

RFSC Administration Guidelines

Independent ROTAX SERVICE/REPAIR CENTRE ORGANISATION GUIDELINES

iSC / iRC Guidelines

Contents

Abstract:	4
General overview:	5
Purpose	5
5.1 APPLICABILITY	6
5.11 PRIVILEGES OF AUTHORISED Independent SERVICE CENTRE	6
5.12 Reserved	6
5.13 DURATION OF APPROVAL	6
5.14 Reserved	6
5.15 NOTIFICATION OF CEASING MAINTENANCE	6
5.16 Reserved	6
5.17 RENEWAL OF APPROVAL	6
5.2 Reserved	6
5.3 DEFINITION OF TERMS	6
5.4 Reserved	7
5.5 AUTHORISATION AND OPERATIONS SPECIFICATIONS REQUIREMENTS	7
5.51 APPLICATION FOR AUTHORISATION	7
5.52 Reserved, 5.53 Reserved, 5.54 Reserved	7
5.55 DURATION AND RENEWAL OF AUTHORISATION	7
5.56 Reserved	8
5.57 AMENDMENT TO OR TRANSFER OF AUTHORISATION	8
5.58 Reserved	8
5.59 RATINGS	8
5.6 Reserved	8
5.61 LIMITED RATINGS	8
5.7 – 5.100 Reserved	9
5.101 GENERAL	9
5.102 Reserved	9
5.103 HOUSING AND FACILITIES REQUIREMENTS	9
5.104 Reserved	9
5.105 CHANGE OF LOCATION, HOUSING, OR FACILITIES	9
5.106 Reserved	10
5.107 SATELLITE iSC	10
5.108 Reserved	10
5.109 EQUIPMENT, MATERIALS, AND DATA REQUIREMENTS	10
5.110 – 5.150 Reserved	10
5.151 PERSONNEL REQUIREMENTS	10
5.152 Reserved	11
5.153 SUPERVISORY PERSONNEL REQUIREMENTS	11
5.154 Reserved	11
5.155 INSPECTION PERSONNEL REQUIREMENTS	11
5.156 Reserved	11
5.157 PERSONNEL AUTHORISED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE	11
5.158 Reserved	11
5.159 RECOMMENDATION OF A PERSON FOR AUTHORISATION AS A REPAIRMAN	11
5.160 Reserved	11

iSC / iRC Guidelines

5.161 RECORDS OF MANAGEMENT, SUPERVISORY, AND INSPECTION PERSONNEL.....	11
5.162 Reserved.....	12
5.163 TRAINING REQUIREMENTS	12
5.164 – 5.200 Reserved.....	12
5.201 PRIVILEGES AND LIMITATIONS OF AUTHORISATION.....	12
5.202 Reserved.....	12
5.203 WORK PERFORMED AT ANOTHER LOCATION.....	12
5.204 - 5.206 Reserved	13
5.207 iSC/iRC MANUAL (Operations/policy manual).....	13
5.208 Reserved.....	13
5.209 iSC/iRC MANUAL CONTENTS.....	13
5.210 Reserved.....	13
5.211 QUALITY CONTROL SYSTEM	13
5.212 Reserved.....	14
5.213 INSPECTION OF MAINTENANCE, PREVENTIVE MAINTENANCE, OR REPAIRS	14
5.214 Reserved.....	14
5.215 CAPABILITY LIST	14
5.216 Reserved.....	14
5.217 CONTRACT MAINTENANCE.....	14
5.218 Reserved.....	15
5.219 RECORDKEEPING	15
5.220 Reserved.....	15
5.221 REPORTS OF FAILURES, MALFUNCTIONS, OR DEFECTS.....	15
5.222 Reserved.....	16
5.223 AUTHORISING ENTITY INSPECTIONS	16

iSC / iRC Guidelines

Abstract:

The guidelines are modelled after aviation international standards of best practice developed for part 145 service organizations in aviation maintenance support systems. Redundant material has been removed and simplified requirements have replaced over burdensome oversight systems with simple checklists and compliance statements. We reserve the right to remove approvals given if violations of law, or safety, or lack of compliance is found within any independent maintenance organization. Following the part 145 regulations as used in international aviation, the form and layout insures that all the elements deemed necessary have been covered. In no way is this guideline to be construed as a replacement for the regulatory requirements, if any, by any national aviation authority. (Civil Aviation Authorities such as the FAA, CAMA, DGCA, or other equivalent) Where applicable laws exist the application of these guidelines must not be in contravention of those laws in any way, and these guidelines may be subject to change or modification as needed.

