

FAA MIP Audit Report 2

Instructions: This job aid is completed by the CAA to determine compliance with the MIP at a 14 CFR part 145 repair station. The surveyor must complete this job aid in its entirety in conjunction with the MAG, Section C when sampling the repair station.

Part 1: General Information

Name of 14 CFR part 145 Repair Station:

FAA 145 Certificate Number:

Expiration Date:

CAA 145 Certificate Number:

Approval Schedule Revision Date:

MOE Revision Date:

FAA Supplement Revision Date:

Initial **Renewal** **Change/Amendment**

Other **(Please specify) :**

If this report is for one or more additional facility location(s), please provide address below:

On-site audits performed by the CAA during the preceding 24 months. Please list dates of audit(s):

Part 2: FAA Special Conditions

The surveyor should complete this section to document all Level 1 findings, and any Level 2 findings related to the FAA Special Conditions or FAA Supplement

1. Does the current repair station certificate, ratings, and limitations, show they do not exceed the current UK Part 145 certificate, unless a deviation is specified under Section A, Appendix 2?
(MAG Ref. C, 1.1.a/App 3, 1.d)

Yes No Not Applicable

Enter comments,
closure or CAP
acceptance date:

2. Does the repair station hold a statement demonstrating the repair station certificate and rating(s) are necessary for maintaining or altering U.S.-registered aircraft, articles, or products for the fitment onto such aircraft? (MAG Ref. C, 1.1.b./App 3, 1.a)

Yes No Not Applicable

Enter comments,
closure or CAP
acceptance date:

<p>3. Does the FAA Supplement contain adequate and accurate procedures to address all FAA Special Conditions as contained within the MAG Section C Appendix 1 example? (MAG Ref, C, App 3, para 2)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>4. Is the latest FAA Supplement that obligates the repair station to comply with the current MIP, signed, dated by the current Accountable Manager listed in OpSpec A007 and approved by the CAA? (MAG Ref. C, App 3, 2.a)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>5. Does the 14 CFR part 145 repair station certificate ratings and associated OpSpecs A003 & A060 reflect the correct status for the repair station scope of work and current UK Part 145 certificate/schedule revision date? (Sample the ratings and the Capability List) (MAG Ref. C, App 1, para 5)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>6. Do the locations, information listed in OpSpecs (A101-Additional Fixed) and/or (D107-Line Stations) reflect the correct status of the repair station's additional operating locations? (MAG Ref. C, App 1, para 9)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>7. Is there evidence that each repair station location(s) (including A101-Additional Fixed location/ D107-Line Stations, if applicable) have been audited by the AMO under its Quality Assurance System (QMS), in meeting FAA Special Conditions? (MAG Ref. C, App 3, 2.b, and 2.f, if applicable)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>8. Does the repair station use an electronic record keeping system, signatures or media for repair station manuals and are these documented on FAA OpSpecs A025? (MAG Ref. C, para 4)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>9. Does the repair station follow procedures contained in the FAA Supplement to ensure compliance with manufacturer's maintenance manuals or instructions for continued airworthiness (ICA) and handling of deviations? (MAG Ref. C, App 3, 2.j)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	

<p>10. Is there evidence managers, certifying staff, and maintenance personnel responsible for final inspection, are knowledgeable of the relevant FAA Supplement procedures, and demonstrate that they can read, write, and understand the English language? (MAG Ref. C, App 1, para 14)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>11. Does the repair station follow procedures contained in the FAA Supplement for reporting un-airworthy conditions (any serious failure, malfunction, or defects of an article of U.S. aeronautical products) or Suspected Unapproved Parts (SUP)? (MAG Ref. C, App 3, 2.d)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>12. Does the repair station follow procedures in the FAA Supplement when using FAA approved data in support of major repairs and major alterations on U.S. registered aircraft or components for installation onto such aircraft? (MAG Ref. C, App 3, 2.h)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>13. When performing work under a U.S. air carrier's Continuous Airworthiness Maintenance Program (CAMP), did the repair station follow procedures contained in the FAA Supplement and when required, did the air carrier provide training for Required Inspection Items (RII) with an authorization issued? (MAG Ref. C, App 3, 2.i)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>14. Has the repair station followed the MAC Section C, change/amendment procedures, to ensure that any changes that could affect the 14 CFR part 145 approval or OpSpecs (including line stations), has been complied with? (MAG Ref. C, 4/App 3, 2.e)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>15. Does the repair station follow the FAA Supplement procedures for sub-contracted (non-FAA certificated) maintenance functions and remain directly in-charge of the functions (Documented within the MOE and identified on the FAA Form 8310-3)? (MAG Ref. C, App 3, 2.g)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	
<p>16. Are inspections/tests performed, documented by the repair station for sub-contracted (non-FAA certificated) maintenance functions and are the CAA/FAA allowed access to the sub-contractor while the maintenance function is in work? (MAG Ref. C App 3, 2.g)</p>			<p>Enter comments, closure or CAP acceptance date:</p>
Yes	No	Not Applicable	

