

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number GF2R844K

This certificate is issued to

Duncan Aviation, Inc.

whose business address is

**9011 Randolph Street, Suite B
Houston, Texas 77061**

*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* **Satellite Repair Station**

with the following ratings:

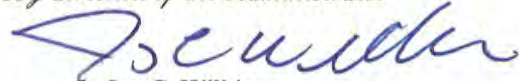
**Radio Class 1
Radio Class 2
Radio Class 3
Limited Airframe (11/2/2004)
Limited Instruments (6/27/2017)**

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

Date issued:

April 3, 1985

By direction of the Administrator



**Jay C. Wilkins
MANAGER, HOUSTON FSDO, SW09**

**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

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	02/11/2016	02/01/2021	10
002 Definitions and Abbreviations	12/14/2017	03/14/2019	8
003 Ratings and Limitations	04/03/2017	07/13/2017	11
004 Summary of Special Authorizations and Limitations	09/23/1998	11/21/2012	7
007 Designated Persons	09/08/2021	10/06/2021	6
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	07/05/2017	3
101 Additional Fixed Locations	12/11/2020	02/01/2021	2
449 Drug and Alcohol Testing Program	08/30/2021	10/06/2021	5

A001 . Issuance and Applicability

HQ Control: 02/11/2016

HQ Revision: 05e

a. These operations specifications are issued to Duncan Aviation, Inc., 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:
9011 Randolph Street, Suite B
Houston, Texas 77061

b. The holder of these operations specifications is the holder of certificate number GF2R844K 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. U.S./EU Aviation Safety Agreement Repair Station/Maintenance Organization Approvals not authorized.

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 C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: Amended due to new location address.
[2] EFFECTIVE DATE: 2/1/2021, [3] AMENDMENT #: 10
DATE: 2021.02.01 13:29:33 -06:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2021.02.01 13:23:20 -06:00

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.



Digitally signed by Ramon O. Reyes, Principal Maintenance Inspector (SW09)
[1] SUPPORT INFO: New Revision
[2] EFFECTIVE DATE: 3/14/2019, [3] AMENDMENT #: 8
DATE: 2019.03.14 09:32:37 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
[1] SUPPORT INFO: Move to new location
DATE: 2019.03.14 07:12:16 -05:00

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

Radio Class 1: Communications Equipment

Radio Class 2: Navigational Equipment

Radio Class 3: Radar Equipment

Limited Ratings

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Airframe	From the accepted Capability List, as amended.	From the accepted Capability List, as amended.	Airframe Maintenance, Alterations, and Preventive Maintenance excluding: --- Complete inspections to airframe, powerplants and propellers. --- Removal, disassembly and installation of powerplants, propellers, primary flight controls & landing gear components and associated actuators.
Airframe	All (12,500 lbs. MGTOW or less per TCDS)	All	Limited to aircraft that weigh 12,500 lbs. maximum gross take-off weight (MGTOW) or less per the Type Certificate Data Sheet. Limited to the following: Airframe Maintenance, Alterations, and Preventive Maintenance excluding: --- Complete inspections to airframe, powerplants and propellers. --- Removal, disassembly and installation of powerplants, propellers, primary flight controls & landing gear components and associated actuators.
Instruments	Aerosonic, United, Kollsman/IDC, Honeywell, Collins, Bendix/King, Smith Industries, Thales, Jager, Thompson Sextant	Altimeters	Instrument maintenance and preventive maintenance limited to externally accessible components not requiring instrument disassembly.

Limited Ratings - Specialized Services

Rating

None Authorized.

Specifications

Limitations

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



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: To Reflect Certificate Holder Request.
[2] EFFECTIVE DATE: 7/13/2017, [3] AMENDMENT #: 11
DATE: 2017.07.13 08:36:09 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2017.07.13 08:13:26 -05:00

A004. Summary of Special Authorizations and Limitations

HQ Control: 9/23/1998
HQ Revision: 010

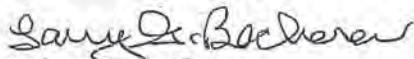
a. The certificate holder, in accordance with the reference paragraphs, is authorized to:

	<u>Reference Paragraphs</u>
Use an approved electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	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*:

Use Exemptions.	A005
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 U.S. registered aircraft in common carriage under Part 129, apart from D100 which authorizes that work away from station.	D107

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: Air Agency's letter dated November 30, 2007.
3. These Operations Specifications are approved by direction of the Administrator.


