



**REPÚBLICA FEDERATIVA DO BRASIL  
COMANDO DA AERONÁUTICA  
DEPARTAMENTO DE AVIAÇÃO CIVIL  
DIVISÃO DE AERONAVEGABILIDADE E  
ENGENHARIA DE MANUTENÇÃO**

---

**INSTRUÇÃO DE AVIAÇÃO CIVIL – NORMATIVA**

**IAC 3147-145**

**INSTRUCTIONS FOR FOREIGN MAINTENANCE  
ORGANIZATION CERTIFICATION**

**(Consolidated text by the Resolution ANAC n. 91, on May 11, 2009)**

**17 DEZ 2001**



SERVIÇO PÚBLICO FEDERAL  
DEPARTAMENTO DE AVIAÇÃO CIVIL

PORTARIA DAC Nº 1636/STE, DE 27 DE NOVEMBRO DE 2001.

Aprova a IAC que trata dos procedimentos para a homologação de empresas de manutenção estrangeiras segundo os requisitos do RBHA 145.

O CHEFE DO SUBDEPARTAMENTO TÉCNICO DO DEPARTAMENTO DE AVIAÇÃO CIVIL, tendo em vista a delegação de competência estabelecida no item 08 do Art. 1º da Portaria DAC n.º 40/DGAC, de 15 de janeiro de 2001, publicada no Boletim do DAC n.º 012, de 17 de janeiro de 2001 e de acordo com a Portaria 453/GM5, de 02 de agosto de 1991, publicada no DOU de 05 de agosto de 1991, resolve:

Art. 1º Seja efetivada a IAC abaixo discriminada:

Símbolo: IAC 3147-145-1101

Espécie: Normativa

Âmbito: Geral

Título: Instructions for Foreign Maintenance Organization Certification.

Art. 2º - Esta Portaria entrará em vigor na data de sua publicação, no Diário Oficial da União.

Brig.-do-Ar RENILSON RIBEIRO PEREIRA  
Chefe do Subdepartamento Técnico

PUBLICADA NO D.O.U., SEÇÃO I, Nº 239, DE 17 DE DEZEMBRO DE 2001

## Summary:

CHAPTER 1 – PRELIMINARY DISPOSITIONS .....	1
1.1 OBJECTIVE .....	1
1.2 PRINCIPLES .....	1
1.3 APPROVAL .....	1
1.4 DATE OF ACTUALIZATION .....	1
1.5 SCOPE .....	1
1.6 DISTRIBUTION.....	1
1.7 CORRELATIONS .....	1
CHAPTER 2 – ABBREVIATIONS .....	2
CHAPTER 3 – INSTRUCTIONS FOR FOREIGN MAINTENANCE ORGANIZATION CERTIFICATION .....	3
CHAPTER 4 – FINAL DISPOSITIONS .....	10
ANNEX A – MODEL OF FORMAL APPLICATION LETTER.....	A1
ANNEX B – CERTIFICADO DE HOMOLOGAÇÃO DE EMPRESA.....	A2
ANNEX C – ADENDO AO CERTIFICADO DE HOMOLOGAÇÃO DE EMPRESA.....	A5
ANNEX D – EXAMPLE OF COMPLIANCE CHECK LIST "ANV MAINTENANCE ORGANIZA- TION.....	A6
ANNEX E – EXAMPLE OF BRAZILIAN IPM SUPPLEMENT.....	A7
ANNEX F – FORM SEGVÔO 001 .....	A15
ANNEX G – FORM SEGVÔO 003 .....	A17

---

<b>Control of Amendments</b>							
<b>Amendment</b>		<b>Date of Insertion</b>	<b>Inserted by</b>	<b>Amendment</b>		<b>Date of Insertion</b>	<b>Inserted by</b>
<b>Nr.</b>	<b>Date</b>			<b>Nr.</b>	<b>Date</b>		
<b>01</b>				<b>33</b>			
<b>02</b>				<b>34</b>			
<b>03</b>				<b>35</b>			
<b>04</b>				<b>36</b>			
<b>05</b>				<b>37</b>			
<b>06</b>				<b>38</b>			
<b>07</b>				<b>39</b>			
<b>08</b>				<b>40</b>			
<b>09</b>				<b>41</b>			
<b>10</b>				<b>42</b>			
<b>11</b>				<b>43</b>			
<b>12</b>				<b>44</b>			
<b>13</b>				<b>45</b>			
<b>14</b>				<b>46</b>			
<b>15</b>				<b>47</b>			
<b>16</b>				<b>48</b>			
<b>17</b>				<b>49</b>			
<b>18</b>				<b>50</b>			
<b>19</b>				<b>51</b>			
<b>20</b>				<b>52</b>			
<b>21</b>				<b>53</b>			
<b>22</b>				<b>54</b>			
<b>23</b>				<b>55</b>			
<b>24</b>				<b>56</b>			
<b>25</b>				<b>57</b>			
<b>26</b>				<b>58</b>			
<b>27</b>				<b>59</b>			
<b>28</b>				<b>60</b>			
<b>29</b>				<b>61</b>			
<b>30</b>				<b>62</b>			
<b>31</b>				<b>63</b>			
<b>32</b>				<b>64</b>			

## INTRODUCTION

This instruction regulates the certification process of a foreign repair station by the Brazilian Civil Aviation Authority. According to Article 70 of the Brazilian Aeronautical Code, all repair stations approving the return to service of aircraft products and parts, to be installed on aircraft registered in Brazil must hold a Brazilian Maintenance Organization Certificate, issued in accordance with the requirements of RBHA 145. This requirement is waived in the cases mentioned at Section 43.1 of RBHA 43.

The requirements set forth in Subpart C of RBHA 145 have to be met by a foreign maintenance organization in order to obtain a Brazilian Maintenance Organization Certificate. This instruction aids the applicants for a Brazilian Maintenance Organization Certificate in preparing their Certification Application, in order to standardize the processing of the application. All initial processes certification and posterior certification renewals must follow the procedures herein established.

---

# **CHAPTER 1 – PRELIMINARY DISPOSITIONS**

## **OBJECTIVE**

Establish the procedures for foreign maintenance organization certification, according to Subpart C of RBHA 145.

## **1.2 PRINCIPLES**

Federal Law # 7565 dated December 19<sup>th</sup>, 1989, which disposes the Brazilian Aeronautical Code, Act n° 453/GM-5 dated August 2<sup>nd</sup> 1991, which reformulates the Flight Safety System (SEGVÔO).

## **1.3 APPROVAL**

Act n° 1636/DAC dated 27 NOV 01, becoming effective in the date of publication in the DAC Internal Bulletin.

## **1.4 DATE OF ACTUALIZATION**

December, 17<sup>th</sup> 2001.

## **1.5 SCOPE**

General.

## **1.6 DISTRIBUTION**

D-EN-EE-GV-HM-SA-SE-SR-TA-X.

## **1.7 CORRELATIONS**

Brazilian Aeronautical Certification Regulations (01, 10, 11, 21, 39, 43, 39, 43, and 145).

