**INTERAGENCY COMMITTEE FOR AVIATION POLICY**

**FEDERAL AGENCY AIRCRAFT**

**GENERAL MAINTENANCE MANUAL GUIDE**

PREFACE

The General Maintenance Manual (GMM) Guide provides information for developing an agency GMM. An agency GMM should include procedures that adequately cover all Federal Aviation Regulations (FAR) that pertain to your agency and its unique aviation operations. The GMM Guide was developed to reduce that time required to develop appropriate operational procedures in a standardized format.

The GMM Guide is intended for use as a sample in the development of an agency GMM. Each agency GMM should be developed within the FAR's that pertain to its specific aviation operation. In that regard, an agency operating a Gulfstream GII or Boeing B-727 would have a different GMM requirement than an agency operating a Cessna CE-182. Material included in portions of this guide may not directly relate to or be required by a referenced FAR; however, that material may be considered a necessary part of any GMM.

A GMM must contain an agency's policies and procedures. A policy is a statement of intent. For example, if an agency requires a check to ensure the fuel in the tanker is the correct grade prior to fueling operations, this is a policy. The procedure outlines how the crewmember will obtain and test the fuel sample. A procedure should explain:

1.WHO

Who the procedure is speaking to.

Who will accomplish the procedure.

Who is responsible to see the procedure is accomplished.

Who is the accountable individual (a position, a facility, agency etc.).

2.WHAT

What the procedure is about.

What the procedure is trying to accomplish.

What the person performing the procedure should do.

3.WHEN

When the procedure will be accomplished:

a.The intervals (hours, cycles or calendar).

b.The specific date or time.

4.WHERE

Where the procedure will be accomplished.

a.The specific facility and location.

b.The specific type of facility.

5.WHY

Why the procedure is required.

Why the procedure is to be accomplished.

6.HOW

How the procedure will be accomplished.

a.In accordance with:

1.Manufacturers recommended procedures.

2.Procedures approved by the FAA.

3.Agency approved procedures.

Each agency's GMM should be developed to address all operations as they relate to maintenance operation standards. This guide provides a sample GMM as well as a standardized format to follow when developing the agency's maintenance operations standards. A close working relationship with the FAA Flight Standards District Office is necessary from the initial regulatory review, program development, and FAA/FSDO acceptance.

1.ABBREVIATIONS

The following abbreviations are to assist personnel when completing maintenance forms.

A/WAirworthy

A/PAutopilot

A to DAnalog to Digital

A/CAircraft

A.T.Auto Throttle

A&PAirframe and Powerplant

AASAircraft Alteration Station

ACAlternating Current

ACCAccessory

ACCELAccelerometer

ACCUMAccumulator

ACFTAircraft

ACMAir Cycle Machine

ACTActuator

ADAirworthiness Directive

ADCAir Data Computer

ADFAuto Direction Finder

ADIAttitude Deviation Indicator

ADPAutomatic Data Process

AFISAutomatic Flight Inspection System

AFLAircraft Flight Log

AFMAirplane Flight Manual

AFTAirworthiness Flight Test

AGCAutomatic Gain Control

AIAnti-Ice

AICAirborne Interphone Comm

AILAileron

AIRCONDAir Conditioning

ALTERAlternate

ALTDAltitude

ALTMAltimeter

ALTNAlternator

AMPMTRAmmeter

AMBAmbient

AMPAmplifier

ANGAngle

ANLGAnalog

ANSKDAnti-Skid

ANTAntenna

AOAAngle of Attack

AOGAircraft on Ground

A/PAutopilot

APPApproach

APUAuxiliary Power Unit

A/SAir Speed

ARRAeronautical Reliability Reports

ARTArtificial

ASSTAssist

ASSYAssembly

ASYMAsymmetry

ATCAir Traffic Control

ATMAir Turbine Motor

ATTAttitude

AUGAugmentation

AUTOAutomatic

AUXAuxiliary

AVAvionics

AWIAlcohol Water Injection

AWRAirworthiness Release

BALBalance or Ballast

BATTBattery

BCBench Check

BCNBeacon

BEWBasis Empty Weight

BFSBad from Stock

BLDBleed

BLDARBleed Air

BLKBlock

BLMTHBellmouth

BLRBlower

BOWBasic Operating Weight

BRCBrace

BRGBearing

BRKBrake

BRKTBracket

BRLESSBrushless

BSHBrush

BSTBoost

BSTRBooster

BTBench Test

BYPASBypass

C/WClockwise

C/PCabin Pressure

CALCalibrate or Calibration

CALIBCalibrator

CAMPContinuous Airworthiness Maintenance Program

CAPTCaptain

CARCargo

CARBCarburetor

CARTCartridge

CATCarburetor Air Temp

CBCircuit Breaker

CBLCable

CBNCabin

CCCard Control

CCWCounterclockwise

CDICourse Deviation Indicator

CDUControl Display Unit

CFContinuous Flow

CFRCode of Federal Regulations

CGCenter of Gravity

CHAPChapter

CHTCylinder Head Temperature

CKCheck

CKPTCockpit

CLCooling

CLRCooler

CMCondition Monitoring

CMPSTRCompensator

CNTRContainer

COContracting Officer

COMCommand

COMBCombustion

COMMCommunication

COMMUTCommutator

COMPCompass

COMPRCompressor

COMPTCompartment

COMPTRComparator

CONSConsole

CONDConducting

CONDSRCondenser

CONNConnect

CTLControl

CONTContinuous

CONTACTContactor

CONVTRConverter

COORDCoordinator

CORRCorrector

COTRContracting Officer's Technical Representative

CPLRCoupler

CPTCopilot

CRGCarriage

CRMNCrewman

CRTCathode Ray Tube

CSDConstant Speed Drive

CSHSICycles Since Hot Section Inspection

CSNCard Serial Number

CSOCycles Since Overhaul

CTRCenter

CURCurrent

CVRCockpit Voice Recorder

CW`Complied With

CYCCycle

CYCSCycles

CYLCylinder

DASDesignated Alteration Station

DBLDouble

DBSTDeboost

DCDirect Current

DCTDuct

DECDecrease

DEFDeferred

DEMDemand

DEMULPXRDemultiplexer

DEPRDepressurization

DERDesignated Engineering Representative

DETDetector

DEVDeviation

DFDirection Finder

DIDeice

DIFFDifferential

DIG; DIGTLDigital

DIGITDigitizer

DILDilution

DIRDirect

DIRECTDirection

DISCDisconnect

DISCHDischarge

DISTDistance

DISTRDistribution

DISTRBDistributor

DLDual

DLYDelay

DMEDistance Measuring Equipment

DMETDistance Measuring Equipment Transmitter

DMGDamaged

DMIDeferred Maintenance Item

DMPDump

DMPRDamper

DNLKDownlock

DNLNDown Line

DOTDepartment of Transportation

DPLRDoppler

DRDoor

DRGDrag

DRMDrum

DRNDrain

DRVDrive

DRVNDriven

DRWGDrawing

DSPLYDisplay

DVDirect Vision

DVMDigital Voltmeter

DVTRDiverter

DWNDown

DYNDynamic

E/OEngine Overhaul

ECEngine Change

EFISElectronic Flight Instrument System

EGTExhaust Gas Temperature

EHSIEngine Hot Section Inspection

EJTEjector

ELECElectrician

ELECTElectronic

ELEMElement

ELEVElevator

ELTEmergency Locator Transmitter

EMEREmergency

EMPNGEmpennage

ENGEngine

ENTEntrance

EOEngine Overhaul Time

EPREngine Pressure Ratio

EQEqualizer

EQUIPEquipment

ERPEmergency Readiness Program

ERRError

ESSEssential

ESTEstimated

EVALEvaluation

EVAPEvaporator

EXExit

EXCExchange

EXCGRExchanger

EXHExhaust

EXTExternal

EXTGExtinguish

EXTNExtension

FFuel

F.D.Flight Director

FAAFederal Aviation Administration

FARFederal Aviation Regulations

FAXFacsimile Transmission of Document

FBOFixed Base Operator

FCCFederal Communication Commission

FCDFleet Campaign Directive

FCUFuel Control Unit

FDRFlight Data Recorder

FEFlight Engineer

FEAFeathering

FIFOFlight Inspection Field Office

FIGFigure

FILFilter

FLFailed

FLOFlow

FLPFlap

FLSHFlasher

FLTFlight

FLTDKFlight Deck

FLTRFlutter

FOFlight Officer

FODForeign Object Damage

FPCFlight Pat Computer

FREQFrequency

FSBFleet Support Branch

FSDOFlight Standards District Office

FTFunctional Test

FUSFuselage

FWFirewall

FWDForward

G.S.Glide Slope

GALGallon(s)

