



JOB AID: RS-001-E

PRE-APPLICATION PHASE COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

A. PROJECT & ORGANIZATION INFORMATION:

1. PROJECT NUMBER	2. ORG IDENTIFIER	3. APPLICANT/ORGANIZATION BUSINESS NAME	4. BASE (AIRPORT ICAO IDENTIFIER)
5. NAME & TITLE OF ORGANIZATION COORDINATOR		6. PHONE #	7. E-MAIL

B. CAAT CERTIFICATION TEAM

1: TECHNICAL SPECIALTY*	2: PERSONS ASSIGNED **	3: SPECIALIZATION	4: DATE ASSIGNED	5: CPM INITIALS
Certification Project Manager				
Airworthiness (Maintenance)				
Airworthiness (Avionics)				
Airworthiness (Engineering)				
Other Specialized Personnel				

Technical Specialty Code: AWM = Airworthiness Maintenance; AWA = Airworthiness Avionics; AWE = Airworthiness Engineering

C. BEFORE PRE-APPLICATION MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Pre-Application Statement of Intent (PASI) Received.		
	[2] PASI document reviewed by CAAT (<i>Confirm organization name, location and assigned coordinator included in PASI</i>).		
	[3] Certification team assigned (<i>List team members in Memo field</i>).		
	[4] Certification project number, folder & binder created.		
	[5] Pre-Application Meeting schedules.		
	[6] Preparation for Pre-Application Meeting.		
	[7] Digital files and/or Hard Copy documents prepared for Applicant.		

D. DOCUMENT & FILES PREPARED FOR APPLICANT

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Guidance for the Application (paper copy for discussion).		
	[2] Formal Application Checklist (paper copy).		
	[3] Formal Application Checklist (digital file).		
	[4] Maintenance Capability Proposal (digital file).		
	[5] Schedule of Events (paper copy).		
	[6] Schedule of Events – if complex organization (digital file).		
	[7] Letter of Compliance (digital files).		

E. DURING PRE-APPLICATION MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Verify PASI information.		
	[2] Identification of applicable regulations.		
	[3] Discuss completion and purpose of Letter of Compliance.		
	[4] Overview of Certification Process with emphasis and timing of remaining phases.		
	[5] Discuss the demonstrations that will be required during the Inspection & Demonstration Phase.		
	[6] Provide application package materials.		
	[7] Explain expected formal application submission package including each manual, program, checklist and form.		



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F. AFTER PRE-APPLICATION MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Ensure that all certification team members recorded their participation in the Pre-Application Phase.		
	[2] Brief the FSD Director of the completion of the phase.		
	[3] Complete this job aid, print hard copy and PDF copy.		
	[4] Insert this report and attachments into Project Folder/Binder.		
	[5] Rename the Subfolder as Phase 1_Completed_YYMMDD.		

G. NOTES: List applicant attendees to Pre-Application Meeting.

H. CERTIFICATION TEAM ACKNOWLEDGMENTS

1: TECHNICAL SPECIALTY*	2: DATE **	3: PRINTED NAME	4: SIGNATURE
Certification Project Manager			
Maintenance Inspector			
Avionics Inspector			
Engineering Inspector			
Other Specialized Personnel			

I. ATTACHMENTS:

<input type="checkbox"/> 1: Completed PASI submission	<input type="checkbox"/> 3: Other (specify)
<input type="checkbox"/> 2: Pre-Application Phase Completed Summary Report	<input type="checkbox"/> 4: Other (specify)



JOB AID: RS-002-E

FORMAL APPLICATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

A. PROJECT INFORMATION:

1. PROJECT NUMBER	2. ORG IDENTIFIER	3. APPLICANT/ORGANIZATION BUSINESS NAME
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B. FORMAL APPLICATION PACKAGE SUBMISSION

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Formal application submitted.		
	[2] Formal application phase officially started.		
	[3] CPM check that application package contains the required manuals, documents and forms.		

