

EASA Supplement Reference No.145.5642

To FAA FAR-145 Repair Station Manual Reference No. U9WR978X

Swissport USA, Inc.
Orlando International Airport
9039 Tradeport Drive
Orlando, FL 32827

This Supplement does not form part of the FAA FAR-145 Repair Station Manual

Compliance with the FAA approved Supplement together with the FAA FAR-145 Repair Station Manual (RSM) and Quality Control Manual (QCM) forms the basis of the European Aviation Safety Agency (EASA) Part-145 approval.

This Supplement forms part of the applicant's obligations for EASA Part-145 approval as specified in the EASA Maintenance Implementation Guidance Material (MIP-G).

EASA Supplement is published in Electronically and posted on Swissport Aircraft Maintenance Website at : www.swipportaircraftmaintenance.com

EASA Supplement is controlled, managed and published by Quality Assurance of Swissport Aircraft Maintenance_

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1. List of Effective Pages

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2. Amendment Procedure

A. Responsibility

The Vice President Quality Assurance (VPQA) of Swissport Aircraft Maintenance shall be responsible for ensuring that the FAR 145 RSM and QCM and this EASA Supplement are kept up to date in respect of regulatory changes. The VPQA approves all revisions to this supplement. The Repair Station Accountable Manager will also initiate any amendment action deemed necessary to this supplement and ensures repair station staffs comply with the procedures therein.

B. Procedure

1. VPQA approves all revisions.
2. QA will update the list of effective pages and revision control log with each revision.
3. QA will publish the supplement electronically and post it on Swissport Aircraft Maintenance Website.
4. QA will forward electronically copy of the revised EASA to the CHDO.(FSDO).
5. Revision will be identified with a bar on the right margin.

Revision Control Log

Revision Control Log-RCL is managed and controlled by Quality Assurance of Swissport Aircraft Maintenance. QA updates the RCL with every revision issued.

Revision No.	Revision Date	By	Revision No.	Revision Date	By
1	08-01-2008	SLM			
2	09-01-2009	HA			
3	7-27-2011	HA			

3. Introduction

The purpose of this supplement is to clearly set forth differences from FAR's that need to be accounted for in operating a repair station that performs maintenance to non-U.S. registered aircraft and / or components that are under the regulatory control of EASA Member Authorities. FAA Part 145 and EASA Part 145 have similarities and differences, this supplement is necessary due to this fact and the repair station should take note of this fact and perform maintenance with respect to this supplement. The Maintenance Implementation Procedures (MIP) agreed between the FAA and EASA specifies the basic differences between EASA Part 145 and FAR Part 145 and identifies these differences as special conditions. The repair station will comply with the provisions of the U.S. / European Bilateral Aviation Safety Agreement (BASA), the Maintenance Implementation Procedures (MIP) and the MIP Guidance (MIP-G) by consulting the material offered and available. When Swissport USA, Inc. intends to perform maintenance, it shall first appraise itself of the contents of this supplement, and then perform the necessary additional or different actions required to perform the maintenance and to retain EASA Part 145 approval. Every two year period Swissport will demonstrate the need for our EASA Part 145 Approval in the form of a letter of intent, a work order or a contract with details of the relevant customer. A relevant customer may be an EASA Part-145 Approved maintenance organization or a European operator.

The history behind the implementation of this supplement began in 1991 when EASA issued a new maintenance requirement, namely EASA Part145, which required all maintenance of commercially operated aircraft / components to be maintained by EASA Part 145 approved maintenance organizations. At the same time, EASA had intended to accept USA maintenance on a bilateral basis rather than direct EASA Part 145 approval. EASA Part 145 then completed a proposed amendment NPRM process to allow bilateral maintenance. Included in the NPRM was a provision to allow Unilateral Acceptance of such maintenance on a temporary basis pending bilateral signature. Thus, we have the situation where maintenance can be carried out by USA organizations, so long as the organization is listed in an EASA publication, on a unilateral basis pending a Bilateral Agreement. The basis of both the Unilateral and Bilateral Agreements are identical in that the intention is to recognize FAA FAR-145 Repair Station Approvals plus additional requirements to give equivalency to EASA Part145, thereby ensuring standards. This supplement is also, therefore, intended to remind Swissport USA, Inc. that they are working in accordance with the Unilateral or Bilateral Agreement, as appropriate.

4. Accountable Manager's Commitment Statement

This Supplement in conjunction with the approved FAA FAR 145 Repair Station Manual and Quality Control Manual defines Swissport USA, Inc. procedures upon which EASA acceptance is based. These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work orders are being progressed under the conditions of EASA Part 145.10 (C). It is accepted that Swissport USA, Inc. repair station's procedures do not override the necessity of complying with any additional requirements formally published by the EASA and notified to this organization from time to time. It is understood that the EASA will issue an Acceptance Certificate and list Swissport USA, Inc. repair station as an acceptable source of maintenance for the EASA full member States of Europe in a formal EASA publication while the EASA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the EASA reserves the right to revoke the Acceptance Certificate and remove the repair station from the formal EASA publication if the EASA considers that procedures are not followed or standards not upheld.

