

PRELIMINARY

J.H. BUSCHER, INC.

**Standard Specification SS01J
FAA Repair Station and Quality Control Manual**

Revision ~
July 23, 2015

**THIS DOCUMENT AND ALL REVISIONS REQUIRE SUBMITTAL TO THE FEDERAL
AVIATION ADMINISTRATION CERTIFICATE HOLDING DISTRICT OFFICE**

Written By:	Date:	Approved By:	Date:
Keith Randolph	04/20/15	John Buscher	July 23, 2015

PRELIMINARY

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PRELIMINARY

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~	07/23/15	KR	August 19, 2015	

1) GENERAL NOTES

1.1) Document Scope

This document describes the procedures and policies for, and is intended to demonstrate compliance with, the Code of Federal Regulations, Title 14, Chapter 1 – Federal Aviation Administration, Department of Transportation, Subchapter H, Part 145, *Repair Stations*.

1.2) Document Formats

All documentation is to be provided in English. Copies of lists, rosters and specifications will forwarded electronically to the FAA will be in .pdf format unless otherwise requested.

1.3) Reference Documents

<i>Document</i>	<i>Title</i>	<i>Published By</i>
Part 145	Repair Stations	Federal Aviation Administration
Part 43	Maintenance, Preventive Maintenance, Rebuilding and Alteration	Federal Aviation Administration
Part 65	Certification of Airmen other than Flight Crew Members	Federal Aviation Administration
Form 8130-3	Airworthiness Release Certificate	Federal Aviation Administration
FAA Order 8130.21	Procedures for Completion and Use of the Authorized Released Certificate 8130-3	Federal Aviation Administration
SS00A	Order Processing	J.H. Buscher, Inc.
SS00B	Documentation Manual	J.H. Buscher, Inc.
SS005	Revisions and Document Change Notices	J.H. Buscher, Inc.
SS00C	Purchasing	J.H. Buscher, Inc.
SS00V	General Inspection Requirements	J.H. Buscher, Inc.
SS00Y	Material Handling	J.H. Buscher, Inc.
SS00X	Audits	J.H. Buscher, Inc.
SS00Z	Training	J.H. Buscher, Inc.
SS01H	Gage Calibration	J.H. Buscher, Inc.
SS00K	Corrective Action Requests	J.H. Buscher, Inc.
ER001	Roster of Key Personnel	J.H. Buscher, Inc.
EL002	Repair Capability List	J.H. Buscher, Inc.
EL003	Contracted Facilities List	J.H. Buscher, Inc.

TABLE 1, *Reference Documents*

1.4) Scope of Repair Station

We repair components designed and built by ourselves and others to original specifications. For most products, there is no distinction between maintenance and routine production tasks, including inspection functions. A Capability List, itemizing all the components we have the ability to repair, is to be supplied to the FAA.

1.4.1) Exclusions

We do not:

- a. Perform major alterations or major repairs. Reference FAA Part 43, FAA Form 337 Major Repair and Alteration, FAA Part 43, Appendices A and B.
- b. Perform any repair work directly for air carriers. Reference FAA Parts 121, 125, 129 and 135.
- c. Have any special environmental restrictions.

1.5) JHBI Quality System

This document is not intended to be a substitute for the JHBI Quality Manual, SS00Q.

1.5.1) Audits

Audits of the Quality system, including repairs, corrective action and vendor audits, are covered by JHBI Standard Specification SS00X, *Audits*.

2) MANUAL REVISION AND CONTROL

Reference CFR Part 145, Sections 145.207(e), 145.209(j), 145.209(k), 145.211(c)(4), and 145.211(d).

2.1) Responsibility

This document is under the control of the Quality Department. The Engineering or Quality Department may initiate revisions. Final approval must come from both Department Managers.

2.2) Electronic Distribution

This document is maintained electronically – all paper copies cannot be considered current. Copies may be printed as required.

2.3) Submission to the FAA

In addition to the regular approval process detailed in JHBI Standard Specification SS005, *Revisions and Document Change Notices*, proposed revisions to this document must be provided to the Certificate Holding District Office (CHDO) of the Federal Aviation Administration. Submissions are to be in .pdf format unless otherwise requested. The Quality Manager is responsible for the submission.

2.3.1) FAA Changes

After initial submission to the FAA, the revised document is not to be released for at least 14 days or FAA approval. FAA-requested changes are to be incorporated before final release. If there are required FAA changes that are communicated after release, the document is to be revised again and the revision resubmitted, although no waiting period is required before release.

2.4) Revisions

This document is a Standard Specification. With the exception of the additional FAA approval noted in 2.3, revisions to this document are controlled in accordance with JHBI Standard Specification SS005, *Revisions and Document Change Notices* and SS00B, *Documentation Manual*. A single Document Change Notice, set of approvals and Revision letter apply to the entire document.

2.4.1) Revisions to Document Sections

Although a single revision letter applies to this entire document, individual sections are identified with their own revision letters for reference. Any section revision level will bear the revision letter of the parent document *when the section was changed*. Section revisions are covered by JHBI Standard Specifications SS005 and SS00B.