GENGenerator

GFPGovernment Furnished Property

GLSGlass

GMMGeneral Maintenance Manual

GNDGround

GOMGeneral Operating Manual

GOVGovernor

GPUGround Power Unit

GRBSGearbox

GRNDGround

GSEGround Support Equipment

GTC Gas Turbine Compressor

GWTGross Weight

HDGHeading

HFHigh Frequency

HIHigh

HORIZHorizon

HORZHorizontal

HPHigh Pressure

HRSHours

HSIHeading Station Indicator

HTHard Time

HTRHeater

HYDHydraulic

IASIndicated Air Speed

IAWIn Accordance With

INBDInboard

ICInventory Control

IFRInstrument Flight Rules

IFSIntegrated Flight System

IGNIgnition

IISIntegrated Instrument System

ILSInstrument Landing System

INInch(es)

INCIncrease

INDIndicator

INJInjector

INLOCKInterlock

INOPInoperative

INRPTInterrupter

INSInertial Navigation System

INSPInspection

INSTInstrument

INTIntegrated

INTCLRIntercooler

INTCONInterconnect

INTPHInterphone

INVInverter

INVTInventory

IPCIllustrated Parts Catalog

IRANInspect and Repair, as Necessary

IRUInertial Reference Unit

ISOLIsolation

J BoxJunction Box

JJunction

JETJettison

JITJitter

JNTJoint

KPNKit Part Number

KTSKnots

LATLatitude

LAVLavatory

LDGLanding

LDMTRLoadmeter

LELeading Edge

LEFLPLeading Edge Flap

LGLanding Gear

LGELarge

LHLeft Hand

LIBDLeft Inboard

LKOUTLockout

LMANLeadman

LMTLimit or Limiting

LMTRLimiter

LNKLink

LOBDLeft Outboard

LOCLocalizer

LONGLongitudinal

LPLow Pressure

LPGLog Page

LRLeft Reserve

LRULine Replacement Unit

LTLeft

LUBELubricate/Lubrication

LWRLower

LVLLevel

MAMaster

M.A.C.Mean Aerodynamic Chord

MAFISMultiple Automatic Flight Inspection System

MAGMagnetic

MAINTMaintenance

MANManual

MANFManifold

MAXMaximum

MBMarker Beacon

MCOMaintenance Carry Over

MDIMagnetic Direction Indicator

MECHMechanism

MELMinimum Equipment List

MICMicrophone

MINMinimum

MIRMechanical Interruption Report

MISMechanical Interruption Summary

MISCMiscellaneous

MKRMarker

MLGMain Landing Gear

MLSMicrowave Landing System

MMMaintenance Manual

MNMain

MODModification

MONMonitor

MOSMonths

MPHMiles Per Hour

MRBMaintenance Review Board

MRRMechanical Reliability Report

MSUMode Select Unit

MTMount

MTRMotor

MULTCPLRMulticoupler

N2Nitrogen

N/ANot Applicable

NACNacelle

NAVNavigation

NCUNavigation Computer Unit

NCWNot Complied With

NDINon Destructive Inspection

NDTNon Destructive Testing

NEGNegative

NISNot in Stock

NLGNose Landing Gear

NORMNormal

NOZNozzle

#Number

NRNot Required

NRWCNon Routine Workcard

NTSNegative Torque Signal

NTSBNational Transportation Safety Board

O2Oxygen

OATOutside Air Temperature

OTBDOutboard

OBIOmni Bearing Indicator

OBSOmni Bearing Selector

OBSVRObserver

OCOn Condition

OEMOriginal Equipment Manufacturer

OICOperations Information Center

OJTOn-the-Job Training

OOOrdering Officer

OOTOut of Tolerance

OPOperational Check

OPROperator

OSCOscillator

OSGOverspeed Governor

OTBDOutboard

OTSOut of Service

OUTDCTOutlet Duct

OUTFLOOut Flow

OVHOverhaul

OVHTOverheat

OVLDOverload

OVLTOvervoltage

OVRDOverride

OZOunce(s)

P/NPart Number

P&DPressurizing and Dump

P/LPower Lever

P.U.Power Unit

PAPublic Address System

PAXPassenger(s)

