



Maritime Helicopters

REPAIR STATION FORMS MANUAL

**For
FAA Approved Repair Station No ENRR619D
FAA Approved Satellite Repair Station No EN2D619D
DBA
Maritime Helicopters, Inc.
3520 FAA Road
Homer, Alaska 99603
(907) 235-7771**

**Revision 3
08/15/16**





Published by:

Maritime Helicopters, Inc.

3520 FAA Road

Homer, AK 99603

(907) 235-7771

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Record of Revisions

MANUAL NO. _____ MANUAL HOLDER _____

Upon receipt of revisions, insert the revised page(s) in the manual and remove the replaced pages. Enter the insertion date and initials of the person incorporating the revision in the appropriate block on the Record of Revisions. . Return the Revision Notice/Acknowledgment Form MHI 019 to the Part 145 Accountable Manager. This manual will be revised in accordance with Chapter 2 of this manual.

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Rev 3	08/15/2016	Cover, ii, iii, iv, 3-1, 4-7-11,4-30, 4-31 4-50-52 Added forms	SDS



List of Effective Pages

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FAA PRINCIPAL MAINTENANCE INSPECTOR
AK-FSDO-03_____
FAA PRINCIPAL AVIONICS INSPECTOR
AK-FSDO-03



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1 Introduction

This **Repair Station Forms Manual (RSFM)** has been prepared in accordance with the current regulations contained in Title 14 CFR §145, and is a prerequisite for operation under the privileges of the Repair Station certificate. The validity of the Repair Station's certificate is directly dependent upon compliance with the procedures and requirements within this manual, as well as, the associated Repair Station and Quality Control Manuals.

MHI Repair Stations will not maintain or alter any article for which it is not rated, and will not maintain or alter any article for which it is rated if it requires technical data, equipment, materials, facilities or trained personnel that are not available.

A current copy of this RSFM, including the associated Repair Station and Quality Control Manuals, shall be accessible to applicable Repair Station personnel. A current copy of the required Repair Station Forms Manual and any revisions made will also be provided to the FAA Certifying Holding District Office (CHDO).



2 *Manual Revisions*

The Accountable Manager oversees the creation and revision of MHI controlled documents. Department Managers and Supervisors may submit suggestions and corrections for incorporation into this manual by contacting the Chief Inspector. Changes made to this manual will be summarized in the change summary table and indicated throughout the manual by change bars. A vertical bar (change bar) in the right margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only. The change bar is dropped at the next revision of that page.

2.1 *Manual Revisions and Control*

The Chief Inspector is responsible for the content of this manual and any revisions. This manual requires FAA acceptance prior to release. Revisions to this manual must be routed for MHI internal and FAA acceptance prior to distribution. This manual cannot be published or distributed to end users prior to formal submission to and acceptance by the FAA.

The Part 145 Accountable Manager shall be responsible to maintain MHI Master Manual Distribution List Form MHI 020, listing individuals that have been assigned manuals in paper format. The listing shall indicate the name of the individual, name of the manual, manual number, revision number, and the date the completed Revision Notice/Acknowledgment, Form MHI 019 was received.

2.2 *Paper Format*

Hard copy manuals shall be issued by the Part 145 Accountable Manager under a manual control number and revision notification controlled by the Revision Notice/Acknowledgment, Form MHI 019 indicating receipt of revision and incorporation into the manual. Manual holders shall be responsible to insert revisions, update the Record of Revisions page by entering the Revision Number, Date, Date Inserted, Revisions Inserted By, and return the completed Revision Notice/Acknowledgment, Form MHI 019 to Part 145 Accountable Manager to indicate the manual has been revised.



3 Forms Listing

3.1 Repair Station Forms

Form #	Description
MHI 001	Work Order Log
MHI 002	Work Order
MHI 003	Vendor Audit
MHI 004	Repairable Parts Tag
MHI 005	Part 145 Work Sheet
MHI 006	Serviceable Parts Tag
MHI 007	Rejected Parts Tag
MHI 008	Identification Tag
MHI 009	Routing Tag
MHI 010	NDT Parts Tag
MHI 011	NDT Inventory Log
MHI 012	Receiving Inspection Log
MHI 013	Shelf Life Audit
MHI 014	Inventory Part Receiving Label
MHI 015	Corrective Action Request (CAR)
MHI 016	Summary of Employment
MHI 017	Capabilities Self-Evaluation Checklist
MHI 018	Calibration Sticker
MHI 019	Revision Notice/Acknowledgment
MHI 020	Master Manual Distribution List
MHI 021	Signature/Initial Roster
MHI 022	Altimeter 24 Month Checklist
MHI 023	Transponder 24 Month Checklist
MHI 024	Inspection and Return to Service Roster
MHI 025	Management and Supervisor Roster
MHI 026	Vendor/Contractor List
MHI 027	Contract Maintenance Checklist