The iSC may be required to have an audit at such time deemed necessary by the qualifying organization, hereafter called the authorising entity.

iSC / iRC Guidelines

General overview:

Purpose

- (a) The guidelines cover the granting and renewing of independent Service and independent Repair Centres by two options: The selection of which option is at the discretion of the authorising entity, and acceptance by a National Aviation Authority is not automatically allowance for approval
 - (1) Option 1, acceptance of an approval granted by a National Aviation Authority acceptable to meet the minimum standards.
 - (2) Option 2, the approval of an iSC that does not hold any maintenance approvals granted by a foreign National Aviation Authority.

- (b) These guidelines are not in themselves the only criteria. Failure to comply may not result in automatic cancellation however failure to comply with these guidelines may:
 - (1) Constitute a breach of the purpose of the guidelines; and
 - (2) result in an audit for breaches of the guidelines; or
 - (3) result in the refusal of an application for renewal of an approval for authorisation; or
 - (4) result in action to suspend or revoke an approval for authorisation.

- (c) The guideline outlines obligations governing the approval of service/maintenance providers. The guideline specifies obligations in general terms, therefore additional materials will be available that detail more precisely the manner in which these obligations shall be met.

- (d) The issuance of an authorisation indicates only that the holder is considered competent to secure the safe operation and maintenance of the Rotax Aircraft Engine that they are rated for. Possession of such a document does not relieve the aircraft owner, operator of an aircraft or the pilot-in-command, from the responsibility for compliance with any FAA or CAA order and any other legislation in force. Neither does it relieve them of their responsibility for the safe conduct of any particular flight, as the ultimate responsibility for the safety of flight operations always rests with the operator and the pilot-in-command.

iSC / iRC Guidelines

SUBPART A—GENERAL

5.1 APPLICABILITY

This part describes how to obtain a service/repair centre authorisation. This part also contains the guidelines related to the performance by an iSC/iRC of maintenance, preventive maintenance, or repairs on the Rotax Aircraft Engine, or component part of that engine. It also applies to any person who holds, or is required to hold, a service or repair centre authorisation issued under this part.

5.11 PRIVILEGES OF AUTHORISED Independent SERVICE CENTRE

The independent Service Centre authorisation shall specify the actual scope of authorisation and activity being granted and shall specify the engine types, models and or components for which authorisation has been granted.

5.12 Reserved

5.13 DURATION OF APPROVAL

- (a) An iSC/iRC authorisation may be granted or renewed for a period determined by the authorising entity up to a maximum of 12 months.
- (b) An iSC/iRC authorisation remains in force until it expires or is suspended or is revoked.

5.14 Reserved

5.15 NOTIFICATION OF CEASING MAINTENANCE

- (a) Each holder of an iSC/iRC authorisation that ceases to offer services shall notify the authorising entity (iSC) in writing within 30 days of the date of cessation.
- (b) The notification required by paragraph 5.15(a) shall include a request for revocation of the iRC authorisation.

5.16 Reserved

5.17 RENEWAL OF APPROVAL

The holder of the approval shall make an application for the renewal of a maintenance organisation approval to the authorising entity not less than 30 days before the approval expires.