2.4.2) Identification of Revised Text

Revised text will be identified via boxed text or vertical lines | in the margins to the left of the text.

3) ORGANIZATION AND PERSONNEL

Reference CFR Part 145, Sections 145.151, 145.153, 145.155, 145.161.

3.1) Accountable Manager

Reference CFR Part 145, Sections 145.151. Unless otherwise noted herein, the Quality Manager is the accountable contact for J.H. Buscher, Inc.

3.2) Organization Chart

Reference CFR Part 145.209 a. See Figure 1 for the basic organization chart for J.H. Buscher, Inc. It is understood that an individual may occupy more than one position within the company.

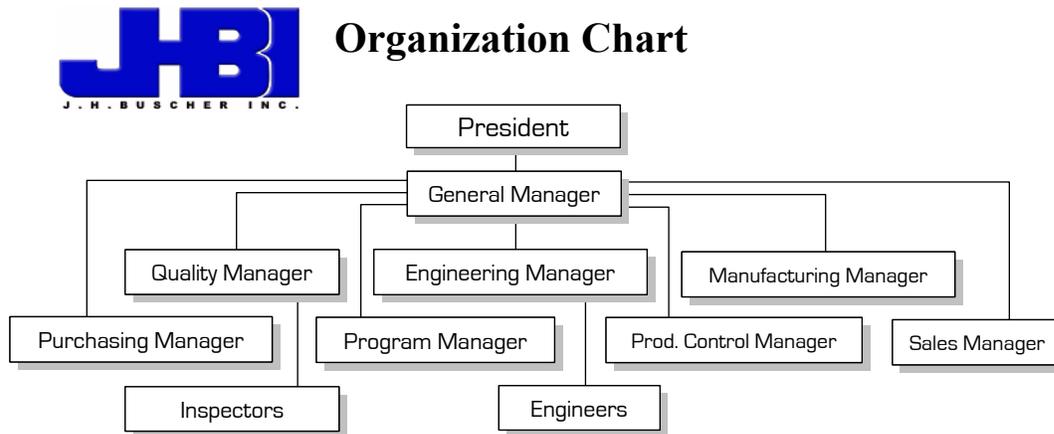


FIGURE 1, Organization Chart

3.2.1) Responsibilities by Position

- a. **President:** The President is responsible for the overall operation of J.H. Buscher, Inc. in accordance with the applicable CFRs. Among the President's duties: assembling a capable organization to design, manufacture and repair aviation components. The President assigns duties and responsibilities as required.
- b. **Quality Manager:** The Quality Manager is responsible for overall administration of the quality system, including: gage calibration, traceability and measurement integrity, Corrective Action reports, internal and vendor audits, flowing down quality directives from customers and regulatory bodies including the FAA, supervising material and part inspections, maintaining relevant records, ensuring inspector proficiency and addressing quality inquiries.
- c. **Engineering Manager:** The Engineering Manager is responsible for the group that designs, develops and tests products and components. Tasks include creation and maintenance of technical data, flowing down customer requirements, calculations, simulation studies, designing acceptance tests, design of test equipment, computer programming, data analysis, and research and development.
- d. **Manufacturing Manager:** The Manufacturing Manager is responsible for the group that fabricates or contracts for component parts, manufactures, assembles and tests products in accordance with written directives, writes programs for CNC machinery, and in cooperation with the Engineering Group, designs jigs and fixtures.
- e. **Inspector:** The Inspector is responsible for evaluation of product returned for repair, ensuring required acceptance criteria have been met, checking that inspection gages are within calibration period, that paperwork properly has been prepared, and all documentation provided matches listed revision levels.

3.3) Personnel Roster

Reference: CFR Part 145, Sections 145.161 and 145.209(b). A roster of supervisors, persons authorized to perform inspection and final approval is to be provided to the FAA. The JHBI document number is

ER001, Roster of Key Personnel. This document will include names, general responsibilities, certificates held and brief employment summaries for these positions:

- a. Inspectors
- b. Production and Inspection Supervisors
- c. Management

3.3.1) Roster Document Control

Document ER001 is a list, subject to document control detailed in JHBI Standard Specification SS005, *Revisions and Document Change Notices*. Adjustments – applicable additions or deletions – will prompt a submission to the FAA CHDO.

3.3.2) Document Responsibility

ER001 is under the control of the General Manager.

4) OPERATIONS, HOUSING, AND FACILITIES

Reference: CFR Part 43 and Part 145, Sections 145.101 through 145.109. Note there is no distinction is made between facilities and housing.

4.1) Description

At our facility, we design, manufacture, test and repair servovalves, solenoids, regulators and specialty controls for aerospace and industry.

4.1.1) Key Equipment

All of the major equipment used is the property of J.H. Buscher, Inc. None is leased or the property of any government agency. Occasionally, a customer-owned test piece of equipment is employed, but is reserved for that organization's product.