## CHAPTER 2 – ABBREVIATIONS

- AD – Airworthiness Directive (Diretriz de Aeronavegabilidade)
- AI – Auto de Infração (Infringement Report)
- APRS – Aprovação para Retorno ao Serviço (Approval to Return to Service)
- BS – Boletim de Serviço (Service Bulletin)
- CA – Certificado de Aeronavegabilidade (Standard Airworthiness Certificate)
- CBA – Código Brasileiro de Aeronáutica (Brazilian Aeronautical Code)
- CHE – Certificado de Homologação de Empresa (Maintenance Organization Certificate)
- CHST – Certificado de Homologação Suplementar de Tipo (Brazilian Supplemental Type Certificate)
- CREA – Conselho Regional de Engenharia, Arquitetura e Agronomia (Regional Council of Engineering, Architecture and Agronomy)
- CTA – Centro Técnico Aeroespacial (Aerospace Technical Center)
- DA – Diretriz de Aeronavegabilidade (Airworthiness Directive)
- DAC – Departamento de Aviação Civil (Brazilian Civil Aviation Authority)
- DIAM – Declaração de Inspeção Anual de Manutenção (Annual Maintenance Inspection Statement)
- EA – Especificação de Avião (Airplane TCDS)
- FAA – USA Federal Aviation Administration
- FCDA – Ficha de Cumprimento de DA (AD Compliance Form)
- IAC – Instrução de Aviação Civil (Civil Aviation Instruction)
- IAM – Inspeção Anual de Manutenção (Annual Maintenance Inspection)
- IFI – Instituto de Fomento e Coordenação Industrial (Industrial Coordination and Promotion Institute)
- IIO – Item de Inspeção Obrigatória (Required Inspection Item – RII)
- INSPAC – Inspetor de Aviação Civil (Civil Aviation Airworthiness Inspector)
- ISO – International Standard Organization
- IPM – Inspection Procedures Manual
- MGM – Manual Geral de Manutenção (General Maintenance Manual – GMM)
- MPI – Manual de Procedimentos de Inspeção (Inspection Procedures Manual)
- NPR – Notificação de Proposta de Regra (Note of Proposal Rulemaking – NPRM)
- RBHA – Regulamentos Brasileiros de Homologação Aeronáutica (Brazilian Aeronautical Certification Regulations)
- SEGVÔO – Sistema de Segurança de Vôo (Brazilian Flight Safety System)
- SERAC – Serviço Regional de Aviação Civil (Civil Aviation Regional Office).
- STE – Subdepartamento Técnico (Technical Subdepartment)
- TE-1 – Divisão de Aeronavegabilidade e Engenharia de Manutenção (Airworthiness and Maintenance Engineering Division Manager).

## **CHAPTER 3 – INSTRUCTIONS FOR FOREIGN MAINTENANCE ORGANIZATION CERTIFICATION**

### **3.1 PURPOSE**

This civil aviation instruction (IAC) establishes the certification and recertification procedures, based on Subpart C of RBHA 145, applicable to foreign maintenance organizations.

### **3.2 DISTRIBUTION**

This instruction (IAC) has its distribution available to any organization or user of the civil aviation system.

### **3.3 LEGISLATION**

Brazilian Aeronautical Code – CBA (Title III, Chapter IV, Section I, Art. 66, item II and Title IX, Chapter II, Art. 289, items II and III) and Brazilian Aeronautical Certification Regulations – RBHA (43 and 145).

### **3.4 CERTIFICATION PROCESS**

The certification process for a foreign maintenance organization has the following phases:

- Application Submission;
- Application Documents Analysis;
- Facility Audit Communication;
- Facility Audit Confirmation;
- Facility Audit;
- Audit Result Communication;
- Non Conformity Corrective Action Letter; and
- Certification Documents Issuance.

All relevant aspects of each phase are described in this instruction.

3.4.1 **Application Submission:** The application must be submitted by the Maintenance Organization Quality Assurance Manager by mail, to the head office of the DAC at the following address (The Annex A presents a example of a formal application letter):

DEPARTAMENTO DE AVIAÇÃO CIVIL  
RUA SANTA LUZIA, 651 – 3º Andar  
CASTELO – RIO DE JANEIRO – RJ  
CEP: 20030-040  
BRAZIL

The foreign maintenance organization must provide the following documents:

- Proposal of Certificate (CHE) contents (See Annex B), including the ratings and the classes under the organization intents to perform maintenance, preventive maintenance, alterations, repairs or required inspections. The ratings and classes definitions are in the Appendix B of RBHA 145;

- Proposal of Operations Specifications (Adendo ao CHE) contents (See Annex C) including the types of aircraft, engines, propellers, rotors and/or equipments on the organization intents to perform maintenance, preventive maintenance, alterations, repairs or required inspections;
- Proposal of Capability List (Relação Anexa ao Adendo ao CHE), including the components and appliances that the organization intents to be authorized to work on;
- List of the names of the certified technical personnel, including the license numbers, attaching the copies of respective licenses and theirs qualifications;
- A Signed Statement; listing all tool, equipments, test equipments, bench tests and technical documents required to safety performance of the work and responsibilities. These equipments must belong the organization;
- National Civil Aviation Authority Maintenance Organization Certificate and Operations Specification, or equivalents issued by local authority;
- Letter issued by a Brazilian Operator or Maintenance Organization stating the intent of using the applicant maintenance organization services;
- The local IPM, the Inspection Procedures Manual accepted by the local civil aviation authority;
- Brazilian IPM Supplement covering all regulatory requirements applicable to maintain Brazilian aeronautical products not covered by the original IPM (The Annex E of this IAC could be use as a guidance in developing the Brazilian IPM Supplement);
- Compliance Check List regarding the requirements of RBHA 43 and 145 and IAC's (as applicable), with the cross-reference to the IPM and Brazilian IPM Supplement and the current situation (closed/opened/ not applicable). See example of a Compliance Check List in Annex D;

All these documents must be sent together, in order to allow the analysis by the technical personnel of the Airworthiness and Maintenance Engineering Division (TE-1).

3.4.1.1 In the case of the original IPM is not published in English or Portuguese, an English or Portuguese copy of the IPM must be supplied. The Brazilian IPM Supplement can be also supplied in English or Portuguese.

3.4.1.2 A Quality Assurance Manual – QAM, including only general polices and directives regarding the objectives of the quality, doesn't satisfy the regulation requirements about Inspection Procedures Manual – IPM. In this case, the organization must submit the QAM and additional manuals (IPM or, Detailed Local Procedures Manual – DLPM, or another manual name used by the organization), in order to comply with the requirement of the IPM.

3.4.1.3 Section 145.75(d) of RBHA 145 establishes – “None foreign repair station can obtain certification under this regulation if it doesn't have an employee in its technical staff who is able to read and plain understand the Brazilian regulations” – This requirement is also important regarding Maintenance Records in Portuguese.

#### 3.4.2 Application Documents Analysis:

Upon receipt of the Application, the technical personnel of the Airworthiness and Maintenance Engineering Division (TE-1) will analyze the application documents. If not all of the required documents are included in the package and non-conformities have been found, the Division will issue a fax document stating the pending items. The deadline to present all correctives actions will be within 90 (ninety) days after the fax issuance. The failure to meet the imposed deadline will result in the cancellation of the application process. This phase will be closed when a fax from DAC

stating that all application documents have been considered acceptable. The next Certification phase is of the exclusive responsibility of the Maintenance Organization.

### 3.4.3 Facility Audit Communication

- b) This phase is under the responsibility of the Maintenance Organization. The Maintenance Organization must address the facility audit communication, with a written document by mail. The document must include the ~~following information and requirements~~ proposed dates of a week working audit.

- ~~— Proposed dates of a week working audit;~~
- ~~— Visa Check in the value of US\$ 6,800.00, in US currency, in order to cover certification expenses; and~~
- ~~— Stating the agreement to purchase two full fare airline tickets between Rio de Janeiro, Brazil and the city of the Maintenance Organization to be visited.~~

[\(New text by the “Resolução ANAC N° 91, on May 11, 2009”\)](#)

### 3.4.4 Facility Audit Confirmation:

When all the above items are received at our office, a fax will be sent to the Maintenance Organization, informing the audit team, confirming the dates of the audit, including the audit schedule. A fax will also be sent to the National Civil Aviation Authority of the country where the repair station is located, together with the audit schedule.

~~During this phase the Maintenance Organization is responsible to provided:~~

- ~~— 2 (two) airline tickets between Rio de Janeiro and the nearest city where the facility is located, one for each auditor stated in the communication;~~
- ~~— Hotel Reservations; and~~
- ~~— Transportation support for the auditors during their stay, between the airport to the hotel and between the Hotel to the facility.~~

[\(New text by the “Resolução ANAC N° 91, on May 11, 2009”\)](#)

- 3.4.4.1 The audit team will follow the procedures established on IAC 3140 (that is in accordance with standard ISO 10011) regarding the audit procedures.

