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# REPAIR STATION MANUAL

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**Federal Aviation Administration (FAA) Repair Station Certificate Number**

**5P9R650D**

**Control Number**

**001**

**Copy Assigned To**

**North Texas Flight Standards District Office**

## RECORD OF REVIEW AND HISTORY

REV	DESCRIPTION	APPROVED	
		DATE	BY
-	Original Release	9-24-2019	VES
	Rev 1	11-13-2019	VES



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## 1. ORGANIZATION



Figure 1. Semiplane LLC FAA Repair Station Organizational Chart

## 2. PERSONNEL / ROSTER

### 2.1 Personnel

**Accountable manager** is responsible for the overall operation of the repair station. The accountable manager is responsible for the repair station's compliance with applicable local, state and federal requirements. The accountable manager shall plan, direct and control resources to ensure that the repair station meets the requirements for adequate housing, facilities, equipment and personnel appropriate to the ratings of the repair station. The accountable manager shall ensure that financial resources are available to meet the needs of the repair station.

The accountable manager shall serve as supervisor to direct the work performed by any individual unfamiliar with the methods, techniques, practices, aids, equipment and tools used to perform maintenance. The supervisor will be certificated under part 65 for the work being supervised.

Additional Duties are as follows:

- Maintains roster and employment summaries
- Primary contact with the FAA
- Responsible for RSM and QCM revisions, coordinates with FAA
- Establishes requirements for initial and recurrent training of all personnel involved in the maintenance of aviation articles
- Ensures that documents and data required are current
- Ensures that repair station tools/equipment used to make airworthiness determinations are calibrated to a standard acceptable to the FAA
- Liaison to customers and federal officials
- Manage risks by analysis through mitigation or acceptance

**Chief Inspector/ Quality Manager** is responsible for Inspections and Quality Assurance. This position reports to the accountable manager. The Chief Inspector/Quality Manager is delegated the authority for the Accountable Manager when the Accountable Manager is absent.

Duties are as follows:

- Incoming raw materials inspection
- Preliminary inspection of articles maintained
- Performing hidden damage inspections

- Resolving discrepancies and taking corrective action
- Safety issue identification, resolution and tracking
- Making reports of failures, malfunctions or defects of aviation articles
- Evaluating training programs and recommending revisions when needed.

**Technicians** perform maintenance and inspection of aviation articles in accordance with the standards addressed in FAR Part 43, good aeronautical practices and the procedures and authorizations found in this manual. The Technician shall be responsible to the Owner/ Accountable manager.

## 2.2 Roster

The Accountable Manager maintains a database Roster in a format that is acceptable to the FAA that is kept within the repair stations formal records. The Roster includes the names of management, supervisory, inspection and return to service authority personnel.

Within 5 business days of when the status of an employee is changed, the Accountable Manager updates the roster. Status changes are termination, reassignment, change in duties or scope of assignment, or addition of personnel. In the absence of the accountable manager the Chief Inspector/quality manager may change the roster.

Employment summaries of each individual on the roster are maintained within the repair station records. These summaries include the title, total years of experience and the type of work performed, past relevant employers and periods of employment, scope of present employment, and the type of certificate held with its ratings identified – if applicable.

## 2.2 Recommendation of a person for certification as a repairman

**Reference:** 145.159

This repair station will use repairman to meet applicable personnel requirements and will certify in a format acceptable to the FAA that each person recommended for certification as a repairman is employed by the repair station and meets the eligibility requirements of FAR 65.101.