4.2) Sole Facility

The sole facility of J.H. Buscher, Inc. is located at

227 Thorn Avenue, Building F
Orchard Park NY 14127, USA

A change in location will prompt a revision to this document.

4.3) Facility Layout

A layout of the manufacturing and test areas is shown in Figure 2, showing approximate locations of workstations and equipment. The designated repair area is labeled and enclosed by dotted lines.

4.4) Stock Room and Inventory Procedures

JHBI Standard Specification SS00Y, *Material Handling* includes a description of the stock room, inventory requisition procedures, and how shelf life inventory is maintained.

4.5) Repair Operation Sequence

Upon receipt of an item for repair, the following occurs:

- a. The items are logged in the repair database as described in JHBI Standard Specification SS00A, *Order Processing*.
- b. A *Return Report* evaluation is written as described in SS00A. This will describe the state of the product as received – physical appearance, performance – including electrical characteristics – and any customer modifications. Par. 8.4 provides a sample Return Report.
- c. If a customer repair directive was included with the return, and the proper documentation is in place, the shop instructions will be provided in the Return Report as directed in SS00A. If not, the Engineering and Sales Departments will contact the customer and decide the repair plan based on the evaluation.
- d. Once the repair plan has been determined, the Return Report will be amended by and submitted to the shop with repair instructions – e.g. Repair to Acceptance Test Procedure (ATP) Specs, Return-to-customer-as-is, Scrap, Take-No-Action. At this point the Return Report becomes the Return Work Order.
- e. All Return Work Order instructions must include acceptance test criteria, including either directly, reference to a JHBI ATP with revision letter, or customer specification.
- f. The shop is to make the repair in accordance with JHBI manufacturing practice, record any adjustments and parts required. Any replaced parts must have source identified. Note if the parts source is internal – from stores.
- g. Note the date of any adjustments or part replacement.
- h. Final test is to be conducted per JHBI or customer specification as noted on the Work Order. There is no difference between the repair acceptance criteria and original equipment acceptance criteria. Conduct additional tests as directed by the Return Work Order.
- i. After all tests and inspection are complete per ATP or as directed in the Return Work Order, the component must be submitted to an inspector certified under FAA Part 65 for final inspection. If the component has successfully met the criteria noted on the Work Order, FAA Form 8130-3 must be completed and signed as directed in Section 10. One copy is to be shipped with each product. Complete the entries in the Return Database, including ship date, 8130-3 form notes, etc.
- j. Send the component to shipping.

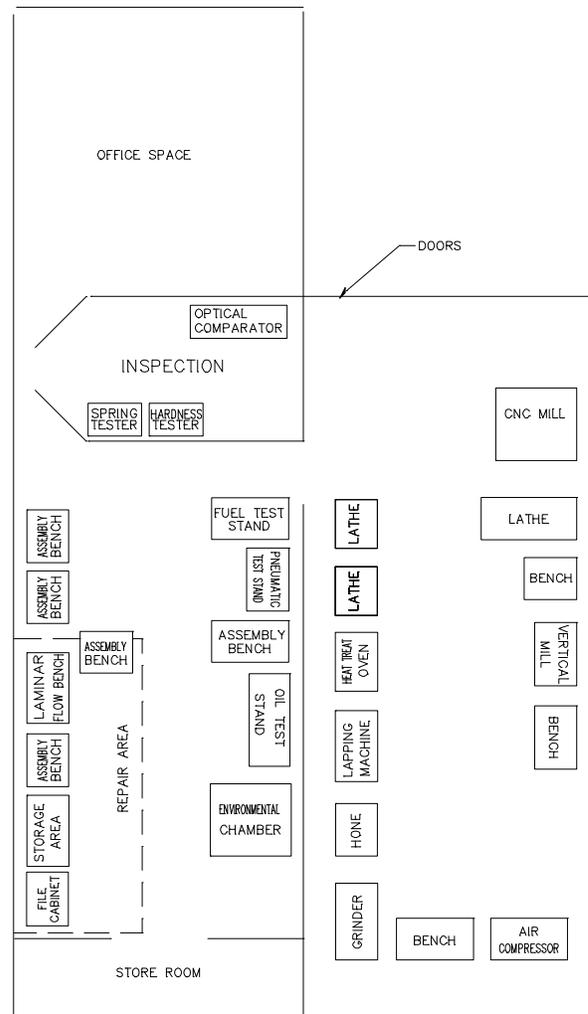


FIGURE 2, PLANT LAYOUT

4.6) Work Processing

General flow of work, including order processing and work sign-off is controlled by JHBI Standard Specification SS00A, *Order Processing*. controlled Work sign-off is done by initials or electronic signature, issued and controlled by the Quality Department, who will maintain traceability, issue new authorizations and terminate inactive authorizations.

5) CAPABILITY

5.1) Capability List

Reference: CFR Part 145, Sections 145.209 d and 145.215. JHBI Document EL002, *Repair Capability List*, is the itemized list of the products we can repair.