Signed by the Accountable Manager:

Hasnain Ansari

Signature

Hasnain Ansari

Printed Name

For and on behalf of the Swissport USA, Inc. repair station

Approval Basis and Limitation

EASA approval is based on Swissport USA, Inc. compliance to 14 CFR parts 43 and 145 and special conditions identified in the MIP and described in the MIP-G. The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by the FAA to the repair station in accordance with FAR Part 145 for work carried out within the USA.

5. Access by the EASA and FAA

Keeping in mind that EASA acceptance of Swissport USA, Inc. Repair Station is based mainly upon FAA approval, EASA staff, and FAA staff on behalf of EASA, is hereby allowed access to Swissport USA, Inc. repair station for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems.

6. Work Orders / Contracts

Because international maintenance is complicated by the fact that there are occasions when supplementary maintenance unknown to Swissport USA, Inc., such as a foreign AD, must be carried out, it is imperative for Swissport USA, Inc. to see that it receives a work order from the customer which it can understand. The Aircraft Maintenance Manager or other Swissport USA, Inc. designee will receive the work order from the customer and will consult with the customer via telephone, fax or email to verify the work order is clear or if there is a problem with the understanding or implementation of the work order. Swissport will utilize Form RSF-2 to document work performed.

Additionally, Swissport USA, Inc. shall ensure the following items are clearly specified on work orders received as applicable:

- A. Inspections
- B. Repairs
- C. Alterations
- D. Overhaul
- E. Airworthiness Directives
- F. Parts Replacement

Approved Design Engineering Data

Swissport USA, Inc. does not maintain or supply engineering data. The customer that is being serviced is required to provide the current and appropriate data.

7. Airworthiness Directives

For EASA member Authorities which issue their own AD's or accept FAA AD's and issue additional directives, Swissport USA, Inc. shall ensure that it knows what airworthiness directives the customer requires embodied. Swissport USA, Inc. will require the customer to supply the EASA Ads the customer wishes the repair station to comply with through a work order.

8. Major Repairs / Alterations / Modifications

Swissport USA, Inc. has been granted aircraft maintenance authority by the FAA. Under provision of title 14 CFR Part 145 and 145.205. FAA Repair Station No. U9WR978X is not authorized to perform major repairs, alterations or modifications. The customer will obtain any necessary approvals from EASA or will confirm that the FAA approved data is acceptable. Swissport USA, Inc. will arrange for a suitable company to be contracted for the aircraft operator under regulatory contract of an EU member. Additional support will be provided to the extent available and as agreed upon in customer's contract.

9. Release of Components after Maintenance

Swissport USA, Inc. has been granted aircraft line maintenance authority by the FAA. Under provision of title 14 CFR Part 145 and 145.205 FAA Repair Station No. U9WR978X is not authorized to perform component repair or release components after maintenance.

10. Certificate of Airworthiness (C of A) Validity

Virtually all C of A's issued by the EASA member Authorities have a date of expiration at which time the validity period must be renewed to remain legal. Though the customer (owner or operator) is responsible to maintain C of A currency, Swissport USA, Inc. shall ensure the validity of the C of A (from an expiration point of view), with the operator, before issuing an airworthiness release. Swissport USA, Inc. will visually check the validity of the C of A by an examination of the airworthiness review certificate (ARC).

11. Release of Aircraft after Maintenance

Release to service of aircraft should be carried out in accordance with FAR 43.9 except that paragraphs 7 to 10 and 12 of this supplement must be taken into account. At the completion of maintenance, the following certification should be made in the aircraft maintenance record.

Return to Service in Accordance with FAR 43.9:

“Certifies that the work specified except as otherwise specified was carried out in accordance with CFR 14 FAA airworthiness regulations, and in respect to that work the aircraft is considered ready for release to service.”

Please note that the sub-clause “except as otherwise specified” is intended for use with two types of deviations as follows: 1) The case where all required maintenance was not carried out. The maintenance not carried out must be listed on the FAR 43.9 Return to Service. 2) The case where the particular maintenance requirement was only EASA approved and not FAA-approved. Example: an EASA -NAA Airworthiness Directive not approved by the FAA. Where the customer operator requires their paperwork to be signed, the following alternate certification can be made. Release to Service in Accordance with EASA 145.50 Part 145.A.50:

“Certifies that the work specified except as otherwise specified was carried out in accordance with EASA 145, and in respect to that work the aircraft is considered ready for release to service.”

