

Table of Contents

Part A

	HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001 Issuance and Applicability	05/06/2022	06/28/2023	11
002 Definitions and Abbreviations	12/14/2017	02/07/2018	10
003 Ratings and Limitations	04/03/2017	02/11/2019	12
004 Summary of Special Authorizations and Limitations	09/23/1998	08/14/2017	11
007 Designated Persons	09/08/2021	10/14/2021	16
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	07/18/2022	7
449 Drug and Alcohol Testing Program	08/30/2021	10/14/2021	11

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	04/21/2020	13

A001 . Issuance and Applicability

HQ Control: 05/06/2022

HQ Revision: 05f

a. These operations specifications are issued to Bizjet International Sales And Support 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:
3515 N. Sheridan Rd.
Tulsa, Oklahoma 74115

b. The holder of these operations specifications is the holder of certificate number IY2R915K 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 performs 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.

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



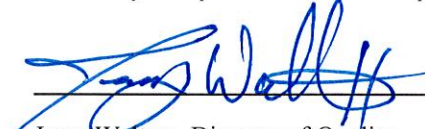
Digitally signed by David C. Amann Jr., Principal Maintenance Inspector (SW15)

[1] SUPPORT INFO: Updated national template

[2] EFFECTIVE DATE: 6/28/2023, [3] AMENDMENT #: 11

DATE: 2023.06.28 10:12:51 -05:00

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



Jerry Walters, Director of Quality

6.28.23

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.

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.
CAAS	Civil Aviation Authority of Singapore
CFR	Code of Federal Regulations
Class Rating	As used with respect to the certification, ratings, privileges of airframes, powerplants, propellers, radios, instruments, and accessories 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.
EU	European Union
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.
FOCA	Federal Office of Civil Aviation
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	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.
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 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.
Maintenance	The inspection, overhaul, repair, preservation, and replacement of parts, but excludes preventive maintenance.
U.S./EU 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 performed under 14 CFR Part 145, Section 145.53(b).
MOE	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

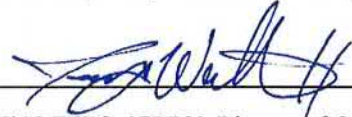
Repair Station Manual

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



Digitally signed by Michael A Kout, Principal Maintenance Inspector (SW15)
[1] EFFECTIVE DATE: 2/7/2018, [2] AMENDMENT #: 10
DATE: 2018.02.07 10:45:56 -06:00

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


WALTERS, JERRY, Director of Quality

2.8.19
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

None authorized

Limited Ratings

<u>Rating</u>	<u>Manufacturer</u>	<u>Make/Model</u>	<u>Limitations</u>
Airframe	From the Capability List, as amended.	From the Capability List, as amended.	NONE
Engines	From the Capability List, as amended.	From the Capability List, as amended.	NONE
Emergency Equipment	From the Capability List, as amended.	From the Capability List, as amended.	NONE
Nondestructive Inspection, Testing, and Processing	From the Capability List, as amended.	From the Capability List, as amended.	NONE

Limited Ratings - Specialized Services

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

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



Digitally signed by Michael A Kout, Principal Maintenance Inspector (SW15)
[1] EFFECTIVE DATE: 2/11/2019, [2] AMENDMENT #: 12
DATE: 2019.02.14 07:52:29 -06:00

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



WALTERS, JERRY, Director of Quality

2.8.19

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 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 EASA ratings where the scope of work is authorized by a BASA/MAG (U.S.-EU), MIP/MaG (U.S.-Swiss).	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 Michael A Kout, Principal Maintenance Inspector (SW15)
[1] EFFECTIVE DATE: 8/14/2017, [2] AMENDMENT #: 11
DATE: 2017.08.14 11:27:50 -05:00

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

A handwritten signature in blue ink, appearing to read "Jerry Walters", written over a horizontal line.

WALTERS, JERRY, Director of Quality

2.8.19

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
EASA Accountable Manager, 145 / President	Illner, Thomas	A,D
Director of Quality Assurance / Director of Quality	Walters, Jerry	A,D
FAA Accountable Manager, 145 / President	Illner, Thomas	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
Jerry Walters	jerry.walters@bizjet.com	918-831-7737	ALL
Daniel Yancey	daniel.yancey@bizjet.com	918-831-7696	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 Michael A Kout, Principal Maintenance Inspector (SW15)

[1] SUPPORT INFO: Change of President

[2] EFFECTIVE DATE: 7/27/2021, [3] AMENDMENT #: 16

DATE: 2021.07.27 09:55:45 -05:00

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

Jerry Walters, Director of Quality

7-27-21

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.)

Repair Station/Quality Control Manual Section 14

b. The certificate holder is authorized the use of the following electronic/digital signature procedures (if none, enter "N/A").

N/A

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").

Repair Station/Quality Control Manual Section 14

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



Digitally signed by David C. Amann Jr., Principal Maintenance Inspector (SW15)

[1] SUPPORT INFO: Corrected to read section 14

[2] EFFECTIVE DATE: 7/18/2022, [3] AMENDMENT #: 7

DATE: 2022.07.18 06:07:47 -05:00

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

A handwritten signature in blue ink, appearing to read "Jerry Walters".

Jerry Walters, Director of Quality

7.18.22

Date

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:	A1 (918) 831-7679
Address:	3515 N. Sheridan Rd
Address:	N/A
City:	Tulsa
State:	OK
Zip code:	74115

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.

(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 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 David C. Amann Jr., Principal Avionics Inspector (SW15)
[1] SUPPORT INFO: Update Table with phone number
[2] EFFECTIVE DATE: 10/14/2021, [3] AMENDMENT #: 11
DATE: 2021.10.14 15:28:22 -05:00

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

A handwritten signature in blue ink, appearing to read "Jerry Walters".

Jerry Walters, Director of Quality

10.14.21

Date

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
Maintenance away from fixed location on a recurring basis	RSM/QCM Section 7.0	RSM/QCM Section 7.0

- 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 Daniel J Donnelly, Principal Avionics Inspector (SW15)
[1] SUPPORT INFO: Removed page number in RSM/QCM reference
[2] EFFECTIVE DATE: 4/21/2020, [3] AMENDMENT #: 13
DATE: 2020.04.21 09:28:29 -05:00

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

JERRY WALTERS, Director of Quality

4-21-2020

Date