5.2 Reserved

5.3 DEFINITION OF TERMS

For the purposes of this part, the following definitions apply:

- (a) Accountable manager means the person designated by the iSC/iRC who is responsible for and has the authority over all iSC/iRC operations that are conducted under these guidelines, including ensuring that all personnel follow the guidelines
- (b) Article means an engine, or component part.
- (c) Directly in charge means having the responsibility for the work of an iSC/iRC that performs maintenance, preventive maintenance, alterations, or other functions affecting aircraft airworthiness. A person directly in charge does not need to physically observe and direct each worker constantly but must be available for consultation on matters requiring instruction or decision from higher authority.
- (d) Service maintenance (program level) means: Scheduled checks that contain servicing and/or inspections that do not require specialized equipment, or facilities. Up to and including annual or 100 inspections according the relevant Rotax maintenance manuals.
- (e) Maintenance (program level) means: Line replaceable items, such as but not limited to, gearbox assemblies, cylinder head, cylinder, pistons, oil pump assembly, ignition modules.
- (f) Heavy Maintenance (program level) means: The repair of components such as but not limited to, gearbox, cylinder heads, water pump seals, carburetion components

iSC / iRC Guidelines

- (g) Overhaul (program level) means: The complete overhaul in accordance with the applicable manuals according to the Rotax requirements.
- (h) Independent Service Centre (iSC) means: A full stocking and full service iSC purchasing genuine Rotax engines and parts.
- (i) Independent Repair Centre (iRC) means: Working under the authorisation of the regional iSC and subject to the same terms for the purpose of repair facilities. No requirements for full stocking and may be limited in scope.
- (j) Independent Rotax Maintenance Technician (iRMT) means: Technician that has met the minimum requirement training as required by Rotax for servicing and maintenance on Rotax Aircraft Engines. (RFSC ID)
- (k) Authorising entity means: RFSC will authorise iSC who are in turn authorised pursuant to the guidelines to authorise iRCs under their administration.
- (l) Civil Aviation Authority (CAA) means: Any national aviation authority such as the Federal Aviation Administration (FAA) or Civil Aviation & Meteorological Authority (Brazil, CAMA) or other equivalency body.

5.4 Reserved

5.5 AUTHORISATION AND OPERATIONS SPECIFICATIONS REQUIREMENTS

- (a) No person may operate as an iSC/iRC without, or in violation of, an iSC/iRC rating.

SUBPART B—AUTHORISATION

5.51 APPLICATION FOR AUTHORISATION

- (a) An application for an iSC/iRC authorisation and rating must be made in a format acceptable to the authorising entity and must include the following:
 - (1) A repair station manual acceptable to the authorising entity;
 - (2) A quality control manual acceptable to the authorising entity;
 - (3) A list by type, make, or model, as appropriate, of each article for which the application is made;
 - (4) An organizational chart of the iSC/iRC and the names and titles of managing and supervisory personnel;
 - (5) A description of the housing and facilities, including the physical address;
 - (6) A list of the maintenance functions to be performed for the iSC/iRC under contract by outside entity.
- (b) The equipment, personnel, technical data, and housing and facilities required for the iSC/iRC must be in place for inspection at the time of authorisation by the authorising entity. An applicant may meet the equipment requirement of this paragraph if the applicant has a contract acceptable with another entity to make the equipment available to the applicant at the time of authorisation and at any time that it is necessary when the relevant work is being performed by the iSC/iRC .
- (c) An application for any additional ratings, amended iSC/iRC authorisation, or renewal of an iSC/iRC authorisation must be made to the authorising entity.

5.52 Reserved, 5.53 Reserved, 5.54 Reserved

5.55 DURATION AND RENEWAL OF AUTHORISATION

- (a) An authorisation or rating issued to an iSC/iRC is effective from the date of issue until the iSC/iRC surrenders it or the authorising entity suspends or revokes it.
- (b) An authorisation or rating issued to an iSC/iRC may be renewed for 12 months if the iSC/iRC has operated in compliance with the applicable guidelines within the preceding duration period.

iSC / iRC Guidelines

5.56 Reserved

5.57 AMENDMENT TO OR TRANSFER OF AUTHORISATION

- (a) The holder of an iSC/iRC authorisation must apply for a change to any change in its authorisation to the authorising entity. A change to the authorisation is necessary if the holder—
 - (1) Changes the location of the iSC/iRC, or
 - (2) Requests to add or amend a rating.
- (b) If the holder of an iSC/iRC authorisation sells or transfers its assets, the new owner must apply for an amended authorisation in accordance with 5.51.