PCProduction Control

PCWPreviously Complied With

PDUPlasma Display Unit

PEDPedestal

PFPreflight

PGPage

PHPhase

PICPilot in Command

PICTPictorial

PIREPPilot Report

PKGPackage

PLTPilot

PMPreventative Maintenance

PMPPump

PNPanel Number

PNEUPneumatic

PNLPanel

POPurchase Order

POOPart On Order

PORTPortable

POSPosition

POTPotentiometer

PPIPlan Position Indicator

PRESSPressure

PREAMPPreamplifier

PRGMProgram

PRIPrimary

PROPPropeller

PRTRPrinter

PSIPounds per Square Inch

PTPort

PTNPiston

PTTPush-to-Talk

PWRPower

QAQuality Assurance

QASQuality Assurance Specialist

QCQuality Control

QECQuick Engine Change

QTYQuantity

QUADQuadrant

R/RRemove and Replace

R/DResearch and Development

R/TReceiver/Transmitter

RADRadio

RATRam Air Temperature

RBCRadio Beam Coupler

RCDRRecorder

RCVRReceiver

RDRelief and Dump

RDRRadar

RECIRCRecirculate

RECTRectifier

REDReduction

REFReference

REGRegulator

RELRelease

REMRemove

REQRequired

RESReserve

RESTRRestrictor

RETRetract

REVReverse

REVCURReverse Current

RFGNRefrigeration

RFIRadio Frequency Interference

RGNRange

RGSTRRegister

RHRight Hand

RHEORheostat

RIBDRight Inboard

RIIRequired Inspection Item

RKRack

RLFRelief

RLYRelay

RMIRadio Magnetic Indicator

RNAVArea Navigation

ROBDRight Outboard

ROCRate of Change

RONRemain Over Night

RPReplenishment

RPMRevolutions Per Minute

RPTRRepeater

RRRadio Rack

RSTReset

RSVRReservoir

RTRYRotary

RTSReturn to Service

RUDRudder

RVSRReverser

RWRunway

S/CSuperchargher

S/NSerial Number

SAFISemi-Automatic Flight Inspection

SBService Bulletin

SCAVScavenger

SDRService Difficulty Report

SECSecondary

SECTSection

SELSelector

SELCASelect Call

SEMICONDSemi-Conductor

SENSensor

SENSSensitive

SEPSeparator

SEQSequence

SFARSpecial Federal Aviation Regulation

SFTShaft

SFTYSafety

SHKShock

SHMSheetmetal

SHTLShuttle

SIGSignal

SILService Information Letter

SKDSkid

SLService Letters

SLDSlide

SLTSlat

SLWINSliding Window

SMSmall

SMPSump

SOShut-off

SOLSolenoid

SPSpare

SPDSpeed

SPECSpecification

SFPSpecial Flight Permit

SPGSpring

SPKSpeaker

SPLSpoiler

SPTSupport

SRMStructural Repair Manual

SRVOServo

SSBSingle Side Band

SSIStructural Significant Item

STAStation

STABStabilizer

STARTStarter

STATStatic

STBYStandby

STCSupplemental Type Certificate

STKStick

STNRStrainer

STRSteering

STRGStorage

SUBSubmerged

SUMSummation

SUPSupply

SUPVSupervisor

SURFSurface

SVCService

SWSwitch

SYNCSynchronizer

SYSSystem

T/OTakeoff

T & BTurn and Bank

T.D.Temp Datum

T.I.T.Turbine Inlet Temp

TACHTachometer

TAIThermal Anti-Ice

TASTrue Air Speed

TATTotal Airframe Time

TBLTable

TBOTime Between Overhaul

TCTotal Cycles

TCKRTracker

TDOTechnical Direction Order

TETrailing Edge

TEMPTemperature

TENSTension

TETTotal Engine Time

TFRTransfer

TGTTurbine Gas Temperature

THMThermal

THSTThrust

TKTank

TMSTRThermister

TORQTorque

TPTailpipe

TRTransformer Rectifier

TRANTransition

TRBCOMPTurbo Compressor

TRKTruck

TRMTrim

TRQMTRTorquemeter

TRUNTrunnion

TRVLTravel

TSNTime Since New

TSOTime Since Overhaul

TSSTechnical Support Section

TSTATThermostat

TTTotal Time

TURBTurbine

UHFUltra High Frequency

UPHUpholstery

UPRUpper

UPLUplock

UPLNUpline

USMSUnited States Marshals Service

VVolts

VACVacuum

VARVariable

VCKVisual Check

VERTVertical

VGVertical Gyro

VHFVery High Frequency

VIBVibration

VLVValve

VNTVent

VNTRIVenturi

VOLTVoltage

VORVHF Omni-directional Range

VPUVoice Privacy Unit

VSIVertical Speed Indicator

WCWork Card

WDWindow

WDMWiring Diagram Manual

WGWing

WGTWeight

WHLWheel

WRNWarning

WOWork Order

WPRWiper

WTRWater

WSHLDWindshield

WXWeather

WVFRMWaveform

WWWheel Well

XCVRTransceiver

XDUCERR Transducer

XFEEDCross Feed

XFERTransfer

XFMRTransformer

XMSNTransmission

XMTRTransmitter

XOVERCrossover

XPOINTCrosspointer

XPONDERTransponder

YRYear

ZTZero Time

**Glossary of Terms**

AIRCRAFT means a device that is used or intended to be used for flight in the air.

AIRCRAFT ENGINE means an engine that is used or intended to be used for propelling aircraft. It includes turbo-superchargers, appurtenances, and accessories necessary for its functioning, but does not include propellers.

AIRFRAME means the fuselage, booms, nacelles, cowlings, fairings, airfoil surfaces (including rotors but excluding propellers and rotating airfoils of engines), and landing gear of an aircraft and their accessories and controls.

AIRCRAFT MAINTENANCE means that work which is required to be performed by certificated persons.

AIRCRAFT MAINTENANCE BASE is an agency activity performing aircraft and avionics line maintenance functions on <Your Agency> aircraft.

AIRCRAFT OUT OF COMMISSION FOR PARTS (AOCP). The status of an aircraft which should be available for service but is not, because of the lack of a part or parts.

AIRPLANE means an engine-driven fixed-wing aircraft heavier than air, that is supported in flight by the dynamic reaction of the air against its wings.

APPROVED unless used with reference to another person, means approved by the FAA Administrator.

APPLIANCE means any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, engine, or propeller.

AVIONICS MAINTENANCE means that work which is required to be performed by an avionics shop.

BENCH CALIBRATION means the calibration of equipment which is performed in an FAA approved avionics shop.

BENCH CHECK means the removal of an item of equipment from an aircraft or from stock for (1) a visual check (2) preventive maintenance, (3) minor repair, and (4) an operational check.

CALIBRATION means making precise measurements and adjustments to equipment or systems in order to obtain optimum performance and to certify that output data falls within prescribed tolerances.

COMPONENT any self-contained part, combination of parts, subassemblies or units, which perform a distinctive function necessary to the operation of the airframe, powerplant or propeller.

CONDITION MONITORING (CM) means there is no fixed overhaul time limit and, normally, no inspection/check period or scheduled task to determine the extent of deterioration or continued serviceability of an aircraft/system/component. All removals are therefore for unscheduled cause. Certain condition monitoring items may have work cards called out under one of the maintenance periods, but the task will be for servicing or a go-no-go typecheck and not a check for continued airworthiness.

CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) means a combined program of maintenance and inspection functions used to fulfill the total maintenance needs. The program provides a maintenance program adequate to perform the work and an inspection program adequate to perform required inspections. These two organizations are separate.

CONTRACT/AGREEMENT MAINTENANCE refers to those functions of a contracting officer's representative or other designated maintenance representative in arranging for and administering contracts or agreements for providing aircraft maintenance services to the agency.

CONTROL LIMITS OR ALERT VALUES are maximum limits/values which when exceeded requires analysis for possible maintenance actions.

DISPATCH FOR MEL OPERATIONS dispatch occurs when the flightcrew releases the brakes to taxi for the purpose of flight.

ENGINE TIME CHANGES are those engines which reach maximum operating time between overhaul including engines replaced within 100 hours of maximum permitted operating time to allow replacement during scheduled inspection periods.

ENGINE FAILURE means any engine requiring unscheduled replacement due to unairworthy conditions which cannot be corrected by routine maintenance on the aircraft.

ENGINE CONVENIENCE REMOVAL applies to engines removed for update or modification which were operating satisfactorily at time of removal, or airworthy engines removed from aircraft in maintenance or storage for installation on another aircraft to expedite mission accomplishment, or engine replaced due to economic impact of maintenance required.

EXCHANGE AND REPAIR (E & R) A repairable item which, when unserviceable, is returned to the original vendor in exchange for a serviceable replacement.

FIELD MAINTENANCE means the performance of aircraft and avionic line maintenance at locations other than the <Your Agency> Hangar, <Location>.

FLIGHT TIME means the time from the moment the aircraft first moves under its own power for the purpose of flight until the moment it comes to rest at the next point of landing.

HARD-TIME means a primary maintenance process that requires an appliance or part be periodically overhaul in accordance with the Agency's maintenance manual or that it be removed from service.

HEAVY MAINTENANCE Any services that can not be performed in the <Your Agency> Hangar.

HOME BASE The <Your Agency> Hangar at <Location>.

LARGE AIRCRAFT means aircraft of more than 12,500 lbs. maximum certificated takeoff weight.

LINE MAINTENANCE includes daily servicing & maintenance, routine maintenance, bench checks, calibration, repairs accomplished in support of day-to-day aircraft operations and required to maintain the <Your Agency>s aircraft fleet in a mission-capable status.

LOCAL REPAIR ITEM. A repairable item which, when unserviceable, is repaired locally either by arrangements with a commercial vendor or in local base shops.

LINE SUPPORT The services required to support the <Your Agency> fleet and Hangar facility.

MAINTENANCE INSPECTIONS include daily/preflight, segment, safety, service, special, and numbered inspections. These inspections vary in scope and frequency of performance according to types of aircraft.

MAINTENANCE MANAGER - means the person within the specific organizational structure who is directly responsible for the maintenance program. In the <Your Agency>/<Aviation Title>.

MAJOR ALTERATIONS means an alteration not listed in the aircraft, or aircraft engine/propeller specifications that (1) might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness; or (2) is not done according to accepted practices, or cannot be done by elementary operations.

1.AIRCRAFT MAJOR Alterations Alterations of the following parts and alterations of the following types, when not listed in the aircraft specifications issued by the FAA, use airframe major alterations:

Wings.

Tail surfaces.

Fuselage.

Engine mounts.

Control system.

Landing gear.

Hull or floats.

Elements of an airframe including spars, ribs, fittings, shock absorbers, bracings, cowlings, fairings, and balance weights.

Hydraulic and electrical activating systems and components.

Rotor blades.

Changes to the empty weight and balance which result in an increase in maximum certificated weight or center of gravity limits of the aircraft.

Changes to the basic design of the fuel, oil cooling, heating, cabin pressurization, electrical, hydraulic, de-icing, or exhaust system.

Changes to the wing or to fixed or movable control surfaces which affect flutter and vibration characteristics.

2.POWERPLANT MAJOR ALTERATIONS. The following alterations of a powerplant, when not listed in the engine specifications issued by the FAA, are powerplant major alterations:

Conversion of an aircraft engine from one approved model to another involving any changes in compression ratio, propeller reduction gear, impeller gear ratios, or the substitution of major engine parts which require extensive rework and testing of the engine.