- 3.4.5 Facility Audit: With the audit schedule, the organization must be prepared to receive the audit. Any changes to the proposed schedule must be addressed in the Initial Meeting between the audit team and the company’s staff. Any changes to the schedule must be agreed between the parties involved.

At the end of audit, the audit team will have an internal meeting. The organization must provide a closed room for the meeting.

A final meeting with the Maintenance Organization upper manager will end the audit process. At this meeting, the audit team leader will hand out all non-conformant items found and observations necessary. Any discussions raised during the meeting must be registered by the audit team and brought to the Head Office in Rio de Janeiro.

The previous non-conformant report is an unofficial document. The Technical Subdepartment Manager (STE) will issue the official communication within 10 workings days, after the internal process of the audit team.

- 3.4.6 Audit Result Communication: After the arrival of the audit team, all internal pertinent documents will be filled out. The audit report will be analyzed by the Division Manager (TE-1) who will pro-

pose the communication to the Technical Subdepartment Manager (STE). A letter will be issued by STE, within 10 working days stating the non-conformant items and the observations.

Any non-conformant item found will need a formal answer from the organization before the issuance of the Certification document. If no non-conformant items are raised, the certification documents will be issued.

**3.4.7 Non-Conformity Corrective Action Letter:** In the case of any non-conformant item raised in the Audit Result Communication, the maintenance organization must address the non-conformant items by a Non Conformity Corrective Action Letter. This letter must state the non-conformity raised, the corrective action accomplished or proposed of correction date and the current situation of the non-conformity. Only after all the non-conformities are addressed by an acceptable method, the Department will issue the Certification Documents.

**3.4.8 Certification Documents Issuance:** After all non conformant items are corrected or addressed by an acceptable method, the Technical Subdepartment Chief (STE) will issue the following documents:

- Certification Act, to published in the DAC External Bulletin; and
- Maintenance Organization Certificate (CHE), stating the Certification Ratings to the Maintenance Organization.

In completion of the process, the Airworthiness and Maintenance Engineering Division Manager (TE-1) will issue the following documents:

- Operations Specifications, stating the aircraft, engine and/or propeller types and the limitations of the Certification;
- Capability List, to be prepared by the Maintenance Organization;

The Certification expiration date will be stated in the CHE that shall continue in effect up to the end of 12months after the date on which it was issued, unless it is sooner suspended, revoked or canceled. The CHE will state also the address or the addresses of the facilities audited during the process. The examples of the documents are included in the following Annexes:

Annex	Document
B	Maintenance Organization Certificate (CHE)
C	Maintenance Organization Operations Specifications

### **3.5 RENEWAL CERTIFICATE PROCESS**

The renewal certificate process for a foreign maintenance organization has the following phases:

- Renewal Application Submission;
- Renewal Application Documents Analysis;
- Facility Audit Communication;
- Facility Audit Confirmation;
- Facility Audit;
- Audit Result Communication;
- Non Conformity Corrective Action Letter; and
- Certification Documents Issuance.

All relevant aspects of each phase are described in this instruction.

**3.5.1 Renewal Application Submission:** A Brazilian Certified Maintenance Organization which intends to have their Certification Renewed must submit, at least 60 (sixty) days prior to the Certification expiration, the renewal certificate application to the following address:

DEPARTAMENTO DE AVIAÇÃO CIVIL  
RUA SANTA LUZIA, 651 – 3º Andar  
CASTELO – RIO DE JANEIRO – RJ  
CEP: 20030-040  
BRAZIL

The renewal certificate application must include the following documents:

- National Civil Aviation Authority Maintenance Organization Certificate and Operations Specification, if any changes were made after the last certification audit; and
- Letter stating any proposed changes to the Brazilian Certificate and Operations Specification. All pertinent documents listed in the item 3.4.1 of this instruction must be updated and included with the renewal certificate application letter, as applicable.

**3.5.2 Renewal Application Documents Analysis:** After the renewal certificate application is received, a technical analysis will be done at the application documents. All pertinent details of the technical analysis will be stated in a fax, issued by the Airworthiness and Maintenance Engineering Division (TE-1). The purpose of the fax is to inform the maintenance organization of any outstanding technical items in the renewal certificate process. This phase will be closed when a fax from DAC stating that all renewal certificate application documents have been considered acceptable. The next Certification phase is of the exclusive responsibility of the Maintenance Organization.

**3.5.3 Facility Audit Communication:** This phase is under the responsibility of the Maintenance Organization. The Maintenance Organization must address the facility audit communication, with a written document by mail. The document must include the following information and requirements: proposed dates of a week working audit;

- ~~Visa Check in the value of US\$ 6,000.00, in US currency, in order to cover certification expenses. If the company is located in South America, the value is reduced to US\$ 5,000.00; and~~
- ~~Stating the agreement to purchase two full fare airline tickets between Rio de Janeiro, Brazil and the city of the Maintenance Organization to be visited.~~

[\(New text by the “Resolução ANAC N° 91, on May 11, 2009”\)](#)

**3.5.4 Facility Audit Confirmation:**

When all the above items are received at our office, a fax will be sent to the Maintenance Organization, informing the audit team, confirming the dates of the audit, including the audit schedule. A fax will also be sent to the National Civil Aviation Authority of the country where the repair station is located, together with the audit schedule.

~~During this phase the Maintenance Organization is responsible to provided:~~

- ~~— 2 (two) airline tickets between Rio de Janeiro and the nearest city where the facility is located, one for each auditor stated in the communication;~~
- ~~— Hotel Reservations; and~~
- ~~— Transportation support for the auditors during their stay, between the airport to the hotel and between the Hotel to the facility.~~

[\(New text by the “Resolução ANAC N° 91, on May 11, 2009”\)](#)

3.5.4.1 The audit team will follow the procedures established on IAC 3140 (that is in accordance with standard ISO 10011) regarding the audit procedures.

3.5.5 Facility Audit: With the audit schedule, the company must be prepared to receive the audit. Any changes to the proposed schedule must be addressed in the Initial Meeting between the audit team and the company’s staff. Any changes to the schedule must be agreed between the parties involved.

At the end of audit, the audit team will have an internal meeting. The company must provide a closed room for the meeting.

A final meeting with the Maintenance Organization upper manager will end the audit process. At this meeting, the audit team leader will hand out all non-conformant items found and observations necessary. Any discussions raised during the meeting must be registered by the inspection team and brought to the Head Office in Rio de Janeiro.

The previous non-conformant report is an unofficial document. The Technical Subdepartment Manager (STE) will issue the official communication within 10 working days, after the internal process of the audit team.

3.5.6 Audit Result Communication: After the arrival of the audit team, all internal pertinent documents will be filled out. The audit report will be analyzed by the Division Manager (TE-1) who will propose the communication to the Technical Subdepartment Manager (STE). A letter will be issued by STE, within 10 working days stating the non-conformant items and the observations. Any non-conformant item found will need a formal answer from the company before the re-issuance of the Certification document. If no non-conformant items are raised, the certification documents will be issued.

3.5.7 Non-Conformity Corrective Action Letter: In the case of any non-conformant item raised in the Audit Result Communication, the maintenance organization must address the non-conformant items by a Non Conformity Corrective Action Letter. This letter must state the non-conformity raised, the corrective action accomplished or proposed of correction date and the current situation of the non-conformity. Only after all the non-conformities are addressed by an acceptable method, the Department will re-issue the Certification Documents.

3.5.8 Certification Documents Issuance: After all non conformant items are corrected or addressed by an acceptable method, the Technical Subdepartment Chief (STE) will issue the following documents:

- Certification Act, to published in the DAC External Bulletin; and
- Maintenance Organization Certificate (CHE), stating the Certification Ratings to the Maintenance Organization.