5.2) Capability Inclusion Criteria

Any product designed and manufactured by J.H. Buscher Inc. qualifies for inclusion to the Capability List, as well as:

- a. Products having the same parent Manufacturer's Part Number as a JHBI product, with a different dash number, provided the environmental requirements are no more severe. Example: if PN 3160785-57 is made by JHBI, and the 3160785 specification's environmental provisions apply to all dash numbers, then all other 3160785 dash numbers would qualify.
- b. Products having substantial similarity to a JHBI design in both design, performance and environmental requirements.
- c. Build-to-print products, where the design and acceptance criteria are controlled by others.

5.3) Capability Evaluation Criteria

Reference: CFR Part 145.215 c. All products must on the Capability List are to:

- a. Have manufacturer's acceptance criteria, in the form of original ATP data, Component Maintenance Manual, or Specification.
- b. Be evaluated for repair feasibility with respect to our facility. Is our equipment adequate for evaluation, repair and test of the product under consideration?

The Engineering Manager is responsible for Capability evaluations.

5.4) Capability List Changes

Document EL002 is a list, subject to document control detailed in JHBI Standard Specification SS005, *Revisions and Document Change Notices*. Adjustments – additions or deletions – will prompt a submission to the FAA CHDO.

5.5) Capability List Responsibility

The Capability List is under control of the General Manager. Changes will be submitted to the FAA CHDO by the General Manager, Engineering or Quality Managers.

6) CONTRACTED MAINTENANCE

Reference CFR Part 145, Sections 145.209 h, 145.211 c, 145.217. JHBI Document **EL003**, *Contracted Facilities*, is the itemized list of outside maintenance vendors, along with maintenance function to be contracted, and the type – if any – of FAA Repair Station Certificate the facility holds.

6.1) Exclusions

JHBI will not contract any maintenance function that would require a FAA Repair Station certification. Any subcontracted work would be no different than original equipment manufacturer (OEM) requirements.

6.2) Contracted Facilities List Document Control

JHBI Standard Specification SS005, *Revisions and Document Change Notices* covers all document changes and Revisions. Adjustments – additions or deletions – will prompt a change to the JHBI document EL003 list, and the document will be provided to the FAA CHDO.

6.3) Responsibility

The Purchasing Manager is responsible for contract coordination and will:

- a. Have general responsibility for the contract maintenance program
- b. Assign and control contract work.
- c. Maintain JHBI document EL003, the list of facilities with contracted products and services.
- d. Be responsible for forwarding revisions of the list to the FAA CHDO.

6.4) Contracted Facility Control

Ref 145.209 (h), 145.211 (c), and 145.217. Requirements:

6.4.1) Audit Control

All non-FAA-certificated contracted facilities are subject to qualification and audit per JHBI Standard Specification SS00X, *Audits*.

6.4.2) Discrepancies

Noncompliances with contracted vendors to be handled via JHBI SS00K, *Corrective Action Requests*, and the Material Disposition Report (MDR), covered under Standard Specification SS00V, *Inspection*.

6.4.3) Receiving Inspection of Contracted Items

Receiving inspection for articles returned after maintenance from all outside sources to be per JHBI SS00V, *Inspection*.

6.5) Work Outside the Facility

We do not perform any repair work outside of our facility. This is distinct from contracted work, such as heat-treat, plating, etc. Should circumstances change, we will revise this document and notify the FAA CHDO.

7) INSPECTION SYSTEM

Reference: CFR Part 145, Sections 145.211, 145.213 and 145.219. For general information on inspection system, sampling and inspection by characteristic, see JHBI Standard Specification SS00V, *Inspection*.

7.1) Proficiency of Inspection Personnel

Reference: CFR Part 145, Sections 145.211, 145.155, 145.157, 145.161 and 65.101. Any individual with a minimum 5 years experience in inspection, machine tool, component engineering or a related field is deemed competent to perform general inspection and measuring. Training beyond that will be addressed as required by JHBI Standard Specification SS00Z, *Training*. The Quality Manager is responsible for ensuring that inspectors maintain proficiency.

7.1.1) Functional Component Inspector Proficiency

Individuals performing Acceptance Test Procedures or evaluating returned product must have undergone an in-house product knowledge course, or had a minimum 5 years of engineering experience in relevant components. Records of training will be maintained by the Quality Manager.

7.2) Product Acceptance Testing

All end products are functionally tested 100% before shipment and the data recorded. Acceptance testing is to have clearly defined acceptance criteria, either by JHBI Acceptance Test Procedure (ATP), Data Sheet or customer specification.

7.2.1) Test Data Sheet

A Test Data Sheet is the means by which test results are recorded and provided to the customer. If an ATP for the product exists, the Data Sheet forms part of the ATP. If not, it is a stand-alone document. A blank sheet will have test conditions and acceptance criteria. When completed, it must also have name or initials of the individual who performed the tests, the date and the actual test results.

7.3) Noncompliance

Noncompliances in incoming inspection from vendors are handled and reported with Material Disposition Reports (MDR) as covered in JHBI Standard Specification SS00V, *Inspection*. Malfunctions or defects in returned product are recorded with the Return Report, covered in SS00A, *Order Processing*.

