service Difficulty Reports (SDR)).

Procedures for Reporting Unairworthy Conditions

Boca Aircraft Maintenance, LLC has established the following procedures to report unairworthy conditions, including failures, malfunctions, defects, and Suspected Unapproved Parts (SUPs), to ensure compliance with ANAC regulations.

1. Responsibility and Reporting Timeline

- **Responsibility:** The **Chief Inspector/Director of Quality** is responsible for ensuring all required reports are completed and submitted.
- **Reporting Timeline:** Any serious failure, malfunction, or defect discovered on a rated

article must be reported to the FAA **within 96 hours** of discovery.

2. Reporting Scope and Protocol

- The reporting procedure covers **any failure, malfunction, or defect**, as well as any **Suspected Unapproved Parts (SUPs)** identified during maintenance.
- The protocol also requires reporting any condition of an aircraft or its components that could **seriously endanger flight safety**.
- If raw material, parts, or components are found to be discrepant upon receipt, the **Receiving Inspector** must follow the Repair Station's established procedures for reporting SUPs or other malfunctions.

3. Communication Flow and Format

- **Communication Flow:** As a maintenance organization, Boca Aircraft Maintenance, LLC will send reports to the following entities:
 - ANAC
 - The **Type Certificate (TC) holder, Supplemental Type Certificate (STC) holder**, or the holder of a **Brazilian Parts Manufacturer Approval (PMA)**.
 - The **aircraft operator or owner**.
- **Reporting Format:** The information required by **14 CFR part 145, §145.221**, must be submitted in **English** to **pac@anac.gov.br**. The preferred method is using the SDR Submission Form on the ANAC Portal, but if that is not possible, reports can be sent via email or letter, provided all mandatory information is included.

4. Authorized Personnel for Reporting

- The **Chief Inspector/Director of Quality** is the designated professional responsible for submitting these reports to ANAC.

NOTE: ANAC instructions related to SDRs can be found at Supplementary Instruction IS 00-001 available only in Portuguese at the ANAC website:
<https://www.anac.gov.br/assuntos/legislacao/legislacao-1/iac-e-is/is>

2.9 Personnel Qualification and Training Procedures.

2.9.1 To comply with ANAC regulations, Boca Aircraft Maintenance, LLC maintains a roster of all personnel authorized to release an aircraft for service (RTS). This roster confirms that these employees, including all management, supervisors, and inspectors, have completed both initial and recurrent training. The training ensures they are thoroughly familiar with all applicable ANAC regulations, Maintenance Implementation Procedures (MIP) requirements, and Maintenance Annex Guidance (MAG) procedures.

NOTE: The applicable ANAC regulations are the ones related to maintenance organizations.

2.9.2 Boca Aircraft Maintenance Training and Personnel Proficiency

The Chief Inspector/Director of Quality is responsible for overseeing the Repair Station's Training Program and maintaining all technician training records.

Return-to-Service (RTS) Personnel Requirements:

To be authorized for RTS, an individual must be certified under FAR Part 65. They must also meet one of the following criteria:

- Complete formal training.
- Have 18 months of practical experience.

In all cases, RTS personnel must be proficient with the methods, techniques, practices, aids, equipment, and tools used for their work. They must be thoroughly familiar with all applicable 14 CFR regulations, as well as all ANAC regulations, Maintenance Implementation Procedures (MIP), and Maintenance Annex Guidance (MAG) procedures.

Maintaining Inspection Personnel Proficiency:

The manual details specific procedures for establishing and maintaining the proficiency of all inspection personnel. This includes:

- **Initial Proficiency:** Proficiency is initially based on an individual's previous documentation, experience, and training. Quality Inspectors must have a minimum of 18 months of experience using all applicable regulations, inspection methods, and tools.
- **Ongoing Proficiency:** Proficiency is maintained through initial and recurrent training, including Formal Training, On-the-Job Training (OJT), or Special Training for new equipment.
- **Continued Familiarity:** Inspection personnel are required to maintain a current understanding of specifications, Airworthiness Directives (ADs), the Repair Station Manual (RSM)/Quality Control Manual (QCM), and all applicable Federal Aviation Regulations (FARs). This also includes recurrent training on the ANAC Supplement [Brazil], all ANAC regulations, MIP, and MAG procedures.

NOTE: The training program approved by the FAA under 14 CFR part 145 is considered acceptable if the content of the applicable ANAC regulations, MIP, and MAG procedures are covered.

