7.00 FAA supplementary procedures to the MOE

7.00.1 FAA supplement statement

KLM Royal Dutch Airlines
Engineering & Maintenance
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The Netherlands

EASA Part-145 Approval Certificate No. NL.145.1113
and
14 CFR Part-145 Air Agency Certificate No. KRDY791F

This FAA Supplement, together with this organization's CAA-NL approved European Aviation Safety Agency (EASA) Part 145 Maintenance Organization Exposition (MOE) Part 0-5, as revised, forms the basis of acceptance by the Federal Aviation Administration (FAA) for maintenance, alterations or modifications carried out by this organization on aircraft and/or aircraft components under the regulatory control of the FAA.
Maintenance, alterations or modifications performed in accordance with the referenced MOE, including this Supplement, are considered to be in compliance with parts 43 and 145 of Title 14 Code of Federal Regulation (14CFR).
This MOE supplemental Part 7 fulfills the requirements of the Bilateral Agreement and Maintenance Annex Guide Change 6 , effective June 1, 2016.

Reference: MAG section A par. V art. 2.1.1. sub b.

7.01.1 Table of contents / List of effective chapters MOE - Volume 2 (Part 7)

References: MAG section A par. V art. 2.1.1. sub b. and MAG section C Appendix 1 sub 1

Revision Highlights

7.01.2

Revision	Chapter	Revised
1	7.01	Added subchapter 7.01.2 “Revision Highlights”
1	7.01	Renumbered “Table of Contents” to 7.01.1 and removed column “Issued”
1	7.14	Re-instated special procedure for Certifying Staff authorization for Line Maintenance (overlooked during transfer)
2	7.04	Renewed Accountable Manager Statement
2	7.09.4	Added the word “changes” (of a Line Maintenance Authorization)
2	7.09.4	Deleted the paragraph referring to the document where LSA’s are listed, this is already worded in 7.09.9
2	7.09.9	Added that D107 OpSpec is published on the E&M Intranet
2	7.09.9	Removed the paragraph on Maintenance Records that should be kept for 2 years. This period is now also 3 years (as per the EASA approval)
2	7.15	Replaced example Form FAA 337 with latest version of this form
2	7.15	Replaced example EASA Form 1 dual release with correct version of this form
2	7.15	Replaced example Form FAA 8310-3 with latest version of this form
3	7.00.1	Amended FAA supplement statement
3	7.03.1	Amended text to reflect changed BASA MAG wording
3	7.04	Renewed Accountable Manager Statement
3	7.07.4	Added additional conditions for acceptability of components
3	7.14.3	Added additional paragraph on Dangerous Goods Training Procedure
4	7.03	Added text reflecting MAG Change 4 Part IV
4	7.04	Deleted text referring to amendment procedure of this supplement
4	7.05.3	Amended CAP list procedure
4	7.14.2	Removed redundant text
5	7.00.1	Made reference to compliance with BASA MAG Change 5
5	7.04	Tuned accountable manager statement to MAG Change 5
5	7.07.4	Changed “should” into “must” (acceptability of components)
5	7.07.4	Tuned text under “For Europe” to MAG Change 5 (single FAA release on Form 1)
5	7.14.1	Mr. Sijbrand Veenstra (acting manager Liaison Office) replacing Mr. Eric Blom
5	7.14.2	Removed special procedure for Line Maintenance (the issuance of a separate authorisation to handle the Air Carrier)
5	7.15	Updated Forms to their latest revision status
6	7.00.1	Changed reference to BASA MAG Change 6, dated June 1, 2016
6	7.04	Renewed Accountable Manager Statement
6	7.07.4	Rephrased conditions for acceptance of New and Used parts
6	7.08	Changed Frankfurt IFO into FAA Coordinator (IFO)
6	7.09.4	Changed eVID information into SAS Vitals Information
6	7.15	Introduced SAS Vitals Information form

7.02 Revision Procedures

7.02.1 Introduction

To ensure that this Supplement remains current according the 'FAA Special Conditions applicable to EU-based Approved Maintenance Organizations as published in the Maintenance Annex Guide, the revision procedure in MOE 1.11 is applicable.

References: MAG section A par. V art. 2.1.1. sub b. and MAG section C Appendix 1 sub 2.

7.03 Introduction

7.03.1 General

KLM Engineering and Maintenance is performing work under the terms and conditions specified in the Bilateral Agreement (BA)/Maintenance Annex executed between the FAA and European Community. This FAA Supplement, in conjunction with other chapters of the CAA-NL approved MOE defines the organization and procedures upon which compliance with applicable regulations are based.

The Maintenance Annex permits the organization to obtain certification and renewal as a foreign repair station under 14 CFR part 145 for performing work on aeronautical products subject to 14 CFR. Certification or renewal as a repair station is obtained after the FAA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the CAA-NL.

This FAA Supplement identifies the procedures that must be taken into account for KLM Engineering & Maintenance to perform work under the Maintenance Annex and other appropriate requirements. These procedures are addressed by the CAA-NL approved EASA Part 145 MOE in conjunction with the FAA Special Conditions in the Maintenance Annex .

Revisions to this FAA Supplement that do not require submission of an FAA Form 8310-3 will not be submitted to the CAA-NL before implementation. Only a revised copy of the FAA Supplement is sent to the CAA-NL.

References: MAG section A par. V art. 2.1.1. sub b. and MAG section C Part IV and Appendix 1 sub 3.

7.04 Accountable Manager's statement

I understand that this organization, KLM Engineering & Maintenance, when performing maintenance, alterations, or modifications on U.S.-registered aircraft or aeronautical products for use on such aircraft, must perform that work under the terms of the Maintenance Annex agreed to by the FAA and the European Community and CAA-NL regulations, requirements, and associated guidance material, as well as FAA Special Conditions set forth in the Maintenance Annex and described in this organization's FAA Supplement to its Manual.

As the person with overall control of KLM Engineering & Maintenance, I have reviewed the EASA regulations and requirements and the FAA Special Conditions. This organization fully understands that by complying with these documents, it will be complying with the corresponding sections of 14 CFR parts 43, 145, and other applicable regulations.
I understand that failure to comply with the requirements of the FAA Special Conditions may result in the amendment, suspension, or revocations of the FAA certification, or in other certificate or enforcement action by the CAA-NL or FAA. I also understand that loss of the EASA approval will require FAA enforcement action that may result in the suspension or revocation of the organization's 14 CFR part 145 repair station certificate.