7.4) Nonconforming Material

Nonconforming material, including post-inspection parts processing, segregation and identification of non-repairable items, is covered by SS00Y, *Material Handling*.

7.4.1) Suspect Components

JHBI Standard Specifications SS00A, *Order Processing*, and SS00K, *Corrective Action Requests*, contain provisions for reporting and processing suspect components. SS00V, *Inspection* and SS00Y, *Material Handling*, detail post-inspection parts processing and segregation, compliant and noncompliant.

7.5) Inspection Continuity

If inspection continuity is interrupted, point of interruption, before and after inspectors are to be noted on the Return Report or Work Order as necessary. This procedure is addressed in JHBI Standard Specification SS00A, *Order Processing*.

7.6) Incoming and Preliminary Inspection

There is no distinction made between Incoming and Preliminary Inspection. Incoming inspection may be performed by any qualified inspector or engineer. Incoming inspection records are recorded and maintained in accordance with Section 8 of this document.

7.6.1) Inspection Procedures

Inspection will be performed in accordance with JHBI Standard Specification SS00V, *Inspection* or whatever directed documentation is called for on the procuring Purchase Order or Work Order. If the components require procedures beyond standard measuring tools, instructions – along with procedures and responsibilities – will be on or referenced by the Purchase Order or Work Order. Special inspection can be done by any JHBI department or qualified vendor. Inspection criteria may be JHBI, vendor or customer drawings, MIL-Spec, NAS or other universally recognized specification called out on the procuring document.

7.6.1.1) Inspection of Limited Life Materials

Inspection of limited life materials (a.k.a. age sensitive materials) is no different than other components, except notice must be made of the material's expiration date. Processing and storage is covered by JHBI Standard Specification SS00Y, *Material Handling*.

7.6.2) Inspection of Returned Product

See Section 8, Receiving. Paragraph 8.4 specifically addresses inspection and processing of returned components.

7.7) Raw Material Inspection

Any Inspector, Engineer or Program Manager may perform a raw material inspection. Procedures and acceptance criteria can be found in JHBI Standard Specification SS00V, *Inspection*.

7.8) Hidden Damage Inspection

Any Inspector, Engineer or Program Manager may initiate and perform a hidden damage inspection if it is suspected that a returned product has been in an accident or experienced severe trauma. The JHBI customer contact – Sales Department or cognizant Program Manager – will inquire on the history of the unit. All observations and results, performance, electrical tests and visual inspection – including normal appearance, defects and area adjacent to defects – are to be recorded on the Return Report as part of the evaluation process. The Sales Department or cognizant Program Manager will make the evaluation part of the Return Report available to the customer.

7.9) Vendor Certifications

A Certification is required from a vendor only if it provides material breakdown, origin specificity, process compliance as specified in Par 8.3, design or material information on the item(s) received or is required by our customer. Generic Certificates of Conformance or Compliance have no value. This is addressed in JHBI Standard Specification SS00C, *Purchasing*.

7.9.1) Receipt and Record of Certifications

As directed in SS00V, any material certifications are to be filed by Purchase Order Number.

7.10) In-Process Inspection

The only time an In-Process Inspection – as distinct from normal repair processing – will be conducted on a repair article is upon customer or internal request for failure analysis. Inspection may be performed by any qualified inspector or engineer. Results of the inspection are to be recorded on the Return Report. Unless otherwise directed by the Return Work Order, order of inspection is optional. Unless otherwise directed by the customer, performance and inspection criteria are the same as the original article. Out-of-tolerance conditions are to be recorded on the Return Report.

7.11) Final Inspection

Inspection may be performed by any qualified inspector or engineer. Results of the inspection or tests are to be recorded on the Data Sheet. If any rework or adjustments are required, acceptance criteria is the same as original component, unless otherwise directed by the customer. This may occur in the case of Revision Letter advancement or Specification change – if so, this would be so noted on the Return Work Order. Before the final airworthiness determination is made, all the acceptance tests itemized on the Acceptance Test Procedure (ATP) must be successfully passed, and the repair database entry completed as described in 4.5. In addition to the ATP data sheet, there may be other documents that require review.

7.11.1) Disposition

Decision on disposition will be communicated to the shop via the Repair Work Order or Return Report as described in SS00A, *Order Processing*. Return to Service may not be approved unless the article meets the criteria of Section 10. Return and Return-to-Service are not necessarily the same.

7.12) Recording of Data

Inspection may be recorded on Return Report for returned product as detailed in Par 4.5, incoming inspection database and the packing list/shipper for purchased product, or on the Work Order/Traveler for in house manufactured product.

8) RECEIVING

Reference: CFR Part 145, Section 145.211.

8.1) Incoming Inspection

Incoming inspection is performed by any inspector with qualifications detailed in Par 7.1 and to be performed in accordance with C=0 provisions of SS00V, *Inspection* or as directed by the governing document. There are several categories of received items that require inspection. See Table 2 for product category, inspection criteria and record keeping requirements.

