



***FAR 145 Repair Station BTVR626C***

***Quality Conformance Checklist***



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QUALITY CONFORMANCE  
CHECKLIST

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Repair Station Documents:

[BTVR626C Certificate, A449, and Ops Specs](#)

[BTVR626C Capabilities List](#)

[BTVR626C Repair Station Roster](#)

[BTVR626C Repair Station Procedures Manual](#)

[BTVR626C EASA Supplement](#)

[BTVR626C EASA Certificate](#)

[BTVR626C CAACI Supplement](#)

[BTVR626C CAACI AMO Certificate](#)



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<b>Policy Certifications</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.	<i>Does the Repair Station have a current FAA Air Agency certificate, Operations Specifications, and EASA/Canadian approval documents?</i>	✓		
2.	<i>Does the repair station maintain a capabilities listing of components for which it holds a "Limited Rating"?</i>	✓		
3.	<i>Does the Repair Station only perform work authorized on its Operations Specifications?</i>	✓		
4.	<i>Does the Repair Station have an FAA approved anti-drug and alcohol misuse prevention program? (a449 and/or Registration?)</i>	✓		
5.	<i>Does the Repair Station have a process to ensure that their U.S. based contracted/sub-contracted maintenance/preventative maintenance providers, at all tiers (certificated and non-certificated), have an FAA approved anti-drug and alcohol misuse prevention program (A449 and/or Registration?).</i>	✓		
6.	<i>Does the Repair Station have a documented procedure to verify the validity of FAA mechanic certificates through the FAA?</i>	✓		
<b>Quality Program</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
7.	<i>Does the Repair Station have an FAA/NAA accepted Manual and does it meet the requirements of the 1-A standard?</i>	✓		
8.	<i>Does the Repair Station have an FAA/NAA accepted Quality Control (or equivalent) Manual and does it meet the requirements of the 1-A standard? (Pentastar Aviation's Repair Station Procedures Manual contains its FAA accepted Quality Control Program).</i>	✓		
9.	<i>Does the Quality Control Manual include references, where applicable, to manufacturer's inspection standards?</i>	✓		
10.	<i>Does the Quality Control Manual include samples of and instructions for completing maintenance and inspection forms?</i>	✓		
11.	<i>Does the Repair Station have a documented internal audit and surveillance function and schedule, and are personnel performing internal audits trained?</i>	✓		
12.	<i>Does the internal audit function ensure compliance with air carrier specifications?</i>	✓		
13.	<i>Does the internal audit program assure appropriate corrective actions to prevent reoccurrence and follow-up for effectiveness and include a yearly review?</i>	✓		
14.	<i>Does the Repair Station maintain internal audit reports for at least 24 months and two (2) complete audit cycles and are the results communicated to the Accountable Manager?</i>	✓		



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15.	<i>Does the Repair Station maintain a list of contracted/sub-contracted maintenance functions and agencies which includes type of certificate and rating(s), if any, held by each agency?</i>	✓		
16.	<i>Does the Repair Station comply with its receiving process?</i>	✓		
17.	<i>Does the Repair Station have a contract allowing the FAA to inspect non-certificated contractor/sub-contractors?</i>	✓		
18.	<i>Does the Repair Station have a procedure for reporting defects, or unairworthy conditions to the air carrier and the FAA/NAA?</i>	✓		
19.	<i>Does the Repair Station have a documented procedure for handling suspected unapproved parts (SUP) which includes formal training, detecting SUP, and reporting SUP to the air carrier prior to or in conjunction with reporting SUP to the FAA/NAA?</i>	✓		
<b>Inspection Programs</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
20.	<i>Is there proper separation of maintenance and inspection responsibilities for personnel that perform required inspections (RII)?</i>	✓		
21.	<i>Does the Repair Station properly execute air carrier's required inspections (RII)?</i>	✓		
22.	<i>Does the Repair Station have an acceptable receiving inspection system which includes verification of identifying data on the documentation and the data plate match?</i>	✓		
23.	<i>Does the Repair Station ensure incoming parts and materials comply with specifications including certification documentation and traceability?</i>	✓		
24.	<i>Do final inspection personnel ensure that adequate checks, tests, and inspections are performed to air carrier specifications?</i>	✓		
25.	<i>Do personnel follow the return to service procedures?</i>	✓		
26.	<i>Does the Repair Station have an acceptable, documented system for controlling stamps for both inspection and production personnel?</i>	✓		
<b>Personnel</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
27.	<i>Has the Repair Station designated an employee as the "Accountable Manager?"</i>	✓		
28.	<i>Does the Repair Station employ a minimum of two (2) persons?</i>	✓		
29.	<i>Does the roster identify all management, supervisory, inspection and personnel authorized for return to service?</i>	✓		
30.	<i>Does the Repair Station have an employment summary for all personnel listed on the Repair Station roster?</i>	✓		