This organization will provide EASA, CAA-NL and FAA personnel with access to our facilities to assess compliance with EASA / CAA-NL requirements and FAA Special Conditions or to investigate specific problems. "I understand that this organization may be subject to FAA enforcement procedures. I understand that investigation and enforcement by the FAA regarding suspected violations of 14 CFR by this organization will be undertaken in accordance with FAA rules and directives, and that this organization must cooperate with any investigation or enforcement action.

I agree to ensure that this FAA Supplement will be maintained and kept current by this organization and be accessible to all personnel.

Date : July 22, 2016

Mr. A.H. Dortmans
Executive Vice President KLM Engineering & Maintenance

7.05 Extent of Approval

7.05.1 General

The extent of FAA approval does not exceed the ratings and scope of work permitted under EASA and CAA-NL regulations and requirements. The extent of FAA approval also does not exceed the scope of approval set forth in the KLM E&M 14 CFR Part 145 repair station certificate and OpSpecs.

7.05.2 Specialized Services

FAA issuance of specialized services rating requires FAA approved process specifications. All work performed under the provisions of specialized services rating shall be done in accordance with FAA approved data.

7.05.3 Capability List

The Capability List is the list of rotable components for which a limited rating has been granted to KLM E&M for maintenance (Ref MOE Volume 1, MOE 1.09).
This Capability List is also an extension of KLM E&M's FAA OpSpecs.
The capability list is continuously updated in E&M business and is available as a printout upon request. Changes to the capability list are sent once a year to CAA-NL for notification .

Reference: MAG section C Appendix 1 sub 5.

7.06 Summary of Quality Systems

7.06.1 General

The KLM E&M quality system covers its main location and its line maintenance locations worldwide.
The FAA Supplement is part of KLM E&M MOE Volume 2 and identifies the FAA special conditions and describes the procedures that must be taken into account for the organization to perform work under the Maintenance Annex . As such , the FAA special conditions and its procedures are integral part of KLM E&M's Quality System and are subject to KLM E&M Quality Audit.
Refer to CAA-NL approved MOE Volume 1 Part 1 and Part 3.

Reference: MAG section C Appendix 1 sub 6.

7.07 Approval for Return To Service and Maintenance, Alteration and Modification Records

7.07.1 General

KLM E&M accepts and uses the operator/ customer applicable maintenance data for aircraft, engine and component maintenance and any additional requirements specified by the operator/customer. These requirements are listed in the customer workorder. Ref. MOE 2.08.
Records of maintenance performed will be kept and transferred as agreed with the Operator, ref MOE 2.17. This includes records on major repairs/-alterations performed.

7.07.2 Approval for Return to Service of U.S. Registered Aircraft

The release to service document refers to completed and postponed maintenance tasks as mentioned on the work order.The process of the approval for return to service is described in MOE 2.16.
For the Release to Service procedure the approval number **KRDY791F** is used.

7.07.3 Approval for Return to Service of aeronautical products other than complete aircraft

The release to service document refers to completed and postponed maintenance tasks as mentioned on the work order.The process of the approval for return to service is described in MOE 2.16.

For the Release to Service procedure the approval number **KRDY791F** is used on an EASA Form 1 dual release.
On the EASA Form 1 in Block 14a both “Part-145.A.50 Release to Service” and “Other regulation specified in Block 12” are checked and the following release statement is entered in Block 12:
KLM E&M, FAA Repair Station Number KRDY791F, certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12 was accomplished in accordance with USA Title 14 CFR Part 43 and in respect to that work, the item(s) is/are approved for return to service under Title 14 CFR Part 43.9.

7.07.4 Acceptability of Components

The following new and used components may be fitted during maintenance:

New Components

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

i) For new components released by a U.S.-PAH, release must be documented on FAA Form 8130-3 as a new part.

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

ii) For new components released by an EU-PAH, release must be on an EASA Form 1 as a new part.

iii) For new components released by a Canadian PAH, release must be on the Transport Canada Civil Aviation (TCCA) Canadian Form One as a new part.

iv) Parts fabricated by an appropriately rated, EASA-approved Part-145 AMO in accordance with EASA Part145.A.42, are not subject to the foregoing provisions.

v) Standard parts meeting the requirements of 14 CFR part 21, section 21.9(a)(3), (such as a nut or bolt, manufactured in

compliance with a government or established industry specification) are not subject to the forgoing provisions, provided such parts are accompanied by a conformity statement and be in a satisfactory condition for installation.

vi) PMA parts may only be accepted as detailed in subparagraph 7(c)(1)(a)(i) above and in the Technical Implementation Procedures (TIP).

vii) New components provided by a U.S. air carrier shall have documentation in accordance with the U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP).

Used Components

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

i) An EASA Form 1 issued as a dual maintenance release must accompany used components from EU-based 14 CFR part 145 repair stations.

ii) Used components from a EASA-approved part 145 AMO not FAA-approved must not be used even if accompanied by an EASA Form 1

iii) An FAA Form 8130-3 (14 CFR § 43.9 release) issued as a maintenance release must- accompany used components from a 14 CFR part 145 Repair Station.

iv) Used components provided by a U.S. air carrier shall have documentation in accordance with the U.S. air carrier's CAMP.

v) A Canadian Form One issued as a maintenance release should accompany used components from a Canadian-based AMO.

vi) Used components that have been issued a triple release (i.e., certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.

The following table is a summary of possible cases:

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

* For the purpose of the table above, triple release mentioned in subparagraph vi above has the same status as EASA Form 1 Dual.

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

In block 14a, check only the box mentioning "Other regulation specified in block 12."

Do not check the box that states compliance to 145.A.50.

In block 12, include the FAA repair station release statement.

In addition in Block 12, mention that this product/article meets 145.A.50 requirements, except for the following items (include list of the items), and therefore is not eligible to be installed on an EU-registered aircraft:"

The proces for acceptance of components is described in MOE 2.02.

Reference: MAG section C Appendix 1 sub 7.

7.08 Reporting of Unairworthy Conditions to the FAA

Serious failures, malfunctions and defects as well as all irregularities that qualify as a SUP shall be reported according the procedures in MOE 2.18. Reporting is done by the Liaison Office of KLM E&M to the FAA Coordinator (IFO).

Reference: MAG section C Appendix 1 sub 8.