<i>Product</i>	<i>Inspection Criteria</i>	<i>Record Requirement</i>
Product returned by a customer for repair, overhaul or evaluation	Product acceptance criteria, i.e. customer specification, ATP or Data Sheet	Stored with or referenced by Return Report – see JHBI SS00A and Section 8.4
Component made to a JHBI print or specification	Applicable JHBI and referenced document(s)	To be filed by Purchase Order Number
Processed Parts (heat-treat, anodize, passivation, etc)	Certification (see Par 8.8), vendor audit and third-party certification	
Raw Material	See Par 7.7	
Vendor catalog part	Published vendor specification, called for on Purchase Order	
MIL-SPEC, AMS, NAS or other independent specification	Published vendor specification, called for on Purchase Order	
Table 2, Incoming Inspection Requirements		

8.2) Damage to Incoming Material

JHBI Standard Specification SS00Y, *Material Handling*, addresses damage to components during shipping, material routing and storage, and categories of stored component. Returned products suspected of hidden damage are to be processed in accordance with Par. 7.8.

8.3) Documentation Required from Vendors

All requirements of a vendor are to be on or referenced by the Purchase Order as directed in JHBI Standard Specification SS00C, *Purchasing*. If a component is a JHBI PN, we require a packing list or equivalent with our PO number, PN and Revision letter. For any raw metals used on an end product, a factory-traceable certification with chemical breakdown is required. A MIL-SPEC, NAS or equivalent component requires traceable means to identify the component. Because it is not always practical to identify the component directly, a package label or packing list identifier is adequate. For JHBI components given a MIL-SPEC, ASTM or equivalent process by an outside vendor, a certification of process is required that identifies process specification and date.

8.4) The Return Report

Information in this Section is presented for reference only. JHBI Standard Specification SS00A, *Order Processing*, is the governing document for preparation of Return Reports and Return Work Orders. This is the means by which incoming product is inspected against the manufacturer's acceptance criteria. Section 8.4.4 provides a sample Report.

8.4.1) Format

The Return Work Order and Return Report are the same document. The Work Order component is the directives and filled-in information supplied by the Production Control Department. The Report component is the inspection and record of the repair, if any is performed. This record is independent of FAA form 8130-3.

8.4.2) Multiple Components

One Return Report is issued for each customer return Work Order or equivalent. Multiple units may be on a single Report. This differs from the requirements of the Authorized Release Certificate Form 8310-3, where only one serialized component is covered by each form – see Section 10.2.

8.4.3) Work Order Information

After the product is received and logged in to the Return Database as described in Par. 4.5 a, the Return Work Order is issued by the Production Control Department – with document references provided by from the Sales and Engineering Departments. Documentation sufficient to assess conformance of the component including must be present or referenced, including:

- a. Manufacturer and Customer Part Numbers, Serial Number(s)**
- b. Customer Specification and Revision if Applicable**
- c. Customer Drawing Number and Revision if Applicable**
- d. JHBI Acceptance Test Procedure and Revision if Applicable**
- e. Reason for Return:** Information supplied by customer, either with return or by correspondence.
- f. Customer requested completion date**
- g. Any Special evaluation or Repair Instructions from the Engineering Department or the Customer.**

It is possible for to have some documents omitted. For example, not all customers have both drawings and specifications. Original Purchase Order numbers may not be applicable. However, there **must be reference to product acceptance criteria** – either to customer specification, customer component maintenance document, or JHBI ATP – sufficient to determine product conformance.

8.4.4) Sample Return Report

Within this box is the Return Work Order. Note references to specification and ATP.

**J.H. BUSCHER, INC.
RETURN REPORT**

Work Order #	0ZY Revision A	Date Received:	05/31/14
Manufacturer:	JHBI	Customer:	ACME Aerospace
Mfr. P/N:	A4XXX	Customer P/N:	0A98765-1 Revision C
Description:	Metering Valve	Customer Spec:	AS-0A98765 Rev D
Qty:	2	Cust. Return No:	RAO-0123456-7
S/Ns:	01523, 01762	Cust PO No:	00-0567ABC89
JHBI ATP:	ATP A4XXX Rev A	Date Due:	6/31/15

Instructions: Units not covered by warranty. After evaluation, wait until customer approval before repair. Returned as Rev C. Upgrade to Drawing Rev D.

REASON FOR RETURN: Ahmed Fishman of Acme reports slow response.

PHYSICAL INSPECTION:

All S/Ns must be covered. Add sheets or reference other documentation if needed.

SN 01523: OK, SN 01762 has some cover damage: See 01762_15_06_15_01.jpg thru ... 04.jpg.

FUNCTIONAL INSPECTION:

All S/Ns should be covered. Add sheets or reference other documentation if needed.

SN 01523: Meets Rev C flow and Pc vs. i requirements, but slightly out on Rev D. See tests A4XXX_01523_15Jun15.xls

SN 01726: Meets all Rev D flow and Pc vs. i requirements, cover needs replacing. See tests A4XXX_01726_15Jun15.xls

WORK DONE:

SN 01523, Adjust vent nozzle. Retest to ATP Rev A.

