

## Audit Checklist for Repair Station Manual (GACAR Part 145)

Audit Item	Compliant (Yes/No)
Is the repair station operating with a valid certificate issued under GACAR §145.5?	
Are the certificate and operations specifications available on the premises for inspection?	
Is there a current and GACA-approved Repair Station Manual (RSM)?	
Is the manual accessible to all repair station personnel?	
Does the manual have procedures for revision, notification, and distribution to GACA?	
Does the manual include an organizational chart identifying management positions and responsibilities?	
Are there procedures for maintaining and revising personnel rosters?	
Does the manual include a description of the station's operations and scope of work?	
Are procedures outlined for work at other locations if applicable?	
Are there contract maintenance procedures outlined?	
Does the manual contain service difficulty reporting procedures?	
Does it include SMS (Safety Management System) implementation procedures?	
Are procedures for receiving, assessing, and distributing airworthiness data in place?	
Is there a process for maintaining and revising the capability list?	
Are the self-evaluation methods clearly documented?	

Is there a quality control system ensuring airworthiness of serviced articles?	
Are quality control procedures related to inspections and release to service described?	
Does the manual cover the training program for maintenance and inspection personnel?	
Are training records maintained as required for at least two years?	
Are maintenance records stored in a format acceptable to GACA?	
Are electronic recordkeeping systems approved and compliant with GACAR §145.102?	
Are records retained for at least two years from the date of return to service?	
Does the repair station implement and maintain an SMS acceptable to GACA?	
Does the repair station allow GACA inspections as required?	
Are contracted services inspected for compliance with GACAR standards?	