Changes to the engine by replacing aircraft engine structural parts with parts not supplied by the original manufacturer or parts not specifically approved by the Administrator.

Installation of an accessory which is not approved for the engine.

Removal of accessories that are listed as required equipment on the aircraft or engine specification.

Installation of structural parts other than the type of parts approved for installation.

Conversions of any sort for the purpose of using fuel of a rating or grade other than that listed in the engine specifications.

3.PROPELLER MAJOR ALTERATIONS. The following alterations of a propeller when not authorized in the propeller specifications issued by the FAA are propeller major alterations:

Changes in blade design.

Changes in hub design.

Changes in the governor or control design.

Installation of a propeller governor or feathering system.

Installation of propeller de-icing system.

Installation of parts not approved for the propeller.

4.APPLIANCE MAJOR ALTERATIONS. Alterations of the basic design not made in accordance with recommendations of the appliance manufacturer or in accordance with an FAA Airworthiness Directive are appliance major alterations. In addition, changes in the basic design of radio communication and navigation equipment approved under type certification or a Technical Standard Order that have an effect on frequency stability, noise level, sensitivity, distortion, suprious radiation, AVC characteristics, or ability to meet environmental test conditions and other changes that have an effect on the performance of the equipment are also major alterations.

MAJOR INSPECTION means the performance of a specific segment of the total overhaul requirement in a series of blocks at prescribed long-term intervals.

MAJOR MODIFICATION means a modification that (1) might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities of airworthiness, or (2) is not done according to accepted practices or cannot be done by elementary operations.

MAJOR REPAIR means a repair that (1) if improperly done, might appreciably affect weight, balance, structural strength, performance, powerplant operations, flight characteristics, or other qualities of airworthiness; or (2) is not done according to accepted practices, or cannot be done by elementary operations.

1.AIRFRAME MAJOR REPAIRS. Repairs to the following parts of an airframe and repairs of the following types involving the strengthening, reinforcing, splicing, and manufacturing of primary structural members of their replacement, when replacement is by fabrication such as riveting or welding, are airframe major repairs:

Box beams.

Monocoque or semimonocoque wings or control surfaces.

Wing stringers or chord members.

Spars.

Spar flanges.

Members of truss-type beams.

Thin sheet webs of beams.

Wing main ribs and compression members.

Engine mounts.

Fuselage longerons.

Members of the side truss, horizontal truss, or bulkheads.

Main seat support braces and brackets.

Landing gear braces or struts.

Axles.

Wheels.

Parts of the control system such as control columns, pedals, shafts, brackets, or horns.

Repairs involving the substitution of material.

The repair of damaged areas in metal or plywood stressed covering exceeding six inches in any direction.

The splicing of skin sheets.

The repair of three or more adjacent wing or control surface ribs, or the leading edge of wings and control surfaces between adjacent ribs.

The repair of portions of skin sheets by making additional seams.

Repair of fabric covering involving an area greater than that required to repair two adjacent ribs.

Replacement of fabric on fabric-covered parts such as wings, fuselages, stabilizers, and control surfaces.

Repairing, including rebottoming, of removable or integral fuel tanks and oil tanks.

2.POWERPLANT MAJOR REPAIRS. Repairs of the following parts of an engine and repairs of the following types are powerplant major repairs:

Separation or disassembly of a crankcase or crankshaft of a reciprocating engine equipped with an integral supercharger.

Separation or disassembly of a crankcase or crankshaft of a reciprocating engine equipped with other than spur type propeller reduction gearing.

Special repairs to structural engine parts by welding, plating, metalizing, or other methods.

3.PROPELLER MAJOR REPAIRS. Repairs of the following types to a propeller are propeller major repairs:

Any repairs to, or straightening of, steel blades.

Repairing or machining of steel hubs.

Shortening of blades.

Repair of propeller governors.

Overhaul of controllable pitch propellers.

Repairs to deep dents, cuts, scars, nicks, etc., and straightening of aluminum blades.

The repair or replacement of internal elements of blades.

Repairs to composition blades.

4.APPLIANCE MAJOR REPAIRS. Repairs of the following types to appliances are appliance major repairs:

Calibration and repair of instruments.

Calibration of radio equipment.

Rewinding the field coil of an electrical accessory.

Complete disassembly of complex hydraulic power valves.

Overhaul of pressure type carburetors, and pressure type fuel, oil, and hydraulic pumps.

MINIMUM EQUIPMENT LIST (MEL) means a regulatory authorization to continue to operate an aircraft with inoperable instruments or equipment. The aircraft may be operated under all applicable conditions and limitations contained in the minimum equipment list.

MINOR MODIFICATION means a modification that (1) will not affect the quality of airworthiness, or (2) can be done in accordance with accepted practices, or can be done by elementary operations. Normally, a minor modification is a modification other than a major modification.

MINOR REPAIR means a repair that (1) will not affect the quality of airworthiness, or (2) can be done in accordance with accepted practices, or can be done by elementary operations. Normally, a minor repair is a repair other than a major repair.

MODIFICATION means a change or series of changes in a completed system to adapt it to another use, correct deficiencies, increase reliability, or improve its effectiveness.

NON-AIRWORTHINESS ITEMS. These are items other than inoperative instruments or equipment which do not affect the airworthiness of the aircraft.

ON CONDITION ITEM (OC) means an item of equipment that must be restricted to one on which a determination of continued airworthiness may be made by a visual check, measurement, test, or other means without a teardown inspection or overhaul.

OFF STATION SITES Locations which would require Contractor support in the event of

maintenance problems that preclude the aircraft being flown to its home base.

OPERATIONAL CHECK means an "in motion" or "power on" test for determining that an item of equipment will operate at a specified performance level.

OVERHAUL means the disassembly, cleaning, inspection, necessary replacement or repair of parts, reassembly, adjustment, and testing of an item or equipment in accordance with recommended procedures.

PERFORMANCE STANDARD means a performance measurement expressed numerically which represents an acceptable level of performance.

PREVENTIVE MAINTENANCE means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations. It is corrective action taken before it becomes necessary to make a major repair.

PROPELLER means a device for propelling an aircraft that has blades on an engine-driven shaft and that, when rotated, procedures by its action on the air, a thrust approximately perpendicular to its plane of rotation. It includes control components normally supplied by its manufacturer, but does not include main and auxiliary rotors or rotating airfoils of engines.

PUBLIC AIRCRAFT means aircraft used only in the service of a government or a political subdivision. It does not include any government-owned aircraft engaged in carrying persons or property for commercial purposes.

QUALITY CONTROL DESIGNEE means a certificated person having the required experience, judgment, and training to perform quality control functions usually in the absence of, or as a supplement to, a quality control organization.

RAMP CALIBRATION means the calibration of an aircraft-installed avionic-system.

RELIABILITY PROGRAM means a program which establishes time limitations or standards for determining time limitations for overhauls, inspections and checks of airframes, engines, propellers, appliances and emergency equipment.

REPAIR means the restoration of an item of equipment to a serviceable condition after fault detection.

REPARABLE ITEM. An item which, when becoming unserviceable, is usually repaired to reuse. The decision to repair an unserviceable item is based on the economics of discard and replacement versus repair. This includes Exchange and Repair Items, Repair and Return Items, Local Repair Items, and select E & R Equipment.

REMOVE AND REPLACE (R&R). A reparable item which, when becoming unserviceable, is removed for repair and subsequent return of the unit to serviceable stock.

REQUIRED INSPECTION ITEMS (RII) include those of maintenance and alterations which could result in a failure, malfunction, or defect endangering the safe operation of the airplane, if not performed properly, or if improper parts or material are used.

ROUTINE MAINTENANCE means the servicing of aircraft and the accomplishment of unscheduled and preventive maintenance between scheduled line maintenance inspections.

SELECT E & R EQUIPMENT. An avionic reparable which is specially controlled when unserviceable to ensure that its repair is performed by an FAA approved avionic shop.

