

Attachment 1

中華民國交通部民用航空局  
CIVIL AVIATION ADMINISTRATION  
MINISTRY OF TRANSPORTATION AND COMMUNICATIONS  
REPUBLIC OF CHINA

維修廠檢定證書  
修廠字第 號

REPAIR STATION CERTIFICATE  
NO. CAA-RS-

茲有 公司  
在 縣 鄉 路 號  
設立維修廠，依照維修廠設立檢定管理規則之規定檢定合格，  
此證，檢定類別如下：

This certificate is issued to Airlines Corporation  
whose business address is

Upon finding that its organization complies with the requirements of the Civil Aviation Regulations relating to the establishment of a repair station, this repair station is empowered to operate with the following ratings:

(檢定/限定)類別- 機體 (Class/Limited)- Airframe	(檢定/限定)類別- 儀器 (Class/Limited)- Instruments
(檢定/限定)類別- 發動機 (Class/Limited)- Powerplant	(檢定/限定)類別- 附件 (Class/Limited)- Accessory
(檢定/限定)類別- 螺旋槳 (Class/Limited)- Propeller and Rotor	(檢定/限定)類別- 特業維修 (Class/Limited)- Specialized Services
(檢定/限定)類別- 無線電設備 (Class/Limited)- Radio	

此證書有效期至 年 月 日止。

This certificate unless canceled, suspended, or revoked, shall remain effective until

發證日期/ Date issued:

局長

Director General

本檢定證書不可轉移，廠房地址遷移、設施有重大改變時，應立即通報民航局。

This certificate is not transferable, and any major change in the basic facilities, or in the location thereof, shall be immediately reported to the CAA.

Attachment 2

中華民國交通部民用航空局  
CIVIL AVIATION ADMINISTRATION  
MINISTRY OF TRANSPORTATION AND COMMUNICATIONS  
REPUBLIC OF CHINA  
公司 修廠字第 號  
Co. Ltd NO. CAA-RS-  
維修廠營運規範  
REPAIR STATION OPERATIONS SPECIFICATIONS

依照維修廠檢定證書，核可檢定類別及其項目如下：

In accordance with the CAA Repair Station Certificate, the approved rating (s) is/are specified as follows:

- 一、機體(AIRFRAME)：限定類別(Limited)  
限制從事下列機體各級檢查含翻修之階段：  
All checks up to and including Airframe Overhaul on：  
xxx - Aircraft series
- 二、發動機(POWERPLANT)：限定類別(Limited)  
限制從事下列發動機各級檢查，含翻修及改裝，內視鏡檢查，試車台試車：  
All checks up to and including Engine Overhaul and alterations. Engine BSI, Engine Test Cell Run-Up on：  
yyy - Engine series
- 三、螺旋槳(PROPELLER AND ROTOR)：限定類別(Limited)  
限制工作項目如核可之修護能量冊。  
Limited items as the approved capability list.
- 四、無線電(RADIO)：限定類別(Limited)  
限制工作項目如核可之修護能量冊。  
Limited items as the approved capability list.
- 五、儀器(INSTRUMENTS)：限定類別(Limited)  
限制工作項目如核可之修護能量冊。  
Limited items as the approved capability list.
- 六、附件(ACCESSORY)：限定類別(Limited)  
限制工作項目如核可之修護能量冊。  
Limited items as the approved capability list.
- 七、特業維修(SPECIALIZED SERVICES)：
- 八、維修廠之廠址外執行工作授權(WORK TO BE PERFORMED AT PLACES OTHER THAN THE REPAIR STATION MAINBASE)
- 九、電子式簽署、電子式紀錄保存系統及電子式手冊系統(Electronic Signature, Electronic Recordkeeping System and Electronic Manual Systems)

發證/修正日期  
Date Issued/Revised

局長 ○ ○ ○  
Director General

飛航標準組組長  
Director, Flight Standards Division  
依分層負責規定授權業務主管執行  
On behalf of Director General of CAA