- 2.10 Personnel Able to Read/Understand the Portuguese Language.** Boca Aircraft Maintenance, LLC ensures compliance with ANAC regulations by maintaining procedures to access a qualified person capable of reading and understanding the Portuguese language. This is essential for interpreting Brazilian regulations, supplementary instructions, airworthiness directives (ADs), and past maintenance records written in Portuguese.
- 2.11 Quality System.** During the performance of maintenance on Brazilian products, the maintenance organization's quality system must include an evaluation of compliance with the ANAC Special Conditions.
- 2.12 Airworthiness Verification Certificate - CVA (Former Annual Maintenance Inspection - IAM).**
- 2.12.1 This section only applies when the maintenance organization is willing to, and capable of, performing the CVA.
- 2.12.2 To perform an CVA on Brazilian-registered aircraft, it is required that the maintenance organization have the aircraft make/model in the scope of approval in the FAA OpSpecs and procedures in the ANAC Supplement. When a maintenance organization does not maintain aircraft or does not intend to perform CVAs, this paragraph should specify "Not applicable."
- 2.12.3 The section 91.403 from the Brazilian Regulation RBAC 91 requires that general aviation aircraft and aircraft operating under RBAC 135 (not engaged in scheduled transportation) to undergo an annual airworthiness verification. The same regulation requires that aircraft operated in accordance with RBAC n 121 or 135 registered in the TPR category should undergo every three year to an airworthiness verification. Such airworthiness control is referred to as the CVA.
- 2.12.4 The declaration that the CVA was performed for an aircraft means to certify to the ANAC that:
- All required documentation for the aircraft is in accordance with section 91.203 from RBAC 91.
 - The aircraft is in compliance with the Brazilian TC.
 - All major repairs and major alterations were performed based on approved technical data.

- d. All applicable Brazilian ADs were verified and/or accomplished for the aircraft.
 - e. The aircraft has been adequately maintained in accordance with a maintenance/inspection program recommended by the manufacturer as per RBAC 91.409 or by a maintenance program required by RBACs 135 or 121.
- 2.12.5 Maintenance organizations intending to perform and declare the CVA shall adopt the procedure exactly as described in Table B-2.

NOTE: The FAA will be responsible to evaluate if the exact procedure below is present in the ANAC Supplement, but not its adequacy. In addition, the ANAC retains responsibility with respect to the oversight of the IAM activities.

Table B-2
Procedure to be Adopted by the Maintenance Organization to Perform a CVA

Procedure to Perform and Declare a CVA	
1. Aircraft Documents Verification.	
1.1 When receiving a request to perform an CVA, open a work order referring to the services required by the aircraft's owner/operator and ask for all the aircraft's documentation and logbooks (flight and maintenance). Proceed with the following: (a) Verify if the airworthiness certificate is not expired and if the Certificate of Registration is onboard. Both certificates may be presented in a digital format. To check validity of the digital documents, scan the Quick Response (QR) code to check authenticity. Also, check if the information of the certificates match those in the ANAC database. (Access the ANAC Online Registry at https://sistemas.anac.gov.br/aeronaves/cons_rab.asp) (b) Verify if the Aircraft Flight Manual (AFM) and checklist are onboard and current and checking if the documents are in the latest revision status verified through the manufacturer. (c) Verify if the document "NSCA 3-13" is onboard and updated. Check the most current document issued by Brazil's Aeronautical Accidents Investigation and Prevention Center, or Centro de Investigação e Prevenção de Acidentes Aeronáuticos (CENIPA), in the website: http://www2.fab.mil.br/cenipa/index.php/legislacao/nsca-norma-do-sistema-do-comando-da-aeronautica (d) Verify if the aircraft's Insurance Certificate is onboard and check if it is still within the expiration date. Check if the Insurance Certificate covers Classes I, II, III, and IV. Aircraft operating under RBAC 135 shall also cover Class V.	

Procedure to Perform and Declare a CVA

- (e) Verify if the aircraft radio station certificate (“Licença de Estação”) is onboard and is not expired. Also, verify if the Very High Frequency (VHF) and/or High Frequency (HF) radios and Emergency Locator Transmitter (ELT) installed are those presented in the certificate.
- (f) Verify if the last CVA form is onboard.