3.2 Training Forms

Form #	Description
TR-0001	TBD
TR-0002	TBD
TR-0003	Training Request
TR-0004	Training Activity Report
TR-0005	Training Verification
TR-0006	Training Course List
TR-0007	Course-Lesson Information
TR-0008	Employee Skill Survey
TR-0009	Repair Station Needs Assessment
TR-0010	Instructor / Trainer Evaluation
TR-0011	Course-Evaluation
TR-0012	Training Activity Make Up



4 *REPAIR STATION FORMS*



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4.1 Part 145 Work Order Log – FORM MHI 001



 PART 145 WORK ORDER LOG						
W.O. #	Customer	Component		Acft N#	Date Open	Date Closed
		Job Description		Acft S/N		
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			
		P/N:	S/N:			

Form MHI 001

07/01/2013



Instructions: Part 145 Work Order Log

This form will be used to log work on aircraft and articles. The Quality Assurance Department will initiate work orders. After the work order is closed, the QA Department completes the closed date. Complete the fields as follows:

W.O.#	Fill-in the work order number
Customer	Enter the customer's name
Component Info	
P/N:	For an article, enter the article's part number or assembly part number; for aircraft, leave blank
S/N:	For an article, enter the article's S/N or assembly S/N; for aircraft, leave blank.
Job Description	Enter the job description from the discrepancy on the Component record tag, or an abbreviated version from the SOW for an aircraft
Aircraft N#	For an aircraft, enter aircraft registration number. For an article, enter the registration number of the aircraft from which the article was removed.
Aircraft S/N	Enter serial number of the aircraft from which the article was removed as shown on the Component record tag.
Date Open	Enter date the work order was opened (when the preliminary inspection was performed).
Date Closed	Enter date the work order was closed (when article or aircraft returned to service or was rejected).



Rev - Reissue: 11/01/2013

4.2 Work Order Cover Sheet – FORM MHI 002

Form 002

07/01/2013



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Rev - Reissue: 11/01/2013

Instructions: Work Order Cover Sheet

This form shall be utilized to document the aircraft information and work to be performed. Complete the fields as follows:

Date W.O. Opened	Date the work order was opened
Customer Name	Customer's name
Date W.O. Closed	Date the work order was closed
Address	Street address of company
Phone	Contact phone number
Labor	Total mechanic hours
Rate	Agreed upon shop rate
City & State	City & state of customer address
Make & Model	For example, 'Bell 407'
Serial #	For the aircraft, refer to the SOW. For an article, refer to the serviceability tag and enter the S/N of the aircraft from which the article was removed or the article's S/N..
N#	For the aircraft, refer to the SOW. For an article, refer to the serviceability tag. Enter N# of the aircraft from which the article was removed.
Total Time	The total time for an aircraft. For an article, the aircraft's total flight time at time of removal.
RIN	Fill in cycles, landings, or flights for articles or assembly (as applicable)
Engine TT	Total time of aircraft engine
Cycles / Starts	Engine/prop can be found on serviceability tag, status report, or logbook.
Hobbs	Total Hobbs time from aircraft meter
Total Landings	For the aircraft and for an article, enter the total aircraft landings at time of removal (if applicable)

COMPONENTS

Name	Common abbreviations are acceptable (i.e. M/R, T/R, G/B, Assy, etc.)
Part #	Part number of the article from serviceability tag. If there are multiple articles, write "See below" and list the part numbers with each specific article in the Job Description.
Serial #	Serial number of the article from serviceability tag. If there are multiple articles, write "See below", list the serial numbers with each specific article in the job description.
Total Time/TSO	Applicable total time (since new) of the article or time since overhaul. If there are multiple articles, write "See below", list the times with each specific article in the job description.

JOB DESCRIPTION

Item No.	For sequential itemization of different jobs (i.e. multiple articles: #1,#2,#3, etc.).
Description	Fill in the job description from the discrepancy on the Component record tag or an abbreviated version from the TSD or SOW for an aircraft. For more than one article, include the P/N, S/N, Name and applicable TSN/TSO times.



INSPECTIONS

- Preliminary** A preliminary inspection **MUST BE PERFORMED** on any aircraft or article prior to maintenance being performed. Initials in this box stating an inspection was performed. If a preliminary discrepancy(s) was/were found, write up discrepancies(s) were found in box.
- Hidden Damage** The QA inspector shall write up any hidden damage if found. If no hidden damage is found, write "N/A" for any hidden.
- Continuity** QA Inspector initials. "See Attached" - continuity forms were used; "No" if continuity forms were not used.
- Maintenance Final** Shall be initialed by the assigned Lead or Supervisor upon completion of work performed.
- QA Final** The QA inspector shall acknowledge that the work order has had a final review prior to being closed and write in that statement.

MAINTENANCE RELEASE

- Work Order No.** Write the work order number
- Date** Enter the date the aircraft or article is returned to service
- Signed** Authorized QA inspector signs prior to returning the aircraft or article to service.
- Address** Fill in the appropriate address and CRS number of the MHI operated repair station returning the article to service.
- FAA CRS #** Enter the CRS Number.