### Attachment 3

維修廠檢定申請書 Application for Repair Station Certification					
一、申請人 Applicant					
二、維修廠名稱 Official Name of Repair Station					
三、工廠地址 Address					
四、申請原因 Reason of Application	初次申請(Initial)	增加檢定(Add a Rating)	變更廠名(Change official name of repair station)	變更廠主(New Owner)	
	屆期換證(Renewal)	變更檢定(Amend a Rating)	變更廠址(Change Location of facility)		
五、申請檢定類別 Rating	級別 Class	申請檢定項目 Apply Certification items			
(一)機體 Airframe					
(二)發動機 Powerplant					
(三)螺旋槳 Propeller and Rotor					
(四)無線電設備 Radio					
(五)儀器 Instrument					
(六)附件 Accessory					
(七)特業維修 specialized Service					
六、附送文件 * Application Attachment	(一)維修廠手冊 Repair Station Manual	份	(二)品質管制手冊 Quality Control Manual	份	
	(三)安全管理手冊 Safety Management Manual	份	(四)維修能量表 Capability List	份	
	(五)組織系統表 Organizational Chart	份	(六)維修廠管理人、管理及督導人員姓名職稱名單 Accountable Manager, Roster of Managerial Personnel and Supervisors	份	
	(七)廠房設施平面佈置圖 Drawing of Facility Layout	份	(八)委託維護清單 List of Contract Maintenance	份	
	(九)訓練計畫 Training Program Manual	份	(十)其他 The Others	份	
七、申請人 Applicant	(職稱) (Title)	(姓名) (Name)	(簽章) (Signature)		
擬 辦(Recommendation)		(雙線以下由民航局使用 For CAA Use Only)			
批 示(Approval)					
證書編號 Certificate No.		發證日期 Date of Certificate Issued			
* 一、屆期換證者，應檢附變更部分之相關資料一併附送。 * 二、增加或變更檢定之級別者，應檢附變更部分之維修能量表二份。 * 三、地址遷移或增設分部者，應檢附新址之廠房設施平面佈置圖各二份。 * 四、組織系統、主要設備或維修能量有變更者，應將變更部分之資料一併附送。					

## ATTACHMENT 3-1 Safety Management System Implementation Framework

This attachment was established in accordance with Article 27 of this Regulations for Repair Station of Aviation Products, Appliances and Parts Certification and Management proper, and refer to the Annex 6, Part I, Appendix 7 and ICAO Doc.9859. This appendix specifies the framework for the implementation and maintenance of a safety management system (SMS) by an operator or an approved maintenance organization. An SMS is a management system for the management of safety by an organization. The framework includes four components and twelve elements representing the minimum requirements for SMS implementation. The implementation of the framework shall be commensurate with the size of the organization and the complexity of the services provided. The SMS shall comply with followings rules:

### 1. Safety policy and objectives

#### 1.1 Management commitment and responsibility

The operator/approved maintenance organization shall define the organization's safety policy which shall be in accordance with international and national requirements, and which shall be signed by the accountable executive of the organization. The safety policy shall reflect organizational commitments regarding safety; shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy; and shall be communicated, with visible endorsement, throughout the organization. The safety policy shall include the safety reporting procedures; shall clearly indicate which types of operational behaviours are unacceptable; and shall include the conditions under which disciplinary action would not apply.

The safety policy shall be periodically reviewed to ensure it remains relevant and appropriate to the organization.

#### 1.2 Safety accountabilities

The operator/approved maintenance organization shall identify the accountable executive who, irrespective of other functions, shall have ultimate responsibility and accountability, on behalf of the operator/approved maintenance organization, for the implementation and maintenance of the SMS. The operator/approved maintenance organization shall also identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS. Safety responsibilities, accountabilities and authorities shall be documented and communicated throughout the organization, and shall include a definition of the levels of management with authority to

make decisions regarding safety risk tolerability.

### 1.3 Appointment of key safety personnel

The operator/approved maintenance organization shall identify a safety manager to be the responsible individual and focal point for the implementation and maintenance of an effective SMS.

### 1.4 Coordination of emergency response planning

The operator/approved maintenance organization shall ensure that an emergency response plan that provides for the orderly and efficient transition from normal to emergency operations and the return to normal operations is properly coordinated with the emergency response plans of those organizations it must interface with during the provision of its services.

### 1.5 SMS documentation

The operator/approved maintenance organization shall develop an SMS implementation plan, endorsed by senior management of the organization, that defines the organization's approach to the management of safety in a manner that meets the organization's safety objectives. The organization shall develop and maintain SMS documentation describing the safety policy and objectives, the SMS requirements, the SMS processes and procedures, the accountabilities, responsibilities and authorities for processes and procedures, and the SMS outputs. Also as part of the SMS documentation, the operator/approved maintenance organization shall develop and maintain a safety management systems manual (SMSM), to communicate its approach to the management of safety throughout the organization.

## **2. Safety risk management**

### 2.1 Hazard identification

The operator/approved maintenance organization shall develop and maintain a formal process that ensures that hazards in operations are identified. Hazard identification shall be based on a combination of reactive, proactive and predictive methods of safety data collection.

### 2.2 Safety risk assessment and mitigation

The operator/approved maintenance organization shall develop and maintain a formal process that ensures analysis, assessment and control of the safety risks in flight/maintenance

operations.

### **3. Safety assurance**

#### **3.1 Safety performance monitoring and measurement**

The operator/approved maintenance organization shall develop and maintain the means to verify the safety performance of the organization and to validate the effectiveness of safety risk controls. The safety performance of the organization shall be verified in reference to the safety performance indicators and safety performance targets of the SMS.