2. Compliance with the Brazilian TC or TC Issued by the State of Design.

2.1 Check if the aircraft model, engine, and propeller (if applicable) were certified in Brazil or were exempted of certification. To evaluate possible exemptions, access the following ANAC website and search for the TC holder and model:

<https://sistemas.anac.gov.br/certificacao/Produtos/IsentosE.asp>

2.2 If the aircraft model, engine, or propeller (if applicable) are exempted, access the most updated Type Certificate Data Sheet (TCDS) issued by the CAA from the State of Design of the aircraft.

2.3. If the aircraft model, engine, or propeller are not exempted, i.e. they were certified in Brazil, access the most updated Brazilian TCDS of the aircraft, engine, and propeller by accessing the following ANAC website:

<https://sistemas.anac.gov.br/certificacao/Produtos/EspecificacaoOrgE.asp>

2.4 Evaluate if the aircraft, engine, or propeller comply with the requirements of the respective TCDS, with special attention to the markings and placards section.

2.5 List all discrepancies with respect to the respective TCDS.

3. Verification of Major Alterations and Major Repairs.

3.1 Request the aircraft’s owner/operator to provide the list of all major alterations and major repairs performed for the aircraft.

3.2 Evaluate major alterations and repairs implemented after the aircraft registration in Brazil. Check the records of such major alterations/repairs in ANAC Forms F-400-4 (also referred to as SEGVOO 001). Each major alteration/repair is typically recorded in one Form F-400-04.

3.3 Check if the data used for the major repair and alteration are considered approved by the Brazilian Authority. Check the MAG, ANAC Supplement Template, Section 2.3, for Major Repair and Major Alteration Data considered approved for the ANAC.

Procedure to Perform and Declare a CVA

4. Verification of Airworthiness Directives (AD).

4.1 Check all the ADs applicable to the model of aircraft, engine, propellers (if applicable), and appliances by listing all the ADs issued by the ANAC to the respective product. This list can be obtained by accessing the following website and searching for the manufacturer's name and product model:

https://sistemas.anac.gov.br/certificacao/DA/DA_ProdE.asp

4.2 List all the ADs issued by the CAA of the State of Design of the aircraft, engine, propeller (if applicable), and appliances.

4.3 Verify in the maintenance logbooks record evidence of compliance with the listed ADs (items 4.1 and 4.2 above). Compliance with the ADs prescriptions are typically recorded individually for each AD in ANAC Form F-145-11 (referred to as FCDA).

4.4 In case of any overdue ADs, inform the aircraft owner/operator about the necessity to comply with the AD. After receiving authorization to proceed, comply with the AD and record this action by filling all the fields in two copies of the ANAC Form F-145-11 (FCDA). If not authorized by the owner/operator, issue a non-airworthy IAM in accordance with paragraph 6.1.2 and list all overdue ADs. A Word template of the Form F-145-11 can be obtained in the ANAC website: <https://sistemas.anac.gov.br/certificacao/Form/Form.asp>.

4.5 Retain one copy of the Form F-145-11 and insert one copy in the aircraft's documentation.

4.6 Updated the aircraft/engine/propeller ADs control list, as necessary.

5. Compliance with the Maintenance Program.

5.1 Identify with the aircraft's owner/operator the type of maintenance program that is being used for the aircraft manufacturer's recommended maintenance/inspection program, progressive inspection program, or a maintenance program approved by the ANAC.

5.2 Check the Airworthiness Limitations Items in the aircraft manufacturer's maintenance manual and verify if they are all complied with. Check the replacement of components and parts, inspections, etc. In case of overdue inspections and replacements, inform to the owner/operator. If authorized to proceed with services, record actions in the maintenance logbook. If not authorized by the owner/operator, issue a non-airworthy CVA in accordance with paragraph 6.1.2 and list all discrepancies that are still open.

5.3 Verify if all the inspections presented in the maintenance program were complied with. Check if there are any overdue inspections and inform the aircraft owner/operator about the

Procedure to Perform and Declare a CVA

necessity to inspect the aircraft. After receiving authorization to proceed, inspect the aircraft and record in the maintenance logbook.

5.4 Check the necessity to perform overhaul to engines, propellers, and other components. Aircraft powered by piston engines operating under RBAC 91 are not required to comply with time between overhaul (TBO).