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31.	<i>Does the Repair Station identify specific individuals primarily responsible for the internal audit program?</i>	✓		
32.	<i>Do personnel properly interpret maintenance requirements and obtain approval to deviate from specific customer maintenance data?</i>			✓
33.	<i>Do personnel notify supervisors/lead mechanics of mistakes requiring recertification to meet required customer specified maintenance data?</i>	✓		
34.	<i>Do personnel inform and await instructions from their supervisor/lead mechanic in any case where it is impossible to complete the specialized maintenance in accordance with customer specified maintenance data?</i>	✓		
<b>Technical Data</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
35.	<i>Is the appropriate technical data being utilized (current CMM, AMM, SRM, etc.)?</i>	✓		
36.	<i>Does the vendor have a documentation system to ensure technical data is current?</i>	✓		
37.	<i>Does the Repair Station have records of manual revisions?</i>	✓		
38.	<i>Does the Repair Station have a system to control working copies of manuals to ensure they are revised with the masters?</i>	✓		
39.	<i>Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? (EO, EA, Air Carrier Data, etc.)?</i>	✓		
40.	<i>Does the vendor have an approved ODA manual and roster</i>			✓
41.	<i>Is technical data stored in a manner that will protect it from dirt and damage?</i>	✓		
42.	<i>Are adequate viewing devices in good condition and available for viewing the technical data?</i>	✓		
43.	<i>If the technician is observed deviating from OEM technical data (e.g. alternate tooling/procedures, Process Specs., DER repairs, per an ODA, etc.), have those deviations been approved by the air carrier?</i>	✓		
44.	<i>Does the Repair Station have a process to furnish copies of all revised Repair Station Manual(s) and/or Quality Manual(s) promptly to all organizations and persons whom the manual(s) has been issued?</i>	✓		
<b>Shelf Life Program</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
45.	<i>Does the Repair Station have a document shelf life program?</i>	✓		
46.	<i>Does each shelf life item have the shelf life expiration limit displayed?</i>	✓		
47.	<i>Were items sampled for shelf life within limits?</i>	✓		



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Calibration Program	YES	NO	N/A
48. <i>Does the Repair Station have a documented calibration program and do they comply with it?</i>	✓		
49. <i>Does the program identify the calibration frequencies, limitations, and applicable tolerances or specifications?</i>	✓		
50. <i>Does the calibration program require test and inspection equipment/ tools to be traceable to a standard acceptable to the FAA/NAA (e.g., The National Institute of Standards and Technology (NIST))?</i>	✓		
51. <i>Does the calibration program require records to be kept for a minimum of two (2) years or two (2) calibration cycles (whichever is greater)?</i>	✓		
52. <i>Is there a system to identify each tool in the program, its calibration frequency, and its calibration due date?</i>	✓		
53. <i>Does the vendor have a procedure for identifying, controlling, and/ or preventing out-of-service, non-calibrated, for reference only, and due-for-calibration tools and equipment from being used?</i>	✓		
54. <i>Does the vendor have a procedure to control the calibration of personal tools?</i>	✓		
55. <i>Did the sample checks of the calibrated tooling indicate that the tooling is within calibration limits?</i>	✓		
56. <i>Do calibration records for tools and test equipment available for use:</i> <ul style="list-style-type: none"> <li>A. <i>Show date calibrated?</i></li> <li>B. <i>Show calibration due date?</i></li> <li>C. <i>Identify the person that performed calibration or check?</i></li> <li>D. <i>Contain a calibration certificate for each item calibrated by an outside agency?</i></li> <li>E. <i>Record details of adjustments and repairs?</i></li> <li>F. <i>Show the P/N, S/N, and calibration due date of the standard used?</i></li> </ul>	✓		
57. <i>Where tooling/test equipment is used, does the Repair Station:</i> <ul style="list-style-type: none"> <li>A. <i>Have an operating manual and maintenance manual for the equipment?</i></li> <li>B. <i>Perform maintenance and servicing per the manual?</i></li> <li>C. <i>Maintain maintenance and servicing records for two years?</i></li> <li>D. <i>Where applicable, list the equipment in their calibration program?</i></li> </ul>	✓		
58. <i>Where the Repair Station uses non-OEM specified tooling/test equipment, is it properly substantiated as equivalent?</i>	✓		
59. <i>Are the tools and test equipment in serviceable condition?</i>	✓		