SN 01762, Replace Cover, PN KMXXY From Lot 14_17. Retest to ATP Rev A.

CORRECTIVE ACTION REQUEST NECESSARY? Y/N

CAR NUMBER: N/A

REPORT BY: Kelvin Rankine

DATE: June 15, 2015

Within this box is the Return Report

8.4.5) Return Report Entries

Once released to the shop, the Return Work Order is filled in with product observations and repair action, including:

- a. **Physical Inspection:** Note any modifications done by the customer, damage in the field, or any irregularities. Photograph file references are acceptable. Note ID marking if relevant, e.g. “Customer request upgrade to Revision D, parts marked Revision C.”
- b. **Functional Inspection:** Verify or disagree with the customer observation. If no customer test data or observations were presented, summarize as-received performance as required. Test result file references are acceptable. Note any differences to performance in different specification revisions if necessary.
- c. **Work Done:** Summarize the repair effort. This include all adjustments, parts – if any – replaced, cleaning, magnetic charging, etc. If any parts are replaced, identify the source. This may be a Purchase Order or lot Number. This information may be omitted if it duplicates entries on the 8310-3 form. See 10.2, instructions for Block 12.
- d. **Corrective Action Request Necessary?:** Was a Corrective Action Request initiated by the customer or JHBI as a result of this component return? Yes or No. See JHBI Standard Specification SS00K, *Corrective Action Requests*, for details.
- e. **Report By:** Whomever completed the report. Not necessarily the individual performing the repairs.
- f. **Date:** When the repairs were complete

8.4.6) Responsibility

The Production Control Manager is responsible for the maintenance of completed Return Reports.

9) CURRENT TECHNICAL DATA

Reference: CFR Part 43, Section 43.13 a, Part 145, Sections 145.201 c and 145.211 b.

9.1) Responsibility

The Engineering Manager is responsible for preparation and maintenance of technical documents, software and data.

9.2) Language

Per JHBI Standard Specification SS00B, *Documentation Manual*, all documentation is to be in English.

9.3) Distribution

JHBI Standard Specification SS00A, *Order Processing*, details how current documentation requirements are communicated and distributed.

9.4) Revisions

JHBI Standard Specification SS005, *Revision and Document Change Notices* details revision procedures.

10) RETURN TO SERVICE AUTHORIZATION

Reference: CFR Part 43, Section 43.5, 43.7 43.9, Part 145, Sections 145.155 and 145.157. Any final inspector certificated under CFR Part 65 may authorize return to service. This is done with FAA Form 8130-3, Return to Service Authorization.

10.1) Exclusions

FAA Parts 121, Air carrier and 135, Air transportation, do not apply. FAA Part 125 applies to commercial operations of large aircraft and does not apply. Progressive Inspections as described in FAA Parts 135 and do 43.11 not apply. Items are subjected to the same test procedures and acceptance criteria as original equipment.

10.2) Completion of FAA Form 8130-3

In general, see FAA 8130.21H Instructions, Section 3, specifically Paragraph 3.6 for directives on the entries for Form 8130-3, Authorized Release Certificate. The Return to Service Authorization is to be filled out electronically. See form FAA_8130-3_blank.pdf. One form is to be completed per serialized component. The following blocks are to be completed:

Block 1) Approving Civil Aviation Authority/Country: will be prefilled with *FAA/United States*.

Block 2) Will be prefilled with “**AUTHORIZED RELEASE CERTIFICATE**”.

Block 3) Block Tracking Number: A unique identification number in the following format; F, followed by JHBI Work Order number followed by at two digit number to designate the which segment of the Work Order. For example, F0BZ01 is the first lot of repaired components on JHBI Repair Work Order 0BZ. FC0602 is the second lot of Work Order C06. This will be the file number for the completed form.

Block 4) Organization Name and Address: our version of FAA_8130-3_blank.pdf will be prefilled with the facility certificate number and *J.H. BUSCHER, INC. 227 Thorn Avenue Building F, Orchard Park, NY 14127 USA*.

Block 5) Work Order/Contract/Invoice Number: the Repair Work Order number or equivalent from the customer. Enter N/A if no Work order is provided.

Block 6) Item: Identify or reference (customer documentation) the Serial Numbers of items repaired. If not serialized, reference the customer return documents.

Block 7) Description: Customer’s name of the product, as it appears on their documentation. Enter the JHBI Part Number – and our product description if different – in parentheses. For Example: If we repaired a product made by us for Acme Aerospace, the entry might be “Torque Motor Metering Valve (JHBI PN A3XYZ, 3-Way Pneumatic Pressure Control Valve)”. JHBI product descriptions sometimes differ from the customers.

Block 8) Part Number: Customer Part Number including dash number if applicable, not the JHBI PN.

Block 9) Quantity: Just that, quantity to be shipped. If quantity repaired is a partial shipment of the customer Work Order, make a note in the Remarks Block.

Block 10) Serial Number: Serial Number of the items repaired, not necessarily on the customer Work Order. Note: One SN per form.