5.5 Update the inspection control list, component control list, and overhaul control, as necessary.

6. Records and Communication to the ANAC.

6.1 After performing the CVA, complete the following steps, as applicable.

6.1.1 If the aircraft was considered to be airworthy:

- i. Fill out the CVA form F-145-27C ("Certificado de Verificação de Aeronavegabilidade").
- ii. Fill out the CVA stamp, form F-145-28 ("Etiqueta de Registro de Verificação de Aeronavegabilidade (CVA)")
- iii. Insert the CVA stamp on the airframe logbook ("Verificação de Aeronavegabilidade").

6.1.2 In case the aircraft cannot be returned to service due to a non-airworthy condition, fill out the forms F-145-27C and F-145-28 select the box non-airworthy ("CVA Não Aeronavegável") listing all findings.

6.2 The forms must be signed by the (*Position Responsible*)*. All the forms above are available at the ANAC website: <https://sistemas.anac.gov.br/certificacao/Form/Form.asp>

6.3 Send the CVA form F-145-27C, to the ANAC Foreign 145 Group via e-mail at foreign145@anac.gov.br

*Position Responsible: The forms presented in this section may be signed by the Accountable Manager, Quality Inspector, or Return to Service personnel.

2.13 Procedures to Work Away from a Fixed Location.

- 2.14.1 If FAA OpsSpecs paragraph D100 is issued to the maintenance organization, the same procedures must be followed for the maintenance on Brazilian articles, provided the ANAC Special Conditions are complied with.
- 2.14.2 If FAA OpsSpecs paragraph D100 is not issued to the maintenance organization, and the maintenance is to be performed within the United States and its territories, the maintenance organization needs to obtain approval from the FAA Principal Inspector (PI).
- 2.14.3 If required to perform emergency or non-routine maintenance on a Brazilian-registered aircraft or a component of such aircraft operated under the RBACs outside the United States, the RBAC 145 maintenance organization must request ANAC approval before performing the work (foreign145@anac.gov.br). The ANAC will evaluate each request on a case-by-case basis. The FAA should be informed by the RBAC 145 maintenance organization about the outcome of the ANAC evaluation.

2.14 Compliance with a Brazilian Air Carrier's Continuous Airworthiness Maintenance Program (CAMP). If the RBAC 145 maintenance organization has the capability to perform maintenance on aircraft operated under RBAC 121 and RBAC 135 (operating under 135.411(a)(2) of the RBAC 135), then that maintenance shall be performed in accordance with its CAMP, as applicable.

2.15 Contracted/Sub-contracted Maintenance.

2.15.1 Procedures and Quality System Equivalence Boca Aircraft Maintenance (BAM) ensures that all contracted maintenance services are performed in strict accordance with the following established procedures:

- **Contract Maintenance Qualification:** The evaluation, qualification, and approval of all maintenance suppliers are governed by RSM Section II.G.1.b and II.G.1.c.
- **FAA Approval of Functions:** Procedures for obtaining FAA approval for specific contracted maintenance functions are mandated by RSM Section II.G.1.a.
- **Quality System Equivalence:** For functions contracted to non-certificated persons, BAM enforces the requirement for a quality system equivalent to the Repair Station as established in RSM Section II.G.1.g.
- **Surveillance and Oversight:** Ongoing evaluation of contractor performance and quality system integrity is maintained through the protocols in RSM Section II.G.1.d and II.G.1.h.
- **Verification of Work:** The inspection, documentation review, and final approval for return to service of articles received from contractors are performed strictly per QCM Section III.D.1.j and III.H.1.g

2.15.2 The FAA shall approve the maintenance function to be contracted as listed on the most current FAA Form 8310-3, Application for Repair Station Certificate and/or Rating. The procedures contained in 14 CFR part 145, §145.217, are equivalent to RBAC 145.217 and acceptable to the ANAC.