7.09 Additional Operating Locations

7.09.1 Additional Fixed Locations within or outside the EU Member States

KLM E&M does not perform continuous operation at a facility other than its fixed location as specified in OpSpec A001.

7.09.2 Work away from the fixed location

On a non-routine basis, e.g. as result of AOG situations, KLM E&M may provide maintenance services on US registered aircraft at sites, other than the main maintenance facility at Schiphol and KLM stations with Line Maintenance Authorization. The maintenance services provided may not exceed the scope of the authorization as specified on the Operations Specifications. KLM E&M has been assigned an OpSpec D100 for this type of work.

When a (prospective) US customer requests to perform maintenance services at such a field site, the following conditions apply:

- There is a contract for the requested maintenance services with the customer;
- Within 5 working days after performance of maintenance / alterations, the Principal Maintenance Inspector for this Repair Station is notified on behalf of the Vice President Safety & Quality, by means of form KLM 5474.
- The work is performed and the maintenance records of that work are treated in accordance with the requirements of the customer and Part 7 of this MOE, supplemented with the requirements of Part 2, as applicable.

7.09.3 Line Station Authorisations

KLM E&M has line maintenance stations located worldwide. Line Maintenance Authorizations can be issued to these line stations to enable air carriers of US registered aircraft to operate to stations where the frequency and scope of maintenance does not warrant staffing and equipping the station for its own accomplishment and still to fulfill the requirement that the aircraft must be maintained by an authorized person.

All KLM E&M line stations are under the full control of KLM E&M's fixed location and are subject to the same quality monitoring system. Those line stations that handle operators with US registered aircraft act according to the content of this FAA supplement.
The quality audit (ref chapter 7.06) is the instrument to check that work is performed according to the FAA supplement.
KLM E&M line stations are controlled in accordance with MOE 5.03.

7.09.4 Application for a Line Maintenance Authorization

KLM E&M Safety & Quality will do the application for a Line Maintenance Authorisation for every combination of air carrier operating under FAR Parts 121/125/129, type of aircraft and the location. The following items shall be submitted to the CAA-NL in case of addition, changes or deletion of a Line Maintenance Authorization:

- A completed and signed FAA Form 8310-3, signed by the Vice President Safety & Quality
- FAA supplement to the MOE if changed
- SAS Vitals Information if changed

7.09.5 Training and Authorization

KLM's Repair Station personnel assigned to perform maintenance at KLM Line Stations are trained, qualified and authorized in accordance with MOE Chapter 7.14 and 3.04.

Training on the Air Carrier's procedures will be done by the Air Carrier, unless otherwise agreed upon and mentioned in the contract between KLM and the Air Carrier. Training by the air carrier results in a document from the air carrier stating that KLM personnel are trained, qualified and authorized. Furthermore the air carrier shall make their procedures and maintenance manuals available to the KLM Line Station.

The holder keeps the authorization document and a copy is filed at the Safety & Quality, section Training & Autorization, together with her/his training records.

7.09.6 Use of FAA A&P license

To bridge the period between the contract becoming effective and the issue of a Line Maintenance Authorization, line maintenance may be performed for the air carrier involved, at that line maintenance location, under the following conditions:

- The process for application of the Authorization was initiated;
- The Quality Manager Line Maintenance concurs with the temporary use of A&P license(s);
- The mechanic or engineer performing and certifying the work holds an A&P license;
- When returning the aircraft to service reference is made to the A&P license number.

Note: The KLM E&M Repair Station Certificate number may never be used until such time that the station, aircraft type and air carrier are included in the Operation Specifications of KLM Engineering & Maintenance;

- The air carrier specifically authorizes the use of the A&P license(s);
- Except for the basic training, the mechanic or engineer performing and certifying the work is further trained in accordance with the requirements of MOE 7.14.

7.09.7 Contract procedure

The responsible Line Maintenance Manager of the Air Carrier requests the KLM Line Maintenance Manager for Technical Handling services at the line maintenance station. The contract is formalized according the following possibilities:

- Annex B to the Ground Handling Main Agreement between KLM and the Air Carrier;

- The IATA Standard Ground Handling Agreement, simplified procedure;
- The IATP form 53 or IATP form 55

Whichever of the above-mentioned possibilities is chosen is to be agreed upon by the Line Maintenance Managers of both KLM E&M and the air carrier.
The KLM E&M Manager LMI is responsible for the execution of the contract. The contract is filed at the KLM LMI department with copies at the line station's technical and accounting department.

Any revision or amendment to the contract will be forwarded to all copyreaders.
The Manager LMI is responsible to evaluate two times a year all Line Maintenance Authorizations in the FAA Operations Specifications to determine whether the maintenance contracts between the air carriers and KLM E&M are current.
He is responsible to monitor all contractual changes affecting the Line Maintenance- and Geographic Authorizations and will notify the Vice President Safety & Quality in writing of the changes.

- The manager LMI is responsible to inform the Line Stations and Safety & Quality Department.
- Safety & Quality Department is responsible to inform the CAA-NL.

7.09.8 Parts replacement and parts handling procedure

Parts must be provided by the air carrier or made available through the IATP Pool Agreement as initiated by the air carrier. Installation of the parts must be performed according the air carrier's instructions and the Manufacturer's Maintenance Manual.

Only components, parts and materials approved by the FAA shall be used. This shall be checked and determined by the authorized personnel of the Line Station.

7.09.9 List of Line Stations

Line Maintenance Authorisations are logged on OpSpec D107. On this OpSpec the specific air carrier, type of aircraft and location is indicated. This OpSpec is published on the KLM E&M Intranet.

The KLM E&M list of Line Maintenance Authorisations is published in Appendix 1 to this FAA supplement and is accessible on the KLM E&M Intranet.

7.09.10 Line Maintenance activities on Home Base Schiphol Airport

Line Maintenance checks to US registered aircraft of a particular type may be accomplished at Schiphol Airport provided the particular aircraft type is listed on the FAA Operations Specifications A060

Reference: MAG section C Appendix 1 sub 9.

7.10 Contracting

KLM Engineering & Maintenance contracts maintenance functions to certificated (id est “contracted”) and non-certificated organizations (id est “sub-contracted”), collectively called “contractors”.

7.10.1 List of Contractors

KLM E&M maintains a list of contractors (the Accepted Vendor List (AVL)) that are used by KLM E&M and that are approved by the CAA-NL. Reference is made to MOE 2.01. The AVL is under control of the Safety & Quality Department and is published on the KLM E&M Intranet.