**4.3 Vendor Audit – FORM MHI 003**

**Maritime Helicopters
Repair/Overhaul Vendor Audit Surveillance Report**

Vendor Name:	Phone: Fax:
Vendor Contact Name:	
Address:	

Key Company Officials:	
Name	Title

Individual Responsible for Quality Control Program:		
Name	Title	Phone

Type of Business:	Airline	Manufacturer	FAA Repair Station
Distributor/Supplier	Other	Repair Station #	
Years in Business:		Number of Employees:	

CAA or FAA Principle Maintenance Inspector:	
Name	Phone

Major Customers:	
Company Name	Service Provided



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Personnel Numbers:

Production	Quality	Engineering	Certified Repairmen	
		Yes	No	N/A
1) Certification				
a) Do you have a FAR Part 145 Repair Station Certificate?				
i) Please attach a copy of the certificate and operations specifications to this questionnaire.				
b) Do you have an approved anti-drug program?				
i) Please attach a copy of the FAA acceptance/exemption letter.				
c) Do you have an approved alcohol testing program?				
i) Please attach a copy of the FAA acceptance/exemption letter.				
2) Quality Control Program				
a) Do you have an established quality control program?				
b) Is it described in detail in a quality control manual or other appropriate document?				
c) Please describe the functional separation of Quality Control and Production.				
d) Are all inspections and tests documented?				
e) Are all incoming parts and materials subject to a documented receiving inspection?				
3) Technical Data				
a) Do you have the required technical data on-hand to				



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perform the work we will be contracting/are sending to you?			
b) Do you have an established system to ensure technical data remains current?			
c) Is uncontrolled technical/reference data marked as such and segregated from controlled data?			
4) Tooling and Test Equipment			
a) Do you have adequate tooling and test equipment necessary to perform the work we will be contracting/are sending to you?			
b) Do you have an established system to ensure company and personal tools and test equipment are maintained serviceable/calibrated?			

	Yes	No	N/A
5) Training			
a) Do you have a formal training program for all supervisors, inspectors, and technicians?			
b) Do you document all training?			
6) Facilities			
a) Do you have adequate facilities to perform the work we will be contracting/are sending to you?			
b) Do you have a system that ensures parts, materials, and customer property are protected from damage, theft, and contamination?			
c) Are non-aircraft related activities segregated from aircraft related activities?			
7) Work Processing			
a) Do you have a system to properly identify customer parts throughout all maintenance actions and while in storage?			
b) Are serviceable and unserviceable units kept segregated?			
c) Are scrap parts tagged and removed from the work area?			



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8) Stores			
a) Do you have a system to ensure all parts and materials are environmentally protected?			
b) Do you maintain traceability certification for all parts and materials?			
c) Are aircraft parts segregated from non-aircraft parts?			
d) Do you have a quarantine area for rejected parts and materials awaiting disposition?			
e) Are life limited scrap parts returned to the customer or mutilated to prevent return to service?			
f) Do you have a system that monitors shelf-life limited parts and supplies?			

Vendor Comments:

The data herein is applicable to the execution of contracts and the filling of orders from **Maritime Helicopters, Inc.** It is agreed that **Maritime Helicopters, Inc.** will be notified of any relocation or transfer of operations, or any change in quality control organization or procedures which affects compliance of relevant supplies and procedures to **Maritime Helicopters, Inc.** requirements. It is recognized that failure to furnish a description of such changes for **Maritime Helicopters, Inc.** review, or willful misrepresentation of any fact specified herein constitutes a material breach of contract which may result in disapproval as a **Maritime Helicopters, Inc.** vendor and void any existing contract purchase order.

Signature of Company Official

Position Title

Name

Phone



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This Section for Maritime Helicopters , Inc. Use Only

Work Contracted/Intended:

Type Audit: ☐ **Initial** ☐ **Recurrent** ☐ **Follow-Up** ☐ **Special**

Corrective Action Required

Yes ☐ **No** ☐

Date Requested

Date Due:

Date Received:

Approved for Use: **Yes** ☐

No ☐

By:

Date:

Approved Vendor List Updated: ☐

Next Scheduled Audit Date:

Comments:

Records Accounting: Completed Checklist Finding/corrective Action Form(s)

Repair Station ☐ Operations ☐ Drug Letter ☐ Alcohol Letter ☐
Certificate Specifications

Instructions: Work Order Cover Sheet

This form shall be utilized to document Maritime repair and overhaul vendors in performing a self audit.