5.58 Reserved

5.59 RATINGS

The following ratings are issued under this subpart:

- (a) Engine ratings.
 - (1) 2 stroke: Rotax Aircraft Engines 2 stroke.
 - (2) 4 stroke: Rotax Aircraft Engines 4 stroke, by model and type.
- (b) Servicing level ratings.
 - (1) Service: Able to service aircraft under the Rotax guidelines for the purpose of doing inspections
 - (2) Maintenance: Able to comply with the Rotax guidelines for the purpose of doing line component replacement
 - (3) Heavy Maintenance: Able to repair components as noted in the Rotax guidelines for the purpose of repairs to components.
 - (4) Overhaul: Able to perform to the standards as determined by Rotax for the make and model of engine listed on the ratings

Note: Ratings should be displayed and used in any advertisements or description of services to the public. Be sure to use the approved logos.

5.6 Reserved

5.61 LIMITED RATINGS

- (a) The authorising entity may issue a limited rating to an iSC/iRC that maintains or alters only a particular type of engine, or part thereof, or performs only specialized maintenance requiring equipment and skills not ordinarily performed under other iSC/iRC ratings. Such a rating may be limited to a specific model engine, or constituent part, or to any number of parts made by Rotax.
- (b) The authorising entity may issue limited ratings for—
 - (1) Engines of a particular model;
 - (2) Specialised components that relate to the engine
- (c) For a limited rating for specialized services, the operations specifications of the iSC/iRC must contain the specification used to perform the specialized service. The specification may be—
 - (1) A civil or military specification currently used by industry and approved by the authorising entity, or
 - (2) A specification developed by the applicant and approved by the authorising entity.

iSC / iRC Guidelines

5.7 – 5.100 Reserved

SUBPART C—HOUSING, FACILITIES, EQUIPMENT, MATERIALS, AND DATA

5.101 GENERAL

An authorised iSC/iRC must provide housing, facilities, equipment, materials, and data that meet the applicable guidelines for the issuance of the authorisation and ratings the iSC/iRC hold.

Note: The operations manual should have detailed information on such housing, facilities and list all tooling. In addition it should detail the access for aircraft and contain all technician qualifications and additional ratings, if any.

5.102 Reserved

5.103 HOUSING AND FACILITIES REQUIREMENTS

- (a) Each iSC/iRC must provide—
- (1) Housing for the facilities, equipment, materials, and personnel consistent with its ratings.
 - (2) Facilities for properly performing the maintenance, preventive maintenance, or work to articles or the specialized services for which it is rated. Facilities must include the following:
 - (i) Sufficient work space and areas for the proper segregation and protection of articles during all maintenance, preventive maintenance;
 - (ii) Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, electronic work, and machining to be done properly and in a manner that does not adversely affect other maintenance or work on articles or activities;
 - (iii) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles undergoing maintenance, preventive maintenance;
 - (iv) Space sufficient to segregate articles and materials stocked for installation from those articles undergoing maintenance, preventive maintenance, or alterations; and
 - (v) Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, to the standards required by this part.
- (b) An iSC/iRC must provide suitable housing to enclose the largest type and model of aircraft expected under the rating listed.
- (c) An iSC/iRC may perform maintenance, preventive maintenance, on articles outside of its housing if it provides suitable facilities that are acceptable to the authorising entity and meet the requirements of 5.103(a) so that the work can be done in accordance with the guidelines.

Note: Detail all requirements within the operations manual.

5.104 Reserved

5.105 CHANGE OF LOCATION, HOUSING, OR FACILITIES

- (a) An iSC/iRC may not change the location of its housing without written approval from the authorising entity.
- (b) An iSC/iRC may not make any changes to its housing or facilities required by 5.103 that could have a significant effect on its ability to perform the maintenance, preventive maintenance, under its iRC authorisation and operations specifications without approval from the authorising entity.
- (c) The authorising entity may prescribe the conditions, including any limitations, under which an iSC/iRC must operate while it is changing its location, housing, or facilities.