C. FORMAL APPLICATION CURSORY REVIEW – REPAIR STATION APPLICATION CHECKLIST FORM

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Contains full and complete business name.		
	[2] Contains correct business mailing address.		
	[3] Identifies primary business address.		
	[4] Contains key management names.		

D. INITIAL APPLICATION CURSORY REVIEW – REPAIR STATION GENERAL DOCUMENTS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Resume of accountable manager suitable for processing.		
	[2] Resume of key management personnel suitable for processing.		
	[3] Resume of certifying staff suitable for processing.		
	[4] Schedule of Events acceptable for modification.		
	[5] Maintenance Capabilities Proposal suitable for processing.		
	[6] Letter of Compliance suitable for processing.		

E. INITIAL APPLICATION CURSORY REVIEW – REPAIR STATION MAINTENANCE MANUALS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Repair Station Procedures Manual suitable for processing.		
	[2] Quality Control Manual (if applicable) suitable for processing.		
	[3] SMS Manual (if not in procedures manual) suitable for processing.		
	[4] Maintenance Training Manual (if applicable) suitable for processing.		

F. CAAT DETERMINATION

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] All required documents are suitable for document evaluation.		
	[2] CAAT resources are adequate to support the certification as outlined in the SOE.		
	[3] Assigned inspectors are qualified to complete the certification.		

G. FORMAL APPLICATION ACCEPTANCE/REJECTION MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Formal meeting schedules.		
	[2] Adequate meeting attendance by CAAT and Organization personnel.		
	[3] All discussion points raised by CAAT and Organization answered.		
	[4] The key events remaining in the certification process discussed.		
	[5] Review of SOE for practicality and need for adherence.		



JOB AID: RS-002-E

FORMAL APPLICATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

H. AFTER FORMAL APPLICATION ACCEPTANCE/REJECTION MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Send official acceptance/rejection letter to applicant.		
	[2] Ensure that all certification team members recorded their participation in the Formal Application Phase.		
	[3] Print a copy of Completed Certification Summary Report (for only the Formal Application Phase actions).		
	[4] Use report to update this job aid, print hard copy and also PDF copy.		
	[5] Brief the FSD Director of the completion of the phase.		
	[6] Complete this job aid, print hard copy and also a PDF copy.		
	[7] Insert this report and attachments into Project Folder/Binder.		
	[8] Rename the Subfolder as Phase 2_Completed_YYMMDD.		

I. CERTIFICATION TEAM ACKNOWLEDGMENTS

1: TECHNICAL SPECIALTY*	2: DATE **	3: PRINTED NAME	4: SIGNATURE
Certification Project Manager			
Maintenance Inspector			
Avionics Inspector			
Engineering Inspector			
Other Specialized Personnel			

J. ATTACHMENTS:

<input type="checkbox"/> 1: Minutes of Application Acceptance/Rejection Meeting	<input type="checkbox"/> 3: Formal Application Completed Summary Report
<input type="checkbox"/> 2: Formal Application Checklist (copy of)	<input type="checkbox"/> 4: Other (specify)



JOB AID: RS-003-E

DOCUMENT EVALUATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

A. PROJECT INFORMATION:

1. PROJECT NUMBER	2. ORG IDENTIFIER	3. APPLICANT/ORGANIZATION BUSINESS NAME
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B. START OF DOCUMENT EVALUATION PHASE

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Document evaluation phase officially started.		
	[2] Minimum Document Evaluation Actions Plan developed.		
	[3] CPM Meeting with certification team to schedule and assign evaluation actions.		

C. DOCUMENT EVALUATION: KEY MANAGEMENT PERSONNEL QUALIFICATIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Accountable manager resume found acceptable.			
	[2] Base maintenance manager resume found acceptable.			
	[3] Workshop manager resume (if applicable) found acceptable.			
	[4] Line maintenance manager resume (if applicable) found acceptable.			
	[5] Maintenance training manager resume (if applicable) found acceptable.			
	[6] Quality assurance manager resume found acceptable.			
	[7] Request for deviation letter (if applicable) acceptable.			