2.16 Safety Management System (SMS).

- 2.16.1 **General Safety Policy** Boca Aircraft Maintenance (BAM) has established and maintains a comprehensive Safety Management System (SMS) that serves as a quality management approach to controlling risk and supporting a sound safety culture. This system is formally documented in the BAM SMS Manual, which acts as the governing framework for all safety-related activities.
- 2.16.2 **Safety Objectives and Commitment** The Accountable Manager has established measurable safety objectives and a formal General Health & Safety Policy documented in the SMS Manual, Section 2.1. This policy affirms management's commitment to provide the necessary resources—including personnel, tools, and funding—essential for the effective implementation and maintenance of the SMS
- 2.16.3 **Safety Accountability and Reporting** Ultimate responsibility for safety performance resides with the Accountable Manager, as defined in RSM Section I.D.1 and SMS Manual Section 2.4. BAM utilizes a Non-Punitive Safety Reporting policy, found on the SMS Manual Safety Statement page, which ensures that every employee can communicate safety information or hazards without fear of reprisal
- 2.16.4 **Safety Risk Management (SRM)** BAM utilizes a formal SRM process to identify hazards and evaluate associated risks, as detailed in SMS Manual Section 3. This process includes system analysis, hazard identification using the Hazard/Incident Report Form (Form SMS-02), and risk assessment through the Risk Assessment Matrix found in SMS Manual Section 3.8
- 2.16.5 **Safety Assurance and Monitoring** To ensure the effectiveness of safety risk controls, BAM performs continuous monitoring and internal evaluations as described in SMS Manual Section 4. Procedural non-conformities are addressed through the Corrective Action on Deficiencies process established in QCM Section III.M
- 2.16.6 **Emergency Response Plan (ERP)** BAM maintains a documented Emergency Action Plan to provide for a safe transition from normal to emergency operations. Detailed procedures for responding to fire, severe weather, and other incidents are maintained in SMS Manual Section 12
- 2.16.7 **Safety Promotion and Training** All personnel receive safety training commensurate with their responsibilities, including initial and recurrent training on SMS elements, as established in SMS Manual Sections 5 and 7

2.17 Sample Forms/Documents

General Procedures for Form Completion

- **Ink and Legibility:** All entries on Repair Station forms must be made using black or blue ink pens and must be understandable and legible.
- **Identification Standards:** Personnel must identify themselves using their assigned stamp or their signature and employee number, along with the date the work was performed.
- **Handling Deviations:** If a discrepancy is not worked or if work is halted, the Corrective Action block must be annotated with "Customer elects not to work at this time" or a similar statement.
- **Corrective Action Specifics:** Corrective actions must describe the positive action taken to satisfy a discrepancy and reference the acceptable or approved technical data used.

Procedures for Specific Regulatory Forms

- **FAA Form 8130-3 (Aeronautical Articles):** Completion must follow FAA Order 8130.21. Block 12 must specifically include a statement certifying that work was carried out per ANAC RBAC 43 and RBAC 145 regulations and must list both the RBAC 145 and 14 CFR Part 145 certificate numbers.
- **ANAC Form F-400-04 (Major Repairs/Alterations):** This form is required for major work on Brazilian-registered aircraft and must be completed according to Supplementary Instruction IS 43.9-001.
- **Supervisor Incident Report (SMS FORM 001):** This form consists of 17 specific blocks covering personnel, duty info, environmental conditions, and a detailed description of the event. All blocks must be completed, or the "N/A" box checked if a condition does not apply.
- **Hazard/Incident Report Form (SMS-02):** Personnel must describe the observation/hazard and provide a suggestion for corrective action; management then assigns a Risk Assessment Number based on the SMS Risk Matrix.

Authorized Personnel and Job Titles

The sources identify specific authority based on job function and certification:

- **Approval for Return to Service (RTS):** Only Quality Inspectors who are certificated under 14 CFR Part 65, specifically trained, and listed on the Repair Station Inspection Roster are authorized to approve aircraft or components for return to service.
- **Major Repairs and Alterations:** These records (such as FAA Form 337 or ANAC F-400-04) may only be signed by certificated persons authorized on the Inspection Roster.
- **Airworthiness Verification (CVA) Forms:** The Accountable Manager, Quality Inspector, or Return to Service personnel are authorized to sign CVA forms (F-145-27C and F-145-28).
- **Receiving Inspection:** Only personnel specifically authorized as Receiving Inspectors may sign or stamp documentation for new or used parts entering the facility.
- **SMS Incident Reports:** The Supervisor is responsible for completing the Incident Report following an accident.
- **SMS Hazard Reports:** Any employee is authorized and encouraged to submit hazard reports, which may be done anonymously.

