

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* JQ05194F

*This certificate is issued to*

**Duncan Aviation Inc**

*whose business address is*

**380 Hanscom Drive  
Suites W115 and W226  
Bedford, MA 01730**

*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:*

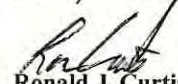
**Limited Airframe  
Limited Radio  
Limited Instrument  
Limited Accessory**

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

*Date issued:*

**August 1, 2018**

*By direction of the Administrator*



**Ronald J. Curtis  
Manager, Boston FSDO-61**

**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**

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*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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Part A

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**A001 . Issuance and Applicability**

**HQ Control: 05/06/2022**

**HQ Revision: 05f**

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(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:  
380 Hanscom Dr, Suites W115 & W226  
Bedford, Massachusetts 01730

b. The holder of these operations specifications is the holder of certificate number JQ05194F 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 operation specifications does not perform 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.

Delegated Authorities:None

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



Digitally signed by Aaron Granger on behalf of Daniel James Ballou, Principal  
Maintenance Inspector (EA61)

[1] EFFECTIVE DATE: 4/13/2023, [2] AMENDMENT #: 1  
DATE: 2023.04.13 11:30:10 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
DATE: 2023.04.13 12:19:24 -05:00

**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.

<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.

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

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



Digitally signed by Craig A. Souza, Principal Maintenance Inspector (EA61)  
[1] EFFECTIVE DATE: 7/31/2018, [2] AMENDMENT #: 0  
DATE: 2018.07.31 12:31:50 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
[1] SUPPORT INFO: Initial Certification  
DATE: 2018.07.25 09:40:42 -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**

None authorized

**Limited Ratings**

<b><u>Rating</u></b>	<b><u>Manufacturer</u></b>	<b><u>Make/Model</u></b>	<b><u>Limitations</u></b>
Airframe	From the Capability List, as amended.	From the Capability List, as amended.	<p>Limited to diagnosis, calibration, adjustments, removal, replacement and installation of radios, instruments and instrument systems, including instrument panels, radio antennas and wiring as defined in Title 14 CFR 145.59(d) and (e).</p> <p>--- NOTE: This excludes any adjustments of radios not specified in the aircraft manufacturer's maintenance instructions or other instructions for continued airworthiness.</p> <p>Diagnosis, removal and replacement of cabin entertainment, cabin lighting, and cabin convenience items.</p> <p>Perform RVSM inspections and RVSM systems certification. The work must be performed in accordance with an FAA approved RVSM maintenance program or any FAA approved RVSM maintenance program contained in any Title 14 CFR 91.409 (f) inspection program.</p> <p>Altimeter system(s) and altitude reporting equipment tests and inspections required by Title 14 CFR 91.411. Transponder equipment tests and inspections required by Title 14 CFR 91.413.</p> <p>--- Non-RVSM certificated aircraft: The tests and inspections shall be performed using 14 CFR 43, Appendix E and/or F, as applicable, or the manufacturer's current maintenance instructions.</p> <p>--- RVSM certificated aircraft: FAA approved RVSM maintenance program is required.</p>



<b><u>Rating</u></b>	<b><u>Manufacturer</u></b>	<b><u>Make/Model</u></b>	<b><u>Limitations</u></b>
Airframe	All (12,500 lbs MGTOW or less per TCDS)	All	<p>Limited to aircraft that weigh 12,500 lbs maximum gross take-off weight (MGTOW) or less per the Type Certificate Data Sheet.</p> <p>Limited to the following: Diagnosis, calibration, adjustments, removal, replacement and installation of radios, instruments and instrument systems, including instrument panels, radio antennas and wiring as defined in Title 14 CFR 145.59 (d) and (e).</p> <p>--- NOTE: This excludes any adjustments of radios not specified in the aircraft manufacturer's maintenance instructions or other instructions for continued airworthiness.</p> <p>Diagnosis, removal and replacement of cabin entertainment, cabin lighting, and cabin convenience items.</p> <p>Perform RVSM inspections and RVSM systems certification. The work must be performed in accordance with an FAA approved RVSM maintenance program or any FAA approved RVSM maintenance program contained in any Title 14 CFR 91.409 (f) inspection program. Altimeter system(s) and altitude reporting equipment tests and inspections required by Title 14 CFR 91.411. Transponder equipment tests and inspections required by Title 14 CFR 91.413.</p> <p>--- Non-RVSM certificated aircraft: The tests and inspections shall be performed using 14 CFR 43, Appendix E and/or F, as applicable, or the manufacturer's current maintenance instructions.</p> <p>--- RVSM certificated aircraft: FAA approved RVSM maintenance program is required.</p>
Accessories	From the Capability List, as amended.	From the Capability List, as amended.	Limited to removal, replacement, repair, servicing and testing.
Instruments	Aerosonic, United, Kollsman/IDC, Honeywell, Collins, Bendix/King, Smith Industries, Thales, Jaeger, Thompson Sextant	Altimeters	Instrument maintenance and preventive maintenance limited to externally accessible components not requiring instrument disassembly.
Radio	All Manufacturers	All Makes/All Models	Limited to Radio and associated components Removal and Replacement only.