D. DOCUMENT EVALUATION: REPAIR STATION PROGRAMS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Technical library program found acceptable.			
	[2] Technical data policies and procedures found acceptable.			
	[3] Tools and equipment procedures found acceptable.			
	[4] Process for calibration of tools and equipment acceptable.			
	[5] Parts and materials procedures found acceptable.			
	[6] Procedures for inspection oversight of external supplies found acceptable.			
	[7] Stores and parts receiving program found acceptable.			
	[8] Maintenance process and procedures found acceptable.			
	[9] Procedures for handling major repairs and modifications acceptable.			
	[10] Maintenance release policies and procedures found acceptable.			
	[11] Quality control procedures found acceptable.			
	[12] Records system policies and procedures found acceptable.			
	[13] Aircraft records found acceptable.			
	[14] Procedures for providing maintenance to AOC holder found acceptable.			
	[15] Policies and procedures for work away from maintenance base found acceptable.			
	[16] Procedures for inspection oversight of external contractors found acceptable.			
	[17] Sub-contracting procedures found acceptable.			
	[18] Maintenance training program and procedures found acceptable.			
	[19] Quality assurance system found acceptable.			
	[20] Process for reporting malfunctions and defects acceptable.			



JOB AID: RS-003-E

DOCUMENT EVALUATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

E. DOCUMENT EVALUATION: MAINTENANCE MANUALS & DOCUMENTS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/FOI/AWI INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Repair Station Procedures Manual acceptable			
	[2] Quality Control Manual (if separate) found acceptable?			
	[3] Safety Management System Manual (if separate) found acceptable?			
	[4] Maintenance Training Manual (if separate) found acceptable?			

F. DOCUMENT EVALUATION: MAINTENANCE PERSONNEL TRAINING & QUALIFICATION

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/FOI/AWI INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Maintenance training found acceptable.			
	[2] Inspection personnel training found acceptable			
	[3] Maintenance instructor qualifications found acceptable.			

G. COMPLETION OF THE DOCUMENT EVALUATION PHASE

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] All submitted documents are formally approved or accepted.		
	[2] Completely update the Organization Approvals database.		
	[3] Ensure that all certification team members recorded their participation in the Document Evaluation Phase.		
	[4] Print a copy of Completed Certification Summary Report (for only the Document Evaluation Phase actions).		
	[5] Use the report to complete this job aid.		
	[6] Brief the FSD Director of the completion of the phase.		
	[7] Complete this job aid, print hard copy and also PDF copy.		
	[8] Insert this report and attachments into the Project Folder/Binder.		
	[9] Rename the Subfolder as Phase 3_Completed_YYMMDD.		

H. CERTIFICATION TEAM ACKNOWLEDGMENTS

1: TECHNICAL SPECIALTY*	2: DATE **	3: PRINTED NAME	4: SIGNATURE
Certification Project Manager			
Operations Inspector			
Airworthiness Inspector			
Other			

J. ATTACHMENTS:

<input type="checkbox"/> 1: Document Evaluation Phase Completed Summary	<input type="checkbox"/> 3: Other (specify)
<input type="checkbox"/> 2: Other (specify)	<input type="checkbox"/> 4: Other (specify)



JOB AID: RS-004-E

INSPECTION & DEMONSTRATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

A. PROJECT INFORMATION:

1. PROJECT NUMBER	2. ORG IDENTIFIER	3. APPLICANT/ORGANIZATION BUSINESS NAME
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B. START OF INSPECTION & DEMONSTRATION PHASE

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Inspection & Demonstration phase officially started.		
	[2] Minimum inspection and demonstration plan developed.		
	[3] CPM Meeting with certification team to schedule and assign initial actions.		

C. REPAIR STATION INFRASTRUCTURE INSPECTIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Maintenance organization and management satisfactory.			
	[2] SMS implementation found satisfactory.			
	[3] Facilities and Housing found compliant and satisfactory.			
	[4] Technical library found compliant and satisfactory.			
	[5] Training facilities and aids found satisfactory.			