Note: Failure to notify and obtain an approval may be considered a breach of the guidelines.

iSC / iRC Guidelines

5.106 Reserved

5.107 SATELLITE iSC

- (a) An iSC/iRC under the managerial control of another iSC/iRC may operate as a satellite iSC/iRC with its own authorisation issued by the authorising entity. A satellite iSC/iRC —
- (1) May not hold a rating not held by the authorised iSC/iRC with managerial control;
 - (2) Must meet the requirements for each rating it holds;
 - (3) Must submit an iSC/iRC manual acceptable to the authorising entity as required by 5.207; and
 - (4) Must submit a quality control manual to the authorising entity as required by 5.211(c).
- (b) Personnel and equipment from the iSC/iRC with managerial control and from each of the satellite may be shared. However, inspection personnel must be designated for each satellite and available at the satellite any time a determination of airworthiness or return to service is made. In other circumstances, inspection personnel may be away from the premises but must be available by telephone, radio, or other electronic means.
- (c) A satellite iSC/iRC may not be located in a country other than the domicile country of the authorised iSC/iRC with managerial control.

Note: List any satellite operations and the extent of such operations within the operations manual.

5.108 Reserved

5.109 EQUIPMENT, MATERIALS, AND DATA REQUIREMENTS

- (a) Except as otherwise prescribed, an iSC/iRC must have the equipment, tools, and materials necessary to perform the maintenance, preventive maintenance, or other work under its authorisation operations specifications in accordance with the guidelines. The equipment, tools, and material must be located on the premises and under the iSC/iRC control when the work is being done.
- (b) An iSC/iRC must ensure all test and inspection equipment and tools used to make airworthiness determinations on articles are calibrated to international aviation standards. (Every 12 months)
- (c) The equipment, tools, and material must be those recommended by the manufacturer of the article or must be at least equivalent to those recommended by the manufacturer and acceptable to the authorising entity.
- (d) An iSC/iRC must maintain the documents and data required for the performance of maintenance, preventive maintenance, or work done under its iSC/iRC authorisation and operations specifications in accordance with the guidelines. The following documents and data must be current and accessible when the relevant work is being done:
- (1) Airworthiness directives,
 - (2) Instructions for continued airworthiness,
 - (3) All relevant Maintenance manuals,
 - (4) Overhaul manuals, *not required if not rated for this function
 - (5) Standard practice manuals,
 - (6) Service bulletins, and
 - (7) Other applicable data acceptable to or approved by the authorising entity.

5.110 – 5.150 Reserved

SUBPART D—PERSONNEL

5.151 PERSONNEL REQUIREMENTS

Each iSC/iRC must—

- (a) Designate an employee as the accountable manager;
- (b) Provide qualified personnel to plan, supervise, perform, and approve for return to service the maintenance, preventive maintenance, or any work on Rotax Aircraft Engines
- (c) Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance,

iSC / iRC Guidelines

- (d) Determine the abilities of its nonauthorised (not rated) employees performing maintenance functions based on training, knowledge, experience, or practical tests.

5.152 Reserved

5.153 SUPERVISORY PERSONNEL REQUIREMENTS

- (a) An iSC/iRC must ensure it has a sufficient number of supervisors to direct the work performed under the iSC/iRC operations specifications. The supervisors must oversee the work performed by any individuals who are unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or alterations.

5.154 Reserved

5.155 INSPECTION PERSONNEL REQUIREMENTS

- (a) An iSC/iRC must ensure that persons performing inspections under the iSC/iRC authorisation are—
 - (1) Thoroughly familiar with the applicable regulations and guidelines, and with the inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or repairs are being performed; and
 - (2) Proficient in using the various types of inspection equipment and visual inspection aids appropriate for the article being inspected.