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<b>Training Program</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
60. <i>Are RII inspectors properly trained and certified?</i>	✓		
61. <i>Did sampled names indicate the mechanics, inspectors, receiving inspectors, return to service personnel, auditors and supervisors were properly trained, authorized and certificated, if required, for the work they perform?</i>	✓		
62. <i>Are the training records retained for a minimum of two (2) years after the employee leaves the company?</i>	✓		
63. <i>Do records indicate the Repair Station provides initial and recurrent training to personnel?</i>	✓		
64. <i>Does the Repair Station have and use a documented training program?</i>	✓		
65. <i>Is formal and OJT training documented?</i>	✓		
66. <i>Does the Repair Station's training program include knowledge of regulations, standards, human factors and procedures in accordance with customer requirements?</i>	✓		
67. <i>Does the Repair Station's training program include initial and recurrent training?</i>	✓		
<b>Housing and Facilities/Safety/Security/Fire Protection</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
68. <i>If the Repair Station deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions?</i>	✓		
69. <i>Does the Repair Station have:</i>			
A. <i>Sufficient work space and areas for the proper segregation and protection of articles?</i>	✓		
B. <i>Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance?</i>	✓		
C. <i>Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?</i>	✓		
D. <i>Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance, or alterations?</i>	✓		
E. <i>Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?</i>	✓		





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<p>F. Areas for receiving and for shipping air carriers' units with adequate space, lighting, shelving, security and fire protection to accommodate air carriers' units in a manner that will preclude damage, loss, and theft?</p>	✓		
<p>G. Adequate and appropriate storage area to safely store air carriers' reusable shipping containers and to protect them from environmental damage?</p>	✓		
<p>H. Does the Repair Station have controls in place to prevent foreign object damage to (or contamination of) all aviation products in any area where articles are stored or worked (e.g. fuel controls, hydraulic units, instruments, electronic components, structural components, etc.), including such from smoking, eating, or drinking?</p>	✓		
<p>70. If the Repair Station performs maintenance, preventive maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA/NAA and its air carriers?</p>	✓		
<p>71. Do facilities outside of the Repair Station's housing meet the requirements of this standard so that the work can be done in accordance with the requirements of 14 CFR 43?</p>			✓
<p>72. Does the Repair Station have adequate safety procedures in place and are the operations conducted in a safe manner and environment?</p>	✓		
<p>73. Is the security system adequate to ensure safety and security of air carrier's parts and aircraft?</p>	✓		
<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p>74. Are parts and materials correctly identified and properly stored?</p>	✓		
<p>75. Does the Repair Station have a quarantine area for rejected parts and materials awaiting disposition?</p>	✓		
<p>76. Are parts and material properly protected from damage and deterioration?</p>	✓		
<p>77. Are flammable, toxic or volatile materials properly identified and stored?</p>			
<p>78. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, temperature/humidity controlled item, etc.) properly packaged, identified and stored to protect from damage and contamination?</p>	✓		
<p>79. Are high pressure bottles correctly labeled, properly stored and secured?</p>	✓		
<p>80. Does the Repair Station maintain traceability certification on all parts and raw materials?</p>	✓		