In completion of the process, the Airworthiness and Maintenance Engineering Division Manager (TE-1) will issue the following documents:

- Operations Specifications, stating the aircraft, engine and/or propeller types and the limitations of the Certification;
- Capability List, to be prepared by the Maintenance Organization, similar to the FAA Capability List;

The Certification expiration date will be stated in the CHE that shall continue in effect up to the end of 12months after the date on which it was issued, unless it is sooner suspended, revoked or canceled. The CHE will state also the address or the addresses of the facilities audited during the process. The examples of the documents are included in the following Annexes

Annex	Document
B	Maintenance Organization Certificate (CHE)
C	Maintenance Organization Operations Specifications

## **CHAPTER 4 – FINAL DISPOSITIONS**

All the internal procedures of the Department are set to guarantee the minimum turn around time in all certification and re-certification processes. Any documents pending from the processes will delay the certification process. In that way, the Department encourages all applicants to respect the deadlines given, in order to allow the process to be adequately handled.

Any process with pending items, left without communication from the Maintenance Organization for more than 90 (ninety) days will be cancelled.

### **4.1 – CONTRAVENTION OF PROVISIONS OF BRAZILIAN AERONAUTICAL CODE – CBA**

For any contravention of provisions of CBA and complimentary regulations, the DAC will issue an Infringement Report (Auto de Infração – AI). If the organization defense, to be sent to DAC, is not considered satisfactory, and depending of the situation gravity, the procedures to be adopt by DAC will be the suspension, revoking or cancellation of the Certificate, as establish in the art 71 of the Brazilian Aeronautical Code.

**ANNEX A  
MODEL OF FORMAL APPLICATION LETTER**

Rio de Janeiro, September 05<sup>th</sup>, 2001.

**Letter 008/03**

Dear Sir, Technical Subdepartament Manager.

With the present I have the honor to send you the formal application of the "ANY MAINTENANCE ORGANIZATION" to obtain a Maintenance Organization Certificate, as aeronautical Maintenance Organization, in accordance with Brazilian Aeronautical Certification Regulation RBHA 145.

The organization is located at follow address:

(COMPLETE ADDRESS)

ZIP CODE – CITY – STATE, COUNTRY

The management personnel of the organization are below identified, with his correspondent job title in the organization of "ANY MAINTENANCE ORGANIZATION".

RBHA 145 FUNCTION	JOB TITLE	NAME	QUALIFICATION	TELEPHONE	FAX
N/A	President				
Responsible for Quality of Services	Quality Assurance Manager				
N/A	Inspector's Chief				
Responsible for Performing the Services	Mechanic's Chief				

Our basic plan of work is to perform aeronautical maintenance services on (air-craft/engines/propellers/components) at following levels \_\_\_\_\_.

Finally, I would like to inform you our intention to start the actives at (DATE).

Attached we are sending the follow documents:

- Proposal of Certificate (CHE) contents;
- Proposal of Operations Specifications (Adendo ao CHE) contents;
- Proposal of Capability List (Relação Anexa ao Adendo ao CHE);
- List of the names of the certified technical personnel;
- A Signed Statement; listing all tool, equipments, test equipments, bench tests and technical documents belong the organization;
- National Civil Aviation Authority Maintenance Organization Certificate and Operations Specification, or equivalent issued by local authority;
- Letter issued by a Brazilian Operator or Maintenance Organization stating the intent of using the Maintenance Organization Services;
- The local IPM, the Inspection Procedures Manual accepted by the local civil aviation authority;
- Brazilian IPM Supplement covering all regulatory requirements applicable to maintain Brazilian Aeronautical Products not covered by the original IPM;
- Compliance Check List regarding the requirements of RBHA 43 and 145 and IAC's (as applicable);

We await your instructions,

---

President

## ANNEX B

1/3



REPÚBLICA FEDERATIVA DO BRASIL  
DEPARTAMENTO DE AVIAÇÃO CIVIL  
(BRAZILIAN CIVIL AVIATION AUTHORITY)

## CERTIFICADO DE HOMOLOGAÇÃO DE EMPRESA (MAINTENANCE ORGANIZATION CERTIFICATE)

NÚMERO (NUMBER) 0012-01/DAC

BASE DE HOMOLOGAÇÃO (CERTIFICATION BASIS) RBHA 145

PORTARIA (ORDINANCE) DAC Nº 1935/STE/21 DEZ 2000

Este Certificado, emitido em favor da QUALQUER OFICINA DE MANUTENÇÃO (QOM), cujas instalações estão localizadas no(a) Rua QUALQUER LUGAR 154, RIO DE JANEIRO – RJ, BRASIL, atesta que essa Empresa, tendo cumprido os requisitos estabelecidos nos Regulamentos Brasileiros de Homologação Aeronáutica (RBHA), relacionados com o estabelecimento de uma empresa de manutenção aeronáutica, está autorizada a executar:

(This Certificate is issued to ANY MAINTENANCE ORGANIZATION (QOM), whose business address is ANYWHERE STREET 154, RIO DE JANEIRO – RJ, BRASIL, upon finding that its organization complies with the requirements established in the Brazilian Aeronautical Certification Regulations (RBHA) relating to the establishment of a Aeronautical Maintenance Organization, is authorized to perform).

- Dentro do Padrão C Classe 1 – Manutenção, modificações e/ou reparos em células de aeronaves de estrutura mista com peso máximo até 5670 Kg por modelo de aeronave, conforme Adendo anexo.  
(Within the Rating C Class 1 – maintenance, alterations and or repairs in airframe of composite structure aircraft (rotorcraft) with maximum weight of 5670 Kg (2730) or less by aircraft model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão C Classe 2 – Manutenção, modificações e/ou reparos em células de aeronaves de estrutura metálica com peso máximo até 5670 Kg por modelo de aeronave, conforme Adendo anexo.  
(Within the Rating C Class 2 – maintenance, alterations and or repairs in airframe of all-metal structure aircraft (rotorcraft) with maximum weight of 5670 Kg (2730) or less by aircraft model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão C Classe 3 – Manutenção, modificações e/ou reparos em células de aeronaves de estrutura mista com peso máximo acima de 5670 Kg por modelo de aeronave, conforme Adendo anexo.  
(Within the Rating C Class 3 – maintenance, alterations and or repairs in airframe of composite structure aircraft (rotorcraft) with maximum weight of more than 5670 Kg (2730) by aircraft model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão C Classe 4 – Manutenção, modificações e/ou reparos em células de aeronaves de estrutura metálica com peso máximo acima de 5670 Kg por modelo de aeronave, conforme Adendo anexo.  
(Within the Rating C Class 4 – maintenance, alterations and or repairs in airframe of all-metal structure aircraft (rotorcraft) with maximum weight of more than 5670 Kg (2730) by aircraft model, according to the Maintenance Organization Operations Specifications attached)

Brig.-do-Ar XXXXXX  
Chefe do Subdepartamento Técnico  
Technical Subdepartment Manager

Este Certificado, cujos dados são complementados por um Adendo e por uma Relação Anexa, conforme aplicável, é intransferível, e qualquer grande modificação nas facilidades básicas, ou no seu endereço, deverá ser imediatamente comunicada ao Departamento de Aviação Civil.

(This Certificate, whose complementary data are in the “Maintenance Organization Operations Specifications” and its attachment Capability List, if applicable, is not transferable and any major change in the basic facilities, or in the location thereof, shall be immediately reported to the head quarter office of the Brazilian Civil Aviation Authority – DAC).