5.156 Reserved

5.157 PERSONNEL AUTHORISED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE

- (a) An iSC/iRC located inside the United States must ensure each person authorised to approve an article for return to service under the regulations according to the FAA is qualified under part 65 of the federal regulations
- (b) An iSC/iRC located outside the United States must ensure each person authorised to approve an article for return to service under the iSC/iRC authorisation is—
 - (1) Trained in or has 18 months practical experience with the methods, techniques, practices, aids, equipment, and tools used to perform the maintenance, preventive maintenance, or repairs; and
 - (2) Thoroughly familiar with the applicable guidelines and proficient in the use of the various inspection methods, techniques, practices, aids, equipment, and tools appropriate for the work being performed and approved for return to service.

5.158 Reserved

5.159 RECOMMENDATION OF A PERSON FOR AUTHORISATION AS A REPAIRMAN

An iSC/iRC must use repairmen that comply with the applicable regulatory regulations within that jurisdiction and meet the current Rotax worldwide training standards and ratings. The use of persons under direct supervision is allowed as long as the supervisor is current and has the appropriate ratings.

5.160 Reserved

5.161 RECORDS OF MANAGEMENT, SUPERVISORY, AND INSPECTION PERSONNEL

- (a) An iSC/iRC must maintain and make available the following:
 - (1) A roster of who are responsible for its management and the names of its supervisors who oversee maintenance functions.
 - (2) A roster with the names of all inspection personnel.
 - (3) A roster of personnel authorised to sign a maintenance release for approving a maintained article for return to service.

iSC / iRC Guidelines

- (4) A summary of the employment of each individual whose name is on the personnel rosters required by paragraphs (a)(1) through (a)(3) of this section. The summary must contain enough information on each individual listed on the roster to show compliance with the experience requirements of this part and must include the following:
- (i) Present title,
 - (ii) Total years of experience and the type of maintenance work performed,
 - (iii) Past relevant employment
 - (iv) Scope of present employment, and
 - (v) The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable.
- (b) Within 30 business days of any change, the rosters required by this section must reflect changes caused by termination, reassignment, change in duties or scope of assignment, or addition of personnel.

5.162 Reserved

5.163 TRAINING REQUIREMENTS

- (a) An iSC/iRC must have staff that meet the Rotax standards and are current.
- (1) An applicant for iSC/iRC must submit the names and ratings, with expiry date, for each technician on staff.

5.164 – 5.200 Reserved

SUBPART E—OPERATING RULES

5.201 PRIVILEGES AND LIMITATIONS OF AUTHORISATION

- (a) An iSC/iRC may -
- (1) Perform maintenance or preventive maintenance or repairs on any article for which it is rated and within the limitations in its authorisation.
 - (2) Arrange for another person to perform the maintenance or preventive maintenance or repairs of any article for which the iSC/iRC is rated. If that person is not authorised under the guidelines the iSC/iRC must ensure that the non authorised entity follows a quality control system equivalent to the system followed by the iSC/iRC.
 - (3) Approve for return to service any article for which it is rated after it has performed
- (b) An iSC/iRC may not maintain or repair any article for which it is not rated, and may not maintain or repair any article for which it is rated if it requires special technical data, equipment, or facilities that are not available to it for; maintenance, preventive maintenance, or repair in accordance with the guidelines..
- (c) An iSC/iRC may not approve for return to service -
- (1) Any article unless the maintenance, preventive maintenance, or repair was performed in accordance with the Rotax Aircraft Engines approved technical data
 - (2) Any article after a major repair unless the major repair was performed in accordance with applicable Rotax approved technical data; and
 - (3) Any experimental aircraft after a major repair or major alteration performed under guidelines unless the major repair or major alteration was performed in accordance with methods and applicable technical data acceptable to Rotax.