SMALL AIRCRAFT means aircraft of 12,500 lbs, or less, maximum certificated take-off weight.

SPECIAL MAINTENANCE-INSPECTION DESIGNEE means a qualified person who is designated to (1) perform specific maintenance and inspection functions, (2) make specific airworthiness determinations, and (3) release specific items of maintenance to service.

SPECIAL INSPECTIONS include inspections to determine airworthiness following hard landings, flight through turbulent air, lightening strikes or one prescribed by an airworthiness directive, maintenance alert directive, or other instructions from the <Your Agency>/<Aviation Title>.

TIME CHANGE ITEM means an item of equipment which has an established overhaul time which is related to time in service.

TIME CONTROLLED COMPONENT means a part or component which has an established service life, at which time certain maintenance must be performed or the item scrapped. The service life may be based on operating hours, cycles, landings, calendar time, or combinations of these.

TIME IN SERVICE with respect to maintenance time records means the time from the moment an aircraft leaves the surface of the earth until it touches down at the next point of landing.

TROUBLE SHOOTING means (1) determining the probable cause of a malfunction through analysis of data flow logic and (2) employing efficient fault isolation procedures and prescribing or taking corrective action.

TURN-AROUND MAINTENANCE refers to aircraft maintenance performed by a facility of a higher category providing line maintenance services for an aircraft maintenance facility of a lower category.

<Your Agency> FLEET Aircraft operated by the <Your Agency> including aircraft under charter to the <Your Agency>.

VISUAL CHECK means checking an item of equipment for cleanliness, need for lubrication or painting, and deterioration of parts or materials.

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ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

AGE CONTROL OF AIRCRAFT PARTS, SUPPLIES, AND EQUIPMENT V.2.1

AGE CONTROL OF AVIONIC PARTS AND EQUIPMENT V.2.5

AIR CONDITIONING UNITS VII.12.1

AIRCRAFT AND GROUND EQUIPMENT SERVICINGVII.

AIRCRAFT CLEANING - SPECIAL HEALTH PRECAUTIONS VII.16.1

AIRCRAFT DEICING AND COLD WEATHER GROUND OPERATIONS VII.9.1

AIRCRAFT FUEL CONTAMINATION CONTROL VII.4.1

AIRCRAFT GROUND HANDLING SAFETY VII.5.1

AIRCRAFT INSPECTION PROGRAM III.4.1

AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAMVI.