D. REPAIR STATION PERSONNEL RECORDS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Maintenance management arrangements found satisfactory			
	[2] Training program and curriculums implemented satisfactory.			
	[3] Certifying staff records found satisfactory.			
	[4] Personnel qualification records found satisfactory.			
	[5] Personnel roster implementation found satisfactory.			

E. REPAIR STATION PROCESS INSPECTIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] General maintenance process implemented satisfactorily.			
	[2] Maintenance quality control process implementation satisfactory.			
	[3] Maintenance quality assurance process implementation satisfactory.			
	[4] Maintenance release process implementation satisfactory.			
	[5] Aircraft and maintenance records system implementation satisfactory.			
	[6] Technical data process implementation satisfactory.			
	[7] Tools and equipment process implementation satisfactory.			
	[8] Precision tools and test equipment process implementation satisfactory.			
	[9] Calibration list found current and implemented satisfactorily.			
	[10] Parts and materials processes implemented satisfactorily.			
	[11] Maintenance procedures for client AOC holders implemented satisfactorily.			



JOB AID: RS-004-E

INSPECTION & DEMONSTRATION PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

F. REPAIR STATION MISCELLANEOUS INSPECTIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Procedures for work away implementation found satisfactory.			
	[2] Procedures for audit of maintenance providers that are Approved Repair Stations implemented satisfactorily.			
	[3] Procedures for audit of maintenance providers that are not Approved Repair Stations implemented satisfactorily.			
	[4] Processes for handling, storing and disposal of hazardous materials related to Repair Station functions implemented satisfactorily.			
	[5] Audits of contracted maintenance providers and supply vendors implemented satisfactorily.			

G. REPAIR STATION DEMONSTRATIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: STATUS	5: CPM/AIR INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.		Status: I=In-Work, D=Returned for revision, A=Approved/Acceptable.		
	[1] Composite repair demonstration (if applicable).			
	[2] Welding certification demonstration (if applicable).			
	[3] Equipment calibration demonstration.			
	[4] Supply retrieval/shelf life verification demonstration.			
	[5] Aircraft record retrieval demonstration.			
	[6] Maintenance-in-progress demonstration.			
	[7] Quality assurance procedures audit demonstration.			
	[8] Specialized activities qualification demonstration.			
	[9] (Specify)			
	[10] (Specify)			

H. OVERALL ASSESSMENT

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Repair Station found in compliance with their proposed approvals and capabilities.		
	[2] Repair Station comprehensive inspection found satisfactory.		
	[3] All required demonstration concluded satisfactory.		

I. COMPLETION OF THE INSPECTION & DEMONSTRATION PHASE

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] All concerns identified during inspections & demonstrations corrected.		
	[2] All required inspections & demonstrations concluded satisfactory.		
	[3] All certification team members recorded their participation in the Inspection & Demonstration Phase.		
	[4] Print copy of Completed Certification Summary Report (for only the Inspection & Demonstration Phase actions).		
	[5] Use this report to complete this job aid.		
	[6] Brief the FSD Director of the completion of the phase.		
	[7] Complete this job aid, print hard copy and also PDF copy.		
	[8] Insert this report and attachments into the Project Folder/Binder.		
	[9] Rename the Subfolder as Phase 4_Completed_YYMMDD.		



JOB AID: RS-004-E

INSPECTION & DEMONSTRATION PHASE COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

J. NOTES: List applicant attendees to Debriefing Meeting.

K. CERTIFICATION TEAM ACKNOWLEDGMENTS

1: TECHNICAL SPECIALTY*	2: DATE **	3: PRINTED NAME	4: SIGNATURE
Certification Project Manager			
Maintenance Inspector			
Avionics Inspector			
Engineering Inspector			
Other Specialized Personnel			

J. ATTACHMENTS:

<input type="checkbox"/> 1: Inspection & Demonstration Phase Summary Report	<input type="checkbox"/> 3: Other (specify)
<input type="checkbox"/> 2: Other (specify)	<input type="checkbox"/> 4: Other (specify)



JOB AID: RS-005-E

FINAL CERTIFICATION ACTIONS PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