4.4 Repairable Parts Tag – Form MHI 004

REPAIRABLE PARTS TAG

Nomenclature _____ Date _____

P/N _____ S/N _____

A/C # _____ A/C TT _____ Position _____

Parts TSO _____ Part TT _____

Reason Removed _____

Mechanic _____ Inspector _____

Maritime Helicopters, INC.
3525 FAA ROAD, HOMER, ALASKA 99603
FAA REPAIR STATION # ENR98190



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Instructions: Repairable Parts Tag

This tag shall be utilized to record the information of a repairable article. It is initiated by a mechanic. It will remain with the article until the article is rejected or made serviceable.

Date	Date of removal.
Part Name	Part name.
Part No.	Part number.
Serial No.	Part serial number.
Total Time	Total time of part.
TSO	If applicable.
RIN	If applicable.
CYC	If applicable.
Aircraft N#	Aircraft registration number.
TT	If applicable.
Remarks	Information of why the part is repairable.
Signature	Signature required of the QA inspector or the mechanic initiating the tag.
Cert Type & No	Enter the applicable repair station number if signing for the MHI repair station.



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Sample: Maintenance Discrepancy and Work Record

MHI RSFM



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Instructions: Maintenance Discrepancy and Work Record

This form shall be utilized to document discrepancies and corrective actions. Upon completion, this form will become part of the work order package.

Aircraft No.	Enter aircraft registration number.
Aircraft Model	For example, 'Bell 407'
Location	Where maintenance is being performed at
Work Order No	Found at the top of the form 5087
Page No.	Page number if multiple pages are used.
Item #	Item # for sequential itemization of different tasks to be performed (i.e. for multiple steps: #1, #2, #3, etc.).
Date discovered	The person that entered the discrepancy must input date of the entry.
Acft TT	Aircraft total current airframe time
Description	Use this space to describe the removal or discrepancy.
Corrective Action	State the installation/corrective action within the section provided. References must satisfy requirements per CFR 14 § 43.13. i.e. M.M, dwg, ICA.
Discovered by	Mechanic who found the discrepancy will enter their initials
Corrective by signature	The mechanic that entered the corrective action will enter their initials.
Certificate	Mechanics certificate number (may be Repair Station number)
Final Insp	QA inspector will enter their initials if all work has been completed satisfactorily.
In progress inspection	If item is being inspected as part of a larger assembly



4.6 Serviceable Parts Tag – FORM MHI 006

SERVICEABLE PARTS TAG	
W.O. #	Nomenclature _____ Date _____
	P/N _____ S/N _____
	TSO _____ TT _____
	Mechanic _____ Inspector _____
INSTALLATION INFO	
P.O. #	A/C # _____ Date _____
	A/C TT _____ Position _____
	Mechanic _____ Inspector _____
MARITIME HELICOPTERS, INC. 3520 FAA ROAD, HOMER, ALASKA 99603 FAA REPAIR STATION # ENRR-619D	

MAINTENANCE RELEASE	OVERHAUL AGENCY
The aircraft, engine or component identified on front of tag was repaired and inspected in accordance with current regulations of the Federal Aviation Administration and is approved for return to service. Pertinent details of the repair are on file at this repair station under	New
W.O. # _____ Date _____	Overhaul
Signed _____	Repair
	Cont. Service
	Functional Test
	Other
MARITIME HELICOPTERS, INC. 3520 FAA ROAD, HOMER, ALASKA 99603 FAA REPAIR STATION # ENRR-619D	MHI P.O. # _____



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Instructions: Serviceable Parts Tag

This tag shall be utilized to record the information of a serviceable article. It is initiated by a mechanic. It will remain with the article is installed.

Nomenclature	Part name.
Date	Date of serviceability.
Part No.	Part number.
Serial No.	Part serial number.
TSO	Time Since Overhaul if applicable.
Total Time	Total time of part. Also enter a RIN count if applicable
Mechanic	Signature required of the mechanic removed the part.
Inspector	Signature required of the QA inspector or the mechanic condemning the part.
INSTALLATION INFO	
Aircraft N#	Aircraft registration number.
Date	Date of installation.
Acft TT	Current aircraft airframe total time
Position	I.e. L/H, Upper, etc.
Mechanic	Installing mechanic name
Inspector	Installation Inspector
MAINTENANCE RELEASE	
W.O #	Work Order number (if applicable)
Date	Date of Release.
Signed	Signature of releasing inspector
OVERHAUL AGENCY	
	Circle status of part. i.e., new, overhauled, repaired, etc.
MHI PO#	Enter MHI Purchase Order number



4.7 Rejected Part Tag – Form 0007

 **Maritime Helicopters**

3520 FAA Road, Homer AK 99603

REJECTED PART TAG

Date: _____
Part Name: _____
Part No.: _____
Serial No.: _____
Total _____ TSO: _____
Time: _____
RIN: _____ CYC: _____
Aircraft N#: _____ TT: _____

REASON FOR REJECTION

METHODS OF DESTRUCTION

☐ Removed Data Tag	☐ Cut/Broken
☐ Vibro-etched P/N & S/N	☐ Gouged/Ground
☐ Physically Mutilated	☐ Marked Training/Tool

Work Order No. _____ Item No. _____

Inspector or Mechanic

FORM MHI-007 07/2013



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Instructions: Rejected Part Tag

This tag shall be utilized to record the information of a rejected article. It is initiated by a mechanic. It will remain with the article until the article is destroyed or mutilated.

