UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number EBVR450D

This certificate is issued to
Duncan Aviation, Inc.

whose business address is
15745 South Airport Road
Battle Creek, Michigan 49015

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:

Accessory	Limited Airframe (10/04/2007)
Airframe (06/07/2004)	Limited Engine (10/04/2005)
Instrument	Limited Propeller
Radio	Limited Non-Destructive Testing (10/04/2005)
	Limited Emergency Equipment (04/26/2006)
	Limited Specialized Services (02/13/2007)

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

By direction of the Administrator

Date issued:
May 16, 1967

Richard E. Johnson
Manager, Lincoln, NE, FSDO

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

FAA Form 8000–4 (1–67) SUPERSEDES FAA FORM 390.

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A001 . Issuance and Applicability

HQ Control: 01/31/2012
HQ Revision: 05d

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:
15745 South Airport Road
Battle creek, Michigan 49015

b. The holder of these operations specifications is the holder of certificate number EBVR450D 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./EC Safety Agreement, Annex 2, Maintenance, between the FAA and the EC.

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. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2012.02.17 08:08:10 Central Standard Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 02/16/2012 Amendment Number: 9
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 02/16/2012

A002 . Definitions and Abbreviations

HQ Control: 01/12/2012
HQ Revision: 05b

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.
CFR	Code of Federal Regulations
Class rating	As used with respect to the certification, ratings, privileges, and limitation of aircraft 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.
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.
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	An approval 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 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 Agreement, Annex 2, Maintenance.
Maintenance	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
U.S./EC 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.
MOE	A maintenance organization exposition (MOE) pertains to EASA member countries that use an MOE in place of a Repair Station Manual (RSM) and a Quality Control Manual (QCM).
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 certificated repair station located in the United States.
Repair Station located outside the United States	A certificated repair station located outside of the United States.
RSM	Repair Station Manual

1. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2012.02.17 08:09:38 Central Standard Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 02/16/2012 Amendment Number: 8
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 02/16/2012

A003 . Ratings and Limitations

HQ Control: 01/30/2004
HQ Revision: 010

The Certificate Holder is authorized the following Ratings and/or Limitations:

Class Ratings

Accessory Class 1: Mechanical Accessories
Accessory Class 2: Electrical Accessories
Airframe Class 1: Composite Construction of Small Aircraft
Airframe Class 3: All-Metal Construction of Small Aircraft
Airframe Class 4: All-Metal Construction of Large Aircraft
Instrument Class 1: Mechanical
Instrument Class 2: Electrical
Instrument Class 3: Gyroscopic
Radio Class 1: Communications Equipment
Radio Class 2: Navigational Equipment
Radio Class 3: Radar Equipment

Limited Ratings

Rating	Manufacturer	Make/Model	Limitations
Airframe	Dassault Aviation	Falcon 10, 20, 50, 200, 900, 2000 Series Falcon 7X	
	Bombardier Inc.	CL-600-1A11, 2A12, 2B16; BD-100-1A10, BD-700-1A10, BD-700-1A11	
	Cessna Aircraft Company	500, 510, 525, 550, S550, 560, 560XL, 501, 551, 650, 680 and 750 Series	
	Embraer	EMB-135 ER, EMB-135LR & EMB-135BJ, EMB-500, EMB-505	
	Gulfstream Aerospace Corp.	G-1159, G-1159A, G-1159B, G-IV, G-V and GV-SP	
	Gulfstream Aerospace L.P.	1125 Westwind Astra, Astra SPX, Gulfstream 100	

