Attachment B:

Excerpts from
TTS Inspection Procedures Manual

INSPECTORS, MECHANICS AND LEADS

All Leads, Inspectors and Mechanics are required to be familiar with the requirements of this manual, FAA Regulations, Airworthiness Directives and Advisory Circulars, manufacturer's service letters, bulletins and engineering orders. The basic inspection system requires the mechanic to check his work and sign first initial, last name and employee number for work performed by them prior to submitting the item to Inspectors for final acceptance. A manager or lead will check the work and sign in the same manner prior to presenting the completed work to inspection. Inspectors will insure that all forms are completed, proper certs are attached and indicate their acceptance of work performed with the application of their inspector's stamp or their signature in the appropriate space on the work form. See Section VI of this manual for sample forms and their use.

CONTINUITY OF INSPECTION RESPONSIBILITY

The Director of Quality Assurance may delegate the performance of his duties in the event of his absence. However, this does not relieve him of his overall responsibilities.

All forms upon which work performed is listed, have been designated to show the name of the mechanic or repairman who performs the work (or supervises it), and the inspector inspecting that work.

A project involving work other than inspection only may not be approved for return to service, unless it has been cleared by the Director of Quality Assurance, as satisfying the requirements of FAR 145.61 and 145.59(a).

Samples of work forms, inspection forms, and instruction for completing them are contained in Section VI of this manual.

A status book will be provided for inspectors in which a status report will be left by each of the inspectors leaving the job before completion of a project, for information to the succeeding inspector. Its purpose is to assure a continuing inspection responsibility for in-progress work inspections. See Section VI, Form #62

REPAIR, ALTERATION, AND OVERHAUL OF ACCESSORIES AND APPLIANCES

Self-contained accessory and appliance units such as actuators, pumps, valves, generators, etc., which, after preliminary inspection, have been established as eligible for overhaul or repair, will be identified with a green repairable part tag with appropriate repair instructions entered on the face of the tag, as authorized by the work order. No such unit shall be approved for return to service without a maintenance release tag authorizing its return to service.

INSPECTION PROCEDURES

The Director of Quality Assurance is responsible for the complete and efficient performance of inspections assigned to TTS and to assure inspection acceptance in accordance with manual specifications or other approved technical data.

Supervisors are responsible for the accomplishment of all work in accordance with manual specifications or other approved technical data. The work done under the repair station's Limited Rating-Specialized Service, for Nondestructive Inspection, by X-ray, Liquid Penetrant, Magnetic Particle, Eddy Current or Ultrasonic must be accomplished in accordance with specifications listed on the repair station operations specifications.

Alterations and repair will be subject to progressive inspection by the inspection department. Discrepancies generated during the process of accomplishing the work involved will be recorded on the appropriate work forms. Discrepancies so recorded will be corrected before the unit is submitted for final inspection. Upon completion of this progressive inspection, the area affected is given a shakedown inspection and after all rework is accomplished and accepted, the inspection will clear the unit for final acceptance.

Upon completion of a specific operation, the mechanic will sign off the records using his first initial, last name, and employee number indicating that the item is complete and ready for inspection. The action accomplished to correct a specific discrepancy will be noted under each item on the work order. The inspector will then inspect the item to assure conformance to specifications and established workmanship standards. Functional checks of any system affected by the work involved will be accomplished before final acceptance. Inspection acceptance will be indicated by the inspector's stamp, or signature. If the work is not acceptable to the Inspector, the job card is returned for re-work. The reason for re-work will be entered on a Non-Routine Supplement Form (Form #84) which shall be attached to the rejected job card (the letter R shall precede the item). When the item is re-worked, the mechanic will complete the corrective action block on the Non-Routine Supplement Form and sign it. The job card is then re-submitted to an Inspector for re-inspection / acceptance.

INSPECTION PROCEDURES (CONTINUED)

No aircraft will be returned to service following the inspection until all discrepancies affecting airworthiness have been corrected.

Maintenance Managers are responsible for screening completed work orders covering work performed in their assigned area to assure that all items on the work order have been cleared, that there are no open discrepancies and that all major work accomplished is covered by approved data. Inspection will recheck to assure compliance with this section.