Date	Date of rejection.
Part Name	Part name.
Part No.	Part number.
Serial No.	Part serial number.
Total Time	Total time of part.
TSO	If applicable.
RIN	If applicable.
CYC	If applicable.
Aircraft N#	Aircraft registration number.
TT	If applicable.
Reason	The reason for rejection must include a detailed explanation of why the part is not serviceable.
Methods Destr.	Record methods used to render the part un-usable. Prior to destruction, ensure parts are not to be returned to the owner.
Work Order No	Work order number.
Item No	Discrepancy item in the work order originally rejecting the part.
Inspector/Mech	Signature required of the QA inspector or the mechanic condemning the part.
Cert Type & No	Enter the applicable repair station number if signing for an HFS operated repair station.



4.8 Identification Tag - FORM MHI 008

	
Maritime Helicopters	
3250 FAA Road, Homer AK 99603	
IDENTIFICATION TAG	
ITEMS REMOVED FROM AIRCRAFT/ASSEMBLY	
Work Order No. _____	Item No. _____
P/N / Description _____	
& S/N _____, was removed	
from aircraft/assembly N# / S/N _____	
Aircraft _____	
Location: _____	
For maintenance convenience only. This item requires no maintenance at this time. Should this item not be reinstalled on this aircraft/assembly, it requires an appropriately completed COMPONENT RECORD CARD (Form MHI 006). This item must be visually inspected before installation on this aircraft/assembly.	
FORM MHI-008 (Front) 07/2013	

	
Maritime Helicopters	
3250 FAA Road, Homer AK 99603	
IDENTIFICATION TAG	
ITEMS REMOVED FROM AIRCRAFT/ASSEMBLY	
Work Order No. _____	Item No. _____
P/N / Description _____	
& S/N _____, was removed	
from aircraft/assembly N# / S/N _____	
Aircraft _____	
Location: _____	
For maintenance convenience only. This item requires no maintenance at this time. Should this item not be reinstalled on this aircraft/assembly, it requires an appropriately completed COMPONENT RECORD CARD (Form MHI 006). This item must be visually inspected before installation on this aircraft/assembly.	
FORM MHI-008 (Front) 07/2013	



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Instructions: White Identification Tags

This tag shall be utilized to identify articles or shelving/storage units as required. It is initiated by a mechanic. This tag may be discarded when the component(s) is reinstalled on the same aircraft or identification tag is replaced by a component record card (form MHI 006).

- Work Order No.** Enter work order No. from applicable form MHI 002.
- Item No.** Enter discrepancy item number from form MHI 005.
- P/N Description** Enter part number of article and describe.
- & S/N** Enter article serial number.
- Removed from N#/S/N** Enter next higher assembly information.

Side One: ITEMS REMOVED FROM AIRCRAFT / ASSEMBLY

With the information on this side completed, the tag shall be attached to indicate a serviceable article's removal from an aircraft "for maintenance convenience only". This shall be attached to the individual item. Should the individual articles labeled with an "Identification Tag," form MHI 008, require any maintenance, a green routing tag, form MHI 009 will be completed as well as a work order discrepancy card entry on form MHI 005. If the removed article is not to be reinstalled on the original aircraft, it requires the article to be tagged with a component record tag (form MHI 006).

NOTE: No item removed and tagged with a white Identification Tag, form MHI 008 will be reinstalled unless the item is deemed "serviceable" by an appropriately rated mechanic.

Side Two: ALL ITEMS PLACED ON OR IN THIS STORAGE UNIT SIDE

With the information on this side completed, the tag shall be utilized to identify shelves, racks and containers.

In the case of cabin interiors (seats, upholstery, etc.), empennage or fuselage cowl, inspection/access panels, hardware, and other similar items, such parts must be serviceable and will be segregated on shelves, racks or in containers labeled as appropriate with one identification tag.



4.9 Routing Tag – FORM MHI 009



The image shows a green rectangular routing tag with a white border on the left side. On the left side of the tag, there is a black circle. The tag contains the Maritime Helicopters logo and name at the top, followed by the address: 3520 FAA Road, Homer, AK 99603, and the FAA Repair Station No. ENRR619D. Below this, there are three fields for 'WO #', 'Section #', and 'Item #', each followed by a horizontal line for text entry. At the bottom left of the tag, it says 'Form MHI-009' and at the bottom right, it says '07/2013'.

Instructions: Green Routing Tag

This tag shall be utilized when an article is removed from the aircraft, article, storage rack, or shelf for maintenance or alteration under the work order. It is initiated by a mechanic. Upon completion of the inspection, this tag will be destroyed by the QA inspector. Complete the fields as follows:

- Work Order #** Work order number.
- Section #** Section number (of the aircraft work order).
- Item #** Discrepancy number as found on the form MHI 005 discrepancy card.