Rating	Manufacturer	Make/Model	Limitations
	Israel Aircraft Industries LTD	1124	
	Learjet Inc.	20, 30, 45, 50 & 60 Series	
	Raytheon Aircraft Company	300 Series; MU-300; MU-300-10 & 400 Series; DH-125, HS-125, BH-125, Bae-125 & Hawker Series	
PowerPlant - Turbine	Honeywell	TFE731-2/3/4/5 Series, TFE731-20/40/50/60 Series, ALF 502 Series, ATF-3 Series	Line Maintenance
		TPE331 Series	Line Maintenance/HSI/Gearbox
		AS907-1-1A	Line Maintenance
	CFE Company	CFE 738	Line Maintenance
	Williams/Rolls International	FJ44 Series	Line Maintenance
	Allison/Rolls	AE3007 Series	Line Maintenance
	Rolls Royce	Spey Series, Tay Series	Line Maintenance
		BR700-710 Series	Line Maintenance
	General Electric	CF34 Series, CJ610 Series, CF700 Series	Line Maintenance
	Pratt & Whitney	PT6 Series, JT15 Series, PW545 Series	Line Maintenance/HSI
		PW305 Series, PW306 Series, PW307A, PW308 Series	Line Maintenance
		PW530 Series, PW535 Series	Line Maintenance/HSI
		PW615F-A, PW617F-E	Line Maintenance
PowerPlant - Reciprocating	Lycoming	All Opposed Engines	Line Maintenance
	Continental	All Opposed Engines	Line Maintenance

Rating	Manufacturer	Make/Model	Limitations
	Franklin	All Opposed Engines	Line Maintenance
Propellers	Hartzell	HC-B(*)TN-(*) Series	Line Maintenance
	McCauley	C600 Series, 700 Series, 1000 Series	Line Maintenance
Nondestructive Inspection, Testing, and Processing			Non-destructive testing of aircraft, engines, propellers and appliances, including liquid penetrant, magnetic particle, eddy current, and ultrasonic in accordance with the manufacturer's technical data and the Duncan Aviation, Inc. Written Practices Manual.
Emergency Equipment	Hoover Industries	FV-35 Series	Life vest inspection and maintenance per Hoover Industries Manual 25-60-2
		FV-35E & FV-35F Series	Life vest inspection and maintenance per Hoover Industries Manual 25-60-06.
	Eastern Aero Marine	KS Series, CH Series and GA Series	Life vest inspection and maintenance per Eastern Aero Marine Manual 25-60-1
		XF-35 Series	Life vest inspection and maintenance per Eastern Aero Marine Manual 26-60-30
		KSD-35L8	Life vest inspection and maintenance per Eastern Aero Marine Manual 25-60-12
		KSE-35L8	Life vest inspection and maintenance per Eastern Aero Marine Manual 25-60-12.
		GA-12	Life vest inspection and maintenance per Eastern Aero Marine Manual 25-60-13.
	Zodiac Air Cruisers	A/C-2 Series, A/C-3 Series, A/C-4 Series and AD-8 Series	Life vest inspection and maintenance per Air Cruisers Manual 25-60-05
		AC-2000	Life vest inspection and maintenance per Air Cruisers Manual 25-64-02
		AC-2F and AC-2CF	Life vest inspection and maintenance per Air Cruisers Manual 25-64-03
	Switlik Parachute		
		AV-2A	Life vest inspection and maintenance per Switlik Manual 25-60-41
		AV-2	Life vest inspection and maintenance per Switlik Manual 25-60-30
		AV-8	Life vest inspection and maintenance per Switlik Manual 25-60-33
		AV-10A	Life vest inspection and maintenance per Switlik Manual 25-60-32
		AV-12A	Life vest inspection and maintenance per Switlik Manual 25-60-43
		AV-35, S-11000 Series	Life vest inspection and maintenance per Switlik Manual 25-60-190

Rating	Manufacturer	Make/Model	Limitations
		AV-35, S-21000 Series	Life vest inspection and maintenance per Switlik Manual 25-60-200
		AV-35, S-51000 Series	Life vest inspection and maintenance per Switlik Manual 25-61-07
		AV-35, S-61000 Series	Life vest inspection and maintenance per Switlik Manual 25-61-08
		VS35 Series	Life vest inspection and maintenance per Switlik Manual 25-60-59
	Life vests for which manufacturer's technical data is not available.		Inspections only, per Duncan Aviation Approved Process AP-ACS-97-005.