17. Does the repair station follow procedures contained in the FAA Supplement when performing work away from its fixed location? (MAG Ref. C, App 3, 2.L)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	
18. Does the repair station follow procedures contained in the FAA Supplement to comply with Airworthiness Directives issued by the FAA (State of Registry) before issuing approval for return to service? (MAG Ref. C, App 3, 2.k)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	
19. Is there a letter on file confirming that employees, contractors and subcontractors have received training on handling and transporting dangerous goods/hazmat in accordance with ICAO standards? (MAG Ref. C, App 3, 1.c)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	
20. Does the repair station follow the return to service (RTS) procedures contained in the FAA Supplement on components using the applicable release? (FAA Form 8130-3 or CAA Form 1) (MAG Ref. C, App 3, 2.c)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	
21. From a product sample of in-work activity or a completed work pack, was compliance to the FAA Supplement followed for the work order, acceptance of components, data used, contractor identification and control, and certifying staff training followed? (MAG Ref. C, App 3, 2.c)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	
22. Does the repair station follow the return to service (RTS) procedures contained in the FAA Supplement on U.S. registered aircraft, including the information required by 14 CFR part 43 (43.9 and 43.11)? (MAG Ref. C, App 3, 2.c)			Enter comments, closure or CAP acceptance date:
Yes	No	Not Applicable	

Attachments: The complete package must be forwarded to the FAA via e-mail at: 9-AWA-AVS-AFS-59-NYC-IFO@FAA.GOV

1. A copy of FAA Form 8310-3 (application).
2. A copy of the hazmat letter for initial certification.
3. A copy of the current (UK) Part 145 AMO Certificate (form 3), including the Scope of Approval.
4. A copy of the FAA MIP Audit Report 2.
5. A copy of the Repair Station Vital Information job aid.

Part 3: Recommendation Package

(Check the appropriate box and verify all the applicable forms from Section C, Appendix 2 of the MAG are included)

1. Initial Certification.	Yes
2. Renewal of 14 CFR part 145 certificate.	Yes
3. Change/Amendment to the 14 CFR part 145 certificate or OpSpecs.	Yes
4. Other (Please specify) :	
This 14 CFR part 145 repair station is considered in compliance with UK Part 145 regulations and the FAA Special Conditions, with no significant findings or discrepancies outstanding or not addressed at this time,	Recommend Approval <input checked="" type="radio"/>
NOTE: The CAA should place special emphasis on ensuring the details of the findings and if necessary corrective action plans to those findings are included as an attachment to this form. The findings and corrective action plan must be forwarded to the FAA. Each finding must be recorded whether it has been rectified or not.	
Recommend Non- Approval	
The CAA must complete the MIP Audit Report 2 with a recommendation for non-approval if the 14 CFR part 145 repair station has not taken corrective action or the CAA has not accepted a plan for corrective action. Check the following that apply: This UK Part 145 AMO has one or more of the following conditions and may be, or is subjected to the CAA certificate action in accordance with 145.A.95 The FAA may therefore wish to review or investigate the current 14 CFR part 145 repair station status for compliance with the MIP. <input type="checkbox"/> Serious failure to comply with UK Part-145 regulations, <input type="checkbox"/> Failure to comply with FAA Special Conditions identified in the MIP, <input type="checkbox"/> Any CAA finding resulting in Suspension, Surrender, Limitation, or Revocation <input type="checkbox"/> Failure to correct SIS discrepancies.	Recommend Non-Approval <input type="radio"/>

**Immediately forward the MIP Audit Report 2 to the
FAA Coordinator (IFO) for Level 1 Findings.**

Comments:

NOTE: Review the Vital Information job-aid for accuracy

CAA Surveyor Name:

Date:

CAA Surveyor Signature:

CAA Office:

E-mail address:

Phone number:

Attachments and notes.

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-Any questions not observed or not applicable should be indicated as “Not Observed” or “Not Applicable” in the comment section, and be accompanied by a reason for not being able to observe or apply accordingly.

- All non-rectified findings must be copied in writing to the organization for the necessary corrective action.