4.10 Non Destructive Testing Parts Tag – FORM MHI 010

**Maritime Helicopters**
3520 FAA Road
Homer, AK 99603
FAA Repair Station No. ENRR619D

NDT PARTS TAG

WO#_____

N#_____

Name_____

P/N_____

S/N_____

MPI_____

FPI_____

Form MHI-0107/2013



Instructions: Non Destructive Testing Parts Tag

This tag is used to identify articles leaving an MHI repair station for non-destructive testing. It is initiated by a mechanic. After work is performed by the vendor this form is no longer required for the work order package.

WO #	Assigned work Order number from form MHI 002.
N#	Aircraft's registration number.
Name	The given nomenclature/name of the article (i.e. "Sun Gear").
P/N	Part number of the article.
S/N	Serial number of the article. If there is no serial number use "NA".
MPI	X on line indicating if a magnetic particle inspection is required.
FPI	X on line indicating if a fluorescent penetrant inspection is required.



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NDT Inventory Log

S/N:

1



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Instructions: Non Destructive Testing (NDT) Inventory Log

This form is an inventory log of articles sent for non-destructive testing. It is initiated by a mechanic. It will be archived with the work order package.

Note: Leave no blanks – use 'N/A' if not required or not applicable.

W/O #	Work order number assigned on form MHI 002
A/C Type	Aircraft type (i.e. "Bell 407").
A/C N#	Aircraft's registration number.
A/C S/N	Aircraft's serial number.
A/C T.T.	Aircraft's total time.
Date	Date the form was initiated.
Assembly	Higher assembly's nomenclature, if applicable (i.e. "Main Transmission").
S/N	Serial number of the higher assembly, if applicable.
Qty	Number/quantity of pieces for the given article.
Nomenclature	Given nomenclature of the article (i.e. "Sun Gear").
Part Number	Enter the part number of the article.
Serial Number	Enter the serial number of the article. If there no serial number, use "NSN" ("No Serial Number").
MPI	"X" in the appropriate box if this type of inspection is required for the article.
FPI	"X" in the appropriate box if this type of inspection is required for the article.
Performed By	<i>For vendor use only.</i>
Work Order #	<i>For vendor use only.</i>
Accepted By	<i>For vendor use only.</i>
Notes	Use this space to note anything unusual or noteworthy. If no notes, enter "N/A".
Received, Inspected By	Individual(s) receiving and inspecting the article must sign/date here.



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Instructions: Receiving Inspection Log

This form provides a record of articles received into the repair station. It is initiated by an incoming/receiving Inspector. The form is to be archived in the incoming and receiving area.

Date Received	Supplying vendor name as stated on invoice.
PO#	PO number as stated on invoice.
Part #	Number of part.
Serial #	Serial number affixed to part.
QTY	Total number of parts received as stated on invoice.
Description	As stated on invoice.
Shelf Life	Indicate YES or NO whether shelf life is limited.
Maint Release	Indicate YES or NO whether maintenance release was supplied with unit.
Vendor	Name of company supplying the parts.
Insp Initial	Initials of incoming and receiving inspector completing the inspection.
Pickup	Initials of mechanic or individual receiving or picking up the part from the receiving area after the completion of the Incoming Inspection.



4.13 Shelf Life Audit – FORM MHI 013

Section One: Shelf Life Audit Information			
Date	Name	Initials	Results
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Instructions: Shelf Life Audit Sheet

This form documents that an audit of shelf life items in the storage unit was performed. It will be initiated by the person responsible for monitoring MHI operated repair station shelf life products. Shelf Life audits are to be conducted by the end of each month. This form will be discarded upon initiation of a new, annual form.

Date Day the audit is accomplished for the appropriate month.

Name Printed name of individual performing the audit.

Initials Individual's initials.

Results Brief description of results.



4.14 Inventory Part Receiving Label – FORM MHI 014 (Fairbanks Only)

Please Note:

This part is an inventory part and must be
Signed out from the Parts Department.

P/N: [Click here to enter text.](#)

Description: [Click here to enter text.](#)

S/N: [Click here to enter text.](#)

L/B: [Click here to enter text.](#)

Location: [Click here to enter text.](#)

~~SHELF LIFE EXPIRES:~~ [Click here to enter text.](#)

RECEIVING INSPECTION COMPLIED WITH

Date: _____ Signature: _____

Instructions: Inventory Part Receiving Label

This form is placed in parts department after an incoming and receiving inspection has been performed.