5.202 Reserved

5.203 WORK PERFORMED AT ANOTHER LOCATION

An iSC/iRC may temporarily transport material, equipment, and personnel needed to perform maintenance, preventive maintenance, alterations, or certain specialized services on an article for which it is rated to a place other than the iSC/iRC fixed location if the following requirements are met:

- (a) The work is necessary due to a special circumstance, or
- (b) It is necessary to perform such work on a recurring basis, and the iSC/iRC can meet all the requirements to accomplish such work at a place other than the fixed location.

iSC / iRC Guidelines

5.204 - 5.206 Reserved

5.207 iSC/iRC MANUAL (Operations/policy manual)

- (a) An iSC/iRC must have and follow a manual acceptable to the authorising entity.
- (b) Said manual must be accessible for use by all iSC/iRC personal

5.208 Reserved

5.209 iSC/iRC MANUAL CONTENTS

An authorised iSC/iRC manual must include the following:

- (a) An organizational chart identifying—
 - (1) Each management position with authority to act on behalf of the iSC/iRC,
 - (2) The area of responsibility assigned to each management position, and
 - (3) The duties, responsibilities, and authority of each management position;
- (b) Procedures for maintaining and revising the rosters required by 5.161;
- (c) A description of the operations, including the housing, facilities, equipment, and materials as required by subpart C of this part;
- (d) Procedures for—
 - (1) Revising the capability list provided for in 5.215
 - (2) The self-evaluation required under 5.215(c) for revising the capability list, including methods and frequency of such evaluations, and procedures for reporting the results to the appropriate manager for review and action;
- (e) Procedures to govern work performed at another location in accordance with 5.203;
- (h) Procedures for—
 - (1) Maintaining and revising the contract maintenance information required by 5.217(a) (2) (i), including submitting revisions; revisions; and
 - (2) Maintaining and revising the contract maintenance information required by 5.217(a) (2) (ii) and notifying the authorising entity of revisions to this information, including how often the authorising entity will be notified of revisions;
- (i) A description of the required records and the recordkeeping system used to obtain, store, and retrieve the required records;
- (j) Procedures for revising the iSC/iRC manual and notifying its authorising entity of revisions to the manual;

5.210 Reserved

5.211 QUALITY CONTROL SYSTEM

- (a) An iSC/iRC must establish and maintain a quality control system that ensures the airworthiness of the articles on which the iSC/iRC or any of its contractors performs maintenance, preventive maintenance, or repairs.
- (b) iSC/iRC personnel must follow the quality control system when performing maintenance, preventive maintenance, or repairs under the authorisation and operations specifications.
- (c) An iSC/iRC must prepare and keep current a quality control manual
 - (1) A description of the system and procedures used for—
 - (i) Inspecting incoming parts or materials to ensure acceptable quality;
 - (ii) Performing preliminary inspection of all articles that are maintained;
 - (iii) Inspecting all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or repairs is performed;
 - (iv) Establishing and maintaining proficiency of inspection personnel;
 - (iv) Establishing and maintaining current technical data for maintaining articles;
 - (v) Qualifying and surveilling nonqualified persons who perform maintenance, prevention maintenance, or repairs;
 - (vii) Performing final inspection and return to service of maintained articles;
 - (viii) Calibrating measuring and test equipment used in maintaining articles, including the intervals at which the equipment will be calibrated; and

iSC / iRC Guidelines

- (ix) Taking corrective action on deficiencies;
- (2) References, where applicable, to the manufacturer's inspection standards for a particular article, including reference to any data specified by that manufacturer;
- (3) A sample of the inspection and maintenance forms and instructions for completing such forms or a reference to a separate forms manual.

5.212 Reserved

5.213 INSPECTION OF MAINTENANCE, PREVENTIVE MAINTENANCE, OR REPAIRS

- (a) An iSC/iRC must inspect each article upon which it has performed maintenance or preventive maintenance or repairs as described in paragraphs (b) and (c) of this section before approving that article for return to service.
- (b) An iSC/iRC state on an article's maintenance release that the article is airworthy with respect to the maintenance or preventive maintenance or repairs performed after—
 - (1) The iSC/iRC performs work on the article; and
 - (2) An inspector inspects the article on which the iSC/iRC has performed work and determines it to be airworthy with respect to the work performed.
- (c) For the purposes of paragraphs (a) and (b) of this section, an inspector must meet the requirements of 5.155.

