AVISTRATA
AVIATION BUSINESS PLATFORM

Repair Station Records

How to keep your certificate, ratings, roster and capability list current

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PREPARED FOR
Quality managers and admins

Part 145 repair stations

FROM
Leesburg Aviation LLC

1001 Sycolin Rd, Leesburg, VA 20175
703.520.5040 · mrotracker.com

At a glance

Quality → **Repair station** keeps your certificate, operations specifications, ratings and the 145.161 roster in one place. Avistrata then checks new work orders against your **ratings**, checks return-to-service and final inspection sign-offs against the **roster**, and requires a signed **145.215 self-evaluation** before an item goes on the capability list.

Certificate and operations specifications

1. Open **Quality** → **Repair station**.
2. Under **Certificate**, enter the certificate number, date issued, fixed location, accountable manager, FAA office and principal inspector, and the operations specifications revision and date. Drag the certificate and ops specs files onto the upload box.
3. Click **Save**. Only this box redraws.

Ratings

Add each rating you hold: airframe, powerplant, propeller, radio, instrument or accessory, with its class. For a **limited rating**, pick its category and list the makes, models or part numbers it covers (a * matches anything, for example *PA-46**).

With ratings entered, Avistrata checks new work orders. A Cessna Caravan needs an airframe rating that covers it; an engine on the capability list needs powerplant. No ratings entered means no rating check.

Capability check setting	What happens to a work order outside the ratings
Off	Nothing
Warn	A red line on the work order says why it's outside the ratings
Block	The work order can't be created

The setting is the same one as the capability list check (Quality → Capability list → Settings).

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The 145.161 roster

1. Click **Add from users**. Avistrata lists the people in your organization who aren't on the roster yet, with their mechanic, IA or repairman certificate and how many returns to service and final inspections each signed this year.
2. For each person, tick what they are: management, supervisor, inspector, and whether they may approve for return to service. Enter the certificate number and ratings.
3. Fill in the employment summary: present title, scope of the job, years of experience and past relevant employment, and training.
4. When the roster is right, click **Issue revision**. Avistrata keeps a frozen copy of each revision.

- **Out of date** lists what needs fixing: changed since the last revision, a review due, someone listed who has left, an inspector with no certificate number, a missing employment summary, nobody allowed to approve for return to service, or sign-offs by people not on the roster.
- **History** shows every change: who, when, and old and new values.
- **Roster PDF** prints the roster in the branded format to hand to the FAA. It's also in the Report & PDF catalog.

FAA sign-off check

For organizations working under the FAA (or FAA and EASA), turn on the sign-off check on the Certificate box:

Setting	Return to service or final inspection by someone not on the roster with that authorization and a certificate number
Off	No check
Warn	The signer is warned; the signature goes through and the result is recorded on the record
Block	The signature is refused, with the reason

Capability list: the 145.215 self-evaluation

1. New capability items start as **drafts**, not yet on the list.
2. Open the item's **self-evaluation**. For each area (technical data, tools and equipment, facilities, trained people) tick it, describe what you have, and add evidence. For data you can pick a document from the technical data library.
3. A quality manager clicks **Complete and sign**. Only then can the item go on the list.

Items already on the list stay there; the ones without a signed self-evaluation show **Missing** and appear on the Focus areas screen.

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Record sending the list to the FAA

In the capability list's **Revisions** table, click **Record sending** on an issued revision: the date, how it was sent (email, letter, the FAA's portal), to whom, the FAA's reference, and a copy of the letter or email. The **Sent to the FAA** column shows it.

Tip

Update the roster within 5 business days of a hire, departure or change of duties (145.161(b)). The Out of date list tells you when it has fallen behind.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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