#### **3.2 The management of change**

The operator/approved maintenance organization shall develop and maintain a formal process to identify changes within the organization which may affect established processes and services; to describe the arrangements to ensure safety performance before implementing changes; and to eliminate or modify safety risk controls that are no longer needed or effective due to changes in the operational environment.

#### **3.3 Continuous improvement of the SMS**

The operator/approved maintenance organization shall develop and maintain a formal process to identify the causes of substandard performance of the SMS, determine the implications of substandard performance of the SMS in operations, and eliminate or mitigate such causes.

### **4. Safety promotion**

#### **4.1 Training and education**

The operator/approved maintenance organization shall develop and maintain a safety training programme that ensures that personnel are trained and competent to perform the SMS duties. The scope of the safety training shall be appropriate to each individual's involvement in the SMS.

#### **4.2 Safety communication**

The operator/approved maintenance organization shall develop and maintain formal means for safety communication that ensures that all personnel are fully aware of the SMS, conveys

safety-critical information, and explains why particular safety actions are taken and why safety procedures are introduced or changed.

## Attachment 4

### Table. Fees for certification of repair station

#### Descriptions of certification Fees for repair station

(1) Native applicants

(a) Apply for issuance of a certificate within ROC by the Regulations herein shall pay certificate issuance fee listed in Fee schedule 1.

(b) Apply for sending a CAA inspector(s) to issue a certificate in a foreign country shall pay additional work expense in accordance with Fee schedule 3.

(2) Foreign applicants

(a) Apply for issuance of a certificate within ROC by the Regulations herein shall pay certificate issuance fee listed in Fee schedule 1 and certification application fee listed in Fee schedule 2.

(b) In the case of CAA deeming it necessary to assign inspectors to foreign country to conduct on-site evaluation during certification(Initial or Renewal), foreign applicants shall pay additional inspection manpower fee listed in Fee schedule 2 and work expense in accordance with Fee schedule 3.

#### Fee schedule 1. Certificate issuance fees

Item	Fee	Remark
Certificate fee for repair station	NTD 2,000	1. Certificate issuance fees include Certificate fee for repair station and Certification fee for ratings. 2. (a) Fees for ratings are based on the number of ratings applied by the applicants, such as shown below: (a.1) NTD 1,000 for each ratings (Initial) (a.2) NTD 500 for each ratings (Renewal) (b) For those type ratings under the ratings of “Airframe”, “Powerplant” and “Propeller and Rotor”, additional type rating fees will be charged from applicants, such as shown below: (b.1) NTD 1,000 for each type ratings (Initial) (b.2) NTD 500 for each type ratings (Renewal)  Examples: 1. The Certificate issuance fees charged from those applying for the certification( <b>Initial</b> ) of the ratings of <b>Instruments</b> and <b>Accessory</b> are as follows: $2,000 + 1,000 * 2 = 4,000$ (NTD)
Certification fee for rating (Initial)	NTD 1,000 for each rating (for each type)	
Certification fee for rating (Renewal)	NTD 500 for each rating (for each type)	

		<p>2.The Certificate issuance fees charged from those applying for the certification(<b>Initial</b>) of the ratings of <b>Airframe(3 types)</b>, <b>Powerplant(2 types)</b> and <b>Accessory</b> are as follows:  <math>2,000+1,000*3+1,000*3+1,000*2=10,000(\text{NTD})</math></p> <p>The Certificate issuance fees charged from those applying for the certification(<b>*Renewal</b>) of the ratings of <b>Airframe(3 types)</b>, <b>Powerplant(2 types)</b> and <b>Accessory</b> are as follows:  <math>2,000+500*3+500*3+500*2=6,000(\text{NTD})</math></p>
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Unit: New Taiwan Dollar

Fee schedule 2. Fees for Certification application and Inspection manpower

Item	Fee	Remark
Application fee for repair station certification	USD 5,000 (Initial) USD 2,500 (Renewal)	
Inspection manpower fee	USD 340 (Per person per day)	This fee shall be collected based on the number of inspectors and total days traveling abroad for the certification functions.

Fee schedule 3. Work Expense

This work expense shall be collected based on the number of man-days involved in the certification work and the total days required for that trip. It is determined according to the following formula:

$$\text{Work Expense} = \text{【Basic work expense(A) + Daily work expense(B) × Total days for the trip】} \\ \times \text{Total number of inspectors assigned for the certification work.}$$

Category	Basic work expense(A)	Daily work expense(B)
Charge	USD \$4,000	USD \$320

Remarks: The figures shown in the above table are subject to change to the actual cost in the case when the amount of the Work Expense is not enough to cover the actual expense for the inspectors to perform the works relating to certification.