A. PROJECT INFORMATION:

1. PROJECT NUMBER	2. ORG IDENTIFIER	3. APPLICANT/ORGANIZATION BUSINESS NAME
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B. START OF FINAL CERTIFICATION ACTIONS PHASE

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.			
	[1] Final Certification Actions Phase officially started.		
	[2] Completed Certification Summary printed for review.		
	[3] Specific Organization Report printed for review.		
	[4] Final LOC documents printed for review.		
	[5] Face copy of each formal approval or acceptance printed for review.		
	[6] Completed Job Aids RS-001 through RS-004 copies for distribution.		

C. CERTIFICATION TEAM FINAL ACTIONS MEETING

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.			
	[1] Team reviewed Completed Certification Summary completeness.		
	[2] Team reviewed the Specific Organization Report for completeness.		
	[3] Team reviewed the final LOC documents to ensure that they are complete.		
	[4] Team ensures that a "face" copy of each formal approval or acceptance is available to CPM in chronological order.		
	[5] Team ensures that all job aids properly completed and initialed.		

D. PREPARE THE REPAIR STATION DOCUMENTS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.			
	[1] Wall display of the Repair Station certificate printed.		
	[2] Repair Station Operations Specifications printed.		

E. COORDINATE SIGNING OF DOCUMENTS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.			
	[1] Wall display of the Repair Station certificate signed.		
	[2] Repair Station Operations Specifications signed.		
	[3] Annotated the end of the project and printed the Completed Certification Summary.		

F. ASSEMBLE THE COMPLETED CERTIFICATION REPORT

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
Date: Enter date started work. When the document is acceptable, replace with date of determination.			
	[1] A cover page containing organization name, number and type.		
	[2] Tab 1: Copy of the Repair Station Certificate issued.		
	[3] Tab 2: Copy of the Repair Station Operations Specifications issued.		
	[4] Tab 3: Copy of the Specific Organization Report.		
	[5] Tab 4: Copy of completed job aids RS-001 through RS-005.		
	[6] Tab 5: Copy of the Completed Certification Summary Report.		
	[7] Tab 6: Copy of final Letter(s) of Compliance.		



JOB AID: RS-005-E

FINAL CERTIFICATION ACTIONS PHASE

COMPLETION

INSTRUCTIONS

Print or type. Use this form as the cover page for the collection of key documents of proof relating to the completion of this phase. Insert N/A in date field if requirement not applicable to applicant.

G. PRESENTATION OF THE REPAIR STATION CERTIFICATE TO ORGANIZATION

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] Schedule the formal presentation of the Repair Station with Organization.		
	[2] Provide the Repair Station Certificate and the Repair Station Operations Specifications to the GD for presentation, if needed.		
	[3] Organization presented with Repair Station Certificate and Repair Station Operations Specifications, if arranged in a ceremony.		

H. CONCLUDING CAAT ACTIONS

1: DATE	2: EVENT OR ACTION **	3: REFERENCE	4: CPM INITIALS
	[1] (If original certification) Planned and uploaded the MRAI program for this Organization.		
	[2] Briefed the FSD Director that the certification project is officially concluded.		
	[3] Ensured that the certification project binder and electronic files are well archived in Document Control.		
	[4] Completed this job aid and inserted in Completed Certification Report.		
	[5] Archived a hard copy of the Completed Certification Report.		
	[6] Digital copy of the Completed Certification Report inserted in Document Control.		

I. NOTES:

J. CERTIFICATION TEAM ACKNOWLEDGMENTS

1: TECHNICAL SPECIALTY*	2: DATE **	3: PRINTED NAME	4: SIGNATURE
Certification Project Manager			
Maintenance Inspector			
Avionics Inspector			
Engineering Inspector			
Other Specialized Personnel			

K. ATTACHMENTS:

<input type="checkbox"/> 1: Final Certification Actions Phase Summary Report	<input type="checkbox"/> 3: Other (specify)
<input type="checkbox"/> 2: Other (specify)	<input type="checkbox"/> 4: Other (specify)