## ANNEX B

2/3



REPÚBLICA FEDERATIVA DO BRASIL  
DEPARTAMENTO DE AVIAÇÃO CIVIL  
(BRAZILIAN CIVIL AVIATION AUTHORITY)

## CERTIFICADO DE HOMOLOGAÇÃO DE EMPRESA (MAINTENANCE ORGANIZATION CERTIFICATE)

NÚMERO (NUMBER) 0012-01/DAC

BASE DE HOMOLOGAÇÃO (CERTIFICATION BASIS) RBHA 145

PORTARIA (ORDINANCE) DAC Nº 1935/STE/21 DEZ 2000

- Dentro do Padrão D Classe 1 – Manutenção, modificações e/ou reparos em motores de aeronaves alternativos até 400 HP por modelo, conforme Adendo anexo.  
(Within the Rating D Class 1 – maintenance, alterations and or repairs in aircraft reciprocating engines of 400 HP or less, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão D Classe 2 – Manutenção, modificações e/ou reparos em motores de aeronaves alternativos acima de 400 HP por modelo, conforme Adendo anexo.  
(Within the Rating D Class 2 – maintenance, alterations and or repairs in aircraft reciprocating engines of more than 400 HP, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão D Classe 3 – Manutenção, modificações e/ou reparos em motores de aeronaves a turbina por modelo, conforme Adendo anexo.  
(Within the Rating D Class 3 – maintenance, alterations and or repairs in turbine aircraft engines by model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão E Classe 1 – Manutenção, modificações e/ou reparos em hélices de aeronaves de passo fixo por modelo, conforme Adendo anexo.  
(Within the Rating E Class 1 – maintenance, alterations and or repairs in aircraft fixed pitch propellers by model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão E Classe 2 – Manutenção, modificações e/ou reparos em hélices de aeronaves de passo variável por modelo, conforme Adendo anexo.  
(Within the Rating E Class 2 – maintenance, alterations and or repairs in aircraft variable pitch propellers by model, according to the Maintenance Organization Operations Specifications attached)
- Dentro do Padrão E Classe 3 – Manutenção, modificações e/ou reparos em rotores de aeronaves de asas rotativas por modelo de rotor, conforme Adendo anexo.  
(Within the Rating E Class 3 – maintenance, alterations and or repairs in rotorcraft rotors by model, according to the Maintenance Organization Operations Specifications attached)

**Brig.-do-Ar XXXXXXXX**  
**Chefe do Subdepartamento Técnico**  
**Technical Subdepartment Manager**

*Este Certificado, cujos dados são complementados por um Adendo e por uma Relação Anexa, conforme aplicável, é intransferível, e qualquer grande modificação nas facilidades básicas, ou no seu endereço, deverá ser imediatamente comunicada ao Departamento de Aviação Civil.*

*(This Certificate, whose complementary data are in the "Maintenance Organization Operations Specifications" and its attachment Capability List, if applicable, is not transferable and any major change in the basic facilities, or in the location thereof, shall be immediately reported to the head quarter office of the Brazilian Civil Aviation Authority – DAC).*



ANNEX C



REPÚBLICA FEDERATIVA DO BRASIL
DEPARTAMENTO DE AVIAÇÃO CIVIL
(BRAZILIAN CIVIL AVIATION AUTHORITY)

ADENDO AO
CERTIFICADO DE HOMOLOGAÇÃO DE EMPRESA
(MAINTENANCE ORGANIZATION OPERATIONS SPECIFICATIONS)

CHE Nº 0012-02/DAC (MAINTENANCE ORGANIZATION CERTIFICATE NUMBER 0012-02/DAC)

QUALQUER OFICINA DE MANUTENÇÃO (ANY MAINTENANCE ORGANIZATION)

AERONAVES (AIRCRAFT)

- THE BOEING AIRCRAFT CORPORATION – Model B-707 Séries, B-737-200/300/400/500 Series.
- AIRBUS INDUSTRIE – Model A319/320 Series, A321 Series.

MOTORES (ENGINES)

- PRATT & WHITNEY – Model JT8D (Séries 1 through 17R and 17AR).
- ROLLS ROYCE – Model TAY 650-15 (All Séries).

ACESSÓRIOS (ACCESSORIES)

- De acordo com Relação Anexa ao Adendo, conforme revisada, aceita e autenticada pelo DAC. (In accordance with the Capability List, as revised, accepted and stamped by DAC).

SERVIÇOS ESPECIALIZADOS (SPECIALIZED SERVICE)

- ENSAIOS NÃO DESTRUTIVOS (NON DESTRUCTIVE INSPECTIONS)
• Correntes Parasitas de acordo com o manual de manutenção das aeronaves/motores/hélices/componentes acima incluídos e de acordo com a Norma ASTM B244, conforme revisada. (Eddy Current inspections in accordance with above aircraft/engine/propeller/component maintenance manuals and ASTM B244, as revised)).
• O pessoal requerido para a execução dos ensaios não destrutivos deve atender aos requisitos de qualificação e certificação contidos na IAC 3146. (Non-destructive testing personnel must meet the qualification and certification requirements contained in IAC 3146).
- SOLDAGEM (WELDING)
• Tungsten inert GAS – De acordo com a norma MAS-STD-1595, conforme revisada (In accordance with MAS-STD-1595, as revised).

DATA DA EMISSÃO: Rio de Janeiro, 26 de dezembro de 2000.
(Place and date issued: Rio de Janeiro, December 26th, 2000.)

XXXXXXXXXXXXX.
Chefe da Seção de Homologação e Controle de
Empresas regidas pelo RBHA 145
Maintenance Organization Certification Section Manager

XXXXXXXXXXXXX
Chefe da Divisão de Aeronavegabilidade e Enge-
nharia de Manutenção
Airworthiness and Maintenance Engineering
Division Manager

**ANNEX D**

**EXAMPLE OF COMPLIANCE CHECK LIST**  
**“ANY MAINTENANCE ORGANIZATION”**

Rev. Original of September 05<sup>th</sup>, 2001.

<b>RBHA/IAC REFERENCE</b>	<b>METHOD OF ACCOMPLISHMENT</b>
<b>RBHA 145 – AIRCRAFT MAINTENANCE ORGANIZATIONS</b>	
145.1 (a)	The organization will operate in accordance with the general rules of operation that are applicable to kind of service that it is performing, at any moment. Ref.: IPM, Chapter I, and Section 1.
145.1 (b)	Ratings, Classes and kinds of service in accordance with de CHE and Ops. Spcs. Proposals submitted by Letter 008/03 dated 05 SEP 2001 and Ref.: IPM, Chapter I, Section 2, page 2.
145.1 ©	N/A – The organization is not a manufacturer
145.1 (d)	N/A – The organization is not certified in accordance with the RBHA 121 or 135.
:	:
145.47 (a)	The organization is fully equipped to perform the functions for which it is rated. Functional and equipment requirements for engine tests Rating D Class 1 are governed by the recommendations of the manufacturer. Ref.: IPM, Chapter XV, Section 1.
:	:
<b>IAC 3108 – INSTRUCTIONS FOR GENERAL CONTROL OF AIRWORTHINESS OF BRAZILIAN CIVIL AIRCRAFT</b>	
:	:
3108-12-1	IPM, Chapter X, Section 3
3108-12.2	The organization will certify IAM only under a valid CHE.
:	:
<b>IAC 3142 – AIRWORTHINESS DIRECTIVES</b>	
3142 – Chapters 1, 2, 3, 4	The organization is aware about the information included in these Chapters. Ref.: IPM, Chapter XIII
3142 – Chapter 5	The organization is a subscriber of Brazilian AD, and will comment any NPR, whenever it supposes to be convenient.
:	:
3142 – 11.1	The organization will not use the form FCDA, the required information in this IAC will be recorded in aircraft log book, or form SEGVÓO 003 when the product is not the complete aircraft. Ref.: IPM, Chapter XIII
:	:

Signature \_\_\_\_\_

  
 John Bill  
 Maintenance Manager

**ANNEX E**  
**EXAMPLE OF BRAZILIAN IPM SUPPLEMENT**

*ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual

**BRAZILIAN SUPPLEMENT**  
**TO INSPECTION PROCEDURES MANUAL**

ANY MAINTENANCE ORGANIZATION INC.  
ANYWHERE STREET, 154  
CITY X -STATE Y, ANY COUNTRY

DAC CHE NR. 9812-05

**Manual Control No. :** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

John Bill  
Quality Assurance Manager  
Any Maintenance Organization

ANNEX E

*ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual

LIST OF EFFECTIVE PAGES

PAGE	REV.	DATE
01	1	03/28/01
02	2	06/30/01
03	1	03/28/01
04	ORIGINAL	11/12/99
05	2	06/30/01
06	1	03/28/01
07	1	03/28/01
08	2	06/30/01
09	ORIGINAL	11/13/99
10	ORIGINAL	11/13/99
11	2	06/30/01

## ANNEX E

*ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual**TABLE OF CONTENTS**

<b>TITLE</b>	<b>Section</b>
Introduction	01
Annual Maintenance Inspection (IAM)	02
Approval to Return to Service (APRS)	03
Record Keeping	04
Major Repair and Alterations	05
Malfunction and Defect Report	06
Technical Documentation	07
Manual Procedures and regulations training	08
Periodical Reports	09
Off-Site Maintenance	10
Equipment and Materials	11
Subcontracted work	12
Repair Station Requirements for DAC	13
DAC Forms	14

## ANNEX E

**ANY M. O. DAC Supplement to FAA FAR145 Inspection Procedures Manual****SECTION 1 – INTRODUCTION**

This supplement provides guidance and clarification of certain issues regarding the maintenance, preventative maintenance, and alteration of aeronautical products certified and operated under Brazilian registry. This guidance is supplemental to the Inspection Procedures Manual maintained by “ANY MAINTENANCE ORGANIZATION” as a requirement of FAR Part 145. When conflicting issues result between the Federal Aviation Regulations and the Regulamentos Brasileiros de Homologação Aeronáutica (Brazilian Requirements for Aeronautical Certification), this supplement and the RBHA will take precedence over the FAR. The Departamento de Aviação Civil must accept any supplement changes against the RBHA and IAC. These changes will be submitted for acceptance before incorporation, and will be sent to the following address:

Departamento de Aviação Civil  
Subdepartamento Técnico (STE)  
Edifício Santos Dumont  
Avenida Santa Luzia, 651 3º Andar Castelo  
Rio de Janeiro – RJ  
CEP: 20030-040

Each supplement will have a control number and assignment entry on its cover page. A master list containing the supplement number, location and revision status will be kept in the Technical Records Office under the control of the Quality Assurance Manager.

**SECTION 2 – ANNUAL MAINTENANCE INSPECTION (IAM)**

In the event a customer request is submitted for an Annual Maintenance Inspection – IAM (RBHA 91.409) on an aircraft, reference shall be made to IAC 3108. The QA Inspector will review the aircraft logbooks from previous IAM and list any overdue inspections, AD, and life limited components and inform the operator. The operator will then approve or disapprove the maintenance required. If the operator “Does Not Approve” the Inspector will fill out the DIAM Form with the “REPROVADA” box checked off and fax to the DAC.

All airworthiness directives *issued by the state of design* for the aeronautical product IAM audit shall be complied with, **in addition to** any Brazilian issued airworthiness directives.

**SECTION 3 - APPROVAL TO RETURN TO SERVICE (APRS)**

“ANY MAINTENANCE ORGANIZATION” inspection personnel who are authorized to return Brazilian aeronautical products to service must be certificated inspectors under FAR part 65.91. The Quality Assurance Manager is responsible to maintain this DAC Roster. All technical personnel assigned to return to service a Brazilian aeronautical product must be familiarized with the RBHA and IAC, as applicable, and these Supplement procedures.

**ANNEX E*****ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual**

Prior to return to service, the Quality Assurance Inspector will perform an audit of the Work Order package for the aircraft to determine that all work was performed in accordance with this inspection system, Federal Aviation Regulation 145.59(a) and RBHA 145.59(a).

In compliance with RBHA 39 and IAC 3142 requirements, this inspection will also include any applicable Brazilian Airworthiness Directives ([www.ifi.cta.br/fdh](http://www.ifi.cta.br/fdh)) and State of Design Airworthiness Directives ([www.canadianaviation.com](http://www.canadianaviation.com)) relative to the work performed (For that engines of which country responsible for the Type Certificate is the Canada)

The return to service process shall be in compliance with Federal Aviation Regulation Part 43 and RBHA Part 43, as appropriate to the work accomplished and any special requirements of the Operator.

The component return to service procedure will include the issue of form SEGVÔO 003 (similar to FAA Form 8130-3) for any component overhaul or repair when “ANY MAINTENANCE ORGANIZATION” is capable of performing according to Brazilian Ops Spec (Adendo).

A Form SEGVÔO 003 will be executed and supplied according to IAC 3149. (Only when the component can be installed in a Brazilian aeronautical products).

The maintenance record entry shall include the following documentation:

A copy of the Work Order including the signature of the Technician who performed the work, as well as the Inspector’s stamp who was responsible for the inspection of the maintenance accomplished.

A signed maintenance release statement with the Certified Repair Station number along with the DAC Certification number. In case of APRS of aircraft, the maintenance release must include the following statement: “The aircraft described was repaired and inspected in accordance will the current Regulamentos Brasileiros de Homologação Aeronáutica and is approved for return to service.”

**SECTION 4 – RECORD KEEPING**

A copy of each Work Order with all attached supplementary forms and Part Certifications shall be maintained in the Repair Station’s records section for a period of five (5) years in accordance with the applicable regulations of the DAC (RBHA 145.61).

**SECTION 5 – MAJOR REPAIR AND ALTERATIONS**

Major repairs performed by this Repair Station to any Brazilian registered aircraft (or related aeronautical product) shall be accomplished in accordance with the manufacture’s approved data or in accordance with any data approved by FAA or DAC (FAR 145.51(d) or RBHA 145.51(d)). This documentation shall be referenced on DAC Form SEGVÔO 001 (similar to FAA Form 337).

Major Alterations performed by this Repair Station to any Brazilian registered aircraft (or related aeronautical product) shall be accomplished in accordance with data previously approved in Brazil. This documentation shall be referenced on DAC Form SEGVÔO 001.

**ANNEX E*****ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual**

For an STC that is not approved by Brazilian Authority, before the installation on a Brazilian aircraft, the STC holder must apply for a Brazilian STC (CHST) issued by CTA. (See CTA website) following the procedures state in the AC 21-2J (Appendix 1, Federative Republic of Brazil-Special Conditions, paragraph 5).

**SECTION 6 – MALFUNCTION AND DEFECT REPORT**

If a defect or malfunction is detected during the maintenance and inspection process that could result in an imminent hazard to the safety of flight for the aircraft involved, the DAC shall be notified within seventy-two (72) hours after the discovery of the defect (RBHA 145.63). FAA Form 8010-4 will be completed as listed on Chapter 13 of the “ANY MAINTENANCE ORGANIZATION” Inspection Procedures Manual and sent to the DAC. The Quality Assurance Manager is responsible for preparing and submitting this report.

**SECTION 7 – TECHNICAL DOCUMENTATION**

This Repair Station shall maintain in a current status at all times a technical library for all articles for which it is certified in accordance with IAC 3148. This technical library shall contain the Brazilian RBHA’S, IAC, TCDS, CBAer, Brazilian Airworthiness Directives, and State of Design Airworthiness Directives. This technical library shall be on revision service through the Comando da Aeronáutica to ensure a current status. The website [www.ifi.cta.br](http://www.ifi.cta.br) will be reviewed monthly for current information.