Under the BA/MA , the FAA accepts the CAA-NL approved procedure for selecting and monitoring contractors.
Certain contractors on this AVL are used by KLM E&M to perform maintenance activities for US-registered aircraft or aeronautical products to be installed on such aircraft. Since the AVL does not specify the specific maintenance function for each contractor, KLM E&M maintains a separate List of Maintenance Functions for those contractors This list is under control of the Safety & Quality Department and is published on the KLM E&M Intranet.

7.10.2 Qualifying and Auditing Contractors

According MOE 7.06, the FAA Special Conditions are included in the KLM E&M quality monitoring system. Therefore the CAA-NL approved MOE procedures for qualifying and auditing contractors (MOE 2.01) as well as for performing receiving inspections (MOE 2.02) satisfy the FAA Special Conditions under the BA/MA.

Note : Contracting to non-FAA certificated sources must be considered sub-contracting for KLM E&M and the procedures for sub-contracting apply. Contracting to FAA certificated sources must be considered as contracting: i.e. the contractor is responsible for approving the return to service for each item on which it has worked.

Reference: MAG section C Appendix 1 sub 10.

7.11 Major Repairs and Major Alterations

7.11.1 Introduction

This chapter describes the procedures the AMO will use to ensure the major repair and/or alteration data being used to perform work on a U.S. customer's product is approved.

7.11.2 References

FAR 43, App. A	Major alternations, major repairs, and preventive maintenance.
KLM08851	FAA 337 form
WPI AM5114	FAA-form 337 for N registered aircraft

7.11.3 Automatically Approved Data

All repair design data approved by EASA and/or organizations/persons approved under EASA Part 21 for use on a U.S.-registered aircraft and related articles are considered FAA-approved (FAA Order 8130.2). This does not apply to critical component repair design data developed by organizations/persons which are not the TC/STC holder.

NOTE: A critical component is defined as a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations Section or certification maintenance requirements of the manufacturer's maintenance manual or instructions for continued airworthiness.

7.11.4 Accomplishment of repair and alteration

Repair Station determines whether the applicable maintenance data and necessary FAA approvals are available.

Repair Station determines whether a repair/alteration is major or minor, in accordance with Part 43, Appendix A

If the repair or alteration requires additional approved data, then in concert with the customer the Repair Station :

- Obtains the appropriate approvals;
- Obtains the necessary documentation;
- Obtains Operator Concurrence;

After accomplishment of the major repair or alteration, the Repair Station sends the filled-out FAA Form 337 to Operator and to SPL/QA Liaison for the purpose of submittal to FAA PMI.

Note: In the case of major repairs , when such repairs have been performed in accordance with a manual or specifications acceptable to the FAA, an FAA Form 337 is not necessary.

Reference: MAG section C Appendix 1 sub 11.

7.12 Compliance with U.S. Air Carrier Continuous Airworthiness Maintenance Programme (CAMP) or 14 CFR PART 125 Operator Inspection Programme

7.12.1 Procedure

Refer to MOE Volume 1 (MOE 2.10)

7.12.2 Required Inspection Items

This procedure describes how the requirements regarding Required Inspections Items (RII) are met by the KLM Engineering & Maintenance. The following topics are addressed:

- Requirements for RII personnel;
- Training of recommended RII personnel;
- Authorization;
- Training and Authorization Records;
- Notification and Information;
- Reporting structure;
- Execution/Performance.

7.12.3 Requirements for RII personnel

KLM E&M, certificate number KRDY791F, is authorized to perform the Required Inspection Items specified by the Air Carrier of US-registered aircraft in its manual. KLM E&M recommends personnel who represent the Repair Station in the performance and approval of the required inspections. The recommended personnel is:

- is a KLM E&M employee;
- is authorized by QA through a valid KLM Authorization as a Cat. B1 or a Cat. B2 or a level 2 Structure Specialist;
- is stationed in the production unit;
- is able to read, write, and understand English;
- works under the QMS of the Repair Station;
- is not involved in the performance of the work to be inspected.

7.12.4 Training of recommended RII personnel

Recommended personnel will be trained on the Air Carriers' procedures in general, and specifically on procedures regarding the performance and recording requirements of required inspection items.
The training will be done by the contracted Air Carrier or, when delegated, by KLM Training E&M. The latter only when Technical Training has been trained by the Air Carrier on its maintenance and procedure manuals, and has been authorized by the Air Carrier to train RII personnel.

7.12.5 Authorization

After satisfactory completion of the training provided by the Air Carrier, or KLM Training E&M, the Air Carrier is presented a listing of the recommended RII personnel by the QA Manager Training, Authorisations & Design of KLM E&M. The Air Carrier is requested to authorize these persons in accordance with their procedures.
When so desired by the Air Carrier, KLM-QA can also authorize RII personnel on behalf of the Air Carrier, in accordance with the Air Carriers' procedures. The Air Carrier shall authorize KLM-QA by letter.

The scope of the RII Authorization is limited to those RII's whose skill requirements fall within the scope of the issued KLM Authorization.
For the items performed under the auspices of an RII authorization, RII personnel are solely responsible to the Vice President Safety & Quality. Any conflict of interest shall be reported to and solved by the Vice President Safety & Quality through the Quality Assurance Manager, in order to guarantee full independence from production management decisions.
Decisions made by authorized personnel can not be overruled by repair station organization or the maintenance department of the air carrier. If a dispute arises between RII personnel and production management, the authorized RII person must request binding arbitration by the Vice President Safety & Quality through the Quality Assurance Manager. These provisions ensure the independence and integrity of the inspection personnel, while functioning under auspices of the KLM company authorization and the Air Carriers RII authorization.

7.12.6 Training and Authorization Records

The training records are under the control of the Vice President Safety & Quality. On the basis of the records and the authorization by the Air Carrier, all authorized RII persons are registered by the Safety & Quality Department. The following information is recorded:

- Name,
- Occupational Title,
- KLM Authorization Number = Personnel Number,
- Air Carrier (of US-registered aircraft).

This information is available to the Production Unit Management.

7.12.7 Notification and Information

In addition to the training and formal authorization, all RII personnel receive a Letter of Notification, signed by the KLM Vice President Safety & Quality. The letter addresses the following items:

- The RII inspector is an authorized representative of the Repair Station KRDY791F,
- The supervision and control of the Quality Control Manager,
- The independence of the RII person,
- The limitation of the RII authorization.

