

UNITED STATES OF AMERICA  
DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

# Air Agency Certificate

*Number* 6IDR503D

*This certificate is issued to*

**Citadel Completions LLC**

*whose business address is*

**3900 Chennault Parkway  
Lake Charles, Louisiana 70615**

*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* **Repair Station**

*with the following ratings:*

Limited Airframe	(11/30/2018)
Limited Powerplant	(11/30/2018)
Limited Radio	(01/30/2020)
Limited Instrument	(08/25/2020)
Limited NDT	(02/25/2021)
Limited Accessory	(05/10/2021)

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

*Date issued:*

**November 30, 2018  
Reissued: May 10, 2021**

*By direction of the Administrator*



**Richard R. Ebert  
Office Manager, AFG-500-SW-03**

**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	05/06/2022	08/18/2022	3
002 Definitions and Abbreviations	12/14/2017	12/14/2018	1
003 Ratings and Limitations	04/03/2017	12/19/2022	6
004 Summary of Special Authorizations and Limitations	09/23/1998	04/01/2020	2
007 Designated Persons	09/08/2021	08/18/2022	3
025 Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media	04/03/2017	12/14/2018	1
449 Drug and Alcohol Testing Program	08/30/2021	03/21/2022	2

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	04/01/2020	0

**A001 . Issuance and Applicability**

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

**HQ Revision: 05f**

a. These operations specifications are issued to CITADEL COMPLETIONS LLC, 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:  
3900 Chennault Parkway  
Lake Charles, Louisiana 70615

Mailing Address:  
3900 Chennault Parkway  
Lake Charles, Louisiana 70615

- b. The holder of these operations specifications is the holder of certificate number 6IDR503D 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 conduct the operations described in subparagraph a under the following other business names:

Delegated Authorities:

*NONE*

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



Digitally signed by David M. Gutowski, Principal Maintenance Inspector (SW03)  
[1] SUPPORT INFO: Updated due to a Non-Mandatory Template Revision issued  
by HQ.  
[2] EFFECTIVE DATE: 8/18/2022, [3] AMENDMENT #: 3  
DATE: 2022.08.18 12:47:15 -05:00

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

A handwritten signature in blue ink, reading "Michael L. Foster", written over a horizontal line.

A handwritten date "8/22/22" in blue ink, written over a horizontal line.

Michael L. Foster, Director of Quality Assurance/Senior Director of Quality      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. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.



Digitally signed by Michael P Hall, Principal Maintenance Inspector (SW03)  
[1] EFFECTIVE DATE: 12/14/2018, [2] AMENDMENT #: 1  
DATE: 2018.12.14 08:51:06 -06:00

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

 12.17.2018

Foster, Michael L., Sr. Director of Quality

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**

<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.	See CL for further Limitations
Engines	From the Capability List, as amended.	From the Capability List, as amended.	See CL for further Limitations.
Radio	From the Capability List, as amended.	From the Capability List, as amended.	See CL for further Limitations
Instruments	From the Capability List, as amended.	From the Capability List, as amended.	See CL for further Limitations
Nondestructive Inspection, Testing, and Processing	From the Capability List, as amended.	From the Capability List, as amended.	See CL for further Limitations
Accessories	From the Capability List, as amended.	From the Capability List, as amended.	See CL for further Limitations

**Limited Ratings - Specialized Services**

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

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



Digitally signed by David M. Gutowski, Principal Maintenance Inspector (SW03)  
[1] SUPPORT INFO: Correction to Limitations Section verbiage based upon current  
policy guidance.  
[2] EFFECTIVE DATE: 12/19/2022, [3] AMENDMENT #: 6  
DATE: 2022.12.19 14:04:40 -06:00

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

Handwritten signature of Christen Noel.

12-21-22

Christen Noel, FAA Accountable Manager, 145

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 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 Michael P Hall, Principal Maintenance Inspector (SW03)  
[1] EFFECTIVE DATE: 4/1/2020, [2] AMENDMENT #: 2  
DATE: 2020.04.01 13:08:14 -05:00

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

A handwritten signature in cursive script, appearing to read "Michael L. Foster", written over a horizontal line.

Michael L. Foster, Sr. Director of Quality

4.4.20  
Date

**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**

Title	Name	Parts Authorized	Email Address
FAA Accountable Manager, 145	Noel, Christen	A,D	nchristen@citadelcompletions.com
Director of Quality Assurance / Senior Director of Quality	Foster, Michael L.	A,D	lfoster@citadelcompletions.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**

Name	Email Address	Telephone No.	Type of Information to Receive
Foster, Michael L.	lfoster@citadelcompletions.com	337-936-3980	ALL

1. Issued by the Federal Aviation Administration.

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



Digitally signed by David M. Gutowski, Principal Maintenance Inspector (SW03)

[1] SUPPORT INFO: Minor correction to listing in Title block.

[2] EFFECTIVE DATE: 8/18/2022, [3] AMENDMENT #: 3

DATE: 2022.08.31 12:54:37 -05:00

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

A handwritten signature in black ink, appearing to read "Michael L. Foster".

Michael L. Foster, Senior Director of Quality

A handwritten date "9.14.22" in black ink.

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.)

N/A

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").

RSQM Section 1, paragraphs 1.2, 1.2.1 and 1.2.1.1

FM Section 1, paragraphs 1.9, 1.9.1 and 1.9.1.1

TPM Section 1, paragraphs 1.2, 1.2.1 and 1.2.1.1

1. Issued by the Federal Aviation Administration.

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



Digitally signed by Michael P Hall, Principal Maintenance Inspector (SW03)

[1] EFFECTIVE DATE: 12/14/2018, [2] AMENDMENT #: 1

DATE: 2018.12.14 08:51:20 -06:00

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

A handwritten signature in cursive script, appearing to read "Michael L. Foster".

Foster, Michael L., Sr. Director of Quality

12.17.2018

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 (337) 936-3980
Address:	3900 Chennault Parkway
Address:	
City:	Lake Charles
State:	LA
Zip code:	70615

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 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 M. Gutowski, Principal Maintenance Inspector (SW03)

[1] SUPPORT INFO: Non-mandatory Template Revision

[2] EFFECTIVE DATE: 3/21/2022, [3] AMENDMENT #: 2

DATE: 2022.07.28 08:48:38 -05:00

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

A handwritten signature in cursive script, reading "Michael L. Foster", written over a horizontal line.

Michael L. Foster, Director of Quality Assurance/Senior Director of Quality

A handwritten date "July 28, 22" written in cursive script.

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
In accordance with the ratings and limitations prescribed in paragraph A003	Page 1-13 Subsection 1.8 of the RSQM.	Page 1-13 Subsection 1.8 of the RSQM.

- 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 Michael P Hall, Principal Maintenance Inspector (SW03)  
[1] EFFECTIVE DATE: 4/1/2020, [2] AMENDMENT #: 0  
DATE: 2020.04.01 13:13:24 -05:00

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

A handwritten signature in cursive script, appearing to read "Michael L. Foster".

Michael L. Foster, Sr. Director of Quality

4.4.20

Date