AIRCRAFT MAINTENANCE TIME LIMITSV.1.1

AIRCRAFT PARTS, ACQUISITION VIII.2.1

AIRCRAFT PARTS, RECEIVING INSPECTIONS VIII.3.1

AIRCRAFT PARTS, STOCK LEVELS VIII.4.1

AIRCRAFT SPECIAL INSPECTIONS III.11.1

AIRCRAFT SPECIAL INSPECTIONS, AIRCRAFT LOG BOOK ENTRY III.11.2

AIRCRAFT SPECIAL INSPECTIONS, MAINTENANCE PROCEDURES III.11.1

AIRCRAFT TIME CONTROLLED COMPONENTS III.17.1

AIRCRAFT TIMES AND CYCLES, VALIDATION OF III.5.2

AIRCRAFT TOWING/REPOSITIONING VII.8.1

AIRWORTHINESS DIRECTIVE PROCEDURES III.13.1

AIRWORTHINESS DIRECTIVE PROCEDURES, IMPLEMENTATION III.13.1

AIRWORTHINESS DIRECTIVE, RECORDING AD COMPLIANCE III.13.1

AIRWORTHINESS FLIGHT TEST ITEMSIII.14.2

AIRWORTHINESS FLIGHT TESTS III.14.1

AIRWORTHINESS FLIGHT TESTS, PROCEDURES III.14.3

ALL OTHER PERSONNEL (STORES, ETC.) VI.3.1

APPLICABLE FAR'S III.1.1

APPROVAL FOR RETURN TO SERVICE III.8.2

APPROVED MARSHALLING HAND SIGNALS VII.6.1

ARRANGEMENTS WITH OTHER PERSONS FOR MAINTENANCE III.2.7

BOMB THREATS IX.2.1

CANNIBALIZATION OF AIRCRAFT AND/OR EQUIPMENT, AUTHORITY III.20.1

CANNIBALIZATION OF AIRCRAFT AND/OR EQUIPMENT III.20.1

CHEMICAL TOILETS VII.11.1

COMPUTING AIRCRAFT, ENGINE, EQUIPMENT, AND COMPONENT TIME III.5.1

CONTINUING ANALYSIS AND SURVEILLANCEIII.2.8

ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

CONTINUOUS AIRWORTHINESS, PROGRAM ELEMENTS III.2.1

CONTINUOUS AIRWORTHINESS, RESPONSIBILITY FOR AIRWORTHINESS III.2.5

CONTRACT MONITORING RESPONSIBILITIES II.3.1

DEFECTS OR UNAIRWORTHY CONDITIONS III.19.1

DEFECTS OR UNAIRWORTHY CONDITIONS, REPORTS TO THE FAAIII.19.4

DEFERRED DISCREPANCY, CLEARING DEFERRED DISCREPANCIESIII.9.2

DEFERRED DISCREPANCY PROGRAM III.9.1

DEFERRED DISCREPANCY PROGRAM, DEFERMENT PROCEDURES III.9.2

DEFERRED DISCREPANCY PROGRAM, DISPOSITION III.9.3

DEFERRED DISCREPANCY PROGRAM, MEL ITEMS III.9.2

DEFERRED DISCREPANCY PROGRAM, NON-AIRWORTHINESS ITEMS III.9.2

DEFERRED DISCREPANCY PROGRAM, NUMBERING III.9.3

DEFUELING PROCEDURES VII.2.1

DISTRIBUTION, GENERAL I.5.1

DISTRIBUTION, LOCATION OF MANUALS I.5.1

EMERGENCY MAINTENANCE III.10.1

FACILITY CAPABILITY REVIEW(S) AND AUDITS II.4.1

FLY AWAY KITS VII.19.1

FOREIGN OBJECT DAMAGE (FOD) PROGRAM VII.17.1

FORMS IV.2.1

FORMS, (MEL) EXTENSION AUTHORIZATION REQUEST IV.2.20

FORMS, AIRCRAFT LOG BOOK IV.2.3

FORMS, DEFERRED DISCREPANCY LIST IV.2.8

FORMS, MAINTENANCE RELEASE AND FLIGHT REQUEST IV.2.11

FORMS, MALFUNCTION AND DEFECT REPORT IV.2.13

FORMS, SPECIAL FLIGHT PERMIT IV.2.22

FUEL TANK PURGING VII.3.1

FUELING PROCEDURES VII.1.1

FUNCTIONAL STATEMENTS II.1.1

FUNCTIONAL STATEMENTS, CHIEF OF AIR OPERATIONS II.1.1

FUNCTIONAL STATEMENTS, DEPUTY CHIEF OF AIR OPERATIONS II.1.1

FUNCTIONAL STATEMENTS, EQUIPMENT SPECIALIST II.1.3

FUNCTIONAL STATEMENTS, MAINTENANCE COORDINATOR II.1.2

FUNCTIONAL STATEMENTS, MAINTENANCE PLANNER II.1.3

FUNCTIONAL STATEMENTS, MAINTENANCE SUPERVISOR II.1.1

GENERAL MAINTENANCE MANUAL (GMM), RESPONSIBILITIES I.2.1

GENERAL MAINTENANCE MANUAL (GMM), PURPOSE I.2.1

ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

GENERAL MAINTENANCE MANUAL (GMM), DISTRIBUTION I.2.1

GENERAL MAINTENANCE MANUAL (GMM), SCOPE I.2.1

GENERAL MAINTENANCE MANUAL (GMM), INFORMATION DEFICIENCYI.2.1

GENERAL MANUAL SYSTEM, BACKGROUNDI.1.1

GENERAL MANUAL SYSTEM, DEVIATION AUTHORITY I.1.2

GENERAL MANUAL SYSTEM, HOME BASE OPERATIONSI.1.2

GENERAL MANUAL SYSTEM, ORGANIZATIONAL MISSIONS I.1.1

GOVERNMENT FURNISHED PARTS (GFP) VIII.4.2

HANGAR MAINTENANCE VII.20.1

HAZARDOUS MATERIALS VII.15.1

HIGH PRESSURE GAS CYLINDER SERVICING PROCEDURES VII.14.1

HYDRAULIC AND OIL SERVICING VII.13.1

INCOMPLETE MAINTENANCE WORK TURNOVERIV.2.19

INSPECTION AND MAINTENANCE PROGRAM STANDARDS III.2.9

INSPECTION/OVERHAUL ADJUSTMENTSV.1.2

INSPECTION, OVERHAUL TIMES, ETC., FOR NEW A/C OR EQUIPMENT V.1.1

MAINTENANCE ALERT DIRECTIVE (MAD) III.16.1

MAINTENANCE ALERT PROCESS III.16.1

MAINTENANCE ANALYSIS PROGRAM III.15.1

MAINTENANCE ANALYSIS PROGRAM, PROGRAM ELEMENTS III.15.1

MAINTENANCE ANALYSIS PROGRAM, RESPONSIBILITIES III.15.1

MAINTENANCE AND INSPECTION TRAINING PROGRAMVI.4.1

MAINTENANCE CHECKS, UNSCHEDULED III.11.1

MAINTENANCE/INSPECTION ORGANIZATIONIII.2.6

MAINTENANCE RELEASE III.8.3

MAINTENANCE RELEASE-SERVICEABLE PARTS TAG III.8.4

MANUAL STRUCTURE, GENERAL I.3.1

MANUAL STRUCTURE, SUPPLEMENTS I.3.2

MINIMUM EQUIPMENT LIST, AIRCRAFT STATUS III.6.7

MINIMUM EQUIPMENT LIST, DEFERRALS III.6.4

MINIMUM EQUIPMENT LIST, FLIGHT CREW REPORTING PROCEDURES III.6.2

MINIMUM EQUIPMENT LIST, MAINTENANCE PROCEDURES III.6.3

MINIMUM EQUIPMENT LIST MANAGEMENT PROGRAM III.6.1

MINIMUM EQUIPMENT LIST, REGULATORY REQUIREMENTS III.6.1

MINIMUM EQUIPMENT LIST, TIME EXTENSIONS III.6.6

MINIMUM EQUIPMENT LIST, TIME LIMITS III.6.5

MONITORING AIRCRAFT INSPECTION AND COMPONENT TIME CHANGES III.5.1

ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

ON-THE-JOB TRAINING OUTLINEVI.5.1

ORGANIZATIONAL CHART II.2.1

PERFORMANCE AND APPROVAL OF MAINTENANCE AND ALTERATIONS III.2.6

PERSONNEL PERFORMING MAINTENANCE ON AIRBORNE EQUIPMENT VI.1.1

PERSONNEL PERFORMING MAINTENANCE ON GSE VI.2.1

POST ACCIDENT/INCIDENT PROCEDURES, GROUND SCENE II.5.6

POST ACCIDENT/INCIDENT PROCEDURES, SCENE SECURITY II.5.4

POST ACCIDENT/INCIDENT PROCEDURES, OTHER OCCURRENCES II.5.5

POST ACCIDENT/INCIDENT PROCEDURES, WRITTEN REPORTS II.5.3

POST ACCIDENT/INCIDENT PROCEDURES, IMMEDIATE NOTIFICATIONII.5.2

POST ACCIDENT/INCIDENT PROCEDURES, SECURITY II.5.6

POST ACCIDENT/INCIDENT REPORTING PROCEDURES II.5.1

POST ACCIDENT/INCIDENT REPORTING PROCEDURES, DEFINITIONS II.5.1

PRECISION MEASURING EQUIPMENT CONTROL, DEFINITION III.23.1

PRECISION MEASURING EQUIPMENT CONTROL, USEIII.23.3

PRECISION MEASURING EQUIPMENT CONTROL III.23.1

PREFERRED PACKAGING AND/OR PRESERVATIONS V.2.5

PROCEDURES FOR INSPECTION OF REQUIRED INSPECTION ITEMS III.21.3

PROCESSING AND RETENTION OF MAINTENANCE RECORDS III.18.1

REQUIRED INSPECTION ITEM LISTS III.21.1

REQUIRED INSPECTION ITEMS (RII) INSPECTION, AUTHORIZATION III.21.2

REQUIRED INSPECTION ITEMS (RII) III.21.4

RESPONSIBILITY FOR AIRWORTHINESS III.3.1

RESPONSIBILITY FOR AIRWORTHINESS, LEASED AIRCRAFT III.3.2

RETURN TO SERVICE, QUALIFICATIONS AND AUTHORIZATIONS III.8.2

RETURN TO SERVICE-AIRWORTHINESS AND MAINTENANCE PROCEDURESIII.8.1

REVISION SYSTEM, CHANGES I.4.2

REVISION SYSTEM, LIST OF EFFECTIVE PAGES I.4.4

REVISION SYSTEM, MANUAL CHANGES I.4.1

REVISION SYSTEM, PURPOSE I.4.1

REVISION SYSTEM, RESPONSIBILITIESI.4.2

SECURITY PROGRAMS, HANGAR SECURITY X.1.1

SECURITY PROGRAMS, MAINTENANCE IX.1.1

SERVICE BULLETIN PROCEDURES III.12.1

SPECIAL AIRWORTHINESS RELEASE FOR SERVICEIII.8.4

ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

SPECIAL FLIGHT PERMITS III.7.1

SPECIAL FLIGHT PERMITS, <Your Agency> AUTHORIZATIONS III.7.1

SPECIFIC FAR'S III.1.1

SPECTROGRAPHIC OIL ANALYSIS PROGRAM (SOAP) III.15.1

STORED AIRCRAFT PROGRAM VII.18.1

STORES PROGRAM, APPROVED PARTS CONTROL PROGRAM VIII.1.1

TAXIING AIRCRAFT VII.7.1

TECHNICAL DATA LIBRARY IV.1.1

TECHNICAL MANUALS, DEPARTMENT OF DEFENSEI.6.1

TECHNICAL MANUALS, GENERAL I.6.1

TIRES VII.10.1

TRAINING PROGRAM, MAINTENANCE AND INSPECTIONVI.4.1

WEIGHT AND BALANCE III.22.1

WEIGHT AND BALANCE, CALCULATING WEIGHT PROCEDURES III.22.2

WEIGHT AND BALANCE CHANGE, DISTRIBUTIONIII.22.6

WEIGHT AND BALANCE, DEFINITIONSIII.22.3

WEIGHT AND BALANCE RECORDSIII.22.6

WEIGHT AND BALANCE, WEIGHING PROCEDURESIII.22.5

ALPHABETICAL INDEX

SUBJECTCHAP/SEC/PAGE

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TABLE OF CONTENTS

CHAPTER I. GENERAL MANUAL SYSTEM

SUBJECTCHAP/SEC/PAGE

1.GENERAL

A.BACKGROUND I.1.1

B.ORGANIZATIONAL MISSIONS I.1.1

C.DEVIATION AUTHORITY I.1.2

D.HOME BASE OPERATIONSI.1.2

2.GENERAL MAINTENANCE MANUAL (GMM)