After work orders have been screened for completion and accurancy, they are routed to the quality assurance office. Such inspection and work records will be returned to active file for a period of not less than two years.

CONTINUITY OF MAINTENANCE RESPONSIBILITY

A status book will be provided in the hangar and each shop in which a status report will be entered by each of the lead mechanics informing the next shift of the status of work in progress. Its purpose is to assure a continuing maintenance responsibility for work in progress.

NON-ROUTINE WORK CARD (FORM 26B) PROCESSING
COMPUTER GENERATED

The Form 26B is a four-part form consisting of white, blue, green, and manila (hard) copies. The white (original) copy is the customer copy. The green copy is retained by the Repair Station. The blue copy is used by planning as a back-up copy in case a non-routine is lost or destroyed. The manila (hard) copy is discarded after the non-routine is closed and accounted for by Q.A. Records.

Form use index:

1 The person documenting the task enters first initial, last name and TTS employee number. When computer generated, the TTS employee number of the person generating the task will appear.
2 Date task is written.
3 Routine task number for which item is being generated. Enter CRI for customer requested item.
4 Reserved for bar code label.
5 Enter the airport designator station code.
6 Check the appropriate box indicating whether the item is R.I.I. or not.
7 Aircraft registration number or serial number, as appropriate.
8 Enter skill for technician required to perform corrective action (i.e. S/M for sheetmetal, MECH for A & P mechanic, ELEC for electrician, etc..)
9 Sequential task number assigned by planning.
10 Type aircraft.
11 Work Order number assigned to aircraft.
12 Customer name.
13 Customer order number (as required).
14 Enter the discrepancy using clear, concise details to describe the existing condition, with specific references to describe the location of the discrepancy.
15 Dot # pertains to an internal identification / tracking system used to allow mechanics to locate discrepancies more efficiently. The Inspector uses a self-adhesive colored dot that has the Inspector's Stamp number and a sequential number assigned by the inspector to marry the non-routine to the discrepancy.
16 ATA reference is entered, as required, by the person evaluating the discrepancy.
17 The recommended action is completed by the maintenance Lead / Supervisor to provide the proper corrective action consistent with data acceptable to the Administrator.
18 Evaluation by indicates the first initial last name and / or TTS employee number of person accomplishing the recommended action for discrepancy.
19 This block reserved for maintenance use.
20 The customer signs this block indicating his approval to begin work on this task with knowledge and consideration of the time estimate.

NON-ROUTINE WORK CARD (FORM 26B) PROCESSING (Continued)
COMPUTER GENERATED

21 Enter the appropriate corrective action used to correct the discrepancy, in clear concise terms with a reference to data acceptable to the Administrator. Four sections are provided for corrective action or work in progress. The last section signed is the current status of the task.

22 This block is signed by the mechanic that accomplished the corrective action using first initial, last name, and TTS employee number. (Customer requirements for signature, as required by FAR 121 Subpart L must be followed, as applicable.)

23 This block is signed and dated by the Inspector that has inspected the work accomplished. The Inspector may complete this block using first initial, last name, and TTS employee number or it may be stamped. (Customer requirements for signature, as required by FAR 121 Subpart L must be followed, as applicable.)

24 The Inspector checks this block if operational checks are required to complete the task.

25 This block is used by the mechanic to indicate that the operational checks were satisfactorily accomplished.

26 This block is used by the Inspector to indicate that the operational checks were completed satisfactorily.

27 This area is used to document parts replaced.

28 This block is used to indicate that a task supplement, including number of pages, is attached.

29 This block is signed by the Lead Mechanic / Manager to indicate that the overall task has been satisfactorily completed.

30 This block indicates that the task is complete. The Inspector that signs this block will audit the task card for obvious discrepancies concerning corrective action, proper sign-offs, and data acceptable to the Administrator.

Note: The reverse side of the manila (hard) copy contains a parts requisition section used to list parts ordered for the task. This is intended for internal use only and may be discarded when the work package is finalized.