Limited Ratings - Specialized Services

Rating	Specifications	Limitations
Aircraft Paint	Duncan Aviation, Inc. Approved Procedure AP-34-002-96, Rev 6, 02/25/2010	Limitations as contained in the referenced approved procedure.

1. Issued by the Federal Aviation Administration .
2. Support information reference: FAA Form 8310-3 dated 12/28/2011
3. These Operations Specifications are approved by direction of the Administrator.

2012.02.17 08:14:34 Central Standard Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 02/16/2012 Amendment Number: 22
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 02/16/2012

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 approved electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Perform work, including continuous operations, at additional locations other than at its primary fixed location.	A101
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*:

	Reference Paragraphs
Use Exemptions.	A005
Perform maintenance with NAA ratings where the scope of work is authorized by a BASA/MIP.	A060
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. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2010.06.04 15:02:42 Central Daylight Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 06/04/2010 Amendment Number: 9
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 06/04/2010

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
FAA Accountable Manager, 145 / EASA Accountable Manager (145), Executive Vice President/Chief Operating Officer	Burt, Thomas J.	A,D
Chief Inspector	Mills, Peter L.	A,D
Manager of Regulatory Compliance	Mertens, Michael R.	A,D

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
Mertens, Michael R.	mike.mertens@duncanaviation.com	(402) 475-2611	ALL
Mills, Peter L.	pete.mills@duncanaviation.com	(269) 969-8400	ALL

1. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2011.10.17 11:31:16 Central Daylight Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 10/17/2011 Amendment Number: 10
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 10/17/2011

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

HQ Control: 11/16/2004
HQ Revision: 00a

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

Electronic recordkeeping system as referenced in 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. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2010.06.04 15:09:53 Central Daylight Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 06/04/2010 Amendment Number: 1
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 06/04/2010

A101. Additional Fixed Locations

HQ Control: 11/16/04
HQ Revision: 010

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

Table 1

Additional Location Address(es)				
Address	**City**	**State**	**Country**	**Postal Code**
5605 Portage Road	Kalamazoo	MI	UNITED STATES	49001

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

c. This authorization does not constitute a geographic authorization for work performed at another location.

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

e. Privileges of a line station, as set forth by any EASA line station rating, are authorized at these locations, as applicable.

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

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: FAA Form 8310-3 dated August 22, 2008.
3. These Operations Specifications are approved by direction of the Administrator.

Becherer, Larry G. Principal Maintenance Inspector CE09

4. Date Approval is effective: 10/20/08 Amendment Number: 0
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mills, Peter L., Chief Inspector Date: 10/20/08

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

	Location & Telephone of Antidrug and Alcohol Misuse Prevention Program Records:
Telephone Number:	A3: JGVA194F
Address:	
Address:	
City:	
State:	
Zip code:	

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 50 or more safety-sensitive employees.

1. Issued by the Federal Aviation Administration .
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2009.11.13 15:54:15 Central Standard Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector

4. Date Approval is effective: 11/13/2009 Amendment Number: 4

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

Mertens, Michael R., Manager of Regulatory Compliance

Michael R Mertens

Date: 11/13/2009

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	06/04/2010	8

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, Inc. RSGOM, Repair Station Manual, Section 2	N/A

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. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.

2010.06.04 15:13:00 Central Daylight Time
Location: WebOPSS
Digitally signed by Larry Becherer,
Principal Maintenance Inspector (CE09)

4. Date Approval is effective: 06/04/2010 Amendment Number: 8
5. I hereby accept and receive the Operations Specifications in this paragraph.

Mertens, Michael R., Manager of Regulatory Compliance

Date: 06/04/2010