A.PURPOSE I.2.1

B.SCOPE I.2.1

C.RESPONSIBILITIES I.2.1

D.INFORMATION DEFICIENCYI.2.1

E.DISTRIBUTION I.2.1

3.MANUAL STRUCTURE

A.GENERAL I.3.1

B.SUPPLEMENTS I.3.2

4.REVISION SYSTEM

A.PURPOSE I.4.1

B.MANUAL CHANGES I.4.1

C.RESPONSIBILITIESI.4.2

D.CHANGES I.4.2

E.LIST OF EFFECTIVE PAGES I.4.4

5.DISTRIBUTION

A.GENERAL I.5.1

B.LOCATION OF MANUALS I.5.1

6.TECHNICAL MANUALS

A.GENERAL I.6.1

B.DEPARTMENT OF DEFENSEI.6.1

TABLE OF CONTENTS

CHAPTER II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

SUBJECTCHAP/SEC/PAGE

1.FUNCTIONAL STATEMENTS II.1.1

A.CHIEF OF AIR OPERATIONS DIVISION II.1.1

B.DEPUTY CHIEF OF AIR OPERATIONS

DIVISIONII.1.1

B.MAINTENANCE SUPERVISOR II.1.1

C.MAINTENANCE COORDINATOR II.1.2

D.EQUIPMENT SPECIALIST II.1.3

E.MAINTENANCE PLANNER II.1.3

2.ORGANIZATIONAL CHART

3.CONTRACT MONITORING RESPONSIBILITIES II.3.1

A.GENERAL II.3.1

4.FACILITY CAPABILITY REVIEW(S) AND AUDITS II.4.1

A.GENERAL II.4.1

5.POST ACCIDENT/INCIDENT REPORTING

PROCEDURES II.5.1

A.GENERAL II.5.1

B.DEFINITIONS II.5.1

C.IMMEDIATE NOTIFICATION II.5.2

D.WRITTEN REPORTS II.5.3

E.ACCIDENT/INCIDENT SCENE SECURITY II.5.4

F.OTHER OCCURRENCES II.5.5

G.GROUND ACCIDENT/INCIDENT SCENE

SECURITY II.5.6

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

1.APPLICABLE FAR'S III.1.1

A.GENERAL III.1.1

B.SPECIFIC FAR'S III.1.1

2.DESCRIPTION III.2.1

A.CONTINUOUS AIRWORTHINESS MAINTENANCE

PROGRAM ELEMENTS III.2.1

(1)Aircraft Inspection III.2.1

(2)Scheduled Maintenance III.2.1

(3)Unscheduled Maintenance III.2.2

(4)Engine, Propeller, and Appliance Repair and

Overhaul III.2.2

(5)Structural Inspection Program/Airframe

Overhaul III.2.2

(6)Required Inspection Items (RII) III.2.3

(7)Maintenance Manuals III.2.4

B.RESPONSIBILITY FOR AIRWORTHINESS III.2.5

C.MAINTENANCE/INSPECTION

ORGANIZATIONIII.2.6

D.PERFORMANCE AND APPROVAL OF

MAINTENANCE AND ALTERATIONS III.2.6

E.ARRANGEMENTS WITH OTHER PERSONS FOR

MAINTENANCE III.2.7

F.CONTINUING ANALYSIS AND

SURVEILLANCEIII.2.8

G.INSPECTION AND MAINTENANCE PROGRAM

STANDARDS III.2.9

H.APPROVAL PROCESS III.2.10

3.RESPONSIBILITY FOR AIRWORTHINESS III.3.1

A.GENERAL III.3.1

B.EVALUATION OF FACILITIES PERFORMING

MAINTENANCE ON <Your Agency> AIRCRAFTIII.3.1

C.LEASED AIRCRAFT III.3.2

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

4.AIRCRAFT OPERATED BY THE <Your Agency> AND APPLICABLE

INSPECTION PROGRAM III.4.1

A.GENERAL III.4.1

(1)Boeing 727-100 III.4.1

(2)NA265-80 III.4.1

(3)Cessna 500 III.4.1

(4)All Other III.4.2

5.CONTROL OF COMPUTING AIRCRAFT, ENGINE,

EQUIPMENT, AND COMPONENT TIME III.5.1

A.GENERAL III.5.1

B.MONITORING AIRCRAFT INSPECTION AND

COMPONENT TIME CHANGES III.5.1

C.VALIDATION OF AIRCRAFT TIMES AND

CYCLES III.5.2

6.MINIMUM EQUIPMENT LIST MANAGEMENT

PROGRAM III.6.1

A.GENERAL III.6.1

B.REGULATORY REQUIREMENTS III.6.1

C.FLIGHT CREW REPORTING PROCEDURES III.6.2

D.MAINTENANCE PROCEDURES III.6.3

E.DEFERRALS III.6.4

F.TIME LIMITS III.6.5

G.TIME EXTENSIONS III.6.6

H.AIRCRAFT STATUS III.6.7

7.SPECIAL FLIGHT PERMITS III.7.1

A.GENERAL III.7.1

B.<Your Agency> AUTHORIZATIONS III.7.1

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

8.APPROVAL FOR RETURN TO SERVICE

- AIRWORTHINESS AND MAINTENANCE

PROCEDURES III.8.1

A.GENERAL III.8.1

B.QUALIFICATIONS AND AUTHORIZATIONS III.8.2

C.APPROVAL FOR RETURN TO SERVICE III.8.2

D.MAINTENANCE RELEASE III.8.3

E.MAINTENANCE RELEASE-SERVICEABLE

PARTS TAG III.8.4

F.<Your Agency> SPECIAL AIRWORTHINESS RELEASE

FOR SERVICEIII.8.4

9.DEFERRED DISCREPANCY PROGRAM III.9.1

A.GENERAL III.9.1

B.DEFERMENT PROCEDURES III.9.2

(1)MEL ITEMS III.9.2

(2)NON-AIRWORTHINESS ITEMS III.9.2

(3)CLEARING DEFERRED

DISCREPANCIESIII.9.2

(4)DISPOSITION III.9.3

C.NUMBERING III.9.3

10.EMERGENCY MAINTENANCE III.10.1

AGENERAL III.10.1

B.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES,

AWAY FROM <Your Agency>/CONTRACTOR

FACILITIESIII.10.1

C.USE OF SUB-CONTRACTORS BY PRIME

CONTRACTOR III.10.2

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

11.AIRCRAFT SPECIAL INSPECTIONS III.11.1

A.GENERAL III.11.1

B.UNSCHEDULED MAINTENANCE CHECKS III.11.1

C.MAINTENANCE PROCEDURES III.11.1

D.AIRCRAFT LOG BOOK ENTRY III.11.2

12.SERVICE BULLETIN PROCEDURES III.12.1

A.GENERAL III.12.1

B.IMPLEMENTATION III.12.1

C.RECORDING OF SERVICE BULLETINS III.12.1

13.AIRWORTHINESS DIRECTIVE PROCEDURES III.13.1

A.GENERAL III.13.1

B.IMPLEMENTATION III.13.1

C.RECORDING AD COMPLIANCE III.13.1

14.AIRWORTHINESS FLIGHT TESTS III.14.1

A.GENERAL III.14.1

B.REQUIRED AIRWORTHINESS FLIGHT TEST

ITEMS III.14.2

C.PROCEDURES III.14.3

15.MAINTENANCE ANALYSIS PROGRAM III.15.1

A.GENERAL III.15.1

C.PROGRAM ELEMENTS III.15.1

D.SPECTROGRAPHIC OIL ANALYSIS PROGRAM

(SOAP) III.15.1

16.MAINTENANCE ALERT PROCESS III.16.1

A.GENERAL III.16.1

B.MAINTENANCE ALERT DIRECTIVE (MAD) III.16.1

C.DURATION OF MADS III.16.1

D.ISSUANCE AND DISTRIBUTION III.16.2

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

E.MAINTENANCE ALERT DIRECTIVE MASTER

INDEX III.16.2

(1)Master Index III.16.2

(2)MAD Number III.16.2

(3)Subject III.16.2

F.COMPLIANCE III.16.2

17.AIRCRAFT TIME CONTROLLED COMPONENTS III.17.1

A.GENERAL III.17.1

B.OVERHAUL/NUMBERED INSPECTIONS III.17.1

C.REPLACEMENT SCHEDULING AND RECORDING III.17.1

18.PROCESSING AND RETENTION OF MAINTENANCE

RECORDS III.18.1

A.PURPOSE III.18.1

B.PRIME OFFICE III.18.1