In all cases Swissport USA, Inc. repair station must issue the certification when all required maintenance has been carried out, except that if it was not possible to complete all maintenance, then such details must be endorsed on the Release to Service and the operator informed. The EASA Acceptance Certificate Number and the FAA FAR Part 145 Certificate Number must be quoted in all cases, whether it is a FAR 43 Return to Service or an EASA Part 145 Release to Service.

12. Reporting of Un-airworthy Conditions

When serious defects found in EASA regulated aircraft or aircraft components by Swissport USA, Inc. repair station, then such fact must be reported to the EASA -NAA via the EASA and to the customer within 3 days (72 hours) of discovery. When reporting to the EASA, the identity of the customer must be included to allow follow-up action. An EASA reporting form is under development and will be issued as soon as available. In the meantime, the existing FAA reporting form, FAA Form 8070-1 should be used by the Aircraft Maintenance Manager or designee.

13. Quality Monitoring System

Swissport USA, Inc. Quality Monitoring System is described in detail in Section Two of the Quality Control Manual, with all the applicable Forms in Section Four of the Quality Control Manual.

14. Provision of Hangar Space for Aircraft Maintenance

The provisional need for a hanger rarely applies to any line maintenance performed. Reference RSM Section 4 Page 3, 4.2.0 (D). Swissport will arrange for suitable hanger space to be contracted for the aircraft operator under regulatory contract of an EU member. Additional facilities and workplace will be provided to the extent available and as agreed upon in customer's contract.

17. Contracted Maintenance

Swissport USA, Inc., will not contract its maintenance functions to outside sources. Swissport USA, Inc. will arrange for a suitable company to be contracted for the aircraft operator under regulatory contract of an EU member. Reference QCM Section 2 Page 3B.

18. Human Factors

Swissport USA, Inc. will work to enhance the overall performance of the organization by continuously integrating all relevant information available concerning human factors that can have a negative affect on aviation safety. Swissport USA, Inc. employees use technical processes and associated equipment that, if used in a negligent manner, could risk the airworthiness of the aircraft resulting from adverse human factors. The Aircraft Maintenance Manager will log and maintain records on all human factors actions and decisions. The procedures will be evaluated and updated as needed. Employees will receive human factors training during initial training and recurrent training to ensure they have an understanding of human factor principles. This training will advise employees where to find additional resources covering human factors such as the internet and the technical library. The Aircraft Maintenance Manager will address human performance issues and shift change over procedures to be used at the repair station. All employees will be required to follow the human factors cause, effect and solution framework along with their own common sense.

Cause	Effect	Solution
Taking RX prescriptions that could impair cognitive abilities	Accidental personal injury or damage customer product	Observe RX warnings and follow doctor's orders
Neglecting personal protective equipment use	Injury	Follow station safety policies and procedures
Excess fatigue, exhaustion or hang-over	Impaired physical abilities can be increase chances of injuries	Discontinue the actions that put at risk and wait until you have overcome the state
Anger and frustration	Irrational actions or out of control behavior that brings risk of injury to you and others	Use reason to calm down and relax, be responsible to your co-workers for their safety, even though you may fell emotional stress

19. Air Carrier Line Stations

Swissport USA, Inc. is not an air carrier operating line stations under 14CFR Part 121.

20. Work Away from a Fixed Location

If Swissport USA, Inc. is requested to perform maintenance on an EU aircraft Located outside the United States, the repair station will request a one time special circumstance authorization from the EASA. This request will include type of work to be performed, the date of the work, the customer and certify to EASA that the repair station will follow all existing procedures in their current repair station manual and supplement or on a reoccurring basis and if it is subject to the FAA D100 and the work is considered emergency or non-routine as urgent defect rectification or to provide assistance for an EU registered aircraft. Reference QCM Section 2 Page 3B (2.2.8).

21. Station Line Maintenance Authorization Capability

22. Line Maintenance Authorization Capability

Orlando

Orlando International Airport, 9039 Tradeport Drive. Orlando, FL 32827

Edelweiss	(A330).	"A" Checks & Line Maintenance Only
Airtransat	(A310, A330).	"A" Checks & Line Maintenance Only
Can Jet	(B737)	"A" Checks & Line Maintenance Only
Miami Air	(B737)	"A" Checks & Line Maintenance Only.

Sanford

Sanford International Airport, 3205 Red Cleveland Road, Sanford, FL 32773

Miami Air	(B737)	"A" Checks & Line Maintenance Only.
Icelandair	(B757)	"A" Checks & Line Maintenance Only.
Monarch	(A330, B767)	"A" Checks & Line Maintenance Only.
Thomas Cook	(A330, B767)	"A" Checks & Line Maintenance Only.
Thomson Fly	(B757, B767)	"A" Checks & Line Maintenance Only.
Xtra Airways	(B737)	"A" Checks & Line Maintenance Only.
Vision Airlines	(B737, B767, DO328-100)	"A" Checks & Line Maintenance Only.