NON-ROUTINE WORK CARD (FORM 26B)
COMPUTER GENERATED

TENNESSEE TECHNICAL SERVICES **TASK CARD** FAA REPAIR STATION T64R164O	NON-ROUT ☐	ROUTINE ☐	4	AIRCRAFT N # 7	SKILL 8	TASK # 9	
	WRITTEN BY / DATE 1 2			STATION 5	RII ITEM ☐ YES 6 ☐ NO	TYPE A/C 10	WORK ORDER # 11
	GENERATED-BY REF. 3			CUSTOMER NAME 12			CUST. ORDER # 13

DISCREPANCY 14

	DOT#	ATA REF.
	15	16

RECOMMENDED ACTION FOR DISCREPANCY	EVAL. BY	HOURS	CUSTOMER APPROVAL DATE
17	18	19	20

STRUCT. REPAIRS	VERIFY MATERIAL SPEC.	SURFACE PREP.	OK TO INSTALL	SPECIAL INSTRUCTIONS

CORRECTIVE ACTION	MECH	INSP /DATE
21	22	23
	MECH	INSP /DATE
	MECH	INSP /DATE
	MECH	INSP /DATE

24 OPS CHECK REQ'D	CORRECTIVE ACTION	MECH	INSP /DATE
		25	26

	POSITION	NOMENCLATURE	PART NUMBER	SERIAL NUMBER	LEAD/SUPERVISOR CK
OFF					29
ON					
			27		
OFF					
ON					

TASK SUPPLEMENT ATTACHED 28 YES PAGES ___

ENGINEERING DISPOSITION REQUIRED ☐

FINAL INSP / DATE 30

FORM 26B

NON-ROUTINE WORK CARD TALLY (FORM #63)
COMPUTER GENERATED

Non-Routine Tally

Non-Routine	Description of Non-Routine	Skill	Date Issued	Issued By	Date Closed	Closed By
0001	DESCRIPTION OF NON-ROUTINE	INSP				
	DESCRIPTION OF NON-ROUTINE					
	DESCRIPTION OF NON-ROUTINE					
0002	DESCRIPTION OF NON-ROUTINE	SMTL				
	DESCRIPTION OF NON-ROUTINE					
	DESCRIPTION OF NON-ROUTINE					
0003	DESCRIPTION OF NON-ROUTINE	AVON				
	DESCRIPTION OF NON-ROUTINE					
	DESCRIPTION OF NON-ROUTINE					
0004	DESCRIPTION OF NON-ROUTINE	PAINT				
	DESCRIPTION OF NON-ROUTINE					
	DESCRIPTION OF NON-ROUTINE					
0005	DESCRIPTION OF NON-ROUTINE	CLEAN				
	DESCRIPTION OF NON-ROUTINE					
0006	DESCRIPTION OF NON-ROUTINE	MECH				
	DESCRIPTION OF NON-ROUTINE					
	DESCRIPTION OF NON-ROUTINE					

All Items Accounted For Mgr _____ QA/Insp _____

GENERAL:

The purpose of the Non-Routine Supplement, Form #84, is to provide supplemental (additional) items to Routine and Non-Routines. Generally it is used when sufficient space is not available on the above documents.

PROCEDURE:

1. Indicate on Routine and Non-Routines that Form #84 carries additional items.

2. Fill in appropriate information in blank spaces on form #84 heading, including the original Item number.

3. Indicate additional repair items and process as instructed by column headings (see figure 01)

   NOTE: Must be attached to item and remain as a permanent record.

NON-ROUTINE TASK SUPPLEMENT (Form # 84A)

TENNESSEE TECHNICAL SERVICES CRS T64R164O

TASK SUPPLEMENT Acft #	W.O.	Task #	Page __ of __

CORRECTIVE ACTION	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE
	MECH	INSP / DATE

All Items Completed, Inspector _____ Date _____

DAILY STATUS REPORT (FORM #62)

This form was designed for use by all departments at the termination of each shift explaining the status of the work at the time.

This form must be filled out, giving as much information as possible, so that any item or area that was not completed during the shift can be documented and continued in work by the next shift.

Every department is required to use Form #62 on every shift change.

TENNESSEE TECHNICAL SERVICES, L.L.C.
634 Fitzhugh Blvd. • Smyrna, TN 37167
Phone 615-223-7801 • Fax 615-223-0373
CRS T64R164O

DAILY STATUS REPORT

Aircraft Type_____ Date_____

Number_____ Shift_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature_____