



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission".
Submit with formal application for Repair Station certification.

公司名稱(申請人)： Name Of Company:		公司(申請人)地址： Location Address of Applicant:		
維修廠登記證號： Certificate No. of Repair Station:		通信地址： Mail Address:		
申請前階段 PRE-APPLICATION PHASE				
預定送審日期 Scheduled date of submission	申請前階段之工作進度 Events of Pre-Application Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned for Changes	核准/接受日期 Data Approved/ Accepted
	1. 申請前意圖陳述 Pre-application Statement of Intent			
	2. 申請前會議 Pre-application Meeting			
備註： Remark:				



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission".
Submit with formal application for Repair Station certification.

正式申請階段 FORMAL APPLICATION PHASE				
預定送審日期 Scheduled date of submission	正式申請階段之工作進度 Events of Formal Application Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned For Changes	核准/接受日期 Data Approved/ Accepted
	1.正式申請函 Formal Application Letter			
	A.公司正式名稱 Full and Official Name			
	B.通信地址 Mailing Address			
	C.主要作業地區(主作業基地) Primary Operating Location (Main Base)			
	D.主要管理人員名單 List of Management Personnel Names			
	E.維修廠檢定申請書 Application for Repair Station Certificate and/or Rating			
	2.正式申請附件 Attachments of Formal Application Letter			
	A.工作進度表 Schedule of Events			
	B.初步符合法規之陳述 Initial Compliance Statement			
	C.維修廠手冊 Repair Station Manual			
	D.品質管理手冊 Quality Control Manual			
	E.安全管理手冊 Safety Management Manual			
	F.檢定相關能量修訂表 Capability List which relevant to Certification			
	G. 組織表、維修廠管理人及主要管理、督導、檢驗人員姓名/職稱名冊 Organization Chart, Accountable Manager and List of Name/Title of key supervisory Inspection personnel			
	H.廠房與設施說明及平面佈置圖 Description and layout of Repair Station housing and facility			



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission".
Submit with formal application for Repair Station certification.

正式申請階段 FORMAL APPLICATION PHASE				
預定送審日期 Scheduled date of submission	正式申請階段之工作進度 Events of Formal Application Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned For Changes	核准/接受日期 Data Approved/ Accepted
	I. 主要裝備清單 List of main equipment			
	J. 委託維修作業(如適用) Subcontract maintenance (if applicable)			
	a. 預備委外維修作業之清單及說明 List of maintenance functions to be performed by subcontractor			
	b. 相關委外維修合約協議及其維修廠檢定證書影本 Photocopy of Maintenance Contracts and Certificate of Repair Station			
	K. 維修訓練計畫 Maintenance Training Program			
	L. 維修規範及技術手冊 Maintenance Specification and Technical Data			
	M. 危險物品處理人員之訓練合格證明 Training Certificate or Document of Dangerous Goods (Hazardous Material) Handling Personnel			
	N. 其他要求(外國籍維修廠適用) Other Requirements(for foreign repair station only)			
	a. 所在國民航主管機關所核發之檢定證書及營運規範 Certificate of repair station and operation Specification issued by Local Civil Aviation Authority			
	b. 我國籍使用人之委託維修合約或意向書 Maintenance Contract or Letter of Intent signed by R.O.C. Operator			
備註： Remark:				



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission".
Submit with formal application for Repair Station certification.