CERTIFICADO DE VERIFICAÇÃO DE AERONAVEGABILIDADE							
Marcas: []		Fabricante: []		Modelo: []			
Nº de Série: []		Horas Totais: []		Ciclos Totais: []			
Categoria de Registro: []		TSLI: []		CSLI: []			
Tipo da Última Inspeção: []		Validade do Seguro: []		Validade do CVA: []			
Componente	Fabricante	Modelo	Nº Série	TSN	C8N	TSO	CSO
Motor 1	[]	[]	[]	[]	[]	[]	[]
Motor 2	[]	[]	[]	[]	[]	[]	[]
Hélice 1 ou Rotor Principal	[]	[]	[]	[]	[]	[]	[]
Hélice 2 ou Rotor Auxiliar	[]	[]	[]	[]	[]	[]	[]
Certifico para todos os fins que, nesta data, foi concluída a Verificação de Aeronavegabilidade da aeronave acima identificada e em seu(s) motor(es), hélice(s) e acessórios. Foi feita verificação quanto a sua condição de aeronavegabilidade e documentação, consoante com os requisitos estabelecidos no regulamento de operação aplicável, no RBAC 43 e na IS 91.403-001. Nº da OS: []							
CVA AERONAVEGÁVEL ()				CVA NÃO AERONAVEGÁVEL ()			
A aeronave foi verificada conforme a IS 91.403-001 e considerada aeronavegável				A aeronave foi considerada não aeronavegável devido às não conformidades listadas no campo XIII do F-145-27			
Responsável pelo CVA: []				Assinatura:			
CANAC/CREA/CFT/Autorização: []							
Local e data: []							

Figure 1 – CVA Form – F – 145 – 28

AGÊNCIA NACIONAL DE AVIAÇÃO CIVIL - (BRASILIAN CIVIL AVIATION AUTHORITY)
 CERTIFICADO DE LIBERAÇÃO AUTORIZADA (AUTHORIZED RELEASE CERTIFICATE)
 ETIQUETA DE APROVAÇÃO DE AERONAVEGABILIDADE (AIRWORTHINESS APPROVAL TAG)
 Formulário (Form) F-100-01 (SEGVOO 003)

1. País (Country)	2. Título (Title)				3. Certificado Nº (Certificate no. System Training Ref.)
BRASIL					
4. Empresa (nome e endereço) (Organization Name and Address)					5. Ordem Serviço Contrato / Nota (Order Date, Contract or Invoice)
6. Item (Item)	7. Descrição (Description)	8. Número da Peça (Part Number)	9. Quantidade (Quantity)	10. Número de Série / Lote (Serial / Batch Number)	11. Categoria / Trabalho (Status / Work)
12. Observações (Remarks)					

Partes com vida limitada devem ser acompanhadas de histórico de manutenção incluindo tempo total / ciclo total / tempo desde que novo. (Limited life parts must be accompanied by maintenance history including total time/cycle/total cycles/time since new)

13. Certifica que o(s) item(s) acima identificado(s) foi (foram) fabricado(s) em conformidade com:
(Certifies that the item(s) identified above was (were) manufactured in conformity to:)

☐ dados do projeto aprovado e está(b) em conformidade com a especificação de projeto
(approved design data and was in a condition for safe operation)

☐ dados do projeto não aprovado especificados no bloco 12
(non-approved design data specified in block 12)

14. Assinatura do Representante da ANAC - (ANAC Representative Signature)	15. Nº Autorização da ANAC (ANAC Authorization No.)	16. Nome (Name)	17. Data (Date)	18. Nome (Name)	19. Passado Autorizado (Authorized Signature)	20. Nº COA/CODA - (Certificate Number)	21. Nome (Name)	22. Data (Date)

RESPONSABILIDADE DO USUÁRIO / INSTALADOR

É IMPORTANTE: COMPREENDA QUE A EXISTÊNCIA DESTE DOCUMENTO PRECISO DO SUBCONSCIENTE AUTOMÁTICO, SEMPRE EM SUA ATIVIDADE DE MANUTENÇÃO, E NÃO DEVE SER USADO COMO SUBSTITUTO DE QUALQUER OUTRO DOCUMENTO DE MANUTENÇÃO. A RESPONSABILIDADE DO USUÁRIO É DE MANUTER O NÍVEL DE CONFIABILIDADE DO SISTEMA DE MANUTENÇÃO, E NÃO DE MANUTER O NÍVEL DE CONFIABILIDADE DO SISTEMA DE MANUTENÇÃO. A RESPONSABILIDADE DO USUÁRIO É DE MANUTER O NÍVEL DE CONFIABILIDADE DO SISTEMA DE MANUTENÇÃO, E NÃO DE MANUTER O NÍVEL DE CONFIABILIDADE DO SISTEMA DE MANUTENÇÃO.

