



FAA Part 145 Repair Station Manual (RSM) & Quality Control Manual (QCM) Starter Kit

RSM and QCM skeletons mapped to 14 CFR 145 section numbers, capability list, work order traveler, receiving and return-to-service records, training and tool logs for small repair stations.

What's inside

File	What it is / how to use it
01_FAA_Part145_Repair_Station_Workbook.xlsx	Manual cross-reference tracker, capability list with self-evaluation dates, training roster, tool calibration log, contract maintenance list, FAA notification log and work order register.
02_Repair_Station_Manual_Skeleton.docx	Section headings mapped to 14 CFR 145.209; our own wording.
03_Quality_Control_Manual_Skeleton.docx	QC system outline per 14 CFR 145.211; our own wording.
04_Work_Order_Traveler.docx	Per-job traveler.
05_Receiving_and_RTS_Records.docx	Receiving, hidden damage and RTS record check.

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About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Repair Station Manual (RSM) Skeleton

FAA Part 145 Repair Station Manual (RSM) & Quality Control Manual (QCM) Starter Kit - Document 02 - Rev A (2026-10)

Repair station		Certificate # (when issued)	
Accountable manager		Rev / date	

Write each section in your own words to describe how your shop actually works. Keep section numbers in the Manual Map sheet so the FAA can find each 145.209 item.

1. Organization and management

[Org chart; names and titles of management (145.209(a)); duties of supervisors, inspectors and persons authorized to approve for return to service.]

2. Housing, facilities and equipment

[Address; description of housing and facilities; how equipment and tools are controlled; link to Tool Calibration sheet.]

3. Capability list

[Ratings and limited ratings; how the capability list is developed, self-evaluated, revised and sent to the FAA (145.215).]

4. Personnel and training

[Roster process (145.161); training program reference (145.163); how inspectors and RTS persons are authorized.]

5. Maintenance performance

[Work order flow from receiving to return to service; use of current maintenance data; work away from the station, if applicable.]

6. Contract maintenance

[How providers are selected, listed and overseen (145.217).]

7. Air carrier work

[If you work for air carriers: how their programs and manuals are followed (145.205). Delete if N/A.]

8. Records

[What records, format, where kept, retention period (145.219).]

9. Reporting

[Service difficulty reporting process and responsibility (145.221).]

10. Manual control

[Revision process, list of effective pages, distribution, how revisions are notified to the FAA.]