The Letter of Notification contains a statement that must be signed by the RII inspector, and sent to the office of the Vice President Safety & Quality.

Prior to the execution of the maintenance package of a US-registered aircraft , Production Management will inform every shift regarding the operation as a FAA Certificated Repair Station, the use of the manuals provided by the Air Carrier, the availability of the FAA accepted Repair Stations Maintenance Exposition Manual (MOE) including Part 7, RII and other information that could be of benefit to the production unit.

7.12.8 Reporting structure

All RII personnel is under the supervision and control of the Quality Assurance Manager, who are appointed by and responsible to the Vice President Safety & Quality, who in turn reports to the Executive Vice President of KLM E&M, responsible for the FAA Certificated Repair Station KRDY791F.
This structure clearly identifies the chain of command regarding quality control.

7.12.9 Execution/Performance of RII personnel

The Air Carrier of US registered aircraft has its own dedicated GMM (General Maintenance Manual) or GEMM (General Engineering Maintenance Manual), containing among others the company specific Required Inspection Items (RII) and procedures.
When performing maintenance on a US registered aircraft, the work package to be performed should always be supplied/approved by the Air Carrier. The current Air Carrier's GMM or GEMM must be at hand at the job location for reference at all times.
Required inspections for a particular Air Carrier may only be performed by RII personnel designated by that Air Carrier or, if so delegated, designated by the KLM QA department on behalf of that carrier.
The performance of a required inspection is restricted to specially trained and authorized RII inspector who was not involved in the performance of the work to be inspected.

7.12.10 RII inspection supervision

The RII inspections are supervised by a Quality Engineer on a sampling basis. When a Quality Engineer attends an RII inspection, he checks:

- that all manuals/procedures are present;
- that work is executed according customer procedures;
- that the inspector is an authorized RII inspector;
- that all administration, related to the task, is completed and filled out correctly;
- the awareness of the RII inspector (sample survey).

During the time any maintenance is performed on any N-registered aircraft at Schiphol and a maintenance task is an RII, Quality Assurance personnel will be available in order to establish a link between authorized personnel and Quality Assurance as required by the FAA.
The designated Quality Engineer will regularly keep himself informed about the progress of the A/C maintenance.

7.12.11 Rejection of RII

A Required Inspection Item (RII) may be rejected by an inspector or an Inspection Design. In case the work can be rectified according to the existing procedure, the job card shall be signed off according to applicable requirements, after completion of the work. In case the rectification requires rework according to additional procedures, a non-routine card shall be opened, which shall contain at least the following:

- The number of the job card where the non-routine work originates from
- The reason of the additional work
- The additional work or rework required, including references to approved data and
- issue date(s).

The original job card shall be cancelled and attached to the new non-routine. The new item and the original item shall both be cleared after the Inspector or Inspection Designee has inspected the corrective action for both items.

Any non-routine originating from a rejected RII, shall be designated as an RII as well.

Reference: MAG section C Appendix 1 sub 12.

7.13 Compliance with Manufacturers' Maintenance Manuals or Instructions for Continued Airworthiness (ICA)

7.13.1 Manufacturers' Maintenance Manuals and ICA

All maintenance on US-registered aircraft including all major repairs and –mods is performed in accordance with air carrier instructions.
Per the agreement between KLM E&M and each air carrier the air carrier will provide KLM E&M with all data necessary to perform the requested maintenance and the instructions on how to record maintenance performed.

Refer to MOE Volume 1 (MOE 2.08 and 2.13)

7.13.2 FAA AD's

KLM E&M has available all FAA AD's applicable to the work it performs under the ratings it holds. The AD's are made available and are controlled by KLM E&M's Engineering Data Management department. The customer remains responsible for specifying any AD compliance required during maintenance through the work order.

Refer to MOE Volume 1 (MOE 2.08 and 2.11)

Reference: MAG section C Appendix 1 sub 13.

7.14 Qualifications of Personnel

7.14.1 Liaison between KLM E&M and FAA

The Executive Vice President (EVP) has delegated the liaison function with the Federal Aviation Administration to the Vice President Safety & Quality, who in turn is backed by a Liaison Office.

This delegation does not relieve the EVP of the overall responsibility for the Repair Station, being the Responsible Manager for the Repair Station. The Vice President Safety & Quality and the Liaison Office handle the communication regarding the Repair Station's certificate with the CAA-NL and the assigned Principal Inspectors, the formal representative of the Federal Aviation Administration at the Frankfurt International Field Office.

Manager Liaison Office	Mr. S. Veenstra (acting): Telephone: +31 06 13616373 Facsimile: +31 20 649 2049 e-mail: s.veenstra@klm.com
Liaison Officer:	Mr. R. Maas Telephone: +31 06 10012915 Facsimile: +31 20 649 2049 e-mail: r.maas@klm.com
Liaison Officer:	Mr. H.L. van Piggelen Telephone: +31 06 51135427 Facsimile: +31 20 649 2049 e-mail: Henk-van.Piggelen@klm.com

7.14.2 Training and Qualification

Refer to MOE Volume 1 (MOE 2.10,3.04, 3.08, 3.11 , 3.14 and 4.02)

For line maintenance only, before Certifying Staff is authorized to issue a Release to Service for a US registered aircraft, it must be ensured that respective person is authorized in accordance with the procedures as described in MOE 3.04.

Before the individuals participate in the specific Air Carriers training courses, the Air Carrier aircraft type training is evaluated in relation to the activities to be performed for the Air Carrier and acknowledged by the Quality Assurance Managers Engineering & Staff and Line Maintenance.

7.14.3 Dangerous Goods (DG) training

The procedures KLM E&M uses to ensure that personnel involved in transportation of Dangerous Goods (incl. shipping and receiving) receives initial- and recurrent training are the following:

Department SHE (Safety, Health and Environment , SPL/ES)	- identify and keep up-to-date DG training requirements

Subject matter Expert Dangerous Goods	-deliver training proposals
KLM E&M Training Board	-determination of training policy -evaluate training content -determination of conditions necessary for fullfilment of training policy -make available a continuous training program -evaluate training performed and formulate training improvements
KLM HR (Human Resource) Managers	-freeze DG training requirements per job function in department “training matrices”
KLM E&M Training Department (SPL/GK)	-development of DG training -make available DG training
KLM E&M Maintenance (Staff) Unit Manager	-satisfy DG training training requirements conform training matrices
Local Maintenance Unit/Staff Unit coordinators	-monitor status of DG training to be performed

Reference: MAG section C Appendix 1 sub 14.