## 3. OPERATIONS, FACILITIES, EQUIPMENT, MATERIALS AND DATA

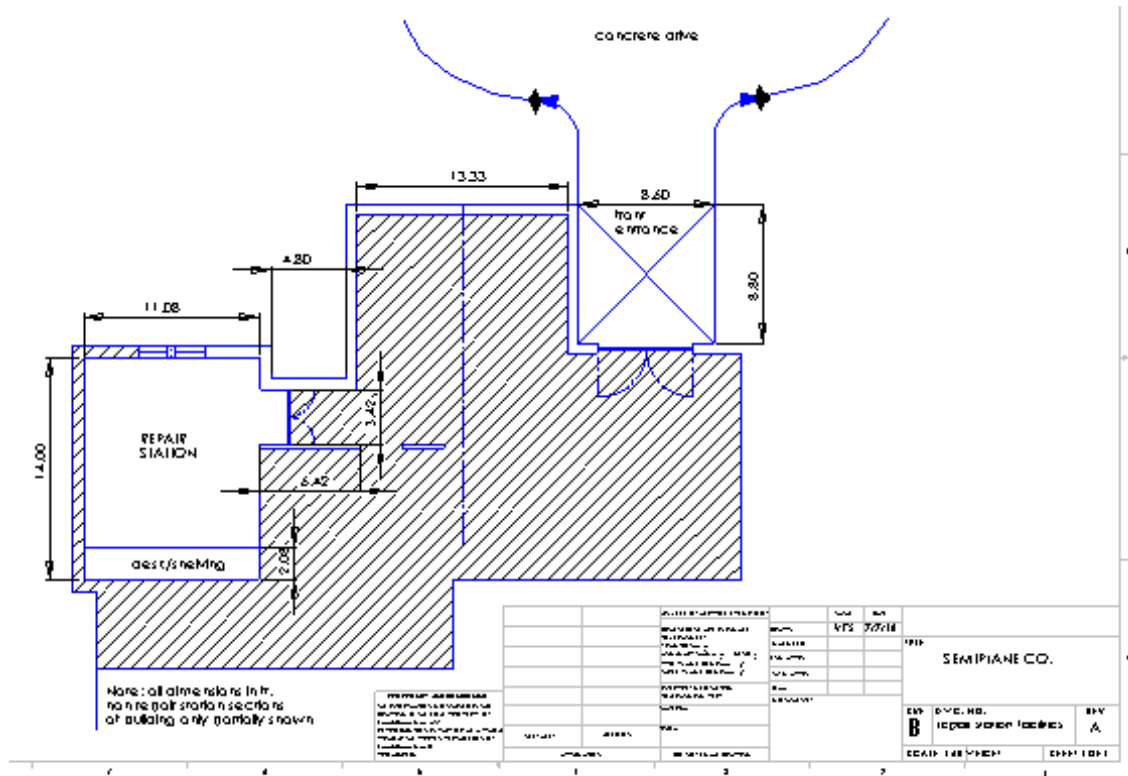
### 3.1 Operations

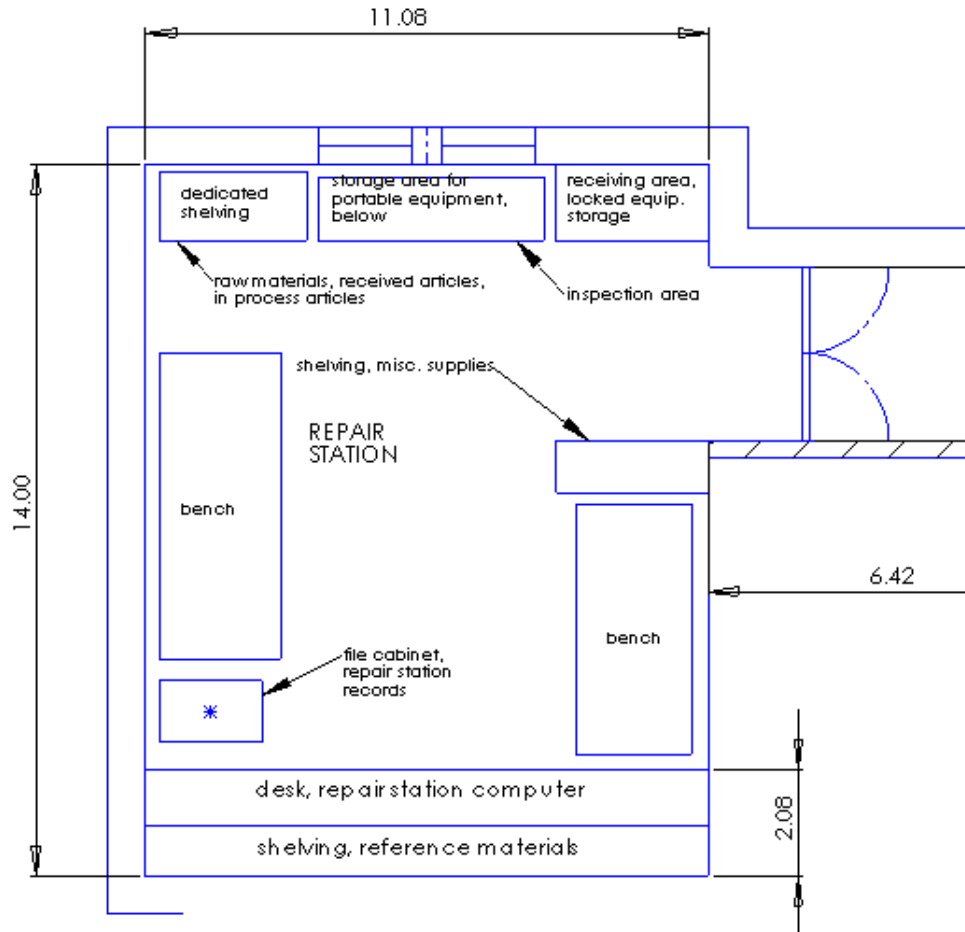
The Semiplane Certified Repair Station performs FAR part 43 appendix E,F inspections. Inspections are done remotely at customers' aircraft. Operations are conducted in accordance with this Repair Station's manual, Quality manual, training manual and forms manual. Work will be performed by trained and authorized personnel in accordance with documented processes with tools and test equipment, calibrated as appropriate as defined in referenced manuals. A workflow synopsis summary is described below:

- Customer inquiry: verify fit with capabilities and resources. Provide terms and quote.
- Open work order form. Determine work description, cost, schedule and location for services to be performed. Materials ordering and training to be done at repair station; inspections at customer site. Maintenance performed at another location will be done following the same procedures and with the same tools, materials and data as if the work was done at the repair station.
- Initial inspection to be done by trained and authorized repair station personnel to verify work scope and applicability.
- Schedule resources, trained staff, tools and test equipment, technical data review, tools and test equipment calibration status. This repair station uses in house trained staff and does not contract-out a maintenance function in accordance with FAR part 145.217 at this time.
- Order materials as required.
- Perform quality inspections and duties: incoming raw materials, preliminary inspection of articles maintained, performing hidden damage inspection, resolving discrepancies and taking corrective action as necessary, Safety issue identification, resolution. Making reports of failures, malfunctions or defects of aviation articles, evaluating training programs and recommending revisions when needed.
- Performance of final inspection of maintained article by trained and authorized repair station personnel