Block 11) Status/Work: Enter as shown in Table 2.

<i>Enter</i>	<i>For</i>
“OVERHAULED”	A process that ensures the product or article is in complete conformity with the applicable service tolerances specified in the type certificate holder’s or equipment manufacturer’s instructions for continued airworthiness, or in the data approved or accepted by the authority. The product or article will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled, and tested in accordance with the approved or accepted data.
“REPAIRED”	Repair of out-of-tolerance condition to the applicable specification.
“INSPECTED” and/or “TESTED”	Examination or measurement in accordance with the applicable specification.
“MODIFIED”	Alteration of a product or article to conform to an applicable standard.
TABLE 2, Form 8130-3 Block 11 Status/Work Entries	

Block 12) Remarks: Describe the work done, parts – if any – replaced and the specification(s) or CMM, including revision levels tested to. All information must be present necessary for the installer to be assured airworthiness. If required, reference and attach additional documentation. See 8130.21H Instructions, Paragraph 3.5 L for case-by-case directives.

Blocks 13a-e) Airworthiness Approval: Will not be used.

Blocks 14a) 14 CFR 43.9 Return to Service / Other Regulation Specified in Block 12: In our case we will check only the “14 CFR 43.9 Return to Service” box.

Block 14b) Authorized Signature: To be completed with the signature of an authorized person.

Block 14c) Approval/Certificate Number: The FAA-issued Production Approval Holder (PAH) Certificate Number.

Block 14d) Name: The typed or printed name of the person who signed the block in 14b.

Block 14e) Date: This is to be the date the work was completed, not necessarily shipped or approved. Use the dd/mmm/yyyy format, e.g. 29/Sep/2014.

10.3) Processing of the Form

Once complete as directed in 10.2, a copy is to accompany the repaired article(s) while we retain a copy and at one least electronic record. The form may not be transmitted electronically before shipment.

10.3.1) Link to Repair Database

The form must be linked to the Return Work Order and Customer Shipment by the number in Block 3, by completing the repair database entries as detailed in Par 4.5 I.

10.3.2) Required for Return to Customer

In addition to the completed 8130-3 form described, above, there must be a completed data sheet (unless specifically exempted by the customer), a packing list identifying: customer and JHBI Part Numbers, Serial Numbers, applicable documentation, shipment date, and any other information called for on the Return Work Order. The packing list will also reference the number of the complete 8130-3 form, as described in the instructions for Block 3.

11) RECORDS

Reference FAA Part 43.9. In addition to the repair database entries detailed in JHBI Standard Specification SS00A, *Order Processing* and Paragraphs 4.5 a and 10.3.1 of this document, a copy of the 8130-3 form as directed in Section 10, and the ATP tests referenced on the Return Work Order, the following records must be maintained:

11.1) Customer Tests

Any records of customer-conducted tests are to be filed with or referenced by the Return Report/Return Work Order.

11.2) Special Tests

Records of any nonstandard tests or inspections not required by the ATP, e.g. hydrostatic tests, chemical analysis, are to be filed with or referenced by the Return Report/Return Work Order.

11.3) Other Records

Other tests results, documents, customer observations, vendor correspondence, evaluations and records of repairs are to be filed as directed in the individual sections and subsections of this document.

12) CORRECTIVE ACTIONS

Reference FAA Part 211 c. Unless other specified by a JHBI Standard Specification, the Quality Manager is responsible for corrective actions. Our applicable document is Standard Specification SS00K, *Corrective Action Requests*. Among other topics this document covers: how the root cause of a problem is determined, who initiates a corrective action, who is responsible for addressing a Corrective Action Request (CAR), how much time is a allowed implement a corrective action, the format of records of corrective action requests and responses and audits of corrective actions.

13) CALIBRATION OF MEASUREMENT AND TEST EQUIPMENT

Reference CFR Part 43, Section 43.13 a, Part 145, Sections 145.211 c and 145.109 b. The Quality Manager is responsible for the calibration system, including outside calibration. all equipment used to determine product or component acceptance must be calibrated. The JHBI document primarily responsible for Calibration of Measuring and Test Equipment is Standard Specification SS01H, *Gage Calibration*. This document covers:

- a) Calibration Intervals.
- b) Calibration Procedures.
- c) Measurement increments and points.
- d) Information on calibration stickers.
- e) Identification of non-calibrated reference gages.
- f) Calibration of Transducers (Reference is made to JHBI Standard Specification SS003, *Calibration Requirements for Transducers*, calibration procedures and requirements for measurement devices intended to be read by computer data acquisition systems.)
- g) Records.
- h) Identification of Calibrated Equipment.
- i) Identification of Indication Only Equipment.
- j) Introduction of New Gages.
- k) NIST traceability.
- l) Gage Ownership.
- m) Calibration by Outside Vendors.
- n) Nondestructive Testing Standards.
- o) Potential product recall for gages found to have errant calibration.

14) TRAINING

Instructional and product knowledge requirements for individuals involved in component repair or inspection are covered by JHBI Standard Specification SS00Z, *Training*.