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FAA Approved Repair Station #: F6ER787N

REPAIR STATION MANUAL

DOCUMENT No.: TFC300

Uncontrolled

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INTRODUCTION

The Fuel Cell Inc. (TFC) is an FAA Certificated Repair Station # F6ER787N, with a Limited Accessory Rating, and performs maintenance, and approves for Return To Service, only those articles for which it is rated, in accordance with Part 43 as required by Part 145. TFC will have its certificate and operations specifications on the premises and available for inspection by the public and the FAA, and will allow the administrator to inspect this repair station at any time during normal business hours.

This Repair Station Manual has been prepared in accordance with the current Federal Aviation Regulations (FAR) and the procedures and policies of The Fuel Cell Inc.'s operations and all employees must adhere to its contents. The revision procedures contained in Section X will document necessary changes, and keep this manual current.

This manual is accessible for use by TFC personnel, and will ensure that TFC can satisfactorily perform maintenance in accordance with its rating. Other required manuals and documents may be separate from this manual, and if so, there will be a reference in the appropriate section. In addition, this manual may contain more information and procedures than required by the regulations.

The DQA will ensure that all controlled manuals assigned to the FAA, and any correspondence or notification associated with these manuals/systems/procedures will be to TFC Principal Maintenance Inspector (PMI) as follows:

Federal Aviation Administration
2895 SW 145 Ave
Suite 120
Miramar, Florida, 33027

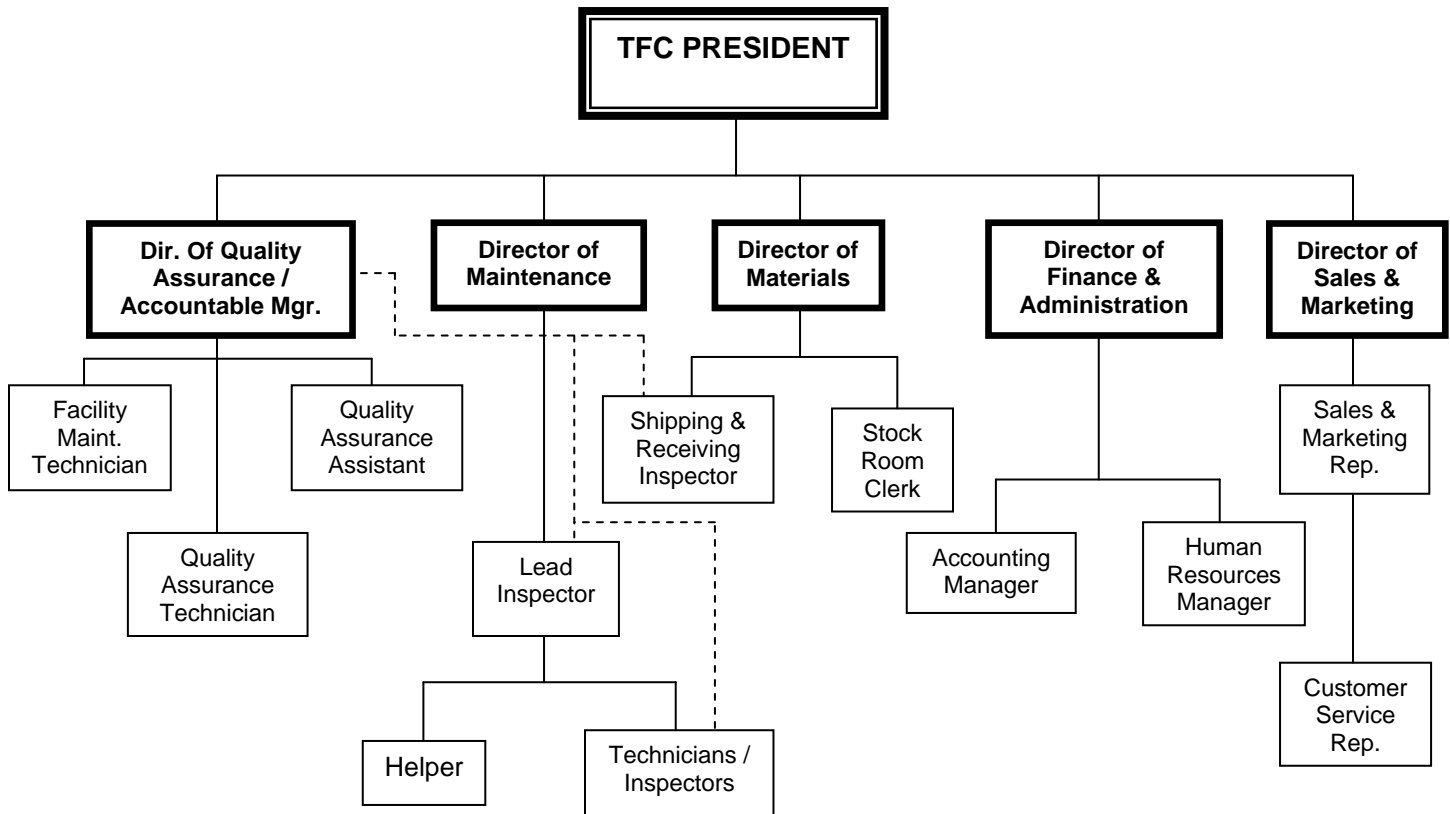
The Fuel Cell will not:

1. Change the location of its housing without written approval from the FAA.
2. Make any changes to its housing or facilities required by 145.103 that could have significant effect on its ability to perform maintenance, preventative maintenance, or alterations under its repair station certificate without written approval from the FAA.
3. Maintain or alter any article for which it is not rated.
4. Maintain or alter any article, for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available to handle it.
5. The Fuel Cell will not knowingly operate in violation of its repair station certificate.

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SECTION I

THE FUEL CELL ORGANIZATIONAL CHART (Reference 145.151, 145.161, 145.209)





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SECTION I

Duties and Responsibilities

(Reference 145.151, 145.209)

ACCOUNTABLE MANAGER

The Director of Quality Assurance, is designated the Accountable Manager. As such, he/she is responsible for, and has authority over, repair station operations conducted in accordance with part 145. In addition the Accountable Manager is responsible for the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Serving as the primary contact with the FAA.

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PRESIDENT

The President is responsible for the complete overall operations of the Repair Station, including the adequate housing and facilities and the continued maintenance thereof. In addition the President is also responsible for the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Providing adequate training, equipment, materials, and competent personnel pertinent to the operations of the Repair Station, in order to comply with all applicable Federal Aviation Regulations (FAR) and manufacturer's recommendations.
4. Ascertaining that adequate fire fighting equipment is available at the Repair Station.
5. Establishing standards to ensure that adequate safety precautions are observed.
6. Establishing procedures to determine the need for original and recurrent training of personnel consistent with the work to be performed. Establishing liaisons with air carriers respecting applicable FAR requirements, when work for air carriers is to be performed.
7. The President may delegate all duties assigned to any qualified individual as necessary. However, such delegation does not relieve the President of the overall responsibilities

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DIRECTOR OF QUALITY ASSURANCE

(Reference 145.151, 145.155, 145.161, 145.209)

The Director of Quality Assurance (DQA) is responsible to the President for the overall operation of the inspection department, including the authority for approving components for return to service. The Director of Quality Assurance also serves as the Accountable Manager for The Fuel Cell Inc.

In addition, the Director of Quality Assurance is responsible for directing, planning, and laying out the details of inspection standards, methods, and procedures used by The Fuel Cell in complying with all applicable Federal Aviation Regulations and manufacturers' specifications and recommendations.

In addition, the Director of Quality Assurance is responsible for the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Assisting, supervising, and directing all personnel assigned to the inspection department
4. Being familiar with the applicable regulations and with the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of an article on which maintenance, preventative maintenance or alterations are being performed.
5. Being proficient in using the various types of inspection equipment and visual aids appropriate for the article being inspected
6. Ascertaining that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports, and forms required for such release are properly executed
7. Determining that no defective, unserviceable, or unairworthy parts are installed in any components or articles released by The Fuel Cell
8. Maintaining accurate records of all inspection, repair, and overhauls, performed at The Fuel Cell. Such records will indicate model and serial numbers of the component and the total time since overhaul, when available
9. Assuring the proper execution of FAA Form 337 when required, or a maintenance release
10. Submitting reports of defects of unairworthy conditions in accordance with FAR Part 145.221
11. Maintaining the Technical Library (including ADs, CMM, SBs, etc.)
12. Production, control, distribution and revision of the RSM and QC Manual
13. The Shelf Life Program
14. Tool Calibration And Equivalency Program
15. Scrap Parts And Components Program
16. Customer Supplied Technical Data Program



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DIRECTOR OF QUALITY ASSURANCE (CONT'D)

17. Authority Roster And Employment Summaries
18. Training Program
19. Drug And Alcohol Program
20. Contract Maintenance Program
21. Vendor Program
22. Internal Audit Program
23. SUP Program
24. The Fuel Cell Inc. Capability List Document # TFC305
25. In the absence of the Director of Maintenance (DOM), the DQA will be responsible for the Scavenging Program
26. Inspection Systems And Associated Documents
27. Overall responsibility for maintaining TFC in a safe, clean, and organized manner.

The Director of Quality Assurance may delegate all duties assigned to any qualified individual as necessary; however, such delegation does not relieve the Director of Quality Assurance of the overall responsibility.

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QUALITY ASSURANCE TECHNICIAN

The Quality Assurance Technician is directly responsible to the Director of Quality Assurance for all issues related to Quality Control and Quality Assurance. The QA Technician's specific duties and responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual, Quality Control Manual, and Employee Handbook.
3. When authorized by the DQA to perform Supervisory and/or Inspection duties, must be qualified and/or certificated in accordance with 145.153, 145.155, 145.157 and 145.161 as/if applicable .
4. Performing TFC Capability addition research including time and cost estimates
5. Completion of TFC Capability addition "packages"
6. Overseeing/performing construction of test equipment as applicable
7. Overseeing/performing construction of special tools as applicable
8. Performing routine and non routine maintenance on test equipment/tools
9. Verification of tool equivalency and completion of applicable "packages"
10. Participate in TFC's internal audit process
11. Inventory, organization and preparation for periodic tool calibration
12. Scrapping of parts
13. Other duties as directed by the DQA



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QUALITY ASSURANCE ASSISTANT

The Quality Assurance Assistant is directly responsible to the Director of Quality Assurance for all issues related to Quality Control and Quality Assurance. The QA Assistant's specific duties and responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Input of technical data on computer generated forms
4. Review of certification packages and preparation of documents
5. Phone auditing of vendors
6. Copy/update maintenance publications and other documents as instructed by the DQA
7. Participating in the audit process as instructed by the DQA
8. Preparation/creation of forms and documents related to inspection systems and/or processes.
9. Other duties as directed by the DQA

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FACILITY MAINTENANCE TECHNICIAN

The Facility Maintenance Technician is responsible to the Director of Quality Assurance for all issues related to the safety, maintenance, and cleanliness of the TFC facilities. The Facility Maintenance Technician's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Performing routine minor maintenance servicing of all facility lighting, plumbing, mechanical items such as doors, cabinets, tables, painting of walls, floors etc.
4. Performing servicing items, and replacement of test station filters, and air compressors.
5. Performing general cleaning services, including trash containers, kitchen area, exterior of facility etc.
6. Performing the destruction of scrap parts as directed by the DOM
7. Assembly and or relocation of equipment, tables, shelving, inventory supplies etc.
8. Maintenance of Records and Quarantine areas as directed by the DQA
9. Assisting in Shipping/Receiving Departments as directed by the DQA.
10. Notifying the DQA of any issues discovered which relate to safety, maintenance and cleanliness of any TFC facility, equipment, or practice.
11. Assisting the Foreman as authorized by the DQA in certain mechanical activities.
12. In the absence of the DQA, will be responsible to the DOM.
13. Any other activities as directed by the DQA.

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DIRECTOR OF MAINTENANCE

(Reference 145.151, 145.155, 145.161, 145.209)

The Director of Maintenance (DOM) is responsible to the President for the scheduling and production of maintenance activities at The Fuel Cell. The DOM's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Being familiar with the applicable regulations and with the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of an article on which maintenance, preventative maintenance or alterations are being performed.
4. Being proficient in using the various types of inspection equipment and visual aids appropriate for the article being inspected
5. Ensuring the training of Technicians in the proper work procedures and practices to be followed
6. The Scavenging Program
7. Maintaining the repair station, shop equipment, and tools in serviceable working condition
8. Conducting periodic drills for the purpose of indoctrinating personnel in the proper use and location of fire fighting equipment, and checking the equipment periodically for serviceability
9. Training personnel in observing the safety precautions relevant to the functions for which they may be utilized
10. Providing applicable personnel with the required technical data on all appliances for the maintenance to be accomplished. The data may include manufacturer's maintenance and overhaul manuals, service bulletins, parts specifications, related F.A.A. approved data, and any other technical data used by The Fuel Cell
11. The operation of the stockroom and its personnel
12. The activities of personnel and procedures associated with purchasing of parts, materials, tools, supplies, etc. (Material Department)
13. The activities and personnel performing shipping and receiving
14. As authorized by the DQA, and the authority roster, the DOM may approve components for return to service after maintenance.



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DIRECTOR OF MAINTENANCE (cont'd)

(Reference 145.151, 145.155, 145.161, 145.209)

15. In the absence of the DQA, the DOM has the backup responsibilities for the duties, responsibilities and programs of the DQA as listed in this manual, including at least the following:

- Inspection System
- Shelf Life Program
- Technical Data Procedures
- Tool Calibration Procedures
- Scrap Parts program
- Capability List
- Customer Supplied Technical Procedures
- Rosters
- QC and RSM Manual Revisions
- Records & Record Retention Procedures
- Drug & Alcohol Program
- Discrepancies and Self Audit Program
- Training Program Revisions
- Inspection Personnel Procedures
- EASA Manual Revisions
- Contract Maintenance program

The Director of Maintenance may delegate any or all duties assigned to any qualified individual as necessary; however, such delegation does not relieve the Director of Maintenance of the overall responsibility.

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LEAD/INSPECTOR

(Reference 145.151, 145.161, 145.209)

The Lead/Inspector is responsible to the Director of Maintenance with regard to production activities and to the Director of Quality Assurance with regard to matters of Quality Control. The Lead/Inspector's duties/responsibilities are as follows:

In the capacity as Lead, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Being familiar with the applicable regulations and with the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of an article on which maintenance, preventative maintenance or alterations are being performed.
4. Being proficient in using the various types of inspection equipment and visual aids appropriate for the article being inspected
5. Ensuring that the responsible technician properly executes all necessary maintenance entries on maintenance forms and Work Orders used by The Fuel Cell
6. Maintaining the premises of The Fuel Cell in a clean and orderly manner
7. Initiating material requisitions for stock as required
8. Assuring that the personnel in the maintenance department do quality work
9. Assuring the proper handling of all parts while in the repair order process
10. Maintaining the preservation of all units or parts during the work process, installation, and storage
11. Reporting any defective shop equipment or tools
12. Recommending additional equipment or tools
13. Maintaining order and proper conduct in the shop and to promote a professional work environment
14. Organizing, distributing, and overseeing of work assignments to shop technicians
15. Training and assisting technicians in the proper work procedure and practice to be followed
16. Ensuring that technicians use current data and proper tools in the performance of maintenance
17. Ensuring safety precautions are observed and safety equipment is used properly
18. Ensuring all shop and test areas are clean and orderly, and all equipment is properly stored/protected

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LEAD/INSPECTOR (CONT'D)

In the capacity as inspector, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Being familiar with the applicable regulations and with the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of an article on which maintenance, preventative maintenance or alterations are being performed.
4. Being proficient in using the various types of inspection equipment and visual aids appropriate for the article being inspected
5. Assisting the Quality Control Department's daily functions.
6. Work with the DQA in determining the need for reasonable cause drug or alcohol testing as qualified.
7. Performing inspections in accordance with applicable TFC instructions/documents as authorized by the Director of Quality Assurance
8. Ensuring that all inspection tasks that have been delegated are properly conducted
9. Applying signature or initials as required by TFC RSM and QCM to TFC documents upon completion of assigned tasks as authorized by the Inspection Personnel Assigned Authority
10. As authorized by the DQA, and the Inspection Personnel Assigned Authority roster, the Lead/Inspector may approve components for return to service after maintenance.
11. Other duties as instructed by the Director of Quality Assurance

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TECHNICIAN/INSPECTOR

(Reference 145.151, 145.155, 145.161, 145.209)

The Technician/Inspector is responsible to the Lead/Inspector with regard to production activities and to the Director of Quality Assurance with regard to matters of Quality Control. The Technician/Inspector duties/responsibilities are as follows:

In the capacity as technician, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Performing maintenance in accordance with applicable FARs and TFC instructions
4. Performing maintenance on articles as instructed by the Lead/Inspector, and to advise the Lead/Inspector of any malfunction or defect found
5. Requesting the correct replacement parts and checking the parts for condition and shelf life, before installing them
6. Applying signature or initials as required by TFC RSM and QCM to TFC documents upon completion of assigned task.
7. Maintaining work areas in a clean and orderly fashion
8. Reporting any tools, equipment, data, etc that appears, or is defective or deficient to TFC Lead/Inspector or supervisors
9. Other duties as instructed by the Lead/Inspector

In the capacity as inspector, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Being familiar with the applicable regulations and with the inspection methods, techniques, practices, aids, equipment and tools used to determine airworthiness of an article on which maintenance, preventative maintenance or alterations are being performed.
4. Being proficient in using the various types of inspection equipment and visual aids appropriate for the article being inspected
5. Performing inspections of tasks completed by others as instructed by the DQA or his /her representative, in accordance with applicable FAR's and TFC Manuals, and to report any discrepancies or defects found.
6. Applying signature or initials as required by TFC RSM and QCM to TFC documents upon completion of assigned tasks as authorized by the Inspection Personnel Assigned Authority



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TECHNICIAN/INSPECTOR (cont'd)

(Reference 145.151, 145.155, 145.161, 145.209)

7. Advising the DQA of any defects/deficiencies/safety concerns of inspection equipment/procedures.
8. Other duties as instructed by the Director of Quality Assurance.

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HELPER

The Helper is responsible to the Lead/Inspector with regard to production activities. The Helper duties/responsibilities are as follows:

In the capacity as Helper, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Assisting the Lead/Inspector by performing maintenance and support tasks on articles, equipment, or facilities as instructed.
4. Applying signature or initials as required by TFC RSM and QCM to TFC documents upon completion of assigned task.
5. Maintaining work areas in a clean and orderly fashion
6. Reporting any tools, equipment, data, etc that appears, or is defective or deficient, to TFC Lead/Inspector.
7. Other duties as instructed by the Lead/Inspector

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DIRECTOR OF MATERIALS

The Director of Materials is responsible to the President for all issues related to procurement, storage, shipping and receiving activities at TFC. The Director of Material's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook.
3. All administrative functions for the day-to-day operation of the Purchasing, Stockroom, and Shipping/Receiving Departments and personnel.
4. Purchasing and negotiating material, equipment, replacement parts, and supplies from Approved vendors as directed by TFC procedures
5. Authorizing the replenishment of stock as required.
6. Authorizing "pulling" of the necessary parts/materials from stock for approved maintenance.
7. Following up on open purchase orders and insuring expected receiving dates
8. Coordinating customers' shipping instructions with Sales Dept as required.
9. Requesting vendor additions or deletions to Quality Assurance department as needed
10. Adhering to budgetary guidelines as directed by the President
11. Assisting Sales and Maintenance Supervisory personnel with customer quotations as required.
12. Acting as back up to Quality Assurance Assistant in the processing of all documents in preparation for final inspection
13. Participating in audits as instructed by the DQA

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SHIPPING/RECEIVING INSPECTOR

(Reference 145.151, 145.161, 145.209)

The Shipping/Receiving Inspector is responsible to the Material Supervisor with regard to production activities and to the Director of Quality Assurance with regard to matters of Quality Control. The Shipping/Receiving Inspector duties/responsibilities are as follows:

In the capacity as Shipping/Receiving agent, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Ensuring the proper receipt and packing of customer articles or TFC ordered parts or materials
4. Ensuring proper company procedures and documents are used during receiving and shipping activities
5. Maintaining his/her work areas in a clean, neat, and orderly fashion
6. Notifying the Material Manager of any discrepancies/deficiencies in materials/documents required to complete his/her assigned task
7. Other duties as directed by the Material Supervisor/Material Manager.

In the capacity as Shipping/Receiving Inspector, duties/responsibilities include, but are not limited to:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Ensuring that all customer articles and TFC ordered parts/materials have correct trace and/or certification documents
4. Ensuring that articles/materials received at TFC conform to appropriate Repair/Purchase Orders, and are properly identified in accordance with TFC procedures
5. Ensuring that correct/complete paperwork is created to identify articles/materials received
6. Ensuring that all inspection program tasks that have been delegated are properly complied
7. Notifying the DQA of any discrepancies/deficiencies in materials/documents required to complete his/her assigned task
8. Applying signature or initials as required by TFC RSM and QCM to TFC documents upon completion of assigned task
9. Other duties as directed by the DQA

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STOCK CLERK

The Stock Clerk is responsible to the Material Supervisor for all issues related to stocking and storage of parts/materials/articles in the TFC stockroom. The Stock Clerk's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Ensuring that all parts/materials introduced into the stockroom have a valid tracking label affixed to them, including shelf-life information as applicable.
4. Only permitting authorized persons into the stockroom
5. Locating stock and storing materials
6. Pulling parts for Work Orders
7. Creating and processing purchase/repair orders properly as directed
8. Compiling and maintaining records of quantity, type, and value of materials, and posting the totals to inventory records
9. Issuing materials and supplies to the shop
10. Advising purchasing department when parts need to be reordered
11. Maintaining accurate inventory of stockroom
12. Keeping stock room organized and clean
13. Acting as back up for shipping and receiving as directed
14. Acting as back up for purchasing as directed
15. Participating in audits as instructed by the DQA
16. Other duties as directed by the Material Supervisor/Material Manager.

DATE: 9/24/2013

DIRECTOR OF FINANCE AND ADMINISTRATION

The Director of Finance and Administration (DFA) is responsible to the President for all issues related to the control and disposition of TFC accounts and finances, as well as all aspects of human resources. The DFA's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Overseeing all of the accounting functions
4. Reporting the organization's finances to management and offering suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts
5. Supervising and conducting all activities in the accounts payable/receivable functions. Ensuring timely payments of vendor invoices and expense vouchers and maintaining accurate records and reports
6. Developing and recommending policies and procedures to govern the credit collection and payment to the advantage of the organization in terms of cash flow
7. Reviewing and processing expense reports for employees
8. Developing, installing, and maintaining budgeting systems that provide control of expenditures
9. Coordinating and administering budget development and management activities
10. Preparing month end internal financial statements and other financial reports
11. Balancing and maintaining accurate ledger
12. Managing company funds. Overseeing the allocation of cash balances, loans and disbursements
13. Directing the organization's overall financial policies. Overseeing all financial functions, including but not limited to accounting, budget, credit, insurance, tax and treasury
14. Supervising the general Human Resources functions
15. Overseeing payroll, related taxes and payroll tax returns
16. Working closely with outside accounting firm in preparation of tax returns and financial statements
17. Other duties as directed by the President

The DFA may delegate any or all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Director of Finance & Administration of the overall responsibility.

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ACCOUNTING MANAGER

The Accounting Manager is responsible to the Director of Finance and Administration for all issues related to accounts receivable and accounts payable. The Accounting Manager's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Conducting activities in the Accounts Receivables functions, including but not limited to:
 - a. Posting invoices daily
 - b. Collection of Accounts Receivable
 - c. Receiving and posting payments
 - d. Daily deposits
 - e. Credit approval for customers
4. Conducting activities in the Accounts Payables functions, including but not limited to:
 - a. Scheduling invoices for payment to ensure timely payment of vendors
 - b. Processing weekly and monthly payments
 - c. Acquiring credit with vendors
 - d. Auditing Payable Invoices
5. Maintaining Excel Spreadsheet with Monthly Financial Information
6. Maintaining various accounting statements and financial reports, including but not limited to: Past Due Report, Estimated Cash Flow Report
7. Processing expense reports for employees
8. Opening & distributing mail to appropriate person
9. Backing up company files with a tape backup and keeping them in a locked, waterproof, fireproof safe. Taking one tape off the premises to another location once weekly
10. Other duties as directed by the Director of Finance and Administration

DATE: 9/24/2013

9/24/2012

HUMAN RESOURCES MANAGER

The Human Resources Manager is directly responsible to the Director of Finance and Administration for all issues related to employees and company policy. The Human Resources Manager's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand and write the English Language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Designing, planning, and implementing human resources programs, policies and procedures
4. Responsible to manage processing of Personal Action Forms.
5. Establishing, maintaining and processing personnel records and reports of employment
6. Calculating and/or verifying employee wages and salaries, and preparing payroll related functions
7. Adminstrating, processing and maintaining company benefits programs
8. Processing and filing forms and related information
9. Ensuring programs meet employees needs, comply with legal requirements, and are cost effective
10. Recruiting, interviewing and providing company overview to candidates
11. Managing employee rewards and recognition programs. Coordinating associated activities and maintaining related files
12. Coordinating monthly meeting for employees, and preparing presentations as applicable about human resource issues and/or company policies.
13. Creating and distributing the monthly company newsletter.
14. Maintaining insurance policies including but not limited to Workers Compensation, property insurance, and general liability
15. Ensuring facilities maintenance
16. Ordering authorized office supply/equipment requests as required, maintaining an adequate backup supply of essential items
17. Other duties as directed by the Director of Finance and Administration

The Human Resources Manager may delegate any or all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Human Resources Manager of the overall responsibility.

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DIRECTOR OF SALES AND MARKETING

The Director of Sales and Marketing is directly responsible to the President for all sales and marketing functions and the promotion of TFC and its products. The Director of Sales and Marketing's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Having extensive knowledge of products & services and understanding the dynamics of target markets
4. Communicating clearly and professionally in both verbal and written mediums with customers, vendors and peers
5. Travel as required to support domestic and international sales initiatives and maintaining current customer relationships
6. Managing relationships with both customers and vendors with the purpose of expanding
7. Establishing customer base for the purpose of component sales
8. Directing and advising on the preparation of quotes
9. Directing the order and distribution of promotional items
10. Projecting annual sales numbers and inventory requirements in conjunction with other departments
11. Building and managing an inventory consisting of units serviced by TFC as well as components not currently on the capability list, but fuel related
12. Directing the preparation of the Sales & Marketing Budget Plan
13. Directing the development of marketing presentations, plans and proposals
14. Monitoring exchange cores and managing rotatable sales inventory
15. Maintaining Capabilities List in coordination with the DQA.
16. Advising on the purchase of parts
17. Coordinating and advising operations and production for prioritizing and expediting repairs
18. Researching active parts for exchange pool, as well as pricing and competition
19. Representing and promoting The Fuel Cell at industry conventions
20. Other duties as directed by the President

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SALES AND MARKETING REPRESENTATIVE

The Sales and Marketing Representative is responsible to the Director of Sales and Marketing for all issues related to the sale of TFC products and services. The Sales and Marketing Representative's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook
3. Contacting Customers for brokered and stock sales
4. Answering sales calls, faxes, and Emails
5. Listing inventory on ILS and other advertisements and update
6. Researching active parts for exchange pool
7. Monitoring exchange cores
8. Sending units to overhaul and expedite
9. Periodically visit active and potential customers
10. Reporting activities and business to the Director of Sales
11. Monitoring AOG calls
12. Managing rotatable sales inventory
13. Other duties as directed by the Director of Sales and Marketing

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CUSTOMER SERVICE REP

Customer Service Representative is directly responsible to the Director of Sales & Marketing for all issues related to customer service. The Customer Service Representative's specific duties/responsibilities include, but are not limited to, the following:

1. Being able to read, understand, and write the English language.
2. Following the policies and procedures in the current issue of the Repair Station Manual Quality Control Manual, and Employee Handbook.
3. Contacting customers with quoting, status, discrepancies, and handling all information requests.
4. Communicating with customers regarding priority and status of units received for service.
5. Coordinating order priority and expediting with Director of Sales & Marketing and/or Director of Maintenance.
6. Inputting data on templates, pricing, parts profiles, quotes, and other information as required.
7. Forwarding Work Order estimates to customers and following up for approval.
8. Assisting Director of Sales & Marketing, Director of Maintenance, and Director of Materials with market analysis.
9. Assisting Director of Materials with quotation process as required.
10. Monitoring and providing customer status reports in regards to units in process at TFC, and ship dates of units, airway bills and other information for units completed.
11. Assisting Director of Materials with purchasing functions as required.
12. Acting as back-up for purchasing and stockroom functions, and for Work Order and 8130-3 processing.
13. Other duties as directed by Director of Sales & Marketing.



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SECTION II

PERSONNEL/ROSTERS

(Reference 145.161)

The Roster of Authority and Authorized Inspection Personnel is located in the office of the Director of Quality Assurance. This roster contains the names and titles personnel who are responsible for the management of the repair station, supervisors who are responsible for overseeing maintenance functions, signing of maintenance releases, approving a maintained article for return to service and all inspectors who are authorized to sign work orders, tags, labels, checklists, etc. Personnel are selected for various levels of authority based upon work related experience, and job performance, or other criterion as determined by the DQA.

All shop supervisory personnel will be certificated in accordance with Part 65. The roster also contains the signature and initials of all listed individuals, and describes the limits of their authority.

RESPONSIBILITY

The DQA is responsible for the development, maintenance, and revision of the Roster of Authority and Authorized Inspection Personnel. The DQA is responsible to ensure that all listed individuals can read, write, and understand English. The DOM serves as alternate for the DQA.

EMPLOYMENT SUMMARY

An employment summary for each person listed on the roster is maintained by the Director of Quality Assurance, and is kept in the respective individual's training file. The summary will include:

1. Present title
2. Total years of experience
3. Past relevant employment with names of employers and periods of past employment by month and year.
4. Scope of present employment
5. Type of certificate held if applicable

CHANGES TO ROSTER

When a change is required to be made to the roster, because of additions, deletions, change of duties, and/or scope of authority, the Director of Quality Assurance will within 5 working days of such changes:

1. Amend the roster as required
2. Obtain new signatures/initials for all listed personnel
3. Produce or update the individual employment summary as applicable
4. Produce or update training records as applicable
5. Assign a Revision Number and new date
6. Have the Roster Approved and signed by the Accountable Manager

The Fuel Cell's training program and training form will be used to ensure and document that each employee is capable of performing assigned tasks. (See Section V of RSM).

RII AUTHORITY

The Fuel Cell Inc. is not authorized, and will not perform any RII inspections for air carriers, and therefore no RII List will be maintained.



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SECTION III

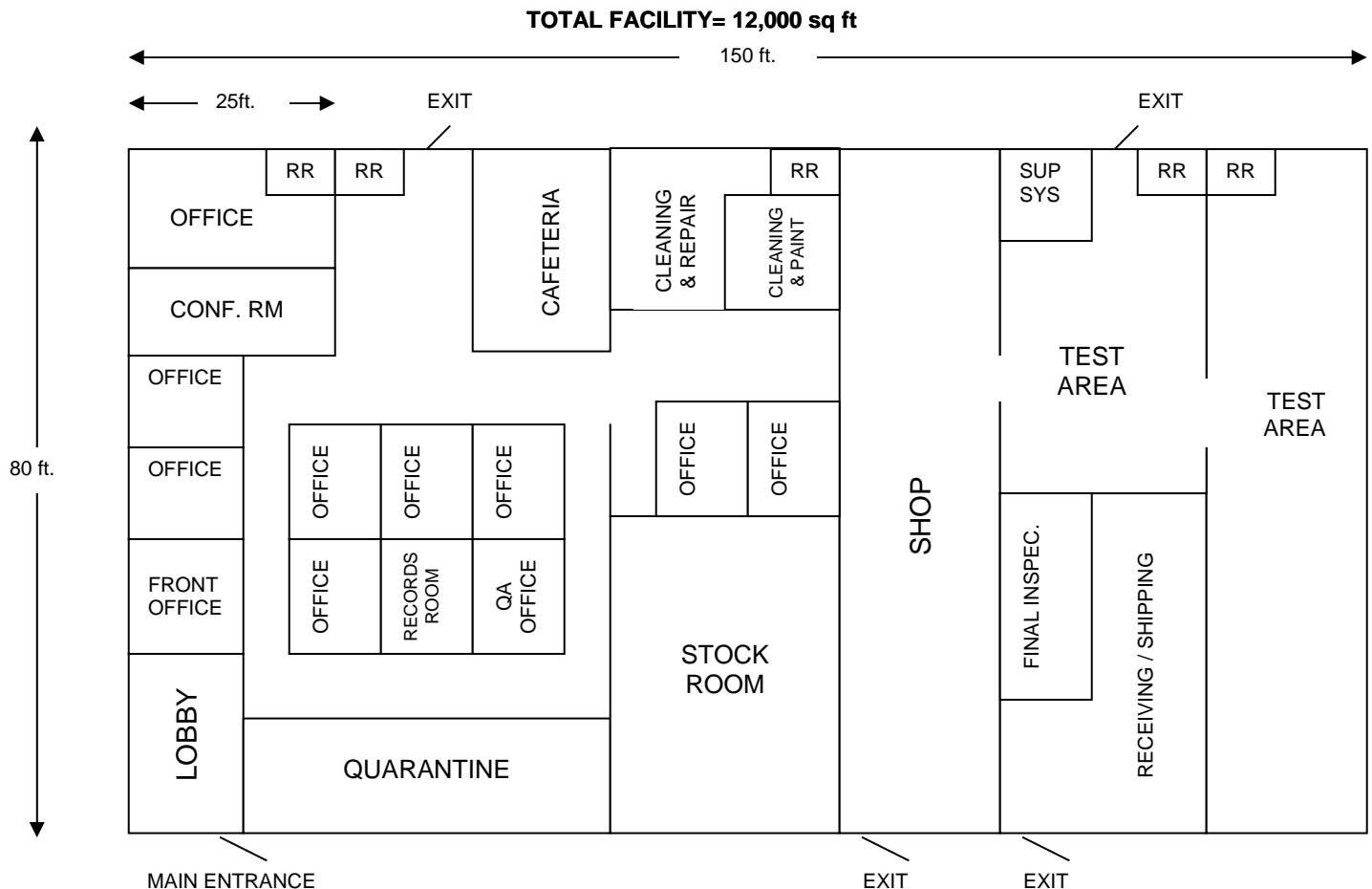
OPERATIONS – HOUSING, FACILITIES, EQUIPMENT, DATA AND MATERIALS

(Reference FAR 145.5, 145.103, and 145.109)

CERTIFICATE AND OPERATIONS SPECIFICATIONS

The Fuel Cell's FAA Certified Repair Station No. F6ER787N Air Agency Certificate and Operations Specifications are available for inspection by the FAA or the public, in the office of the Director of Quality Assurance, although other copies may be displayed in various areas at management's discretion.

Facility Floor Plan





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HOUSING AND FACILITIES

The Fuel Cell Inc.'s fixed location is a 12,000 square foot building of CBS type construction, with a concrete slab floor, and contains offices, cafeteria, quarantine, receiving area, preliminary inspection area, stockroom, shop, cleaning/painting, cleaning/ repair, test areas, final inspection, and shipping area. The entire facility is equipped with fluorescent light fixtures, and is cooled with central air conditioning. Electric power supply consists of, 460 volts 3 phase 100amps service with step down transformer.

OFFICES

The offices are used to conduct normal business and training activities. In addition, the Director of Quality Assurance's office will contain "masters/originals" in hard copy or electronic version of at least the following: technical manuals, tool and training records, subcontractor, vendor and customer supplied data, airworthiness directives, drug and alcohol program records. A separate office space is provided for record retention, and is under the control of the DQA.

SMOKING

Smoking is prohibited in all areas inside of The Fuel Cell Inc. building

CAFETERIA

The cafeteria is designated to provide a common area for all employees to consume food and drink, and access general information as posted on the bulletin boards. No food or drink is permitted in the stockroom, shop, test areas of the facility.

QUARANTINE

This area is under the control of the Director of Quality Assurance, and is used for segregating articles and/or materials that do not meet airworthiness standards, or for storage of TFC property, or for any other reason as determined by the Director of Quality Assurance.

RECEIVING AREA

This is the starting place for maintenance activities, as all articles sent to TFC for maintenance by customers arrive here. The area contains worktables for un-packaging and examination of articles. Shelving is provided for the storage of plastic tubs used to protect and contain articles/parts as they move through the facility. A computer station is available to generate all documents of the work order package, retrieving historical data on articles previously sent to TFC (Warranty), Holding Lockers, and shelving for storage of articles or materials.

PRELIMINARY INSPECTION

This area contains storage shelving, a worktable with inspection magnifier and light, and a file cabinet containing copies of airworthiness directives, customer supplied data, service bulletins and checklists. Inspection personnel will use this area to visually inspect an article, and add documentation such as customer-supplied data, AD's, service bulletins to the work package. This information is recorded on the Preliminary Inspection block of the work order. The data in this area is maintained/updated by the Director of Quality Assurance.



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STOCKROOM

The Stock Room houses all of TFC's new and serviceable inventory, repairable parts, and some consumable materials. The Stockroom is also used to hold customer or TFC component pieces which require rework by a contract maintenance facility. The stock clerk maintains the stockroom inventory on a computer program, Refer to TFC 310 Quality Control Manual Section 1 for detailed information.

SHOP

The shop area is used to perform disassembly, inspection, and re-assembly maintenance functions. The floor is painted, and numerous electrical outlets provide 110volt/20 amp circuits. This area includes technician workbenches, shop technical library, storage of calibrated and non-calibrated tools, and shelving on which to store tubs containing articles for maintenance. Small carts are used to move heavy items and/or large quantities of parts from a single article throughout the facility.

CLEANING/PAINTING

A dedicated room with explosion proof lighting and wiring is used to perform cleaning, small article painting, and isolation of hazardous chemicals. It contains a fireproof locker, and hazardous material spill containment decking, and sources of low pressure air.

CLEANING/REPAIR

This dedicated area contains low-pressure air sources for sandblasting machines, drill press, band saw, bench press, small lathe etc and worktables, which are used for small repairs, and provides segregation for contaminate-producing functions.

HIGH PRESSURE BOTTLES

High pressure bottles will be stored on a proper cart with a restraint mechanism, and their location will be identified in the building.



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TEST

This area houses all of the test stations, and test apparatus used to perform final performance testing of articles receiving maintenance. The shop has 3-phase 200-amp electric power available along with 220-volt/30 amp and 110 volt/20 amp circuits. The Systems Support Room houses a 40-ton Chiller unit, which is used to maintain prescribed test fluid temperatures on the test stations. High and low pressure compressors provide air sources at the test stations, and to prescribed areas. The test equipment consists of metal cabinets, which contain electric motors, drive pads, indicators, valves, controls, hoses, wiring harnesses, plumbing, filters, and switches to perform manufacturers' testing requirements. Test stations are numbered consecutively beginning at 001.

FINAL INSPECTION

This area is used to ensure that all maintenance and documentation is complete, and the article is in airworthy condition. It contains a worktable, inspection magnifier and light, and storage bins containing an assortment of caps/covers for protection of the articles.

SHIPPING AREA

This area is designated for the packaging of articles before being returned to the customer. It contains worktables, storage shelving, packing materials and documents, and space is provided for the **storage of customer shipping containers**. The shipping agent/inspector performs inspection of all certification documentation, the article, and creates necessary Dangerous Goods shipping documents if applicable.

SAFETY and SECURITY

TFC safety training is designed to ensure that Operations are conducted in a safe manner and in a safe environment to prevent personnel injury and damage to customer property. Personal safety equipment is issued and must be used during, but not limited to activities such as Cleaning, Painting, Testing, Machining, safety wiring etc. Safety training includes the use of fire extinguishers, use of proper safety equipment, and requirements to keep all walkways, doors, and fire extinguishers clear of obstructions.

TFC provides protection from fire by using safe maintenance practices and by placing fire extinguisher throughout the facility. These extinguishers are checked monthly for condition by the DQA, and annually for weight and hydro-static checks as required, by a local company. In addition, there are fire emergency warning lights with alarms throughout the facility and fire pull stations at each exit which are connected to a central alarm panel and ultimately to a monitoring agency. The alarm system is checked annually and documented in a system log.

Each employee is issued an electronic key in order to enter the facility through the electronically locked entrance doors. Entrance of non employees is controlled by supervised entrance.

The exterior perimeter of TFC is equipped with multiple security video cameras with recorders, and there are motion detectors within the building which are also linked to a monitored agency.

TFC management periodically reviews the video surveillance recordings.



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DESCRIPTION OF OPERATIONS

The Fuel Cell Inc. is engaged in the business of maintaining fuel system components used on private and commercial aircraft. When an article is sent to The Fuel Cell by a customer, a receiving inspection is conducted to verify the part number, and serial number (if applicable), match the article, and to ensure a work scope is defined by the customer. A general condition inspection is performed to check for shipping damage. If accepted by the receiving inspector, the article, along with a basic work package including at least a TFC work Order, green tag, and copies of the customer repair order/purchase order will be routed to the Preliminary Inspection Area.

A Preliminary Inspection will be conducted by a technically qualified/authorized inspector, using the Preliminary Inspection block on the work order. This inspection will verify the unit description and condition, and will determine the applicability of airworthiness directives, Hidden Damage Inspection, customer supplied technical data, such as engineering orders, build specifications, manuals, service bulletins, etc.

The article is now eligible to move into the shop area, where technicians may perform pretests (if applicable) and disassembly as required to further evaluate its condition. Inspections including Hidden Damage Inspections and required corrective action will be recorded on the work order, and replacement/repair parts will be identified. The unit is now routed to a "Hospital" holding area, and a quotation is prepared and sent to the customer. At this point all parts remain with the unit in its container, except those parts that will require rework/repair/NDT; these are routed to a designated holding shelf in the stockroom. The TFC Green Tag remains with the article in the container.

When customer authorization is received, parts requiring rework/repair/non-destructive testing of the article are sent to the appropriate contract facility. When all parts are available, they are retrieved from the stockroom, placed in the respective article container, and routed from the Hospital back into the shop for appropriate maintenance.

The article is then routed for testing, and results and test data are documented on the work order and checklist as applicable. Final safety wiring and preservation (if applicable) is then accomplished. The article is then routed to the Final Inspection Area, and the work package is routed through the DOM and Director of Materials to Quality Assurance. Scrap parts are routed to the locked Scrap Parts Locker, and will remain there for 30 days after the article leaves TFC. An authorized Inspector will perform a final review of the work package, and prepare certification documents. The authorized Inspector will perform a Final Inspection, and if acceptable, will sign the maintenance release statement on the work order in block #7, and the Airworthiness Approval Tag, FAA form 8130-3.

The article and certification documents are then routed to the Shipping Area, where the shipping agent will verify the article identification with the certification documents, and will package the article for return to the customer.



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EQUIPMENT

LEASE/RENTAL EQUIPMENT

The Fuel Cell Inc. does not lease or rent any required equipment for the performance of authorized maintenance.

OPERATING MANUALS

Each test station/equipment has Operating instructions available at the respective location

INSPECTION /MAINTENANCE

Documented quarterly inspection/maintenance will be performed on TFC test equipment.

RECORDS

Records of quarterly inspection/maintenance functions will be retained by the DQA in the Equipment Maintenance Log. These records will be retained for a minimum of 5 years after completion.

TOOL and TEST EQUIPMENT (TTE) EQUIVALENCY PROGRAM

GENERAL

The Fuel Cell Inc. will, whenever possible, use the TTE as described in the manufacturer's component maintenance manual or their equivalent. If equivalent TTE are used, the following procedure, which was developed as authorized by Parts 43 and 145, in conjunction with FAA Handbook Bulletin for Airworthiness 00-20A, and AIRINC Report 668 will provide for the manufacture, identification, testing, approval and calibration as applicable.

RESPONSIBILITY

The Director of Quality Assurance is responsible for the TTE Program, record keeping, and acceptance of equivalency.

GUIDELINES FOR EQUIVALENCY

It is important to remember the following:

1. The term equivalency means equivalent to that recommended by the Original Equipment Manufacturer (OEM).
2. The TTE may look different, be made of different materials, be a different color, etc., but as long as the tool is functionally equivalent, the tool may be used.
3. The TTE must be capable of performing all normal tests and checking all parameters of the equipment under test. The level of accuracy should be equal to or better than that recommended by the manufacturer.
4. A finding of equivalency will be based upon an evaluation of technical data and/or demonstration of functionality.
5. The primary responsibility for determination of equivalency of TTE is with TFC.

DATE: 12/15/2011

6. Under most circumstances equivalency of TTE applies to items associated with final certification/critical dimensions. TTE used for disassembly, "holding" and some inspection/assembly tools would NOT require equivalency data.
7. Components listed as Critical Design Configuration Control Limitations (CDCCL) have very strict maintenance requirements. Equivalent TTE may ONLY be used when the applicable CMM authorizes their use. If the CMM does not specify equivalent TTE, they may NOT be used.
8. Equivalency is based on meeting the original maintenance task rather than showing equivalency to the recommended tool or test equipment
9. Off the shelf tools (screwdrivers, wrenches, pliers etc.) and/or tools or equipment not specified by a part number, do not require any equivalency documentation.
10. Off the shelf tools/equipment listed by part number, drawing physical parameters where the alternate can be shown to produce the same results in the specific task (multimeters, micrometers, torque wrenches crimping tools etc.) may require limited equivalency documentation

PROCEDURE FOR DETERMINING EQUIVALENCY OF SPECIAL EQUIPMENT OR TEST APPARATUS

1. The DQA will develop an Equivalent TTE file which may include but is not limited to data, drawing specifications, instructions, pictures/photographs, templates, certificates, reports or any other information available.
2. The Equivalent TTE shall be constructed of suitable materials, parts etc. to provide reliability, accuracy, ease of use.
3. After construction is complete, testing/verification of the Equivalent TTE shall be accomplished to ensure correct form, fit and function. This testing/verification will be evidence of equivalency to TFC if the component meets the manufacturer's test requirements. The assigned work order is considered the test verification document.
4. The Equivalent TTE will then be assigned a serial number by the Director of Quality Assurance, and identified with the OEM part number (if applicable) and with the suffix E, plus the assigned serial number. The part number identification does not apply to Test Stations which will retain their numerical identification.
5. Since Test Stations provide a source of flow, pressure, rpm, power etc for many different units, a Test Station will not require equivalency certification for individual component pieces, but will be considered equivalent if it provides the test parameters required by the CMM. Certification will be documented on a single certificate which will include all applicable component pieces within the test station.
6. The Equivalent TTE will be calibrated as applicable.
7. The Director of Quality Assurance will retain the completed file, and the Equivalent TTE will be added to the calibration program as/if applicable
8. Acceptance of Equivalent TTE will be documented on Document # TFC2215.

RECORDS

Records of Equivalent TTE will be retained by the DQA and will be retained indefinitely.



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SECTION IV, PAGE 1

DATE: 2/3/2009

SECTION IV

CAPABILITY LIST

(Reference 145.215)

DESCRIPTION

The Capability List is a stand-alone document which identifies articles on which TFC is rated to perform maintenance. Each article is listed in alphanumeric sequence by basic part number, part description, manufacturer and ATA code.

The Fuel Cell Capability List Document TFC305 (TFC305) is a stand-alone manual, which may be kept electronically and/or in paper format in the office of the Director of Quality Assurance.

This document describes and defines the requirements for the development and continued amendment of an acceptable Capability List.

Refer to TFC305 for detailed procedures.

RESPONSIBILITY

The Director of Quality Assurance (DQA) is responsible for the control, distribution and revision of TFC's Capability List, and Document TFC305. The Director of Maintenance (DOM) serves as an alternate for the DQA.

SELF-EVALUATION PROCESS

The self-evaluation process is the means by which TFC can ensure its qualifications for maintenance and report its capabilities to the FAA in accordance with FAR 43, FAR 145. The process includes:

1. A qualified individual
2. Documentation such as checklist/forms
3. Corrective action as applicable
4. Certification for addition or removal

A Self Evaluation is accomplished when a new article is added to TFC capabilities.

QUALIFIED INDIVIDUAL

The DQA will normally perform the self-evaluation of an article for addition or deletion to the TFC Capability List, or a person authorized by the DQA with the following qualifications may perform the self-evaluation:

1. Experience/Training with performing evaluations
2. An understanding of the requirements of part 145
3. Knowledge of the maintenance requirements for the particular make/model of article to be added to the list



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DOCUMENTATION

TFC will use the Self-Evaluation Checklist (TFC2250) to verify eligibility to add/delete an article to its Capability List. Refer to TFC 305 Section 3 Procedures and Appendix A for additional details and samples of Amendment Package forms. Records of the self-evaluation process will be retained indefinitely by the DQA.

CORRECTIVE ACTION

If during the self-evaluation process discrepancies are found, they are recorded in the designated space on TFC 2250 along with the corrective action.

CERTIFICATION

When the Self Evaluation process is complete and accepted, the DQA can sign the TFC2250 Form and the TFC2201 Form. Signing of both of these forms makes the article eligible for addition to the Capability List. The final signature by the President on the TFC2201 Form will approve the article for addition to TFC Capability List.

REVISION PROCEDURES

Revisions to the Capabilities List and the Capabilities List Document TFC305 can be in paper or electronic format, and will be accompanied by a letter or e-mail of introduction, as applicable. All Revisions are issued by the DQA in numerical sequence, and are retained for a minimum of two years. The correction of minor clerical/formatting errors will not require a formal revision for correction of either document.

At times of revision, affected pages will have a new effective date assigned and the revised content will be noted by highlighting.

Revisions to the Capability List will have the new part numbers inserted in numerical sequence, and highlighted as applicable.

TFC 305 manual holders receiving revisions on paper shall receive/insert the revised pages/manual, record the revision on the Record of Revision page, acknowledge receipt, and advise the DQA. Manual holders receiving in electronic format will find the Record of Revision page will have the new information inserted.

FAA NOTIFICATION

The DQA will notify TFC's FAA PMI within 5 business days of each revision to the Capability List. A revision can be sent electronically as agreed between TFC and its' FAA PMI, and Acknowledgement may be made electronically.



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SECTION V, PAGE 1

DATE: 9/24/2013

SECTION V

TRAINING PROGRAM REVISIONS

(Reference 145.163, 145.209)

TRAINING PROGRAM

TFC Training Program was originally FAA Approved, on June 25, 2007, and is contained in a stand-alone manual.

Training of TFC inspectors, technicians, and other personnel will include initial and re-current training is accomplished by either classroom, and/or on the job training. The DQA, DOM, factory field service representatives, or other designated/authorized persons will accomplish classroom training. The program will be designed to ensure TFC personnel are qualified to perform maintenance, and remain proficient in accordance with FAA Regulations, TFC quality systems, and customer requirements, in a safe manner.

MANUAL CONTROL

The Director of Quality Assurance (DQA) is responsible for the production, control, distribution and revision of this manual, in paper format, to the following:

- Control # 1 – TFC Director of Quality Assurance
- Control # 2 – FAA Principal Maintenance Inspector

Each manual according to this list shall have its assigned control number recorded on the cover page. All other copies are considered uncontrolled.

PROGRAM RESPONSIBILITY

The DQA is responsible for the initial submission of TFC Training Program to the FAA for approval. In addition, the DQA is responsible for the development of, and submission of revisions to the program. The DOM serves as an alternate for the DQA.

PROGRAM REVISIONS

Revisions to TFC Training Program will be in paper format, and are initiated when changes to FAA regulations occur, articles are added to TFC Capabilities List that involve new inspection techniques or procedures, when current training practices require updating, or where issues of safety are concerned. In addition, if new equipment is purchased, upgrading of personnel qualifications is required, or safety/airworthiness issues are involved, a revision will be issued. Revisions will be issued by the DQA in numerical sequence, and shall be recorded on the Record of Revisions page. Revisions will conform to the Federal Aviation Regulations, and will be implemented when the FAA approves them. The DQA will retain copies of revisions for a minimum of two years.



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RECORD OF REVISIONS

At times of revision, only those pages affected by changes will be revised. If a page contains revised information, the revision status of the page, as indicated in the upper right hand corner header, will reflect the revision date.

The latest revision content will be noted by highlighting the revised sections of the page.

Respective manual holders shall insert the revised pages, record the revision on the Record of Revision page, sign the acknowledgement of receipt, and return it to the DQA.

PROGRAM REVIEW

The Training Program will be reviewed annually after initial FAA approval. The DQA, DOM, and Lead/Inspector as applicable will conduct the review. If the program still meets its intent and scope, no action will be required. If changes are required at any time, the necessary revisions will be made, and will be submitted to the FAA for approval in the normal manner.

TRAINING RECORDS

Training records are maintained for each employee by the DQA on a TFC training form in an individual training binder. The record indicates the type of training in detail, method, duration, date of completion, and name of the instructor. Both the trainee and instructor sign the training form to confirm the documented information. Copies of any qualification certificates, if applicable, will be kept in the respective employee's file. Training records will be retained for a minimum of 3 years after an employee leaves TFC.

HAZMAT TRAINING

TFC is a Hazmat Employer as described in 49 CFR Part 171, and provides hazardous material training to meet 49 CFR Part 172.



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SECTION V, PAGE 3

DATE: 12/15/2011

QUALIFYING TRAINING INSTRUCTORS

Dir of Quality Assurance is responsible for the initial selection and continuing approval of the training program instructors. Within TFC's Training Program there are 2 types of instructors:

- Classroom Instructor
- OJT Instructor

It is possible for the same individual to serve as both types of Instructor as determined and authorized by the DQA.

QUALIFYING

The DQA will use the following criteria for the qualification of Classroom Instructors:

- Clear speaking voice
- Good interpersonal skills
- Service as an Inspector at TFC, or equivalent experience as determined by the DQA.
- Knowledge of TFC Training Program
- Knowledge of TFC's Quality System
- Knowledge of FAA Regulations
- Practical demonstration of classroom teaching skills

After 12/15/2011, all Individuals accepted as a Classroom instructor by the DQA will have a General Training Form included in their training record indicating acceptability from the DQA. Prior to that date all classroom instructors are considered "grandfathered" and are acceptable.

The DQA will permit selected personnel with the following qualifications as applicable to serve as OJT Instructors:

- Clear speaking voice
 - Acceptable interpersonal skills
 - Knowledge of TFC Training Program
 - Practical demonstration of OJT teaching skills as observed by the DQA.(as/if required)
 - Member of TFC management
- OR**
- Fulfillment of Overhaul Qualification requirements for respective article
- OR**
- Fulfillment of hourly qualification requirements for respective training segment (DCI, RA, Test). These individuals will be allowed to serve as instructors only for the segments in which they are qualified.



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EVALUATING TRAINING INSTRUCTORS

Classroom Instructors can be evaluated using the results listed on the course evaluation sheet which is completed at the end of each course by the student. This information is summarized annually, and will provide an objective evaluation from the students. In addition, the DQA may include personal observations as required. Classroom Instructors rating remains in effect until rescinded by the DQA.

OJT Instructors can be evaluated by the DQA based upon personal observations, position within the company organization, and individual training records. OJT Instructors rating for the DOM and Lead remains in effect until rescinded by the DQA, and is limited for other personnel by the individual's training qualification records.



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SECTION VI

WORK AT OTHER LOCATIONS

(Reference 145.203)

The Fuel Cell Inc. shall not perform any maintenance away from its principal location at 940 N.W. 51st Place, Ft. Lauderdale FL.



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SECTION VII

MAINTENANCE OF COMPONENTS/ACCESSORIES FOR PART 121, 125, 135, OPERATORS, AND FOREIGN CARRIERS OR PERSONS UNDER PART 129

(Reference 145.205)

CUSTOMER SUPPLIED DATA

TFC will not perform any aircraft inspections or RII inspections, or Line Maintenance, but may perform maintenance on various articles used by air carriers operating under Part 121, 125, 135, and foreign carriers or persons under Part 129, and will perform that maintenance in accordance with the instructions/data supplied to the Fuel Cell Inc.

The instructions may be in the form of a purchase order, or repair order, with instructions contained within, or the purchase order/repair order may reference the specifications such as a specific OEM CMM, Customer CMM, EO, customer build specification, letter of authorization or letter of expectation etc. Additionally, customer authorization to deviate from any specifications may be documented on TFC 2710, Authorization for Deviation. See TFC 312 Forms Manual for detailed information.

RESPONSIBILITY AND LOCATION OF CUSTOMER SUPPLIED DATA

If a customer specifies maintenance data for their article, that data must accompany the article, or have been previously supplied to TFC by the customer. The DQA is responsible to ensure that customer requested specifications are available to TFC personnel, and he/she is also responsible to store and maintain this data. The DOM serves as an alternate for the DQA. The master list of Customer Supplied Technical Data is retained in the QA office. A duplicate file is available in the RECEIVING AREA, and PRELIMINARY INSPECTION AREA, for the convenience and use by TFC employees as applicable.

PROCEDURE

When a customer sends an article to TFC, whose name appears on the Customer Supplied Technical Data List, the receiving inspector will follow normal receiving procedures. If a discrepancy is found on the repair order, the receiving inspector will initiate a TFC Discrepancy Form TFC#2700, in accordance with the instructions on the form, in order to obtain corrective action. If no discrepancies are noted, the receiving inspector will follow normal procedures including opening a work order, initiating a green Repairable Tag, which will identify the article throughout the maintenance process, and after opening a work order, will affix a florescent orange sticker across the top front page of the work order.



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DATE: 7/22/2009

This sticker will serve as an alert to the inspector performing the PRELIMINARY INSPECTION, and will cause him/her to check the Customer Supplied Technical Data file in the PRELIMINARY INSPECTION AREA. If data has been supplied, the inspector will note this information on the form, and will include a copy of the data, as applicable, in the work order package. Technicians and inspectors will follow the instructions in the data, and will record compliance in block # 6 of the work order. This information will also be transferred to the Airworthiness Approval Tag (8130-3) by the authorized inspector.

ANTI-DRUG & ALCOHOL MISUSE PREVENTION PROGRAM

In order for TFC to perform maintenance as a contractor company for any operators under Part 121, 135, TFC must have, or participate in a Drug and Alcohol Testing Program as stated in 14 CFR Part 120

TFC is a member of a consortium, and will comply with all applicable sections of 49 CFR Part 40 and FAA Final Rule. An FAA approved organization is used that has an approved Medical Review Officer.

The Fuel Cell has elected its option to appoint its own internal Anti-Drug & Alcohol Program Manager, who is the Director of Quality Assurance, and all questions concerning personnel drug & alcohol testing shall be directed accordingly. In addition, a Lead/Inspector will work with the DQA and provide back-up authority for reasonable cause purposes. The DOM serves as a back up for this program.

Details of the plan and its description are retained in a separate binder in the office of the DQA.

TFC is responsible to ensure that all persons performing contract maintenance for TFC must participate in an approved Drug and Alcohol Testing Program. TFC will confirm this requirement by maintaining on file a copy of the contract maintenance facility Operation Specification A449, and periodic updates thru the Contract Repair Station Audit Form TFC 2732. or other documents acceptable to the DQA.

CONSORTIUM AND PLAN NUMBER

TFC is a member of the following consortium:
Eagle Employee Screening Services Inc.
Plan # E-SO-00120-U.

RECORDS

All records pertaining to reports, employee lists, training and testing are maintained by the DQA, and are retained indefinitely.



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HAZARDOUS MATERIALS

TFC currently meets the definition of a hazmat employer under 49 CFR 171.8, and therefore is required to have a hazardous material training program. The training program will be in accordance with the requirements of 49 CFR 172 Subpart H.

TFC may perform this training "in-house" or use the services of a qualified organization as determined by the DQA to train employees to the requirement.

Records of hazmat training will be retained by the DQA in the applicable employee's training file indefinitely.

NOTIFICATION OF HAZARDOUS MATERIALS AUTHORIZATIONS

The DQA will acknowledge receipt of part 121 or part 135 operator hazardous materials policies notification using the method/manner required by the operator. TFC maintains a "will carry/will not carry" list of operators which is available during working hours, and is updated as information is received from respective operators. Training for changes applicable to the list is done as they occur, in accordance with TFC Training Program Courses relating to "New Information/Changes. Re-current training on the list will not exceed 24 months. Only TFC employees who have been trained in accordance with 49 CFR, Part 172 Subpart H will perform packaging of hazardous materials for shipment to the carrier.



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SECTION VIII

CONTRACT MAINTENANCE PROGRAM

(Reference 145.217)

CONTRACT MAINTENANCE

Maintenance performed by an agency outside of TFC facility will be considered contract maintenance. These maintenance functions must be contracted because the repair station does not have the housing, facilities, materials, or equipment available on its premises and under its control. TFC may contract maintenance functions to FAA certificated and non-FAA certificated facilities only if the FAA approves the maintenance functions. A formal contract is not required because these maintenance functions are generally recorded/confirmed with a TFC purchase/repair order to the applicable facility. TFC will not send an article to a contract maintenance facility for complete maintenance and then provide return to service. provide approval for return to service only, of an article complete type-certificated product following contract maintenance.

RESPONSIBILITY

The DQA is responsible for the contract maintenance program, the list of contract functions, the list of contract facilities, and for notification and forwarding revisions to the lists to its principal maintenance inspector at the controlling FAA office. The DOM serves as alternate for the DQA. In addition, the DQA is responsible for maintaining all records of audits, FAA approvals, and current copies of Air Agency Certificates and Operations Specifications for certificated contract facilities.

The master list of contract functions and list of facilities are kept in the office of the DQA. When TFC determines it is necessary to amend these lists, the procedures listed below must be followed.

MAINTENANCE FUNCTION LIST

This list is maintained as a separate document, and includes the maintenance functions that will be performed for TFC under contract by another person/facility. The maintenance functions on this list and each subsequent revision require FAA notification and Approval.

Requests/Revisions will not occur on any schedule but when required by TFC, and as Approved by the FAA This list is revised according to the procedures described below.

MAINTENANCE FACILITIES LIST

This list, is maintained as a separate document, and includes the names of the persons/facilities that perform maintenance functions for TFC under contract. The list is located in the office of the DQA, and is revised according to procedures described in this section, as required by the needs of the maintenance department. The list will include at least the name, address, telephone number, certificate number (if applicable), type of certificate and rating, TFC approved maintenance service and quality control contact. The maintenance facilities on this list do not require FAA approval, and no FAA notification is required.



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DATE: 12/15/2011

PROCEDURE TO OBTAIN APPROVAL FOR A MAINTENANCE FUNCTION

The following procedure is to be used to obtain initial approval for a contract maintenance function, or to add a new contract maintenance function.

1. The DQA will develop, and send two copies of a letter to its FAA PMI, which explains/describes the contract maintenance function needed.
2. If applicable, the letter will list the unit part number from TFC Capabilities List which requires this maintenance function, and copies of the applicable CMM pages, which describe the maintenance function.
3. The letter will state that TFC does not have the housing, facilities, materials, or equipment available on its premises or in its control, to perform the maintenance function required.
4. The letter will state that TFC understands, and accepts responsibility for the requested maintenance function, and the contract facility selected.
5. The letter should include the following or similarly worded statement:
"If the below listed functions are Approved, please sign and date both copies of this letter, retain one copy for your records and return the other copy to the me"
6. Include a list of all contract maintenance functions below the statement.
7. The DQA should sign both copies of the completed letter, and mail to TFC's PMI.
8. The above procedure may be conducted electronically if authorized by TFC's PMI



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DATE: 9/24/2013

QUALIFYING and SURVEYING CERTIFICATED CONTRACT FACILITIES

Since the FAA has already made a determination that a certificated repair station's quality control and inspection system are adequate when it was issued its repair station certificate, the following procedure will be used for initial addition to TFC Contracted Maintenance Facilities List:

1. The DQA will use the Contract Repair Station Audit Form, TFC2732, (Ref QC Manual Sect VII) to confirm and document that the contract repair facility is properly rated to perform maintenance.
2. The DQA will obtain copies, or verify current in-house copies, of the contract facility's repair station certificate, operations specifications, and drug/alcohol program information as/if applicable.
3. This information will be retained for a minimum of 3 years in a binder/file for each facility.
4. TFC will ensure compliance with work scope instructions, including compliance with air carrier instructions as applicable thru Receiving Inspections performed when the article/part is returned to TFC

CORRECTING DISCREPANCIES

If during the audit process discrepancies are found, the DQA will provide copies in writing to the authorized representative of that organization. The non-certificated organization will have approximately ten (10) working days to respond with the corrective action taken, or plan of action acceptable to the DQA.

PERIODIC UPDATE

The DQA will contact the contract repair stations listed and used by TFC, approximately every 24 months, and using the Contract Repair Station Audit Form, TFC2732 will verify accuracy and confirm information on file.



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DATE: 9/24/2013

QUALIFYING and SURVEYING NON-CERTIFICATED CONTRACT FACILITIES

If TFC contracts to a non-certificated facility, it must ensure that the non-certificated facility follows a quality control program applicable to the work being performed. TFC must ensure that the work performed is satisfactory by testing and/or inspection, and the article (if applicable) is airworthy. The DQA is responsible to perform the following actions:

1. Perform an initial on-site audit, complete a Non-Certificated Contract Audit **Form 2733**, and confirm that the contract repair facility is properly qualified to perform maintenance.
2. Obtain copies of any certifications or accreditations if/as applicable.
3. Ensure that the contract facility agrees to permit the FAA to inspect/observe work being performed.
4. Ensure that the contract facility agrees, and understands that TFC is to remain directly in charge of the contracted work.
5. This information will be retained in a binder/file for each facility.
6. TFC will ensure compliance with work scope instructions thru Receiving Inspections performed when the article/part is returned to TFC

TFC may not return to service any article on which a maintenance function was performed by a non-certificated facility/person, if the non-certificated facility/person does not permit the FAA to make an inspection and observe performance on the article.

CORRECTING DISCREPANCIES

If during the audit process discrepancies are found, the DQA will provide copies in writing to the authorized representative of that organization. The non-certificated organization will have approximately ten (10) working days to respond with the corrective action taken, or plan of action acceptable to the DQA.

PERIODIC UPDATE

The DQA will perform and document at least an annual audit of the non-certificated facility to confirm fitness, and qualifications.



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DATE: 9/24/2013

POST CONTRACTOR MAINTENANCE RECEIVING INSPECTIONS

All articles/parts when returned to TFC from a contract maintenance facility will undergo a Receiving Inspection which will ensure compliance with work scope instructions, including compliance with air carrier instructions, and proper certification documents. Refer to Quality Control Manual TFC 310, Section 1 for detailed information.

DATE: 11/22/2010

SECTION IX

RECORDS AND RECORD RETENTION

(Reference 145.219)

The documents used during maintenance on articles maintained at The Fuel Cell provide a description of the work performed, and are in a paper format. All documents created by TFC will be in English, and are "backed up" electronically. These record packages will include documents that will meet the requirements of 43.9, and may include contract maintenance and/or special test/inspections, and TFC business-related documents.

RESPONSIBILITY

The DQA is responsible for all records/work packages associated with the maintenance of approved articles at TFC. The DOM serves as an Alternate for the DQA.

DESCRIPTION

The TFC Work Order package contains a detailed record of maintenance performed, who performed the maintenance, and when it was performed, as required by Part 43, and, will be retained in accordance with the requirements of TFC Repair Station Manual, Section IX. Beginning April 2008, completed work packages are scanned into TFC computer for retention in accordance with RSM Section IX, and an external hard drive will provide a local backup of the work performed in the shop. Scanned Work Order packages contain at least the following documents:

1. One original 8130-3
2. One original "Finished" Work Order
3. One hand written Work Order
4. One Inspection/Test Checklist
5. One Parts Pick Ticket
6. One copy of Customer RO

Additional documents may include as applicable:

1. Warranty Forms
2. Contract maintenance facility documents and certifications
3. Acknowledgement of receipt
4. Trace documents
5. Scavenging Program documents
6. Misc related documents

DATE: 11/22/2010

RECORD STORAGE PROCEDURE

When the maintenance process is completed, and all documents have been completed as required, the Director of Quality Assurance will audit the documents listed above for accuracy and completeness, and if found acceptable, will place the documents in a file folder, indicate the date closed on the cover, and file in work order numerical sequence. Records pertaining to TFC rotatable components/scavenge program will also be filed in work order numerical sequence, but in a separate file in the same room to ensure that these records remain available for the required time after the article has left TFC premises.

OWNER/OPERATOR RECORDS

When an article is returned to an owner/operator after maintenance by TFC, it will be accompanied by an original signed 8130-3 Airworthiness Approval Tag, an original signed TFC work order, and if applicable, an original signed FAA Form 337.

FAA FORM 337

If maintenance performed on an article by TFC qualifies as a major alteration, FAA Form 337 will be produced, and distributed by the DQA in accordance with 43 Appendix B.

RECORD LOCATION

The Records room is used to store records of maintenance, and it is located in the office area of TFC. (Ref RSM Section III). It provides an air-conditioned area, which is secured by, and under the control of, the DQA. Hard copy records are stored in file cabinets for protection, and to provide easy retrieval for authorized persons and agencies such as FAA, and NTSB. Electronic records are stored in the computer system server and these are backed up on an external hard drive on a daily basis.

RECORD RETENTION

Beginning April 2008, TFC will retain records of maintenance for eight years after completion. These records may be stored in hard copy for 2 years and then retained in electronic version for the remaining 6 years.

Radiographic documents received from contactors will be retained in original format for 8 years. After 8 years all records may be destroyed.



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SECTION X, PAGE 1

DATE: 2/3/2009

SECTION X

REPAIR STATION MANUAL REVISIONS

(Reference 145.209)

REVISIONS

Revisions to this repair station manual can be in paper and/or electronic format, and will be generated as required by at least the following conditions:

1. Changes in applicable federal regulations
2. If any information/procedures are found contrary to federal regulations
3. Safety requirements
4. Changes as needed by The Fuel Cell Inc. business practices
5. Changes as needed by industry requirements

Revisions will be issued by the DQA in numerical sequence, and are recorded on the Record of Revisions page. Revisions will conform to the Federal Aviation Regulations, and will be implemented when they are Approved by an authorized TFC personnel. The DQA will retain copies of revisions for a minimum of two years.

RESPONSIBILITY

The Director of Quality Assurance (DQA) is responsible for the production, control, distribution and revision of this manual, in paper and/or electronic format. The DOM serves as an alternate for the DQA.

RECORD OF REVISIONS

Each page of this manual contains an effective date located in the upper right-hand corner of the page. Revised content will be highlighted to indicate a change was made, and the effective date will be modified to reflect the date of revision. The effective date will also be modified to reflect a page number modification that may result from deleting or adding content. All revised content highlighted on earlier revisions will remain highlighted until superseded or deleted.

Only the pages included in the latest revision are highlighted in the List of Effective Pages; pages containing earlier revision dates will not be highlighted. A revised LEP is included in every revision.

All revisions will be accompanied by the following:

1. One letter or e-mail introducing the revision:
2. One original copy of the List of Effective Pages, signed by the President or Accountable Manager of The Fuel Cell Inc.
3. Revision Acknowledgment Form, if applicable to be returned to TFC DQA upon receipt/insertion of the applicable pages.

Note: Persons receiving manuals/revisions in electronic format may acknowledge receipt in electronically and without using the Acknowledgement Form.



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PROCEDURE

Manual holders receiving revisions on paper shall receive/insert the revised pages/manual, record the revision on the Record of Revision page, acknowledge receipt, and advise the DQA. Manual holders receiving in electronic format will find the Record of Revision page will have the new information inserted.

The most current List of Effective Pages signed by the President or Accountable Manager, defines the manual revision level.

FAA NOTIFICATION

The DQA may send revisions to this manual to its FAA PMI in paper or electronic format, as previously agreed. For convenience TFC will issue a complete electronic copy of the manual with all revisions inserted as applicable, when any part of the document is revised. The revision will be sent within 5 business days of implementation. The FAA PMI may acknowledge receipt electronically.

REVISION NON-COMPLIANCE

TFC believes that safety is the number one issue in the performance of maintenance, and its policies and procedures are developed with the good-faith intent to comply with all applicable FARs.

If TFC should discover, or be notified, that any administrative revision to its required manual does not comply with the FARs, the DQA will immediately issue a revision to correct the error or omission. If a non-compliant revision affects maintenance, see procedures described in Section VI of The Fuel Cell Inc. Quality Control Manual.

REVISION TRAINING

When revisions are issued, the DQA and/or DOM will review the revised pages with all inspectors/technicians as applicable, explaining the content. This training will be recorded on TFC Training Forms, and placed in individual training files.

DATE: 2/3/2009

SECTION XI

REPAIR STATION MANUAL CONTROL SYSTEM

(Reference 145.209)

MANUAL DESCRIPTION

This Repair Station Manual #TFC300 was developed to describe the procedures and policies of The Fuel Cell Inc. (TFC) repair station operations. This manual can be produced, distributed, revised and retained in paper and/or electronic format. The manual contains a Preamble, and is further divided into eleven Sections numbered I – XI. Each page contains a header. The left side of the header includes the company name, slogan, and FAA certificate number. The right side includes the manual name, TFC document number, section, and page and the effective date of the page. The List of Effective Pages will reflect the most current manual revision level.

MANUAL CONTROL

The Director of Quality Assurance (DQA) is responsible for the production, control, distribution and revision of this manual, in paper and electronic format, to the following:

- Control # 1- TFC Director of Quality Assurance
- Control # 2- TFC Director of Maintenance/Shop
- Control # 3- FAA Principal Maintenance Inspector

Each manual according to this list shall have its assigned control number recorded on the cover page. All other copies are considered uncontrolled.

MANUAL LOCATION

The Director of Quality Assurance will retain manual #1 in the Quality Assurance office. Manual # 2 is issued to the Director of Maintenance (DOM). He/she will be responsible for maintaining the manual, and it will be located in the shop technical library, which will allow complete access by all inspection and maintenance personnel, at all times during the performance of maintenance. Copy #3 is retained and maintained by the FAA Principal Maintenance Inspector assigned with authority over The Fuel Cell Inc.

MANUAL TRAINING

All maintenance and inspection employees will be required to read this manual, after which the DQA will conduct a review to include manual location, access, general discussion of content, and answer any questions. This training will be recorded on TFC Training Forms.

When revisions are issued, the DQA and/or DOM will review the revised pages with all inspectors/technicians as applicable, explaining the content. This training will be recorded on TFC Training Forms, and placed in individual training files.

DATE: 2/3/2009

RE: REVISION ACKNOWLEDGMENT FORM

In compliance with the below referenced document please read and receive/insert revised pages into your manual, return this form, or acknowledge electronically to the Director of Quality Assurance that your copy of the revision has been received/inserted.

I. To be filled out by TFC Director of Quality Assurance

➤ Document Number:

➤ Manual Number:

➤ Revision/Amendment Number:

➤ Date of Revision/Amendment:

II. To be completed by holder of referenced Manual:

➤ Insertion Date:

➤ Signature:

Best regards,

Director of Quality Assurance