7.15 Forms

The followings forms are attached in this chapter:

- FAA 337 Major Repair and Alteration
- EASA Form 1 Authorised Release Certificate
- FAA 8310-3 Application for Repair Station Certificate and Rating
- FAA 8120-11 Suspected Unapproved Parts Report
- BA/MA App 4 FAA SAS Vitals Information

Reference: MAG section C Appendix 1 sub 15.

Form 337

US Department of Transportation Federal Aviation Administration

MAJOR REPAIR AND ALTERATION
(Airframe, Powerplant, Propeller, or Appliance)

OMB No. 2120-0020 Exp: 5/31/2018 | Electronic Tracking Number | For FAA Use Only

INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))

1. Aircraft	Nationality and Registration Mark	Serial No.	
	Make	Model	Series
2. Owner	Name *(As shown on registration certificate)*	Address *(As shown on registration certificate)* Address City State Zip Country	

3. For FAA Use Only

4. Type		**5. Unit Identification**			
Repair	Alteration	Unit	Make	Model	Serial No.
☐	☐	AIRFRAME		*(As described in Item 1 above)*	
☐	☐	POWERPLANT			
☐	☐	PROPELLER			
☐	☐	APPLIANCE	Type Manufacturer		

6. Conformity Statement

A. Agency's Name and Address	B. Kind of Agency	
Name Address City State Zip Country	☐ U. S. Certificated Mechanic	☐ Manufacturer
	☐ Foreign Certificated Mechanic	C. Certificate No.
	☐ Certificated Repair Station	
	☐ Certificated Maintenance Organization	

D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.

Extended range fuel per 14 CFR Part 43 App. B ☐	Signature/Date of Authorized Individual

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is ☐ Approved ☐ Rejected

BY	☐	FAA Flt. Standards Inspector	☐	Manufacturer	☐	Maintenance Organization	☐ Persons Approved by Canadian Department of Transport
	☐	FAA Designee	☐	Repair Station	☐	Inspection Authorization	Other *(Specify)*

Certificate or Designation No.	Signature/Date of Authorized Individual

FAA Form 337 (10/06)

Page 1

NOTICE

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.

8. Description of Work Accomplished
(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

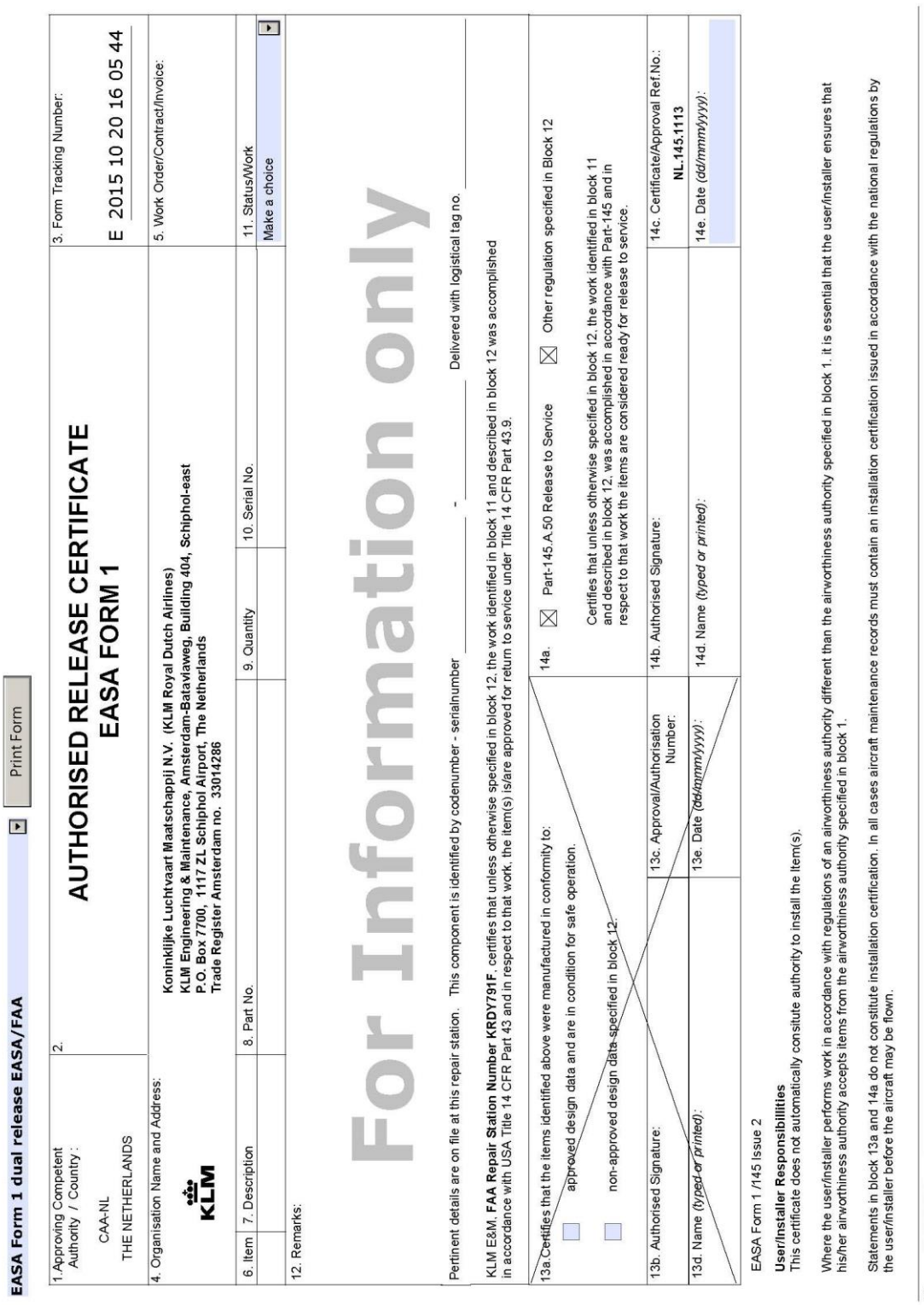
Nationality and Registration Mark | Date

☐ Additional Sheets Are Attached

FAA Form 337 (10/06)

Page 2

EASA Form 1 Dual release



EASA Form 1 dual release EASA/FAA

Print Form

1. Approving Competent Authority / Country: CAA-NL THE NETHERLANDS

2.