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Records	YES	NO	N/A
81. Does the Repair Station's record keeping system and retention time meet 14 CFR requirements?	✓		
82. Are the Repair Station's records complete, in order, and legible?	✓		
83. Do the work package records contain:			
A. The description of the work performed, reference to data and revision level?	✓		
B. The date of completion of the work performed?	✓		
C. The name of the person performing the work?	✓		
D. The name of the person inspecting the work?	✓		
E. The signature, certificate number of the person returning the article to service?	✓		
F. Are all test and inspection records in work package?	✓		
84. Does the Repair Station's return-to-service document meet air carrier and FAA/NAA requirements?	✓		
85. Does the Repair Station maintain certification on sub-contractor work?	✓		
86. Were Major repairs/alterations properly documented?	✓		
87. Were ADs properly evaluated, accomplished, and documented?	✓		
88. Is maintenance properly performed and documented for:			
A. Preliminary Inspection?	✓		
B. Functional Test?	✓		
C. Hidden Damage Inspection?	✓		
D. Unit disassembly per instructions?	✓		
E. Unit cleaning per instructions?	✓		
F. Parts inspection/checking per instructions?	✓		
G. Parts repairing per instructions?	✓		
H. Properly taking and recording fits and clearances?	✓		
I. Unit reassembly per instructions?	✓		



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J. Unit functional testing per instructions?	✓		
K. Final Return to Service inspection?	✓		
<b>Work Processing</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
89. Does the Repair Station have a duty time limitation requirement?	✓		
90. Does the Repair Station have appropriate tools and test equipment (including equivalent non-OEM) to perform the work?	✓		
91. Are calibrated tools and equipment labels showing within calibration and are they legible?	✓		
92. Are air carriers' parts properly identified throughout the maintenance actions and in storage?	✓		
93. Does the Repair Station have a work turnover procedure and are they following it?	✓		
94. Does the Repair Station have procedures to:			
A. Obtain air carrier specifications?	✓		
B. Incorporate air carrier specifications into their work processes and to ensure any subcontractor used also incorporates those specifications with adequate documentation?	✓		
C. Verify that air carrier specifications were incorporated?	✓		
D. Obtain approval for deviating, if necessary, from air carrier specifications?	✓		
E. Have adequate checks, inspections, and tests to ensure work was performed to air carrier specifications?	✓		
F. Procedures to ensure the work documents returned from a subcontractor (at any tier) are adequate to support a major/minor determination?	✓		
95. Is the unit/aircraft protected from FOD?	✓		
96. Are fluid dispensing cans and servicing units properly identified?	✓		
97. Are components returned in an appropriate shipping container or as specified by the air carrier?	✓		
<b>Scrap Parts Program</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
98. Does the Repair Station have a documented procedure for controlling scrapped parts?	✓		
99. Does the scrap program require a record of scrapped life-limited parts to be maintained for a minimum of two (2) years?	✓		



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100.	Does the record include the P/N, S/N and date of the scrapped part?	✓		
101.	Does the Repair Station comply with its scrapped parts procedure to ensure they are either returned to the air carrier or mutilated beyond repair?	✓		
<b>Hazmat Program</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
102.	Does the Repair Station have an approved Hazmat training program that meets the requirements of 49 CFR 172 subpart H?	✓		
<b>Electrostatic Sensitive Device (ESD) Program</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
103.	Does the vendor, which works on or handles ESD components, have a documented ESD Program in place?	✓		
	A. Are all ESDs only handled using grounding wrist or heel straps and conductive desk mats?	✓		
	B. Are devices contained in ESD conductive packaging sealed with conductive tape?	✓		
	C. Are ESDs prevented from being stored on shelving covered with carpet, foam, vinyl or any other material that can store or produce an electrical charge?	✓		
	D. Are appropriate warnings and caution signs and decals placed in areas where ESDs are handled?	✓		
	E. Are wrist/heel straps, and grounding mats tested for conductivity at regular intervals or prior to use, and such test results are recorded?	✓		
	F. Are maintenance personnel trained on ESD handling?	✓		