5.214 Reserved

5.215 CAPABILITY LIST

- (a) An iSC/iRC with a limited rating may perform maintenance or preventive maintenance or repair on an article if the article is listed on a current capability list acceptable to the authorising entity or on the iSC/iRC operations specifications.
- (b) The capability list must identify each article by make and model or other nomenclature designated by Rotax Aircraft Engines and be available.
- (c) An article may be listed on the capability list only if the article is within the scope of the ratings of the iSC/iRC authorisation, and only after the iSC/iRC has performed a self-evaluation in accordance with the procedures under 5.209(d)(2). The iSC/iRC must perform this self-evaluation to determine that the iSC/iRC has all of the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article as required by the guidelines. The iSC/iRC must retain on file documentation of the evaluation.

5.216 Reserved

5.217 CONTRACT MAINTENANCE

- (a) An iSC/iRC may contract a maintenance function pertaining to an article to an outside source provided—
 - (1) The Authorising entity approves the maintenance function to be contracted to the outside source; and
 - (2) The iSC/iRC maintains and makes available:
 - (i) The maintenance functions contracted to each outside facility; and
 - (ii) The name of each outside facility to whom the iSC/iRC contracts maintenance functions and the type of certificate and ratings, if any, held by each facility.
- (b) An iSC/iRC may contract a maintenance function pertaining to an article to a noncertificated person provided—
 - (1) The noncertificated person follows a quality control system equivalent to the system followed by the iSC/iRC;
 - (2) The iSC/iRC remains directly in charge of the work performed by the noncertificated person; and
 - (3) The iSC/iRC verifies, by test and/or inspection, that the noncertificated person has performed the work satisfactorily and that the article is airworthy before approving it for return to service.

iSC / iRC Guidelines

- (c) An iSC/iRC may not provide only approval for return to service of a complete type-certificated product following contract maintenance, preventive maintenance, or alterations.

Note: Any contract maintenance companies, or individuals used, must be listed in the operations manual by the iSC/iRC . List all relevant ratings and approvals of the contractor (s).

5.218 Reserved

5.219 RECORDKEEPING

- (a) An iSC/iRC retain records that demonstrate compliance with these guidelines.
- (b) An iSC/iRC must provide a copy of the maintenance release to the owner or operator of the article on which the maintenance, preventive maintenance, was performed.
- (c) An iSC/iRC must retain the records required by this section for at least 2 years from the date the article was approved for return to service.
- (d) An iSC/iRC must make all required records available for inspection by the relevant CAA.

5.220 Reserved

5.221 REPORTS OF FAILURES, MALFUNCTIONS, OR DEFECTS

- (a) (1) An iSC/iRC, within the USA on any type certificated product, must report to the FAA within 96 hours after it discovers any serious failure, malfunction, or defect of an article. The report must be in a format acceptable to the FAA.
(2) An iSC/iRC must within 72 hours report any failures, in compliance with the Rotax Aircraft Engines reporting standards found within the relevant owners manual.
- (b) The report required under paragraph (a) of this section must include as much of the following information as is available:
 - (1) Aircraft registration number;
 - (2) Type, make, and model of the article;
 - (3) Date of the discovery of the failure, malfunction, or defect;
 - (4) Nature of the failure, malfunction, or defect;
 - (5) Time since last overhaul, if applicable;
 - (6) Apparent cause of the failure, malfunction, or defect; and
 - (7) Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

Note: The Rotax reporting form is located within the relevant operator's manuals.

iSC / iRC Guidelines

5.222 Reserved

5.223 AUTHORISING ENTITY INSPECTIONS

- (a) An iSC/iRC must allow inspections at any time to determine compliance with this chapter.
- (b) An iSC/iRC contract for the performance of a maintenance function on an article with a nonqualified person unless it provides in its contract with the nonqualified person that the authorising entity may make an inspection and observe the performance of the person's work on the article.
- (c) An iSC/iRC may not return to service any article on which a nonqualified person performed a maintenance function if the person does not permit an inspection described in paragraph (b) of this section.

Note: Any audit done that finds deficiencies will require said deficiencies to be corrected within a prescribed time set by the authorising entity at time of audit. Failure to correct deficiencies may be grounds for termination of authorisation.