

APPENDIX 3**Sampling Inspection System (SIS) Inspection on a Repair Station**

Instructions: This job aid is for FAA SIS inspections to determine 14 CFR 145 compliance with the MIP at a repair station.

The SIS team must complete this job aid in its entirety in conjunction with the MAG, Section A and C. Any questions not observed or not applicable enter "Not Observed" or "Not Applicable" in the comment section.

FAA SIS Team Office:	FAA SIS Team Lead:	SIS Inspection Date:
Name of Repair Station:	FAA Part 145 Certificate Number: UK Part 145 Certificate Number:	
Additional FAA SIS Team members:	CAA members:	
Surveillance		
1) Does the repair stations quality system audit FAA Special Conditions requirements? Yes ☐ No ☐ Comments:		
2) Did the repair station audit include additional fixed locations, and line stations as listed on OpSpecs A101 & D107, if applicable? Yes ☐ No ☐ N/A Comments:		
3) Sample the corrective actions taken to address previous discrepancies on FAA MIP Special Conditions arising from the CAA's audits. Are corrective actions implemented appropriately and satisfactorily? If corrective actions have not been implemented, verify that a satisfactory corrective action plan with a reasonable time-frame for implementation is in place. Yes ☐ No ☐ Comments:		
4) Does the repair station notify the CAA regarding any changes to line stations that maintain U.S. aircraft? Yes ☐ No ☐ Comments:		
5) Is the FAA Supplement signed by the current Accountable Manager and approved by CAA? Yes ☐ No ☐ Comments:		
Personnel Requirements		
6) Did the repair station provide initial and recurrent training for its maintenance personnel to ensure that they are thoroughly familiar with the MIP and MAG?		

Yes ☐	No ☐	Comments:
7) Does the initial and recurrent training provided by the repair station demonstrate training on relevant 14 CFR part 145 regulatory requirements (FAA Special Conditions) and up-to-date knowledge of MAG Section C requirements?		
Yes ☐	No ☐	Comments:
8) Does the qualification and experience of managers, supervisors, inspectors, and certifying staff (Return to Service (RTS)) personnel demonstrate they are thoroughly familiar with relevant 14 CFR part 145 regulations applicable to the FAA Special Conditions and MAG requirements?		
Yes ☐	No ☐	Comments:
9) Does the repair station's employees, contractors, and subcontractors have training in handling, or the transportation of dangerous goods by air in accordance with ICAO standards, if applicable?		
Yes	No	N/A
Comments:		
FAA Special Conditions, Procedures and Operations		
10) Does the repair station hold a valid AMO approval with appropriate ratings and demonstrate a need for FAA approval as required in the MAG Section C?		
Yes ☐	No ☐	Comments:
11) Does the repair station's internal audit program ensures that all aspects of compliance on the FAA Special Conditions are audited every 12 months?		
Yes ☐	No ☐	Comments:
12) Sample the approval for return to service to ensure it meets 14 CFR part 43. This includes the requirements of sections 43.9, 43.11, and 91.411/413. Was the approval for return to service accomplished in accordance with the MAG procedures and meets 14 CFR part 43?		
Yes ☐	No ☐	Comments:
13) Is data used by the repair station in support of major repairs and major alterations (as defined in 14 CFR part 43) on U.S. registered articles or components for the fitment, approved by the FAA, if applicable?		
Yes ☐	No ☐	Comments:
14) Are procedures followed to ensure compliance with the manufactures maintenance manuals or instructions for continued airworthiness (ICA) and handling of deviations?		
Yes ☐	No ☐	Comments: