

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	02/11/2016	10/15/2020	9
002 Definitions and Abbreviations	12/14/2017	02/27/2020	8
003 Ratings and Limitations	04/03/2017	10/15/2020	4
004 Summary of Special Authorizations and Limitations	09/23/1998	10/15/2020	4
007 Designated Persons	12/19/2006	02/27/2020	4
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	10/15/2020	2
449 Antidrug and Alcohol Misuse Prevention Program	07/17/2009	10/15/2020	3

**A001 . Issuance and Applicability**

**HQ Control: 02/11/2016**

**HQ Revision: 05e**

a. These operations specifications are issued to Hartwell Corporation, a Repair Station located in the United States, pursuant to 14 CFR Part 145, § 145.53. The repair station certificate holder shall conduct operations in accordance with 14 CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:  
900 South Richfield Road  
Placentia, California 92870

Mailing Address:  
900 South Richfield Road  
Placentia, California 92870

b. The holder of these operations specifications is the holder of certificate number H6AR497J and shall hereafter be referred to as the "certificate holder".

c. These operations specifications are issued as part of this repair station certificate and are in effect as of the date approval is effective. This certificate and these operations specifications shall remain in effect until the certificate for a repair station that is located in the United States is surrendered, suspended, or revoked.

d. The repair station specified on these operations specifications and located within the United States performs maintenance and/or an alteration of aircraft and/or aeronautical products to be installed on aircraft under the terms and conditions of the U.S./EU Safety Agreement, Annex 2, Maintenance, between the FAA and the EU.

e. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph a.

Delegated authorities: None

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 10/15/2020, [2] AMENDMENT #: 9  
DATE: 2020.10.15 15:46:54 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
\_\_\_\_\_ 10/15/20  
Shawn Ricordati, Quality Manager                      Date

---

**A002 . Definitions and Abbreviations**

**HQ Control: 12/14/2017**

**HQ Revision: 05d**

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in 14 CFR and 49 U.S.C., as cited in Public Law 103-272, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these operations specifications.

<b>BASA</b>	The Bilateral Aviation Safety Agreement (BASA) is an executive agreement concluded between the United States and a foreign country for the purpose of promoting aviation safety; also known as an Agreement for the Promotion of Aviation Safety.
<b>Certificate Holder</b>	In these operations specifications, the term "certificate holder" means the holder of the repair station certificate described in these operations specifications in Part A paragraph A001 and any of its officers, employees, or agents used in the conduct of operations under this certificate.
<b>CAAS</b>	Civil Aviation Authority of Singapore
<b>CFR</b>	Code of Federal Regulations
<b>Class Rating</b>	As used with respect to the certification, ratings, privileges of airframes, powerplants, propellers, radios, instruments, and accessories within a category having similar operating characteristics.
<b>EASA</b>	European Aviation Safety Agency
<b>EASA Accountable Manager</b>	The manager who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by the EASA full-member Authority.
<b>EU</b>	European Union
<b>Exemption</b>	An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of 14 CFR Part 11.
<b>FOCA</b>	Federal Office of Civil Aviation
<b>FAA Accountable Manager</b>	A person designated by the certificated repair station who is responsible for and has authority over all repair station operations that are conducted under 14 CFR Part 145, including ensuring that the repair station's personnel follow the regulations and serving as the primary contact with the FAA.

<b>Geographic Authorization</b>	Authorization provided to a repair station located outside the United States to perform maintenance support under contract for a U.S. air carrier (or an operator of U.S.- registered aircraft under 14 CFR Part 129) at a location other than the repair station's main facility. A geographic authorization is issued by the FAA to respond to a U.S. air carrier's or Part 129 foreign operator's need for maintenance at a station where the frequency and scope of that maintenance does not warrant permanently staffing and equipping the station for its accomplishment.
<b>Limited Rating</b>	A rating issued to repair stations for the performance of maintenance on particular makes and models of airframes, powerplants, propellers, radios, instruments, accessories, and/or parts.
<b>Limited Ratings - Specialized Services</b>	Rating issued for a special maintenance function when the function is performed in accordance with a specification approved by the Administrator.
<b>Line Maintenance</b>	Any unscheduled maintenance resulting from unforeseen events, or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
<b>MAG</b>	The Maintenance Annex Guidance (MAG) defines the process that the FAA and EASA undertake in the inspection, findings of compliance certification, and monitoring of repair stations, as well as their joint cooperation in quality assurance and standardization activities in support of the EASA Agreement, Annex 2, Maintenance. The term Maintenance Agreement Guidance (MAG) defines the processes and activities applicable to a specific country under an MIP, and is not associated with the EASA Agreement.
<b>Maintenance</b>	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
<b>U.S./EU Aviation Safety Agreement, Annex 2, Maintenance</b>	Annex 2 covers the reciprocal acceptance of findings of compliance, approvals, documentation and technical assistance regarding approvals and the monitoring of repair stations/maintenance organizations.
<b>MIP</b>	Maintenance Implementation Procedures (MIP) are procedures for implementing the provisions of a BASA that apply to maintenance performed under 14 CFR Part 145, Section 145.53(b).
<b>MOE</b>	A maintenance organization exposition (MOE) pertains to procedural manuals used by maintenance organizations certificated by a foreign country. The MOE along with the FAA Supplement, sets forth the structure and procedures of the repair station to meet the requirements of 14 CFR Part 145 under a MIP.

---

<b>Preventive Maintenance</b>	As defined in 14 CFR part 1 and part 43 appendix A, subparagraph (c).
<b>QCM</b>	Quality Control Manual
<b>Repair Station located in the United States</b>	A FAA certificated repair station located in the United States.
<b>Repair Station located outside the United States</b>	A FAA certificated repair station located outside of the United States.
<b>RSM</b>	Repair Station Manual

- 
1. The Certificate Holder applies for the Operations in this paragraph.
  2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 2/27/2020, [2] AMENDMENT #: 8  
DATE: 2020.02.27 10:38:40 -06:00

3. I hereby accept and receive the Operations Specifications in this paragraph.



Shawn Ricordati, Quality Manager

2.27.20

Date

**A003 . Ratings and Limitations**

**HQ Control: 04/03/2017**

**HQ Revision: 01a**

The certificate holder is authorized the following Ratings and/or Limitations:

**Class Ratings**

None Authorized

**Limited Ratings**

<b><u>Rating</u></b>	<b><u>Manufacturer</u></b>	<b><u>Make/Model</u></b>	<b><u>Limitations</u></b>
Airframe	From the accepted Capability List, as amended.	From the accepted Capability List, as amended.	Maintenance of aircraft latch assemblies.

**Limited Ratings - Specialized Services**

<b><u>Rating</u></b>	<b><u>Specifications</u></b>	<b><u>Limitations</u></b>
None Authorized.		

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 10/15/2020, [2] AMENDMENT #: 4  
DATE: 2020.10.15 15:47:55 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

A handwritten signature in blue ink, appearing to read "Shawn Ricordati".

10/15/20

Shawn Ricordati, Quality Manager

Date



**A004 . Summary of Special Authorizations and Limitations**

**HQ Control: 09/23/1998**

**HQ Revision: 010**

**a. The certificate holder, in accordance with the reference paragraphs, is authorized to:**

	Reference Paragraphs
Use an acceptable electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	A449
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	A449

**b. The certificate holder is *not authorized and shall not*:**

	Reference Paragraphs
Use Exemptions.	A005
Perform maintenance with ratings for repair stations located outside the United States under a Bilateral Aviation Safety Agreement with Maintenance Provisions.	A060
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
Perform maintenance in accordance with foreign repair station geographic authorizations.	B050
Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100
Perform line maintenance for cert. holders conducting operations under Parts 121 and 135 and for foreign carriers/persons operating non-U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 10/15/2020, [2] AMENDMENT #: 4  
DATE: 2020.10.15 15:49:38 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
\_\_\_\_\_  
Shawn Ricordati, Quality Manager

10/15/20  
\_\_\_\_\_  
Date

**A007 . Designated Persons**

**HQ Control: 12/19/2006**

**HQ Revision: 030**

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

**Table 1 – Designated Persons to Apply for and Receive Authorizations**

Title	Name	Parts Authorized
Director of Quality Assurance / Quality Manager	Ricordati, Shawn	A

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (INFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

**Table 2 – Designated to Receive INFO Messages**

Name	Email Address	Telephone No.	Type of Information to Receive
Shawn Ricordati	srlicordati@hartwellcorp.com	714-993-4200x137	ALL

1. The Certificate Holder applies for the Operations in this paragraph.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 2/27/2020, [2] AMENDMENT #: 4  
DATE: 2020.02.27 10:39:32 -06:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
\_\_\_\_\_  
Shawn Ricordati, Quality Manager

2-27-20  
\_\_\_\_\_  
Date

**A025 . Electronic/Digital Recordkeeping System,  
Electronic/Digital Signature, and Electronic Media**

**HQ Control: 04/03/2017**

**HQ Revision: 00b**

a. The certificate holder is authorized to use an acceptable electronic/digital recordkeeping system, described and/or referenced in this paragraph (if none, enter N/A.)

Hartwell Corporation records may be stored in accordance with Hartwell Corporation Repair Station Procedures Manual RSPM-2 RSPM-4 and Quality Control Instructions QCI 29-51 procedures.

b. The certificate holder is authorized the use of the following electronic/digital signature procedures (if none, enter "N/A").

N/A

c. The certificate holder is authorized to use electronic media for the repair station and quality control manuals, if acceptable (if none, enter "N/A").

Hartwell Corporation manual system and technical data may be maintained electronically in accordance with Hartwell Corporation Repair Station RSPM-2 , RSPM-4 and Quality Control Instructions QCI 29-51 procedures.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 10/15/2020, [2] AMENDMENT #: 2  
DATE: 2020.10.15 15:50:45 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

  
\_\_\_\_\_  
Shawn Ricordati, Quality Manager

10/15/20  
\_\_\_\_\_  
Date

**A449 . Antidrug and Alcohol Misuse Prevention Program**

**HQ Control: 07/17/2009**

**HQ Revision: 00a**

- a. The Part 145 repair station certificate holder has elected to implement an Antidrug and Alcohol Misuse Prevention Program, because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, and 135 certificate holder and/or for a 14 CFR Part 91 operator conducting operations under Section 91.147.
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its Antidrug and Alcohol Misuse Prevention Program.
- c. Antidrug and Alcohol Misuse Prevention Program records are maintained and available for inspection by the FAA's Drug Abatement Compliance and Enforcement Inspectors at the location listed in Table 1 below:

**Table 1**

<b>Location &amp; Telephone of Antidrug and Alcohol Misuse Prevention Program Records:</b>	
<b>Telephone Number:</b>	A1 (714) 993-4200
<b>Address:</b>	900 South Richfield Road
<b>Address:</b>	
<b>City:</b>	Placentia
<b>State:</b>	CA
<b>Zip code:</b>	92870

d. Limitations and Provisions.

- (1) Antidrug and Alcohol Misuse Prevention Program inspections and enforcement activity will be conducted by the Drug Abatement Division. Questions regarding these programs should be directed to the Drug Abatement Division.
- (2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:
  - (a) Location or phone number where the Antidrug and Alcohol Misuse Prevention Program Records are kept.
  - (b) If the certificate holder's number of safety-sensitive employees goes to 50 and above, or falls below 50 safety-sensitive employees.
- (3) The certificate holder with 50 or more employees performing a safety-sensitive function on January 1 of the calendar year must submit an annual report to the Drug Abatement Division of the FAA.
- (4) The certificate holder with fewer than 50 employees performing a safety-sensitive function on January 1 of any calendar year must submit an annual report upon request of the Administrator, as specified in the regulations.

The certificate holder has fewer than 50 safety-sensitive employees.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas R. Walters Jr., Principal Maintenance Inspector (WP05)  
[1] EFFECTIVE DATE: 10/15/2020, [2] AMENDMENT #: 3  
DATE: 2020.10.15 15:51:35 -05:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

A blue handwritten signature of Shawn Ricordati.

10/15/20

Shawn Ricordati, Quality Manager

Date