

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	11/16/2004	09/17/2009	2
002 Definitions and Abbreviations	11/16/2004	05/14/2008	1
003 Ratings and Limitations	01/30/2004	11/18/2008	3
004 Summary of Special Authorizations and Limitations	09/23/1998	06/10/2008	3
007 Designated Persons	12/19/2006	05/14/2008	1
449 Antidrug and Alcohol Misuse Prevention Program	01/22/2004	05/21/2008	0

A001. Issuance and Applicability

HQ Control: 11/16/2004

HQ Revision: 050

a. These operations specifications are issued to OTTO, a Domestic Repair Station, pursuant to Title 14 Code of Federal Regulations (CFR) Section 145.53. The repair station certificate holder shall conduct operations in accordance with CFR Part 145 and these operations specifications.

The certificate holder's address:

Fixed Location:
2 E. Main St.
Carpentersville, Illinois 60110

b. The holder of these operations specifications is the holder of Certificate Number OGYR627Y 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 operations specifications shall remain in effect until the domestic repair station certificate is surrendered, suspended, or revoked.

d. The repair station specified on these operations specifications performs maintenance and/or alteration of aircraft and/or aeronautical products to be installed on aircraft under the terms and conditions of a Bilateral Aviation Safety Agreement and associated Maintenance Implementation Procedures between the Federal Aviation Administration and a Foreign National Aviation Authority identified in Advisory Circular 145-8.

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: Amended to reflect EASA Approval.
3. These Operations Specifications are approved by direction of the Administrator.



2009.09.17 10:28:07 Central Daylight Time
Location: WebOPSS
Digitally signed by Charles G Gaspadarek

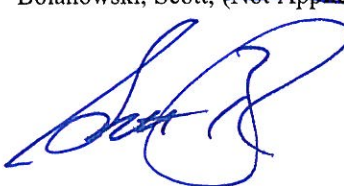
4. Date Approval is effective: 09/17/2009

Amendment Number: 2

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

Bolanowski, Scott, (~~Not Applicable~~)

FAA ACCOUNTABLE MANAGER

A large, stylized handwritten signature in blue ink, likely belonging to Scott Bolanowski, the FAA Accountable Manager.

Date: 9/17/2009

A002. Definitions and Abbreviations

HQ Control: 11/16/04
HQ Revision: 050

Unless otherwise defined in these operations specifications, all words, phrases, definitions, and abbreviations have identical meanings to those used in the Title 14 Code of Federal Regulations (CFR) Regulations and Title 49 United States Code 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.

**Bilateral Aviation
Safety Agreement
(BASA)**

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" shall mean 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.

**Domestic Repair
Station**

A certificated repair station located in the United States.

Exemption

An authorization that permits an alternate means of compliance with a specific CFR. The exemption must meet the procedural requirements of CFR 14, 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.

FAA Form 8000-4-1

The FAA Form 8000-4-1 has been replaced with the form contained within this operations specifications application (OPSS) for the generation of the 14 CFR Part 145 Repair Station Operations Specifications.

Foreign Repair Station

A certificated repair station located outside of the United States.

**Geographic
Authorization**

An approval provided to a foreign repair station to perform maintenance support under contract for a U.S. air carrier, or 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 the need of a U.S. air carrier or Part 129 foreign operator 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.

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.

Limited Rating

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 or data acceptable to 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.

Maintenance

The inspection, overhaul, repair, preservation, and the replacement of parts, but excludes preventive maintenance.

**Maintenance
Implementation
Procedures (MIP)**

Procedures for implementing the provisions of a BASA that apply to maintenance.

MOE

Maintenance Organization Exposition - Pertains to European Aviation Safety Agency member countries that use an MOE in place of a Repair Station Manual and a Quality Control Manual.

**Preventive
Maintenance**

As defined in Appendix A subparagraph (c) of 14 CFR Part 43.

QCM

Quality Control Manual

RSM

Repair Station Manual

**Substantial
Maintenance**

Any activity involving a C-check (routine airframe maintenance) or greater maintenance; any engine maintenance requiring case separation or teardown; and/or major alterations or major repairs performed on airframes, engines, or propellers.

Operations Specifications

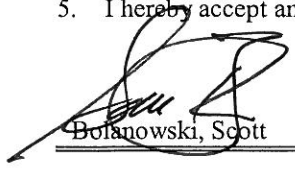
1. Issued by the Federal Aviation Administration.
2. Support information reference: Established repair station name as OTTO, in lieu of OTTO Engineering.
3. These Operations Specifications are approved by direction of the Administrator.