AUTHORISED RELEASE CERTIFICATE
EASA FORM 1

3. Form Tracking Number: E 2015 10 20 16 05 44

4. Organisation Name and Address:

KLM

Koninklijke Luchtvaart Maatschappij N.V. (KLM Royal Dutch Airlines)
KLM Engineering & Maintenance, Amsterdam-Bataviaweg, Building 404, Schiphol-east
P.O. Box 7700, 1117 ZL Schiphol Airport, The Netherlands
Trade Register Amsterdam no. 33014286

5. Work Order/Contract/Invoice:

6. Item	7. Description	8. Part No.	9. Quantity	10. Serial No.	11. Status/Work
					Make a choice

12. Remarks:

For Information only

Pertinent details are on file at this repair station. This component is identified by codenumber - serialnumber _____ - _____ Delivered with logistical tag no. _____

KLM E&M, **FAA Repair Station Number KRDY791F**, certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12 was accomplished in accordance with USA Title 14 CFR Part 43 and in respect to that work, the item(s) is/are approved for return to service under Title 14 CFR Part 43.9.

13a. Certifies that the items identified above were manufactured in conformity to:
- ☐ approved design data and are in condition for safe operation.
- ☐ non-approved design data specified in block 12.

14a. ☒ Part-145.A.50 Release 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 Part-145 and in respect to that work the items are considered ready for release to service.

13b. Authorised Signature:	13c. Approval/Authorisation Number:	14b. Authorised Signature:	14c. Certificate/Approval Ref.No.: NL.145.1113
13d. Name *(typed or printed)*:	13e. Date *(dd/mmm/yyyy)*:	14d. Name *(typed or printed)*:	14e. Date *(dd/mmm/yyyy)*:

EASA Form 1 /145 Issue 2

User/Installer Responsibilities
This certificate does not automatically consitute authority to install the Item(s).

Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.

Statements in block 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.

Form 8310-3

OMB Approved
2120-0682
10/31/2018

If additional space is required for any item, attach additional sheets of paper.

U.S. Department of Transportation
Federal Aviation Administration

Application for Repair Station Certificate and/or Rating

1. Applicant Information

a. Official Name of Station | Number

b. Location Where Business Is Conducted

c. Official Mailing Address of Repair Station *(Number, Street, City, State & ZIP)*

d. Doing Business As:

e. Will any person as described in part 145.51(e) be involved with the management, control, or have substantial ownership of the repair station? ☐ YES ☐ NO
If 'YES', provide a detailed explanation on a separate page.

2. Reasons for Submission

- ☐ Original Application for Certificate and Rating
- ☐ Change in Rating
- ☐ Change in Location or Housing and Facilities
- ☐ Change in Name or Ownership
- ☐ Other *(Specify)*

3. Ratings Applied for:

Airframe	Powerplant	Propeller	Radio	Instrument
☐ Class 1	☐ Class 1	☐ Class 1	☐ Class 1	☐ Class 1
☐ Class 2	☐ Class 2	☐ Class 2	☐ Class 2	☐ Class 2
☐ Class 3	☐ Class 3		☐ Class 3	☐ Class 3
☐ Class 4				☐ Class 4

Accessories	Limited				
☐ Class 1	☐ Airframe	☐ Accessories	☐ Rotor Blades	☐ Specialized Services *(specify)*	
☐ Class 2	☐ Engine	☐ Landing Gear	☐ Fabric		
☐ Class 3	☐ Propeller	☐ Float	☐ Emergency Equip.		
	☐ Instrument	☐ Radio	☐ Non-Dest. Test		

4. List of Maintenance Functions Contracted to Outside Agencies:

5. Applicant's Certification

Name of Owner *(Include name(s) of individual owner, all partners, or corporation name giving state and date of incorporation)*

I hereby certify that I am authorized by the repair station identified in Item 1 above to make this application and that statements and attachments hereto are true and correct to the best of my knowledge.

Date	Authorized Signature	Printed Name of Authorized Signer	Title

Paperwork Reduction Act Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0682. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain benefits in accordance with 14 CFR Part 145. You may submit any comments regarding the accuracy of this burden estimate or any suggestions for reducing the burden to the Federal Aviation Administration, Aircraft Maintenance Division, AFS-300, 800 Independence Ave, SW, Washington, DC 20591, Attention FAA Form 8310-3.

FAA Form 8310-3 (11-14) Supersedes Previous Edition

Record of Action Repair
Station Inspection

For FAA Use Only | For FAA Use Only

6. Remarks (identify by item number. Include deficiencies found, ratings denied, reason for denial, etc.)

7. Findings - Recommendations	8. Date of Inspection
☐ A. Applicant demonstrated compliance with requirements of 14 CFR part 145 (for reasons stated in block 2) on date indicated. ☐ B. Recommend approval. Any exceptions or changes by FAA from applicants original request are explained in block 6. ☐ C. Certification action terminated. Explanation in block 6. ☐ D. Denial. Explanation in block 6.	

9. Office	Signature(s) of Inspector(s)	Printed Name(s) of Inspector(s)

10. Supervising or Assigned Inspector

ACTION TAKEN	CERTIFICATE ISSUED	Inspector's Signature
☐ APPROVED as shown on certificate issued on date shown. ☐ DISAPPROVED	Number	
	Date	Inspector's Printed Name / Title

FAA Form 8310-3 (11-14) Supersedes Previous Edition

Form8120-11

Submit

OMB Approved 2120-0552
06/30/2009

U.S. Department of Transportation
Federal Aviation Administration

SUSPECTED UNAPPROVED PARTS REPORT

Refer to page 2 for instructions on how to complete this form.