P/N	Manufacturer Part Number
Description	Nomenclature of Part
S/N	Serial Number if one present
L/B	Lot or Batch Number
Location	What location on the parts shelf
Shelf Life Expiration Date	Enter date expires if item has a shelf life
Date	Date the incoming/receiving inspection performed
Signature	Signature of person performing the incoming/receiving inspection



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4.15 Corrective Action Request – FORM MHI 015

Page 1 of 3

Form MHI 015

MHI CORRECTIVE ACTION REQUEST (CAR)

CAR NUMBER: _____ DATE: _____

TO:		CC:	
AREA:		A/C REG. No.:	
AUDIT TYPE:	STANDARD:	SUBJECT:	

- IDENTIFICATION STAGE -

DESCRIPTION OF REQUIREMENT:

NONCOMPLIANCE STATEMENT:

OBJECTIVE EVIDENCE:

Is this a repeat finding? ☐ Yes ☐ No

If yes, enter number of repeats:

If yes, enter previous CAR number(s):



Name of individual initiating CAR:		Phone:	
Signature of individual initiating CAR:		Date:	
Response required due date:			



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Form MHI 015

The sections below are to be completed by the individual responsible for responding to the CAR

MHI RSFM



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Form MHI 015

The section below to be completed by Chief Inspector or his/her designee		
Does corrective action plan described appropriately address the problem(s)? ☐ Yes ☐ No*		
*NOTE: No response will require further review with respondent		Date CAR received:
Extension of due-date requested? ☐ Yes ☐ No	Extension of due-date granted? ☐ Yes ☐ No	Revised due-date:
Comments:		
Accountable Manager review requested? ☐ Yes ☐ No		Date of Accountable Manager review:
Comments:		
Date planned for Corrective Action Follow-up:		Actual date of Corrective Action Follow-up:
Findings of Corrective Action Follow-up:		
Did Corrective Action Follow-up verify that the Corrective Action plan was implemented as planned and effective to prevent recurrence? ☐ Yes ☐ No*		
*(if no, an additional CAR may need to be generated)		
CAR closed date:	Chief Inspector Signature	



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Instructions: Corrective Action Request (CAR) Form

This form shall be utilized to corrective action on deficiencies on repair station systems and procedures. Complete the fields as follows:

Page 1

CAR Number	Assign a CAR number starting with 001
Date	Date form is initiated
To	Put managers name that is responsible for the area of deficiency
CC	Put Chief Inspector of Director of Maintenance
Area	The system or procedure of concern
A/C Reg #	If involves an aircraft, put tail number. If not, put N/A
Audit type	Internal or External
Standard	Place a reference if appropriate
Subject	What particular issue
Description of Requirement	Briefly describe what what is required that cannot be complied with
Non Compliance Statement	Enter how the system of procedure if deficient
Objective Evidence	Describe your finding that led to submitting this form
Repeat Finding	Check yes or no
If yes, enter # of repeats	Enter number of times this has occurred
If yes, enter # previous CAR #	Enter previous CAR number
Name of individual initiating CAR	Your name
Phone	Enter the base or you phone number
Signature of individual initiating CAR	Sign this area
Date	Enter date you signed
Response required due date	Put a date you need a response by

Page 2 - To be completed by individual responsible for responding to CAR

Root cause analysis	Identify root cause
Immediate corrective action	Describe the corrective action(s) taken to correct the immediate problem
Prevention	Describe the permanent prevention measures to prevent reoccurrence
Closing comments	Add any additional information or remarks as needed
Name	Name of person responding to CAR
Sign	Signature of person responding to CAR
Date	Place date at time of signature

Page 3 - To be completed by the Chief Inspector

Date CAR received	Put date received
Extension of due date requested	Put yes or no if more time is needed to correct and respond to CAR
Extension of due date granted	Put yes or no if extension is granted by the Accountable Manager
Accountable manager review requested	Put yes or no if a response is desired from the Accountable Manager
Date of Accountable Manager review	Put date a review was completed on CAR
Comments	Put any comments as required
Verify corrective action	Yes or no. If no, an additional CAR may be needed
CAR close date	Put date the CAR form was complied with and closed
Chief Inspectors signature	Chief Inspector signs here.



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4.16 Summary of Employment – FORM MHI 016

Name: _____

Scope of Assignment: Maritime Helicopters Maintenance

Present Title: _____

Years experience in this type work: _____

Past employment record: (at least 5 years)

From:	To:	Place:	Type of Work	Position

Authorized to sign: All Inspections & Maintenance per MHI Inspection Procedures Manual

Type and number of FAA Certificate(s) now held:

1. _____
2. _____
3. _____



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Instructions: Summary of Employment

This form shall be utilized to capture information required by Title 14 CFR §145.161(a)(4) for management, supervisory, inspection, and return to service personnel. For all other repair station positions, this is optional. This shall be maintained by the Chief Inspector during the individual's period of employment.

