

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* EBVR450D

*This certificate is issued to*

**Duncan Aviation, Inc.  
DBA Duncan Aviation**

*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:*


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

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

*Date issued:*

**May 16, 1967  
Reissued March 25, 2020**

*By direction of the Administrator*



**Murray D. Huling  
Manager, AFG-GRR-FSDO-09**

**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	03/25/2020	11
002 Definitions and Abbreviations	12/14/2017	03/25/2020	10
003 Ratings and Limitations	04/03/2017	03/25/2020	29
004 Summary of Special Authorizations and Limitations	09/23/1998	05/05/2016	10
007 Designated Persons	12/19/2006	03/25/2020	12
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	03/25/2020	2
101 Additional Fixed Locations	02/15/2018	03/25/2020	2
449 Antidrug and Alcohol Misuse Prevention Program	07/17/2009	01/06/2016	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:  
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./EU Safety Agreement, Annex 2, Maintenance, between the FAA and the EU.

e. The certificate holder is authorized to conduct the operations described in subparagraph a under the following other business names:

Duncan Aviation  
Delegated authorities: None

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 Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 11  
DATE: 2020.03.25 06:58:08 -05:00

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

*Peter L Mills*

*03/31/2020*

Peter L. Mills, Chief Inspector

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.

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



Digitally signed by Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 10  
DATE: 2020.03.25 06:58:13 -05:00

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

Handwritten signature of Peter L. Mills in black ink.

Peter L. Mills, Chief Inspector

03/31/2020

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**

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**

<b><u>Rating</u></b>	<b><u>Manufacturer</u></b>	<b><u>Make/Model</u></b>	<b><u>Limitations</u></b>
PowerPlant - Turbine	Honeywell	TFE731-2/3/4/5 Series, TFE731-20/40/50/60 Series, ALF 502 Series, ATF-3 Series and AS907 Series	Excludes Overhaul
	CFE Company	CFE 738	Excludes Overhaul
	Williams/Rolls International	FJ44 Series	Excludes Overhaul
	Allison/Rolls	AE3007 Series	Excludes Overhaul
	Rolls Royce	Spey Series, Tay Series, and BR700-710 Series	Excludes Overhaul
	General Electric	CF34 Series	Excludes Overhaul



<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
	Pratt & Whitney	PT6 Series, JT15 Series, PW545 Series, PW305 Series, PW306 Series, PW307A, PW308 Series, PW530 Series, PW535 Series, PW615F-A, and PW617F-E	Excludes Overhaul
PowerPlant - Reciprocating	Lycoming	All Opposed Engines	Excludes Overhaul
	Continental	All Opposed Engines	Excludes Overhaul
	Franklin	All Opposed Engines	Excludes Overhaul
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.
	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

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
		AV-35, S-11000 Series	per Switlik Manual 25-60-43 Life vest inspection and maintenance per Switlik Manual 25-60-190
		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**

<u>Rating</u>	<u>Specifications</u>	<u>Limitations</u>
Aircraft Paint	Duncan Aviation, Inc. Approved Procedure AP-34- 002-96, as revised.	Limitations as contained in the referenced approved procedure.

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 Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 29  
DATE: 2020.03.25 06:58:19 -05:00

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

Peter L. Mills, Chief Inspector

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 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 EASA ratings where the scope of work is authorized by a BASA/MAG (U.S.-EU), MIP/MaG (U.S.-Swiss).	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 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 Kenneth J Hughes, Principal Avionics Inspector (GL09)  
[1] EFFECTIVE DATE: 5/5/2016, [2] AMENDMENT #: 10  
DATE: 2016.05.05 13:04:45 -05:00

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

Peter L Mills

05/19/2016

Mills, Peter L., Chief Inspector

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
FAA Accountable Manager, 145 / EASA Accountable Manager (145), Executive Vice President/Chief Operating Officer	Richards, Andrew B.	A,D
Chief Inspector	Mills, Peter L.	A,D
Manager of Regulatory Compliance	Mertens, Michael R.	A,D
Assistant Chief Inspector	Wright, Todd E.	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
Wright, Todd E.	todd.wright@duncanaviation.com	(269) 425-0940	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 Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 12  
DATE: 2020.03.25 06:58:23 -05:00

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

Peter L Mills

03/31/2020

Peter L. Mills, Chief Inspector

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.)

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



Digitally signed by Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 2  
DATE: 2020.03.25 06:58:26 -05:00

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

Peter L. Mills, Chief Inspector

Date

**A101 . Additional Fixed Locations**

**HQ Control: 02/15/2018**

**HQ Revision: 01a**

a. The certificate holder may perform work at the following additional fixed location(s) listed in Table 1 below, 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	Michigan	UNITED STATES	49001
16101 South Airport Road	Battle Creek	Michigan	UNITED STATES	49015

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

c. 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.



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 Robert D Holdridge II, Principal Maintenance Inspector (GL09)  
[1] SUPPORT INFO: Remove limited airframe, add DBA, add Todd Wright to  
A007, template changes  
[2] EFFECTIVE DATE: 3/25/2020, [3] AMENDMENT #: 2  
DATE: 2020.03.25 06:58:30 -05:00

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

*Peter L Mills*

*03/31/2020*

Peter L. Mills, Chief Inspector

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>	A3 (JGVA)
<b>Address:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip code:</b>	

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



Digitally signed by Kenneth J Hughes, Principal Avionics Inspector (GL09)  
[1] EFFECTIVE DATE: 1/6/2016, [2] AMENDMENT #: 5  
DATE: 2016.01.06 10:12:38 -06:00

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

Peter L. Mills

1/19/2016

Mills, Peter L., Chief Inspector

Date

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	12/29/2015	10

**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	Repair Station Manual, Work Performed Away From Station	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. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Kenneth J Hughes, Principal Avionics Inspector (GL09)  
[1] EFFECTIVE DATE: 12/29/2015, [2] AMENDMENT #: 10  
DATE: 2015.12.29 06:08:04 -06:00

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

Peter L. Mills

Peter L. Mills  
Chief Inspector

1/19/2016

DATE