USER / INSTALLER RESPONSIBILITY

IT IS IMPORTANT TO UNDERSTAND THAT THE EXISTENCE OF THIS DOCUMENT PRECISELY OF THE SUBCONSCIOUS AUTOMATIC, ALWAYS IN YOUR ACTIVITY OF MAINTENANCE, AND NOT BE USED AS A SUBSTITUTE FOR ANY OTHER MAINTENANCE DOCUMENT. THE USER'S RESPONSIBILITY IS TO MAINTAIN THE LEVEL OF RELIABILITY OF THE MAINTENANCE SYSTEM, AND NOT TO MAINTAIN THE LEVEL OF RELIABILITY OF THE MAINTENANCE SYSTEM. THE USER'S RESPONSIBILITY IS TO MAINTAIN THE LEVEL OF RELIABILITY OF THE MAINTENANCE SYSTEM, AND NOT TO MAINTAIN THE LEVEL OF RELIABILITY OF THE MAINTENANCE SYSTEM.

O INSTALADOR DEVE FAZER VERIFICAÇÃO CRUZADA DA APLICABILIDADE ATRAVÉS DOS DADOS TÉCNICOS APLICÁVEIS. (INSTALLER MUST CROSS CHECK ELIGIBILITY WITH APPLICABLE TECHNICAL DATA)

Figure 2 – FORM F- 100 – 1 SEG VOO003

Figure 2 – FORM F- 100 – 1 SEG VOO003

AGÊNCIA NACIONAL DE AVIAÇÃO CIVIL - ANAC REGISTRO DE GRANDE MODIFICAÇÃO/REPARO (CÉLULA, MOTOR, HÉLICE OU PARTE COMPONENTE) (BRAZILIAN CIVIL AVIATION AUTHORITY - MAJOR ALTERATION/REPAIR RECORD) (AIRFRAME, POWERPLANT, PROPELLER OR COMPONENT)				FORMULÁRIO (FORM) SEGVOO 001	
INSTRUÇÃO: Preencher todos os campos, inutilizando os não aplicáveis. Ver RBHA 43 (seção 43.9 e apêndice B) e IS 43.9-001A para instrução sobre este formulário. (Instruction: Fill all blank fields, invalidating non applied fields. See RBHA 43.9 and appendix B) and IS 43.9-001A for instructions about this form.)					
1. AERONAVE (Aircraft)		Fabricante (Manufacturer)		Modelo (Model)	
		Número de Série (Serial Number)		Marcas (Marks)	
2. PROPRIETÁRIO/ OPERADOR (Owner/operator)		Nome (Name)		Endereço (Address)	
3. PARA USO DA AUTORIDADE DE AVIAÇÃO CIVIL (FOR CIVIL AVIATION AUTHORITY USE ONLY)					
NELSON EISAKU NAGAMINE Gerente de Programas Data: jan.					
4. IDENTIFICAÇÃO DA UNIDADE (UNITY IDENTIFICATION)					
Unidade (Unity)	Fabricante (Manufacturer)	Modelo (Model)	Número de série (Serial Number)	Reparo (Repair)	Modificação (Alteration)
Célula (Airframe)	(Como descrito no item 1 acima) (As described in item 1 above)				
Motor (Powerplant)					
Hélice (Propeller)					
Componente (Appliance)	Tipo (Type)				
	Fabricante (Manufacturer)				
5. TIPO (TYPE)					
6. DECLARAÇÃO DE CONFORMIDADE (CONFORMITY STATEMENT)					
A. Nome e Endereço do Agente Executor (Agency's Name and Address)		B. Tipo Agente Executor (kind of Agency)		C. N° do Certificado (Certificate No.)	
		☐ Mecânico Habilitado (Certificatied Mechanic) ☐ Empresa Homologada (Certificatied Repair Station) ☐ Fabricante Homologado (Certificatied Manufacturer)			
D. Declaro que o reparo e/ou modificação feita na(s) unidade(s) identificada(s) no item 4 acima e descrita(s) no verso desta folha e/ou nas demais folhas anexas foi feito de acordo com os requisitos do RBHA 43 e que a informação aqui fornecida é verdadeira e correta de acordo com meus conhecimentos. (I certify that the repair and/or alteration made to the unit(s) identified in item 4 above and described on the reverse of this sheet and/or additional continuation sheets, have been done in accordance with RBHA 43 requirements and the information furnished herein are true and correct to the best of my knowledge)					
Data (Date)		Identificação (Identification)		Assinatura (Signature)	
7. APROVAÇÃO PARA RETORNO AO SERVIÇO (APPROVAL FOR RETURN TO SERVICE)					
De acordo com a autoridade que me foi concedida, declaro que a unidade identificada no item 4 foi avaliada e inspecionada da maneira prescrita pela ANAC e está (According to the authority to me concerned, I declare that the unity identified in item 4 above has been evaluated and inspected through the procedures established by the ANAC and is) ☐ Aprovada (Approved) ☐ Rejeitada (Rejected)					
Pelo (By)	☐ ANAC	☐ Eng. Aeronáutico Cadastrado (Registered Aeronautical Engineer) ☐ Empresa Certificada (Certificatied Repair Station)	☐ Fabricante Certificado (Certificatied Manufacturer) ☐ Mecânico Habilitado (Certificatied Mechanic)	☐ Outro (Especificar) (Other (Specify))	
Data da aprovação ou rejeição (Date - Approval or Rejection)		N° Certificado ANAC (ANAC Certificate Number)		Assinatura (Signature)	