文件符合階段 DOCUMENT COMPLIANCE PHASE				
預定送審日期 Scheduled date of submission	文件符合階段之工作進度 Events of Document Compliance Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned for Changes	核准/接受日期 Data Approved/ Accepted
	1. 完整填寫之維修廠檢定申請書 Completed Application for Repair Station Certificate and/or Rating			
	1. 檢定類別所限定之廠家、型別清單 List of makes and model for limited rating			
	3. 評估主要管理人員資格 Evaluate Qualification of Key Management Personnel			
	A. 維修廠管理人 Accountable Manager			
	B. 維護主管 Director of Maintenance			
	C. 品管主管 Director of Quality			
	4. 評估公司作業手冊/程序 Evaluate Applicable Company Manuals/Procedure			
	A. 維修廠手冊 Repair Station Manual			
	B. 品質管理手冊 Quality Control Manual			
	C. 訓練計畫 Maintenance Training Program			
	D. 安全管理系統手冊 Safety Management Manual			
	5. 製造廠家維修規範及手冊 Manufacture's specification and manual			
	6. 特業維護類別檢定之作業規範影本 Copy of approved specification for specialized service rating			
	7. 維護相關技術手冊 Maintenance Technical Manual			
	A. 機體/發動機 Airframe / Power plant			
	B. 結構維修 Structure Repair			
	C. 零件目錄 Illustrated Parts Catalogue			
	D. 非破壞性檢驗程序 NDT Inspection Procedures			
	E. 組件維修/翻修手冊 CMM/OHM			



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission".
Submit with formal application for Repair Station certification.

文件符合階段 DOCUMENT COMPLIANCE PHASE				
預定送審日期 Scheduled date of submission	文件符合階段之工作進度 Events of Document Compliance Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned for Changes	核准/接受日期 Data Approved/ Accepted
	F.線路手冊 Wiring Manual			
	G.翻修手冊 Overhaul Manual			
	8.其他評估 Other Evaluations			
	A.組織表、維修廠管理人及主要管理、督導、檢驗人員姓名/職稱/資歷名冊 Organization Chart, Accountable Manager and List of Name/Title/Qualification of key managing , supervisory and Inspection personnel			
	B.廠房與設施說明及平面佈置圖 Description and layout of Repair Station housing and facility			
	C.主要裝備清單 List of main equipment			
	D.檢定相關能量表 Capability List which relevant to Certification			
	E.委託維修作業及其合約(如適用) Subcontract maintenance function and Contracts (If Applicable)			
	F.訓練合約(如適用) Training Contracts (If Applicable)			
	9.最後符合陳述 Final Compliance Statement			
備註： Remark:				



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission". Submit with formal application for Repair Station certification.

驗證檢查階段 DEMONSTRATION PHASE				
預定檢查日期 Scheduled date of inspection	驗證檢查階段之工作進度 Events of Demonstration Phase	接收/完成日期 Data Received /Accomplished	退回修改日期 Data Returned for Changes	核准/接受日期 Data Approved/ Accepted
	1. 協調檢查時間 Coordinate and Schedule an Inspection			
	2. 執行廠房及設施檢查 Perform Housing and Facility Inspection			
	3. 檢查及評估維修組織及授權人員資格 Inspect / Evaluate Maintenance Organization and Qualification of Authorized Personnel			
	4. 停機線及場站設施檢查(如適用) Inspect Line Station Facilities (if applicable)			
	5. 維修能量表檢定 Inspect Items Listed in Capability List			
	6. 安全管理系統檢查 Inspect Safety Management System			
備註： Remark:				



REPAIR STATION CERTIFICATION SCHEDULE OF EVENTS (SOE)

INSTRUCTIONS

Print or type. Complete the applicant information and the column labeled "Scheduled date of submission". Submit with formal application for Repair Station certification.

僅供民航局使用 (For CAA Only)

檢定給證階段

CERTIFICATION PHASE

預定完成日期 Scheduled date of Completion	檢定給證階段之工作進度 Events of Certification Phase	完成日期 Accomplished Date	退回修改日期 Data Returned for Changes	核准日期 Approved Date
	1. 檢定報告 Certification Report			
	A. 申請前意圖陳述 Pre-application Statement of Intent			
	B. 正式申請函 Formal Application Letter			
	C. 工作進度表 Schedule of Events			
	D. 最後符合陳述 Final Compliance Statement			
	E. 檢定證書及營運規範影本 Photocopy of Certificate and Operation Specification			
	G. 檢定結果綜合說明及建議 Summary and Recommendation to Certification Process			
	H. 檢定報告歸檔 Certification Report Filing			