**SECTION 8 – MANUAL PROCERURES AND REGULATIONS TRAINING**

In order to maintain compliance with Brazilian Certification Regulations, properly qualified individuals shall conduct recurrent training. Training on the Brazilian IPM Supplement, IPM, RBHA’S, and IAC’S shall be conducted on a continuous basis throughout each calendar year. A completed copy of the Technician Experience Record (TER Form) shall be maintained on file in the employees training record in the office of the Manager, Quality Assurance. A copy of the completed TER Form must also be sent to the DAC.

**SECTION 9 – PERIODICAL REPORTS**

This Repair Station shall report to the DAC on a quarterly basis, all maintenance performed on Brazilian registered aircraft. This report shall include the name of the customer, aircraft model and serial number and the scope of the work performed (RBHA 145.65(a)).

This Repair Station shall supply the DAC on a quarterly basis a List of the Technical Personnel assigned to return to service a Brazilian aeronautical product. This shall he accomplished regardless of any personnel changes (RBHA 145.65(b)).

## ANNEX E

*ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual**SECTION 10 – OFF-SITE MAINTENANCE**

If it is necessary, to perform work away from the Repair Station, such work shall not exceed the scope of the DAC Rating. It is the responsibility of the Quality Assurance Manager to assure that the work performed outside of the “ANY MAINTENANCE ORGANIZATION” facility is performed to the same rules and standards as work performed at the main base. It shall be assured, by the Quality Assurance Manager, that this work away from the main base is the exception and will not be used to permanently perform work at other places than the main base.

To ensure the same Standards for work performed away from the main base, the Quality Assurance Manager has to assure, that

1. The acceptable technical data are available at the location where the work is performed, to the extent necessary, to perform this work and that this data is current.
2. The necessary tooling, test equipment and facilities are available at the site of the work. He/She has to ensure that precision tooling and test equipment is calibrated.
3. The documentation for the performed work is kept in the same way like for work performed at the repair station. He is responsible, that the work records are prepared, as far as possible, before the work is started.
4. Appoint a person as inspector to inspect the work and assure that all required work and forms are completed as necessary before he will return the engine or article to service. This person must be included in the DAC Roster as an employee authorized to make maintenance release of Brazilian aeronautical products.

**SECTION 11 – EQUIPMENT AND MATERIALS**

“ANY MAINTENANCE ORGANIZATION” are equipped to meet the requirements of 145.47 (a), (b)(1)(2)(3) and (c). All inspection and test equipment will be calibrated at regular intervals, specified by equipment manufacturer or not exceeding 12 months, with standards traceable to the Brazilian INMETRO or other approved International Calibration Standards set forth by the manufacturer.

**SECTION 12 – SUBCONTRACTED WORK**

All subcontracted work for Brazilian registered aircraft shall be accomplished by FAA/JAA or DAC Certified Repair Stations. The following job function will be provided by a subcontracted agency that has the necessary equipment and material:

- Metal Plating or Anodizing;
- Complex Machining involving Planners, Shapers, Milling, Machines, etc.;
- Welding;
- Aircraft Painting;
- Aircraft Interiors (seats, side panels, headliners, carpets, cabinetry, window shades); and
- Windshield Polishing

## ANNEX E

*ANY M. O.* DAC Supplement to FAA FAR145 Inspection Procedures Manual**SECTION 13 – REPAIR STATION REQUIREMENTS FOR DAC**

The DAC Maintenance Organization Approval Certificate shall be prominently displayed in an area accessible to the general public. This certificate shall be made available for prompt presentation whenever requested by the DAC.

This Repair Station shall submit any changes to the IPM that might affect Brazilian requirements. These shall be sent to DAC for acceptance prior to work performed.

Records for all personnel with release to service authority of Brazilian aeronautical products shall be maintained by Quality Assurance Department. Records shall show the training and experience required to perform such duties.

In the event of a Management or Supervisory personnel change, this Repair Station shall notify the DAC. In writing, informing them of the change.

This Repair Station shall notify the DAC upon any change to the existing facility floor plan (RBHA 145.21).

This Repair Station shall apply to DAC the renewal certification at least one (1) month prior to the due of the Certification expiration date. This will be accomplished in order to complete any requirements prior to the Certification expiration date. This process shall ensure that all applicable arrangements can be made prior to the arrival of the Brazilian DAC Inspectors (RBHA 145.17).

This Repair Station, upon receipt of a written request, shall grant access to this facility by the DAC for inspection purposes (RBHA 145.23).

This Repair Station shall have on staff, an employee who shall be able to read and have basic comprehension of the Portuguese language (RBHA 145.75). This person must be available for immediate consultation whenever maintenance, preventative maintenance, or alterations are performed (specially when it's certifying Annual Maintenance Inspection – IAM). This person is Antonio Monteiro, FAA A&P mechanic, license number 56375489 1. This person also will be charged to review anterior entries on the aeronautical products log book.

Any material released by this Repair Station for Brazilian public domain as far as and including any maintenance release documents, advertisements and other company literature, shall display the Brazilian CHE Repair Station Number.

**SECTION 12 – DAC FORMS**

Form SEGVOO 001 – Record of Major Alteration/Repair

Form SEGVOO 003 – Airworthiness Approval Tag

**ANNEX F**

<b>DEPARTAMENTO DE AVIAÇÃO CIVIL</b> <b>REGISTRO DE GRANDE MODIFICAÇÃO/REPARO</b> <b>(CÉLULA, MOTOR, HÉLICE OU PARTE COMPONENTE)</b> (BRAZILIAN CIVIL AVIATION AUTHORITY - MAJOR ALTERATION/REPAIR RECORD (AIRFRAME, POWERPLANT, PROPELLER OR COMPONENT))				<b>FORMULÁRIO (FORM)</b> <b>SEGVÃO 001</b>	
INSTRUÇÃO: Preencher todos os campos, inutilizando os não aplicáveis. Ver RBHA 43 (seção 43.9 e apêndice B) e IAC-3133 para instrução sobre este formulário. (Instruction: Fill all blank fields, invalidating non applied fields. See RBHA 43.9 and appendix B) and IAC-3133 for instructions about this form.)					
<b>1. AERONAVE</b> (Aircraft)		Fabricante (Manufacturer)		Modelo (Model)	
		Número de Série (Serial Number)		Marcas (Marks)	
<b>2. PROPRIETÁRIO</b> (Owner)		Nome (Name)		Endereço (Address)	
<b>3. PARA USO DA AUTORIDADE AERONÁUTICA (FOR AERONAUTICAL AUTHORITY USE ONLY)</b>					
<b>4. IDENTIFICAÇÃO DA UNIDADE (UNITY IDENTIFICATION)</b>				<b>5. TIPO (TYPE)</b>	
Unidade (Unity)	Fabricante (Manufacturer)	Modelo (Model)	Número de série (Serial Number)	Reparo (Repair)	Modificação (Alteration)
Célula (Airframe)	------(Como descrito no item 1 acima) ----- ------(As described in item 1 above) -----				
Motor (Powerplant)					
Hélice (Propeller)					
Componente (Appliance)	Tipo (Type)				
	Fabricante (Manufacturer)				
<b>6. DECLARAÇÃO DE CONFORMIDADE (CONFORMITY STATEMENT)</b>					
A. Nome e Endereço do Agente Executor (Agency's Name and Address)		B. Tipo Agente Executor (kind of Agency)		C. N° do Certificado (Certificate No.)	
		Mecânico Habilitado (Certificatated Mechanic)			
		Empresa Homologada (Certificatated Repair Station)			
		Fabricante Homologado (Certificatated Manufacturer)			
D. Declaro que o reparo e/ou modificação feita na(s) unidade(s) identificada(s) no item 4 acima e descrita(s) no verso desta folha e/ou nas demais folhas anexas foi feito de acordo com os requisitos do RBHA 43 e que a informação aqui fornecida é verdadeira e correta de acordo com meus conhecimentos. (I certify that the repair and/or alteration made to the unit(s) identified in item 4 above and described on the reverse of this sheet and/or additional continuation sheets, have been done in accordance with RBHA 43 requirements and the information furnished herein are true and correct to the best of my knowledge)					
Data (Date)		Identificação (Identification)		Assinatura (Signature)	
<b>7. APROVAÇÃO PARA RETORNO AO SERVIÇO (APPROVAL FOR RETURN TO SERVICE)</b>					
De acordo com a autoridade que me foi concedida, declaro que a unidade identificada no item 4 foi avaliada e inspecionada da maneira prescrita pelo DAC e está (According to the authority to me concerned, I declare that the unity identified in item 4 above has been evaluated and inspected through the procedures established by the DAC and is)					
<input type="checkbox"/> <b>Aprovada (Approved)</b> <input type="checkbox"/> <b>Rejeitada (Rejected)</b>					
Pelo (By)	<input type="checkbox"/> DAC	<input type="checkbox"/> Eng. Aeronáutico Cadastrado (Registered Aeronautical Engineer)		<input type="checkbox"/> Fabricante Homologado (Certificatated Manufacturer)	<input type="checkbox"/> Outro (Especificar) (Other (Specify))
	<input type="checkbox"/> CTA	<input type="checkbox"/> Empresa Homologada (Certificatated Repair Station)		<input type="checkbox"/> Mecânico Habilitado (Certificatated Mechanic)	
Data da aprovação ou rejeição (Date - Approval or Rejection)		N° Certificado DAC ou CTA (DAC or CTA Certificate Number)		Assinatura (Signature)	