- Perform return to service form by authorized repair station personnel
- Assure that records are completed and filed. Work performed by the repair station shall be documented by opening a work order package for each article undergoing maintenance. The work order will include customer identifying information, identifying information for the article and a description of the work to be performed. Additional records generated during the performance of maintenance shall be maintained with the work order file. At completion, the work order file will be maintained within the repair station files. All records are to be retained in English and in a format that is acceptable to the FAA
- Delivery and invoice.

### 3.2 Facilities

Semiplane LLC has one fixed location consisting of a building with facilities appropriate to repair station activities. Facilities consist of an approx. 140 sq. ft. climate-controlled office space with computers, desk and space for storage of portable test equipment.





Repair station layout details

### 3.3 Equipment and Materials

Semiplane has the equipment, tools and materials necessary to perform maintenance, preventive maintenance, or alterations under its repair station certificate and operations specifications in accordance with part 43. The equipment tools, and material are located on the premises and under the repair station's control when the work is being done.

Semiplane ensures all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to a standard acceptable to the FAA.

Semiplane will utilize equipment, tools, and material recommended by the manufacturer of the article and acceptable to the FAA.

### 3.4 Data

Current manufacturer's maintenance manual or Instructions for Continued Airworthiness prepared by its manufacturer, or other methods, techniques, and practices acceptable to the Administrator will be used by Semiplane. Electronic data must be retrieved directly from its source and not copied or modified.