Becherer, Larry G.

Principal Maintenance Inspector

CE09

4. Date Approval is effective: 2/6/08

Amendment Number: 6

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


Mertens, Michael R.

Manager of Regulatory Compliance

Date: 2/6/08

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
FAA Accountable Manager, 145	Nelson, Matthew Q.	A,D	matt.nelson@duncanaviation.com
Chief Inspector, Components/Satellites	King, Jeffrey L.	A,D	jeff.king@duncanaviation.com
Manager of Regulatory Compliance	Mertens, Michael R.	A,D	mike.mertens@duncanaviation.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
Michael Mertens	mike.mertens@duncanaviation.com	(402) 475-2611	ALL
Jeffrey King	jeff.king@duncanaviation.com	(402) 475-2611	ALL

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



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: Issued Due to Revised Template.
[2] EFFECTIVE DATE: 10/6/2021, [3] AMENDMENT #: 6
DATE: 2021.10.06 12:38:53 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2021.10.06 12:57:16 -05:00

**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.)

Electronic recordkeeping system as referenced in the Duncan Aviation Repair Station General Operating Manual (RSGOM).

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

Electronic/Digital Signature System (ESO) procedures as outlined in the Duncan Aviation RSGOM.

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").

An electronic copy of the RSGOM shall be posted within five working days as referenced in the Duncan Aviation RSGOM.

1. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)

[1] SUPPORT INFO: New Template Revision.

[2] EFFECTIVE DATE: 6/27/2017, [3] AMENDMENT #: 3

DATE: 2017.06.27 07:53:20 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites

[1] SUPPORT INFO: Revised per FAA template changes and Lincoln FSDO request

DATE: 2017.07.05 07:02:56 -05:00

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:	A3: JGVA194F
Address:	
Address:	
City:	
State:	
Zip code:	

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. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: Issued Due to New Template.
[2] EFFECTIVE DATE: 10/6/2021, [3] AMENDMENT #: 5
DATE: 2021.10.06 12:43:03 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2021.10.06 12:57:17 -05:00

A101 . Additional Fixed Locations

HQ Control: 12/11/2020

HQ Revision: 01b

a. The certificate holder is authorized to perform work at the following additional fixed location(s) listed in Table 1 below, provided it has the facilities, materials, equipment, and technical personnel to perform the work authorized.

Table 1

Additional Location Address(es)				
Address	City	State	Country	Postal Code
17725 John F. Kennedy Blvd. Suite 218	Houston	Texas	UNITED STATES	77032

b. This authorizes the certificate holder to use multiple locations to perform its operations under a single certificate.

c. With the exception of the provisions of subparagraph g below, this authorization does not constitute work performed at additional location(s) outside the domiciled country.

d. The certificate holder may perform continuous operations at the facilities listed in Table 1 above.

e. All the authorizations and exemptions authorized for the certificate holder apply at these locations, as applicable.

f. Repair stations located outside the United States covered by the U.S./European Union (EU) Safety Agreement must be under the surveillance of an aviation authority (AA), hold a European Aviation Safety Agency (EASA) line station approval, and must be located within the EU Member States.

g. Repair stations with their principal place of business located within the United Kingdom of Great Britain and Northern Ireland (UK) operating under the Maintenance Implementation Procedures (MIP) are authorized additional fixed locations outside of the UK. The repair station must hold a UK Civil Aviation Authority (CAA) approval, be under direct surveillance by the UK CAA for that location, and must not be located within the United States.

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



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: Amended due to new Template.
[2] EFFECTIVE DATE: 2/1/2021, [3] AMENDMENT #: 2
DATE: 2021.02.01 13:33:01 -06:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2021.02.01 12:33:17 -06:00

Table of Contents

Part D

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
100 Work to be Performed at a Place Other Than the Repair Station Fixed Location(s)	11/16/2004	02/01/2021	7

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
All functions authorized in paragraph A003	Duncan Aviation, RSGOM, Section RS-07	Duncan Aviation RSGOM, Section RS-07

- 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.



Digitally signed by Thomas C Fowles, Principal Avionics Inspector (SW09)
[1] SUPPORT INFO: Amended to show section location in Repair Station manual.
[2] EFFECTIVE DATE: 2/1/2021, [3] AMENDMENT #: 7
DATE: 2021.02.01 13:35:13 -06:00

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

Digitally signed by Jeffrey L King, Chief Inspector, Components/Satellites
DATE: 2021.02.01 12:33:23 -06:00