**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 Daniel Ballou, Principal Maintenance Inspector (EA61)

[1] SUPPORT INFO: Missing Limited Radio Authorization

[2] EFFECTIVE DATE: 6/11/2021, [3] AMENDMENT #: 1

DATE: 2021.06.11 09:29:57 -05:00

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

\_\_\_\_\_  
Jeffrey L. King, Chief Inspector

\_\_\_\_\_  
Date

6-14-21

**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 acceptable 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*:**

	Reference Paragraphs
Use Exemptions.	A005
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

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



Digitally signed by Craig A. Souza, Principal Maintenance Inspector (EA61)  
[1] EFFECTIVE DATE: 7/31/2018, [2] AMENDMENT #: 0  
DATE: 2018.07.31 12:31:51 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
[1] SUPPORT INFO: Initial Certification  
DATE: 2018.07.25 11:43:49 -05:00

**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**

<b>Title</b>	<b>Name</b>	<b>Parts Authorized</b>	<b>Email Address</b>
FAA Accountable Manager, 145	Nelson, Matthew Q.	A,D	matt.nelson@duncanaviation.com
Director of Quality Assurance / Manager of Regulatory Compliance	Mertens, Michael R	A,D	mike.mertens@duncanaviation.com
Chief Inspector	King, Jeffrey L.	A,D	jeff.king@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**

<b>Name</b>	<b>Email Address</b>	<b>Telephone No.</b>	<b>Type of Information to Receive</b>
Michael R. Mertens	mike.mertens@duncanaviation.com	402-479-1553	ALL
Jeffrey L. King	jeff.king@duncanaviation.com	402-479-4215	ALL

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



Digitally signed by Aaron Granger on behalf of Daniel James Ballou, Principal  
Maintenance Inspector (EA61)

[1] EFFECTIVE DATE: 4/13/2023, [2] AMENDMENT #: 1  
DATE: 2023.04.13 11:28:57 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
DATE: 2023.04.13 12:19:25 -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 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 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 Craig A. Souza, Principal Maintenance Inspector (EA61)  
[1] EFFECTIVE DATE: 7/31/2018, [2] AMENDMENT #: 0  
DATE: 2018.07.31 12:31:52 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
[1] SUPPORT INFO: Initial Certification  
DATE: 2018.07.25 09:35:55 -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: (JGVA)
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](mailto: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 Aaron Granger on behalf of Daniel James Ballou, Principal  
Maintenance Inspector (EA61)  
[1] EFFECTIVE DATE: 4/13/2023, [2] AMENDMENT #: 1  
DATE: 2023.04.13 11:26:46 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
DATE: 2023.04.13 12:19:25 -05:00

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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	07/31/2018	0

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

<b>Work Authorized</b>	<b>Repair Stations Manual References</b>	<b>Quality Control Manual References</b>
All functions authorized in paragraph A003	Duncan Aviation, Inc. Repair Station General Operating Manual (RSGOM), Section: Repair Station Manual, Chapter: Work Performed Away From Station	see Duncan Aviation, Inc. RSGOM

- 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 Craig A. Souza, Principal Maintenance Inspector (EA61)  
[1] EFFECTIVE DATE: 7/31/2018, [2] AMENDMENT #: 0  
DATE: 2018.07.31 12:31:52 -05:00

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

Digitally signed by Jeffrey L King, Chief Inspector  
[1] SUPPORT INFO: Initial Certification  
DATE: 2018.07.25 09:45:17 -05:00