### 3.5 Change of location, housing or facilities

This repair station will not change the location of its housing without written approval from the FAA. This repair station will not make changes to its housings or facilities that could have a significant effect on its ability to perform maintenance under its repair station certificate and operations specifications without written approval from the FAA

### 3.6 Capabilities List

This repair station may perform maintenance on an article if the article is listed on a current capability list acceptable to the FAA or as listed on the repair station's operations specifications. The capability list identifies each article by make and model or other nomenclature designated by the article's manufacturer. The capability list will be made available in a format acceptable to the FAA .

Articles may only be placed on the capability list if the article is within the scope of the ratings of the repair station's certificate and after the repair station has performed a self-evaluation and determined that the repair station has the necessary housing, facilities, equipment, material, technical data, processes and trained personnel in place to perform the work on the article as required by part 145.

Self evaluation to be completed on Semiplane form SMP020 and filed with repair station permanent records within the accountable managers office.

## 4. TRAINING PROGRAM REVISIONS

The repair station's FAA approved Training Program and training records are a separately maintained document #SMP-TPM001. Training forms are included within this document.

Revisions to this repair station's FAA approved Training Program must be approved by the Certificate Holders district office (CHDO)

The Chief Inspector/Quality Manager is responsible for continuously evaluating the training program to ensure it meets all of this repair station's needs and the applicable FARs. If a change is required or desirable, the Chief Inspector/Quality Manager will develop a proposed revision to the training program and transmit it to the Accountable Manager for approval.

Once approved by the Accountable Manager, a copy of the draft revision will be sent to this repair station's FAA CHDO for approval. After receiving FAA approval, the accountable manager will create a final training manual revision. The revision will then be distributed within fifteen days by posting on the Semiplane website and notifying all employees. The accountable manager shall ensure that obsolete copies are removed from service and that only the currently approved revision of the training program is available to employees.

## 5. WORK AT OTHER LOCATIONS

This repair station intends to perform maintenance on a recurring basis at places other than its fixed location. Maintenance performed at another location will be done following the same procedures and with the same tools, materials and data as if the work was done at the repair station.

### 5.1 Personnel

Only appropriately rated trained and authorized repair station personnel will perform work at other locations.

### 5.2 Transportation of tools, equipment and materials

Tools, equipment and materials will be transported in a manner approved by the repair station to meet FAR 145.109 (c) and as described in the repair station training manual. Transportation of tools to and from the worksite must occur without damage. Only qualified personnel are assigned to perform, supervise and inspect work completed. All air carrier maintenance programs are to be followed, when applicable. Technical data and records must be available and properly followed.

### 5.3 Record Keeping

Records of maintenance performed at a location other than the repair station will be kept in the same manner as when maintenance is performed at the repair station. Records from offsite work will be incorporated into the repair stations permanent records. Record keeping procedures are found in the Quality Control Manual (QCM) and within the Forms Manual document# SMP-FM001.

## 6. MAINTENANCE OF PART 121, 125 AND 135 AIRCRAFT AND FOREIGN CARRIERS OR PERSONS UNDER PART 129

When this repair station performs maintenance for air carriers or commercial operators holding a FAR Part 121 or 135 certificate it will do so only with the technical data and methods appropriate to that operator's FAA approved program.

**This repair station will not perform maintenance under FAA part 145.205 at this time.**

### 6.1 Performance requirements

This repair station will ensure that all air carrier and commercial operator customers are aware of manuals and procedures used to perform maintenance on articles. Coordination between the repair station and air carrier should occur to ensure that all air carrier or commercial operator requirements are met. The repair station work order package should clearly state any special instructions required when performing maintenance. Communication between the repair station and commercial operator shall be retained with the work order package.

### 6.2 Hazardous material policy

Semiplane LLC, will not ship hazmat and/or maintain aircraft operated by CFR part 121 or part 135 air carriers authorized by their operations specifications to carry hazmat.