Revision: Orig. 11/13/99

**NOTA**

Alterações no peso e balanceamento ou nas limitações operacionais deverão ser anotadas nos registros apropriados da aeronave. Uma alteração deve ser compatível com todas as alterações anteriores para assegurar conformidade permanente com os requisitos de aeronavegabilidade aplicáveis.

(NOTE: Weight and balance or operating limitation changes must be entered in the appropriate record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.)

**8. DESCRIÇÃO DO TRABALHO EXECUTADO (Se mais espaço for necessário, anexar folhas adicionais. Identifique-as com as marcas da aeronave e a data em que o trabalho foi concluído.)**

**(DESCRIPTION OF WORK ACCOMPLISHED (If more space is required attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.))**

Folhas adicionais estão anexadas. (Additional sheets are attached.)

## ANNEX G

FORMULÁRIO SEGVÃO 003 (ANTIGO FDH-100-01)  
FORM SEGVÃO 003 (FORMER FDH-100-01)

1. País (Country) <b>BRASIL</b>		2. Título (Title) <b>DEPARTAMENTO DE AVIAÇÃO CIVIL/CENTRO TÉCNICO AEROSPACIAL (BRAZILIAN CIVIL AVIATION AUTHORITY) ETIQUETA DE APROVAÇÃO DE AERONAVEGABILIDADE (AIRWORTHINESS APPROVAL TAG)</b>				3. Certificado Nº (Certificate No./System Tracking Ref.)	
4. Empresa (Organization)						5. Ordem de Serviço / Contrato / Nota (Work Order, Contract or Invoice)	
6. Item (Item)	7. Descrição (Description)	8. Número da Peça (Part Number)	9. Aplicabilidade* (Eligibility)	10. Quantidade * (Quantity)	11. Número de Série / Lote (Serial / Batch Number)	12. Categoria / Trabalho (Status / Work)	
13. Observações (Remarks)							
Partes com vida limitada devem ser acompanhadas de histórico de manutenção incluindo tempo total / ciclo total / tempo desde que novo. (Limited life parts must be accompanied by maintenance history including total time/total cycles/times since new)							
14. Aeronavegabilidade (Airworthiness) <input type="checkbox"/> Conformidade somente (Conformity only) <input type="checkbox"/> Nova (New) <input type="checkbox"/> Recém revisada (Newly overhauled) <input type="checkbox"/>			19. Retorno ao serviço de acordo com a seção 43.9 do RBHA 43. (Return to service in accordance with RBHA 43.9)				
Certifica que a(s) peça(s) identificada(s) foi (foram) fabricada(s) de acordo com dados de projeto aprovados e/ou aplicáveis, a menos das exceções indicadas no bloco 13, e cumprem com requisitos de aeronavegabilidade estabelecidos nos RBHA, bem como com os requisitos especiais dos pais importador.  (Certifies that the part(s) identified above was (were) manufactured in accordance with the approved and/or applicable design data, except as otherwise specified in block 13, and comply with the airworthiness requirements established in the RBHA, as well as with the special requirements of the importing country).			Certifica que o trabalho especificado no bloco 13 (ou anexo), foi executado de acordo com os requisitos aplicáveis dos Regulamentos Brasileiros de Homologação Aeronáutica (RBHA) e, em relação ao trabalho realizado, a(s) peça(s) é (são) aprovada(s) para retorno ao serviço.  (Certifies that the work specified in block 13 (or attached) was carried out in accordance with DAC airworthiness regulations and in respect to the work performed the part(s) is (are) approved for return to service).				
15. Assinatura do Representante do CTA - (Signature CTA Repr).		16. Nº Autorização do CTA (CTA Authorization Number)		20. Pessoa Autorizada (Authorized Signature)		21. Nº CHE/CHETA - (Certificate Number)	
17. Nome (Name)		18. Data (Date)		22. Nome (Name)		23. Data (Date)	

**\* O INSTALADOR DEVE FAZER VERIFICAÇÃO CRUZADA DA APLICABILIDADE ATRAVÉS DOS DADOS TÉCNICOS APLICÁVEIS. (INSTALLER MUST CROSS CHECK ELIGIBILITY WITH APPLICABLE TECHNICAL DATA)**  
**RESPONSABILIDADE DO USUÁRIO / INSTALADOR (USER / INSTALLER RESPONSABILITY)**

É IMPORTANTE COMPREENDER QUE A EXISTÊNCIA DESTES DOCUMENTOS POR SI SÓ NÃO CONSTITUI AUTOMATICAMENTE UMA AUTORIZAÇÃO PARA INSTALAR A PARTE / COMPONENTE / CONJUNTO.

(IT IS IMPORTANT TO UNDERSTAND THAT THE EXISTENCE OF THIS DOCUMENT ALONE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL THE PART / COMPONENT / ASSEMBLY).

SE O TRABALHO DO USUÁRIO/INSTALADOR É REALIZADO DE ACORDO COM OS REGULAMENTOS NACIONAIS DE UMA AUTORIDADE DE AERONAVEGABILIDADE DIFERENTE DA AUTORIDADE DE AERONAVEGABILIDADE DO PAÍS ESPECIFICADO NO BLOCO 1, É ESSENCIAL QUE O USUÁRIO/INSTALADOR ASSEGURE QUE A SUA AUTORIDADE DE AERONAVEGABILIDADE ACEITA PARTES/COMPONENTES/CONJUNTOS DA AUTORIDADE DE AERONAVEGABILIDADE DO PAÍS ESPECIFICADO NO BLOCO 1.

(WHERE THE USER / INSTALLER WORK IS PERFORMED IN ACCORDANCE WITH THE NATIONAL REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY OF THE COUNTRY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS PARTS/COMPONENTS/ASSEMBLIES FROM THE AIRWORTHINESS AUTHORITY OF THE COUNTRY SPECIFIED IN BLOCK 1).

AS DECLARAÇÕES NOS BLOCOS 14 E 19 NÃO CONSTITUEM UM CERTIFICADO DE INSTALAÇÃO EM TODOS OS CASOS, OS REGISTROS DE MANUTENÇÃO DA AERONAVE DEVEM CONTER UM CERTIFICADO DE INSTALAÇÃO EMITIDO DE ACORDO COM REGULAMENTOS NACIONAIS PELO USUÁRIO/INSTALADOR ANTES QUE A AERONAVE POSSA SER LIBERADA PARA VÔO.

(STATEMENTS IN BLOCK 14 AND 19 DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES, AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER / INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN).