

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number 2TPR844B

This certificate is issued to
CONCORDE JET CENTER, LLC

whose business address is
2 PEGASUS STREET
SUITE 1, UNIT 100
BRUNSWICK, ME 04011

*upon finding that its organization complies in all respects
with the requirements of the Federal Aviation Regulations
relating to the establishment of an Air Agency, and is
empowered to operate an approved* **REPAIR STATION**

with the following ratings:

**LIMITED - AIRFRAME
LIMITED - POWERPLANT
LIMITED - PROPELLERS
LIMITED - RADIO
LIMITED - INSTRUMENTS**

*This certificate, unless canceled, suspended, or revoked,
shall continue in effect* **INDEFINITELY**

Date issued:

**MAY 4, 2011
REISSUED: AUGUST 6, 2019**

By direction of the Administrator


**DAVID A. SWANSON
MANAGER, AFG-EA-65**

**This Certificate is not Transferable, and ANY MAJOR CHANGE IN THE BASIC FACILITIES, OR IN THE LOCATION THEREOF,
SHALL BE IMMEDIATELY REPORTED TO THE APPROPRIATE REGIONAL OFFICE OF THE FEDERAL AVIATION ADMINISTRATION**

Any alteration of this certificate is punishable by a fine of not exceeding \$1,000, or imprisonment not exceeding 3 years, or both

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A001 . Issuance and Applicability

HQ Control: 05/06/2022

HQ Revision: 05f

a. These operations specifications are issued to Concorde Jet Center LLC, a Repair Station located in the United States, pursuant to 14 CFR Part 145, § 145.53(a). 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:
2 Pegasus Street
Suite 1, Unit 100
Brunswick, Maine 04011

Mailing Address:
2 Pegasus Street
Suite 1, Unit 100
Brunswick, Maine 04011

b. The holder of these operations specifications is the holder of certificate number 2TPR844B 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 performs maintenance and/or an alteration of aircraft and/or aeronautical products under a Bilateral Aviation Safety Agreement (BASA).

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.

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

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

A001 . Issuance and Applicability

HQ Control: 05/06/2022

HQ Revision: 05f

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2 Pegasus Street
Suite 1, Unit 100
Brunswick, Maine 04011

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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.

BASA	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.
Certificate Holder	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.
CAAS	Civil Aviation Authority of Singapore
CFR	Code of Federal Regulations
Class Rating	As used with respect to the certification, ratings, privileges of airframes, powerplants, propellers, radios, instruments, and accessories within a category having similar operating characteristics.
EASA	European Aviation Safety Agency
EASA Accountable Manager	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.
EU	European Union
Exemption	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.
FOCA	Federal Office of Civil Aviation
FAA Accountable Manager	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.

Geographic Authorization	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.
Limited Rating	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.
Limited Ratings - Specialized Services	Rating issued for a special maintenance function when the function is performed in accordance with a specification approved by the Administrator.
Line Maintenance	Any unscheduled maintenance resulting from unforeseen events, or scheduled checks where certain servicing and/or inspections do not require specialized training, equipment, or facilities.
MAG	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.
Maintenance	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
U.S./EU Aviation Safety Agreement, Annex 2, Maintenance	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.
MIP	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).
MOE	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.

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

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

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

Larry Hecht, FAA Accountable Manager, 145

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

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Airframe	Bombardier	BD-700-1A Series	Maintenance, preventative maintenance & alterations
Airframe	Gulfstream Aerospace Corp.	G1159, G-IV & G-V series.	Maintenance, preventative maintenance & alterations
Airframe	Dassault	DA-900	Maintenance, preventative maintenance & alterations
Airframe	Dassault	DA-10	Maintenance, preventative maintenance & alterations
Engines	Rolls-Royce	BR 700-710, Spey 511-8 & Tay 611-8 series.	Maintenance, preventative maintenance & alterations. External to the powerplant core. Excludes overhaul
Engines	Allied Signal	TFE-731-5AR-1C	Maintenance, preventative maintenance & alterations. External to the powerplant core. Excludes overhaul
Engines	Allied-Signal	TFE--731--2-1C	Maintenance, preventative maintenance & alterations. External to the powerplant core. Excludes overhaul
Airframe	Textron	CE750 Series	Maintenance, preventative maintenance & alterations.
Engines	Rolls Royce	AE3007C Series	Maintenance, preventative maintenance & alterations. External to the powerplant core. Excludes overhaul.
Airframe	Textron	Hawker 1000 Series	Maintenance, preventative maintenance & alterations.
Engines	P&WC	PW305 Series	Maintenance, preventative maintenance & alterations. External to the powerplant core. Excludes overhaul.
Radio	All	All	ATC transponder and integrated system test and inspection in accordance with 14 CFR 43 Appendix F

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Instruments	All	All	and E(c) to meet the requirements of 14 CFR 91.413, to include RVSM tests. Altimeter system and altimeter reporting equipment test and inspection in accordance with 14 CFR 43 Appendix E and F to meet the requirements of 14 CFR 91.411, to include RVSM tests.
Airframe	MHIRJ	CRJ Series	Maintenance, preventative maintenance & alterations

Limited Ratings - Specialized Services

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

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

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

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
Perform safety-sensitive functions requiring a drug and alcohol testing program under 14 CFR part 120	A449
Perform work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100

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

	Reference Paragraphs
Use Exemptions.	A005
Use an acceptable electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
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 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

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

3. I hereby accept and receive the Operations Specifications in this paragraph.
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A007 . Designated Persons

HQ Control: 09/08/2021

HQ Revision: 03a

- 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	Email Address
Chief Inspector	Warren, Michael	A,D	MWarren@concordeas.com
FAA Accountable Manager, 145 / Director of Maintenance	Halligan, Shaun M	A,D	SHalligan@concordeas.com
Director of Quality Assurance	van den Berg, Nate	A,D	NvandenBerg@concordeas.com

- 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
Shaun Halligan	SHalligan@concordeas.com	2078520853	ALL

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

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

A449 . Drug and Alcohol Testing Program

HQ Control: 08/30/2021

HQ Revision: 00b

- a. The 14 CFR Part 145 repair station certificate holder has implemented a drug and alcohol testing program because the certificate holder performs safety-sensitive functions for a 14 CFR Part 121, 121/135, and/or 135 certificate holder, and/or for a 14 CFR Part 91 operator conducting operations under § 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 drug and alcohol testing program.
- c. Drug and alcohol testing 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

Location & Telephone of Drug and Alcohol Testing Program Records	
Telephone Number:	A1 207-406-2151
Address:	2 Pegasus Street, Suite 1, Unit 100
Address:	
City:	Brunswick
State:	ME
Zip code:	04011

d. Limitations and Provisions.

(1) The FAA's Drug Abatement Division is responsible for oversight and enforcement of the DOT/FAA-mandated drug and alcohol testing program. Questions regarding the program requirements or regulations must be directed to the Drug Abatement Division at 202-267-8442 or drugabatement@faa.gov.

(2) The certificate holder is responsible for updating this operations specification when any of the following changes occur:

(a) Phone number and address where the drug and alcohol testing 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.

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

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

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

D100 . Work to be Performed at a Place Other Than the Repair Station Fixed Location(s) HQ Control: 11/16/2004
HQ Revision: 050

- a. The certificate holder may perform work at a place other than its Fixed Location (as listed in paragraph A001, and paragraph A101 if issued, of these operations specifications) provided it has the facilities, material, equipment and technical personnel to perform the work authorized in the following table.

Table 1

Work Authorized	Repair Stations Manual References	Quality Control Manual References
Work performed on a reoccurring basis subject to the conditions in para. A003	Section 12	Section 12

- b. The certificate holder **may not** perform **continuous** operation at a facility other than the station's Fixed Location listed in paragraph A001, and paragraph A101 if issued.
- c. Line Stations . Privileges of a line station, as set forth by the EASA certificate and scope of work and located within the country where the main facility is domiciled are listed in Table 1 are authorized.
- d. Work may be due to a special circumstance or on a recurring basis. If on a recurring basis, the repair station must have procedures in its manual.

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

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

Larry Hecht, FAA Accountable Manager, 145

Date



Vendor Audit Form.

RSM-2010-0015 Rev 4.

Concorde Jet Center is an FAA Certified Repair Station and is required to perform an audit of your facility to meet the requirements of Federal regulations 14 CFR 145.211 ©(1)(vi) & 145.223 which allow us to have your organization as an approved Vendor/Supplier. It is acceptable to return your "Standard Packet" in lieu of completing this document so long as it contains the information requested. For assistance in completing this form please contact The Director of Quality: 321-946-7625.

Date: _____

Company: _____

ATTN: Quality Control Department

Attached please find our **VENDOR SELF AUDIT SURVEY**

Please complete and return the survey as soon as possible. Please provide copies of the following:

☐ Quality Standard Certifications ☐ Quality System Program ☐ Anti-drug and Alcohol Misuse Prevention Program

Thank you in advance for your time and support.

Sincerely,

Concorde Jet Center

Phone: 207-406-2151.

Email: mwarren@concordeas.com



RSM-2010-0015 Rev 4.

Legal Company Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Web Address: _____

Telephone #: _____ Fax #: _____

Contact: _____ Email: _____

Personnel: QA: _____ Admin: _____ Mfg: /Mech: _____ Total: _____

Note: Please supply copies of the following:

☐ **Quality Standard Certifications**

☐ **Quality System Program**

☐ **Antidrug and Alcohol Misuse Prevention Program**

Brief description of Items/Services your company provides:

Key Management Personnel:

Name Shaun Halligan
Position Accountable Manager/ D.O.M.
Contact number 207-852-0853
Contact Email shalligan@concordeas.com

Type of Business:

Certified Manufacturer _____

Distributor/Parts Provider _____

Broker _____

Service Provider XX Please Specify: Scheduled and Unscheduled MX.

Other _____ Please Specify: _____

Mark the statement(s) that best fits your company: (mark all that apply)

Small Business: _____ Woman Owned: _____ Minority Owned: _____ Corporation: _____ Sole
Proprietor _____.



RSM-2010-0015 Rev 4.

A. General.

Yes NO N/A

1.) Does your business currently have a quality system in place? What standard does your quality system follow?

2.) Is your quality program adequately described in a manual?

3.) Is your QA manual kept current?

4.) Are employees trained, certified, and experienced for the performance of assigned tasks?

5.) Do Supervisor/Leads hold appropriate licenses/certificates?

6.) Is training verifiable through the use of training records or other forms of documentation?

7.) Do you outsource maintenance? If so, do you audit vendors and maintain a list of approved vendors?

8.) Are manuals and work instructions current and readily available to employees?

B. Materials and Material Inspection

1.) Do you perform receiving inspections and inspections prior to shipping?

2.) Are incoming materials identified and segregated until acceptance?

3.) Are shelf-life items properly identified and tracked?

4.) Is there a system to control life-limited parts?

5.) Do life-limited parts have full traceability with verification of the time remaining?

6.) Do materials sold by your company come with warranty agreements and paperwork? Provide details of the warranty, bill back and return, parts received DOA, and core/exchange policies in the comments section.

7.) Are materials sold by your company traceable to an aviation authority source? FAA / EASA / JAA

- 8.) Do you segregate serviceable parts from unserviceable parts?
- 9.) Do you provide tear down/maintenance reports for repair/overhaul parts?
- 10.) Do you provide part certification forms? FAA form 8130-3 or C of C?
- 11.) Do you verify that material was not removed from an aircraft or engine that was involved in an accident, incident, extreme stress, or heat, and that the material itself was not subjected to extreme heat or stress?
- 12.) Do you verify that material was not obtained from a military or government source?
- 13.) Do you have an adequate secured storage area for parts and components including climatic control?
- 14.) Do you mutilate scrapped parts to the extent that they will preclude the possibility of being restored and returned to service?

C. Maintenance Inspection

- 1.) Are inspections and maintenance activities based on product acceptance criteria?
- 2.) Are products and/or service carried out under controlled conditions?
- 3.) Do you perform in-process inspections?
- 4.) Does a relevant authority approve the final release of a product or service?

D. Work Processing

- 1.) Is adequate tooling and test equipment available to perform the work?
- 2.) Are parts properly identified throughout the maintenance action and in storage?
- 4.) Is teardown report provided with service material that details the initial condition of the material, the work done, and the lists of the parts replaced?
- 5.) Are Serviceable tags/8130/C of C properly used and completed?



RSM-2010-0015 Rev 4.

E. Calibration

Yes NO N/A

1.) Are standards used for calibration traceable to a NIST / Z540 standard?

2.) Do you maintain records of calibration?

3.) Does the records program identify each tool in the program, calibration frequency, and next due date?

COMMENTS: _____

Note: Your Company must allow Concorde Jet Center to inspect or observe any work done for Concorde Jet Center if required.

Prepared by: _____ Title: _____

Signature: _____ Date: _____