Warman, Paul J.

Principal Avionics Inspector

GL03

4. Date Approval is effective: 5/14/08 Amendment Number: 1
5. I hereby accept and receive the Operations Specifications in this paragraph.


Bofanowski, Scott

FAA Accountable Manager, 145

Date: 5/14/08

A003. Ratings and Limitations

HQ Control: 01/30/04
HQ Revision: 010

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

Class Ratings

None Authorized

Limited Ratings

<u>Rating</u>	<u>Manufacturer</u>	<u>Make / Model</u>	<u>Limitations</u>
Accessories	OTTO	All models.	Repair of Communication Accessories per OTTO specifications
Accessories	OTTO	All models.	Repair of Helicopter Control Grips per OTTO specifications

Limited Ratings - Specialized Services

<u>Rating</u>	<u>Specifications</u>	<u>Limitations</u>
None Authorized.		

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference: Amended to add "None Authorized" to Limited Ratings for Specialized Service.
3. These Operations Specifications are approved by direction of the Administrator.

Gaspardak, Charles G.

Principal Avionics Inspector

GL03

4. Date Approval is effective: 11/18/08

Amendment Number: 3

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

Bolanowski, Scott

FAA Accountable Manager, 145

Date: 11/18/08

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>
Conduct operations choosing to have an antidrug and alcohol misuse prevention program.	A449

b. The certificate holder is *not authorized* and *shall not*:

Use Exemptions.	A005
Use an approved electronic recordkeeping system, electronic/digital signature, and/or electronic media.	A025
Perform maintenance with NAA ratings where the scope of work is authorized by a BASA/MIP.	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 work, excluding continuous operations, at additional locations other than at its primary Fixed Location.	D100
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: addition of communication accessories
 3. These Operations Specifications are approved by direction of the Administrator.


Warman, Paul J.

Principal Avionics Inspector

GL03

4. Date Approval is effective: 6/10/08

Amendment Number: 3

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


Bolanowski, Scott

FAA Accountable Manager, 145

Date: 6/10/08

A007. Designated Persons

HQ Control: 12/19/06
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

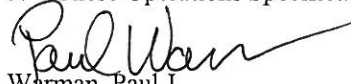
Title	Name	Parts Authorized
FAA Accountable Manager, 145	Bolanowski, Scott	A

- 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
Bolanowski, Scott	scott.bolanowski@ottoexcellence.com	(847) 654-8314	ALL

1. Issued by the Federal Aviation Administration.
2. Support information reference: Established repair station name as OTTO, in lieu of OTTO Engineering.
3. These Operations Specifications are approved by direction of the Administrator.



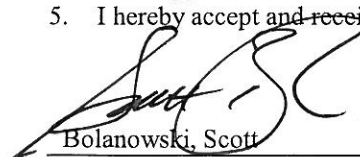
Warman, Paul J.

Principal Avionics Inspector

GL03

4. Date Approval is effective: 5/14/08
5. I hereby accept and receive the Operations Specifications in this paragraph.

Amendment Number: 1



Bolanowski, Scott

FAA Accountable Manager, 145

Date: 5/14/08

A449. Antidrug and Alcohol Misuse Prevention Program

HQ Control: 01/22/04
HQ Revision: 000

- 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 sightseeing operation as defined by 14 CFR §135.1(c).
- b. The certificate holder certifies that it will comply with the requirements of 14 CFR Part 121 appendices I and J 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:	A1 (847) 428-7171
Address:	2 East Main Street
Address:	N/A
City:	Carpentersville
State:	IL
Zip code:	60110

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 fewer than 50 safety-sensitive employees.

1. The Certificate Holder applies for the Operations in this paragraph.
2. Support information reference:
3. These Operations Specifications are approved by direction of the Administrator.


Warman, Paul J.

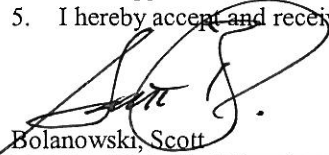
Principal Avionics Inspector

GL03

4. Date Approval is effective: 5/21/08

Amendment Number: 0

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


Bolanowski, Scott

FAA Accountable Manager, 145

Date: 5/21/08