1. Date the Part Was Discovered:		2. Part Name:
3. Part Number:		4. Part Serial Number:
5. Quantity:	6. Assembly Name and Number: Name: Number:	7. Aircraft Make & Model: Make: Model:

8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

Check One of the Following Applicable to the Company or Person Who Supplied or Repaired the Part:

☐ Air Carrier – Certificate #	☐ Supplier
☐ Mechanic – Certificate #	☐ Production Approval Holder
☐ Repair Station – Certificate #	☐ Manufacturer
☐ Distributor	☐ Other
☐ Owner/Operator	☐ Unknown

9. Description of the Issue: (attach additional sheet if necessary)

10. Name and Address of (the Company or Person) Where the Part Was Discovered:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

Check One of the Following Applicable to the Company or Person Who Discovered the Part:

☐ Air Carrier - Certificate #	☐ FAA Inspector
☐ Mechanic - Certificate #	☐ DOT/Office of Inspector General
☐ Repair Station - Certificate #	☐ Defense Criminal Investigation Service
☐ Distributor	☐ Other Government Agency
☐ Supplier	☐ Foreign Civil Aviation Authority
☐ Production Approval Holder	☐ Owner/Operator
☐ Unknown	☐ Other

11. Date of This Report:

12. ☐ **Check this box if you request anonymity -** ***Do not complete block 13.***

13. Name and Address of the Reporter:

Name:	Street Address:	
City:	State:	ZIP Code:
Country:	Phone Number:	

14. ☐ **Check this box if you request confidentiality.**

15. ☐ **Check this box if you have attached additional information.**

FAA Form 8120-11 (11/05/2010) Supersedes Previous Edition — Local Reproduction Authorized

Instructions for Completing FAA Form 8120-11, Suspected Unapproved Parts Report

1. Record the date the part was discovered.
2. Record the part name (or a description of the part).
3. Record the part number or identification number of the part.
4. Record the serial number on the part, if applicable.
5. Record the quantity of parts.
6. Record the assembly name and assembly number (where the part was or could be installed).

Record additional part numbers on page 3 or on a blank sheet of paper with the same information. Example:

Part Name: **Strut** | Part Number: **1234** | Serial Number: **678** | Quantity: **1** | Assembly Name: **Main Landing Gear** | Assembly Number: **56789X**

7. Record the type of aircraft the part was (or could be) installed on.
8. Record the complete name and address of the company or person who produced, repaired, and/or sold the part. Do not list a P.O. Box address unless a street address is not available.

Check the box that describes the company or person and provide the certificate number, if known.

Air Carrier - An FAA-certificated company or person who undertakes directly by lease, or other arrangement, to engage in air transportation.	**Supplier** - A company or person who furnishes aircraft parts or related services, at any tier, to the producer of a product or part thereof.
Mechanic - A person holding an FAA mechanic certificate with airframe and/or powerplant ratings.	**Production Approval Holder** - A company or person holding one of the following four types of FAA production approvals: production certificate, approved production inspection system, parts manufacturer approval, or technical standard order authorization.
Repair Station - An FAA-certificated repair station.	**Manufacturer** - The original equipment manufacturer (OEM.)
Distributor - A broker, dealer, reseller or other person or agency engaged in the sale of parts.	**Other** - Record other type of business.
Owner/Operator - The owner or operator of an aircraft.	**Unknown**

9. Record a brief narrative stating why you believe the part is not approved. Include a description of the part (improper configuration, suspect marking, different material, etc.), where it was obtained, and what type of documentation was supplied with it.
10. Record the complete name and address of the location where the part was found. Check the appropriate block to reflect the affiliation of the company or person who discovered the part.
11. Record the date the FAA Form 8120-11 is being submitted.
12. Check this box if you request anonymity (do not wish to provide your identity), and do not complete 13 or 14.
13. Record your name, address and phone number, if desired. This information will enable the FAA to contact you for additional information, if necessary.
14. Check this box if you request confidentiality of your personal information recorded in block 13.
15. Check this box if you have provided additional information (photos, invoices, certification statements, etc.)

Forward the completed FAA Form 8120-11, Suspected Unapproved Parts Report, to:

Federal Aviation Administration
Office of Audit and Evaluation, Aviation Safety Hotline, Rm 911
800 Independence Avenue, SW, Washington, DC 20591

An electronic copy of FAA Form 8120-11, Suspected Unapproved Parts Report, is available on the FAA website at http://www.faa.gov/aircraft/safety/programs/sups. You may complete the electronic FAA Form 8120-11 and send it to the Aviation Safety Hotline email: 9-AWA-AVS-AAI-SafetyHotline@faa.gov. The Hotline phone number is (800) 255-1111 or (866) 835-5322.

Privacy Act and Paperwork Reduction Act Statement:

An agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this form is 2120-0552. This information is collected by the FAA, under the authority of 49 USC 44701. The information will be used to support SUP investigations and management reports. Submission of this information is voluntary, with questions limited to reduce any burden on the reporter. Completion of this form is estimated to take less than 9 minutes. Information collected is not available elsewhere and necessary to support the FAA's commitment to promote safety. Information is routinely shared with law enforcement agencies for use in civil and criminal investigations. Information developed from this form is covered under the Privacy Act system of records DOT/FAA 52 and the routine uses of that system will apply. A reporter may request confidentiality of personal information to the extent permitted by the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a). Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave, SW, Washington DC 20591, Attn: Information Collection Clearance Officer, AIO-20

FAA Form 8120-11 (11/05/2010) Supersedes Previous Edition — Local Reproduction Authorized

FAA Form 8120-11, Suspected Unapproved Parts Report
Continuation Sheet Page ( ) of ( )

Part Name	Part Number	Serial Number	Quantity	Assembly Name	Assembly Number

FAA Form 8120-11 (11/05/2010) Supersedes Previous Edition Local Reproduction Authorized

FAA SAS Vitals Information

EFFECTIVE DATE: 06/01/2016
CHANGE 6

MAINTENANCE ANNEX GUIDANCE

Appendix 4 FAA SAS Vitals Information

SAS VITALS INFORMATION

A. Air Agency

1. Air Agency Name:_____
2. If applicable, "doing business as" (DBA):_____
3. Physical Location:

   (a) Address to include street, city, postal code, and country:_____

   _____

   (b) Mailing address, if different from above:_____

   _____
4. AA/EASA approval number:_____
5. Business phone number:_____
6. Fax number:_____
7. E-mail address (Accountable Manager), if possible:_____

B. Chief Executive Officer (Accountable Manager)

1. Name:_____
2. Title:_____
3. Address to include street, city, postal code, and country:

   _____
4. Business phone number:_____
5. Fax number:_____
6. E-mail address, if available:_____

Section: C—For E.U.-Based Maintenance Organizations
Appendix 4

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C. Company Liaison to the FAA (Quality Manager)

1. Name:_____
2. Title:_____
3. Business phone number:_____
4. Fax number:_____
5. E-mail address, if available:_____

D. Personnel

1. Number of EASA certifying staff:_____
2. Number of EASA non-certifying staff:_____
3. Number of total employees (in support of the repair station):_____