Employee Name	Name
Scope	Define scope of present employment.
Employee Title	Title
Experience	Number of years in this type of work
Past Employment	Enter past 5 years of experience
Dates of Employ	Dates of previous employment
Type of Mait Performed	Types of maintenance work performed (attach add'l sheets)
Type FAA Certification	FAA Certificates currently held (A&P, IA, Repairman, etc.)
Cert Number	Certification Numbers



4.17 Capabilities Self Evaluation Checklist – FORM 017



Maritime Helicopters

CAPABILITY LIST SELF EVALUATION CHECKLIST

NOTE: This checklist shall be completed when an aircraft or article is considered for addition to the Capability List. Any deficiencies found during the self-evaluation must be corrected before the article can be added to the Capability List the individual conducting the self-evaluation must record the results and report them to the Chief Inspector for review and approval. Completed form's will be maintained in the Chief Inspector's office and maintained for two (2) years. Use additional sheets and/or attach any notes/photos/etc. as applicable.

Personnel Requirements for Individuals Conducting Self Evaluations Checklist:

A. Individuals performing this self-evaluation required under 14 CFR 145.2159c) should have the following qualifications:

- I. Experience with performing evaluations and conducting audits
- II. An understanding of the requirements of 14 CFR Part 145
- III. Knowledge of the maintenance requirements for the particular make/model of article to be added to the list.
- IV. An understanding of MHI Repair Station facilities, operations and manuals

B. Description of addition being evaluated: _____

Accomplish the following:

Yes No N/A

1. Is article being considered within the scope and ratings of MHI's FAA Air Agency Certificate and associated Operations Specifications?
2. Does MHI possess adequate housing and facilities required pertaining to the article being considered?
3. Does MHI possess the recommended tools, equipment and materials required pertaining to the article being considered?
4. Does MHI possess (if applicable) the special processes required pertaining to the article being considered?
5. Does FMS possess sufficient properly trained and qualified personnel required pertaining to the article being considered?

Notes: _____

Signature: _____ Date: _____



Instructions: Capabilities Self Evaluation Checklist

This form shall be utilized for the purposes of performing a self-evaluation prior to modifying the Repair Station Capabilities List. This self-evaluation shall also be utilized for the purpose of performing an annual review of the capabilities. Attachments may be utilized if needed for additional information.

Evaluation is to	Indicate the nature of the Self Evaluation (Add, Delete, Modify an existing capability, or perform an Annual Review).
Manufacture	Self Explanatory
Model Number	Enter manufactures model number. If there is no model number then enter N/A.
Part Name	Enter the manufacturers name for the part or assembly. If capability is not part number specific then enter N/A.
Part Number	Enter the manufactures specific part or assembly number. If capability is not part number specific then enter N/A.
Capability to be Performed	Enter the applicable Capability to be performed
FAA Ratings Affected	Enter the applicable FAA Ratings that are affected by this evaluation.
Manufacturers Documentation	The documentation required per CFR §145.109(d) shall be verified as accessible and current. The required manufactures manuals shall be entered within the chart once verified. Access to manufactures Service Bulletins (SB) and FAA Airworthiness Directives (AD) once verified shall be entered into chart. This entry need not list each individual SB or AD but may be entered as a single line entry such as "Bell Helicopter Canada BH-407 Service Bulletins" or "FAA Airworthiness Directives"
Manual Review	Perform a review of the Repair Station Manual System and verify if this request requires any revisions to be made. Any revisions required must be in place prior to performing the requested functions. Indicate <i>Yes/No</i> .
Equipment, Tools, Materials, Facilities, And Processes	The required manufactures tooling, equipment and materials shall be verified as onsite or readily accessible. If equivalent tooling is to be utilized, It must have an equivalency evaluation performed prior. Calibration requirements must be verified as current. Verify if adequate facilities are available per CFR §145.103. Verify if any Special Processes are required, and if so does the repair station have the ability to either perform those processes or have it complied with by an outside entity. Indicate <i>Yes/No</i> .
Trained Personnel/	Verify if there is adequate trained maintenance, inspection, and supervisory



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Supervisory Staff	personnel available. Verification may include: documented training, OJT, or experience. All trained individuals or supervisors are not required to be entered on the chart, only the minimum needed to perform the capabilities requested.
Approvals/Denials	Check as applicable: Approved, Deleted, Annual Review Completed, or Denied.
Approval	Upon review of the findings of this evaluation checklist, the Part 145 Accountable Manager and the Chief Inspector, or their designee, shall sign.



4.18 Calibration Sticker (sample) – FORM MHI 018

A rectangular calibration sticker with a green header containing the word "CALIBRATION" in white. Below the header, there are three lines of text with green underlines: "I.D. No. _____", "By _____ Date _____", and "Due _____".

Instructions: Calibration Sticker

This is used as a replacement sticker on a calibrated tool in the event the original sticker is lost or damaged. The wording and size of information might vary in order to fit the necessary information on the sticker and too. This sticker is to remain on the calibrated tool until the tool is recalibrated.

ID Number	Enter I.D. No. of the tool (Either model number or S/N)
By	Initials of person performing the calibration
Date	Enter date of calibration
Date due	Enter tool re-calibration due date