F-400-04E (09.11) (cont. no verso/ cont. reverse side)
H.20-XXXX-X

Figure 3 – FORM F-400 -04 SEG VOO001- Front Page

NOTA (NOTE)

Alterações no peso e balanceamento ou nas limitações operacionais deverão ser anotadas nos registros apropriados da aeronave. Uma alteração deve ser compatível com todas as alterações anteriores para assegurar conformidade permanente com os requisitos de aeronavegabilidade aplicáveis.
(NOTE: Weight and balance or operating limitations changes must be entered in the appropriate record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.)

8. DESCRIÇÃO DO TRABALHO EXECUTADO (Se mais espaço for necessário, anexar folhas adicionais. Identifique-as com as marcas da aeronave e a data em que o trabalho foi concluído.)
DESCRIPTION OF WORK ACCOMPLISHED (If more space is required attach additional sheets. Identify with aircraft and registration mark and date work completed.)

☐ Folhas adicionais estão anexadas. (Additional sheets are attached.)

F-400-04E (09.11) (verso/reverse side)

Figure 4 – FORM F- 400 -04 SEG VOO001 – Back Page

APPENDIX A – ACRONYMS – ACRÔNIMOS

Acronym	Translation to English (if applicable)
AD – Airworthiness Directive	AD – Airworthiness Directive
AI – Auto de Infração	AI – Infringement Report
ANAC – Agência Nacional da Aviação Civil	ANAC – Brazilian National Civil Aviation Agency
APRS – Aprovação para Retorno ao Serviço	APRS – Approval to Return to Service
BPS – Boletim de Pessoal e Serviço	BPS – ANAC’s Service and Personnel Bulletin
CBAer – Código Brasileiro de Aeronáutica	CBAer – Brazilian Aeronautical Code
COM – Certificado de Organização de Manutenção	COM – Maintenance Organization Certificate
CST – Certificado Suplementar de Tipo	CST – Supplemental Type Certificate
CVA – Certificado de Verificação de Aeronavegabilidade	CVA – Airworthiness Verification Certificate
DA - Diretriz de Aeronavegabilidade	DA – Airworthiness Directive
IAC – Instrução de Aviação Civil	IAC – Civil Aviation Instruction
INMETRO – Instituto Nacional de Metrologia, Qualidade e Tecnologia	INMETRO – Brazil’s National Institute of Metrology, Quality and Technology
IPM – Inspection Procedures Manual (RSM and QCM)	IPM – Inspection Procedures Manual (RSM and QCM)
IS – Instrução Suplementar	IS – Supplementary Instruction
QCM - Quality Control Manual	QCM - Quality Control Manual
RBAC – Regulamento Brasileiro da Aviação Civil	RBAC – RBAC Brazilian Civil Aviation Regulation
RBHA – Regulamento Brasileiro de Homologação Aeronáutica	RBHA – Brazilian Aeronautical Certification Regulation
RSM – Repair Station Manual	RSM – Repair Station Manual
SAR – Superintendência de Aeronavegabilidade	SAR – ANAC’s Superintendence of Airworthiness
STC – Supplemental Type Certificate	STC – Supplemental Type Certificate
TFAC - Taxa de Fiscalização da Aviação Civil	TFAC – Civil Aviation Inspection Tax