## 7. CONTRACT MAINTENANCE

**This repair station is not FAA authorized and does not contract-out a maintenance function in accordance with FAR part 145.217 at this time.**

### 7.1 Contracted Maintenance functions

Only those maintenance functions that have been submitted to and approved by the FAA CHDO will be contracted to an outside source. No contracted maintenance functions will be performed by this repair station without prior approval of the CHDO. This repair station will maintain a list of approved maintenance functions.

### 7.2 Contract maintenance facilities

This repair station will maintain and make available to the CHDO the name of each outside facility to whom the repair station contracts maintenance and the type of certificate and ratings, if any, held by each facility.

### 7.3 Contract of maintenance function to noncertified person

The noncertificated person must follow a quality control system equivalent to system followed by this repair station. This repair station remains directly in charge of the work performed by the noncertificated person. This repair station will verify, by test and/or inspection, that work has been performed satisfactorily by the noncertificated person and that the article is airworthy before approving return to service.



## 8. RECORDS

Work performed by the repair station shall be documented by opening a work order package for each article undergoing maintenance or alteration. The work order will include customer identifying information, identifying information for the article and description of the work to be performed. Additional records generated during the performance of maintenance shall be maintained with the work order file. At completion, the work order file will be maintained within the repair station files. All records are to be retained in English and in a format that is acceptable to the FAA.

### 8.1 Record keeping System

A work order number will be assigned to each maintenance action undertaken by this repair station. Work order numbers will be assigned sequentially by either the accountable manager or the quality manager from a database kept on the accountable manager's computer.

Documents will be completed by the persons performing each work step described. Completion of a work step will be indicated by the person performing the step initialing, signing the appropriate place on the document. Inspectors shall indicate the acceptance of the work or inspection performed by affixing their initials, signature next to the technicians on the work order documents.

All records of work performed, including records of work performed by outside sources, shall be retained in the work order package file for not less than two years from the date the article was approved for return to service.

All required records are available for inspection by the FAA and the NTSB upon request. All such requests shall be coordinated with the Accountable Manager.

### 8.2 Forms and Records

Work performed shall be documented on standard forms approved by the repair station accountable manager. These forms are contained in a separate forms manual document #SMP-FM001.

## 9. REPAIR STATION MANUAL REVISIONS

This repair station must prepare and follow an RSM acceptable to the FAA and maintain a current RSM in accordance with 145.207. The RSM will be made available and easily accessible in the repair station for use by repair station personnel. In addition, the RSM will be available through the Semiplane website, [www.semiplane.com](http://www.semiplane.com).

The Repair Station Manual – (RSM) may be revised annually as necessary. The changes will be reviewed by the Accountable Manager and the Chief Inspector/Quality Manager. It will be the responsibility of Accountable Manager to approve changes and post to a password protected area of the Semiplane website for limited access by only approved repair station personnel. Passwords will be changed every 60 days.

The revised RSM will be sent via email to the responsible PMI and PAI at the CHDO in a format acceptable to the FAA. Revisions will be implemented 30 days after the FAA has been notified of changes. Implementation will consist of public posting of the revised RSM on the Semiplane website and notifying all Repair Station personnel of the changes. Printed reference copies of the superseded manual will be collected and disposed of.

If, subsequent to posting manual revisions, the FAA determines that the revision is unacceptable then the repair station will remove that revision from the Semiplane website and revert to the most current accepted revision. Printed reference copies of the unacceptable revision will be collected and disposed of.

## 10. REPAIR STATION MANUAL CONTROL SYSTEM

The Table of Contents in this document identifies the section names as subjects, the subject titles, and the page number that the subject starts on. The page numbers are identified in the footer section of each page.

The pages within this document are not treated as individual pages and are not given individual page revisions or names. The pages are combined to make up this one whole document. The revision of this document is Rev. (dash, A,B,C...X) and a date format of MONTH DD, YYYY for identifying the month date, year. The current revision date is identified in both the Record of Review and History section and in the bottom of each page.

For example, if a change is done on page four of the document, the revision date in the lower right corner is changed on all of the pages and a summary of the change is stated in the Record of Review and History section of this document.