C.RESPONSIBILITIES III.18.1

D.DEFINITIONS III.18.1

E.PROCEDURES III.18.1

F.RECORD RETENTION III.18.3

(1)Permanent Records III.18.3

(2)Temporary Records III.18.3

(3)Record Location. III.18.4

(4)Transfer of RecordsIII.18.4

19.REPORTS OF DEFECTS OR UNAIRWORTHY

CONDITIONS III.19.1

A.GENERAL III.19.1

B.CONDITIONS TO BE REPORTED III.19.1

C.DEFINITIONIII.19.2

D.METHOD OF REPORTING III.19.3

E.REPORTS TO THE FAAIII.19.4

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

20.CANNIBALIZATION OF AIRCRAFT AND/OR

EQUIPMENT III.20.1

A.GENERAL III.20.1

B.AUTHORITY III.20.1

C.IDENTIFICATION OF CANNIBALIZED

AIRCRAFTIII.20.1

21.REQUIRED INSPECTION ITEM LISTS III.21.1

A.GENERAL III.21.1

B.REQUIRED INSPECTION ITEMS (RII) INSPECTION

AUTHORIZATION III.21.2

(1)Classifications of RII Authority III.21.2

(2)Required Qualifications III.21.2

C.PROCEDURES FOR INSPECTION OF REQUIRED

INSPECTION ITEMS III.21.3

D.REQUIRED INSPECTION ITEMS (RII) III.21.4

(1)Doors and Windows III.21.4

(2)Flight Controls (Primary or Secondary) III.21.5

(3)Landing Gear III.21.5

(4)Powerplants III.21.5

(5)Propeller III.21.6

(6)Major Repair or Alteration of Primary

Structure or Flight Control Surface III.21.6

22.WEIGHT AND BALANCE III.22.1

A.PROCEDURES III.22.1

B.GUIDELINES III.22.1

C.CALCULATING WEIGHT PROCEDURES III.22.2

D.DEFINITIONSIII.22.3

E.WEIGHING PROCEDURESIII.22.5

F.WEIGHT AND BALANCE RECORDSIII.22.6

G.DISTRIBUTION OF WEIGHT AND

BALANCE CHANGEIII.22.6

TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGE

23.PRECISION MEASURING EQUIPMENT CONTROL III.23.1

A.GENERAL III.23.1

B.DEFINITION III.23.1

(1)Equipment Categories III.23.1

(2)Approved Technical Procedures. III.23.1

(3)Calibration. III.23.2

(4)Calibration Interval. III.23.2

(5)Certification III.23.2

(6)Facility Capability Review (FCR) III.23.2

(7)Precision Measuring Equipment III.23.3

(8)Traceability of Standards III.23.3

C.USEIII.23.3

D.ORGANIZATIONAL RESPONSIBILITIESIII.23.3

TABLE OF CONTENTS

CHAPTER IV. TECHNICAL DATA, FORMS, AND REPORTS

SUBJECTCHAP/SEC/PAGE

1.TECHNICAL DATA LIBRARY IV.1.1

A.GENERAL IV.1.1

2.FORMS IV.2.1

A.GENERAL IV.2.1

B.AIRCRAFT LOG BOOK IV.2.2

(1)Entries IV.2.2

(2)Disposition of Forms IV.2.4

(3)Reconciliation of Aircraft Log

Book Entries IV.2.5

C.DEFERRED DISCREPANCY LIST IV.2.7

(1)Entries IV.2.7

(2)Disposition of Forms IV.2.7

(3)Instructions for Use IV.2.8

D.MAINTENANCE RELEASE AND FLIGHT

REQUEST IV.2.10

(1)Entries IV.2.10

(2)Disposition of Form IV.2.10

E.MALFUNCTION AND DEFECT REPORT IV.2.12

(1)Entries IV.2.12

F.MINIMUM EQUIPMENT LIST EXTENSION

AUTHORIZATION REQUEST IV.2.15

(1)Entries IV.2.15

(2)Disposition of Form IV.2.15

G.SPECIAL FLIGHT PERMIT IV.2.17

(1)Entries IV.2.17

(2)Disposition IV.2.17

H.INCOMPLETE MAINTENANCE WORK

TURNOVERIV.2.19

(1)GeneralIV.2.19

(2)Instructions for UseIV.2.19

(3)DispositionIV.2.19

3.REPORTS IV.3.1

TABLE OF CONTENTS

CHAPTER V. AIRCRAFT MAINTENANCE TIME LIMITS

SUBJECTCHAP/SEC/PAGE

1.GENERAL V.1.1

A.GENERAL V.1.1

B.ESTABLISHING INSPECTION, OVERHAUL

TIMES, ETC., FOR NEW AIRCRAFT OR

EQUIPMENT V.1.1

C.INSPECTION/OVERHAUL ADJUSTMENTSV.1.2

2.AGE CONTROL OF AIRCRAFT PARTS, SUPPLIES,

AND EQUIPMENT V.2.1

A.GENERAL V.2.1

B.RESPONSIBILITIES V.2.1

C.DEFINITIONS V.2.1

D.CRITERIA V.2.2

E.PERIOD INSPECTION AND FUNCTIONAL TEST V.2.3

F.INSPECTION AND DISPOSITION OF

SYNTHETIC RUBBER V.2.4

G.AGE CONTROL OF AVIONIC PARTS AND

EQUIPMENT V.2.5

H.PREFERRED PACKAGING AND/OR

PRESERVATIONS V.2.5

I.MAINTENANCE ACTION AND INSPECTIONSV.2.6

J.ISSUING LIMITATIONS V.2.7

TABLE OF CONTENTS

CHAPTER VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

SUBJECTCHAP/SEC/PAGE

1.PERSONNEL PERFORMING MAINTENANCE

ON AIRBORNE EQUIPMENT VI.1.1

A.GENERAL VI.1.1

B.PERSONNEL QUALIFICATION VI.1.2

(1)Shift Supervisor VI.1.2

(2)Lead Mechanic VI.1.2

(3)Aircraft Mechanic VI.1.2

(4)Radio and Electrical Technician VI.1.2

(5)Aircraft Mechanic Helper VI.1.2

2.PERSONNEL PERFORMING MAINTENANCE

ON GROUND SUPPORT EQUIPMENT VI.2.1

A.GENERAL VI.2.1

B.PERSONNEL QUALIFICATIONS VI.2.1

(1)GSE Mechanic VI.2.1

3.ALL OTHER PERSONNEL (STORES, ETC.) VI.3.1

A.GENERAL VI.3.1

B.PERSONNEL QUALIFICATIONS VI.3.1

(1)Aviation Supply Clerk VI.3.1

(2)Cleaner VI.3.1

4.MAINTENANCE AND INSPECTION TRAINING

PROGRAM

A.GENERALVI.4.1

B.<Your Agency or Contractor> TRAINING VI.4.1

OFFICER

C.EQUIVALENT TRAINING EXPERIENCEVI.4.2

D.TYPES OF TRAININGVI.4.2

E.TRAINING RECORDSVI.4.7

TABLE OF CONTENTS

CHAPTER VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

SUBJECTCHAP/SEC/PAGE

5.ON-THE-JOB TRAINING OUTLINE

A.GENERALVI.5.1

B.AIRCRAFT MECHANIC COURSEVI.5.1

C.AVIONICS MAINTENANCE COURSEVI.5.7

D.SAMPLE TESTVI.5.10

TABLE OF CONTENTS

CHAPTER VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

SUBJECTCHAP/SEC/PAGE

1.FUELING PROCEDURES VII.1.1

A.GENERAL VII.1.1

B.POSITIONING OF AIRCRAFT FUEL

SERVICING VEHICLES VII.1.1

C.BONDING VII.1.2

D.FIRE EXTINGUISHER VII.1.2

E.OPERATION OF APU WHILE FUELING

AIRCRAFT VII.1.2

F.PREVENTION AND CONTROL OF SPILLS VII.1.3

G.EMERGENCY FUEL SHUTOFF VII.1.3

H.OPERATION OF AIRCRAFT ENGINES

AND HEATERS VII.1.4

I.EQUIPMENT AROUND AIRCRAFT VII.1.4

J.ELECTRICAL EQUIPMENT USED ON

AIRCRAFT SERVICING RAMPS VII.1.4

K.OPEN FLAMES ON AIRCRAFT FUEL

SERVICING RAMPS VII.1.5

L.LIGHTNING PRECAUTIONS VII.1.5

M.DEADMAN CONTROL MONITORING VII.1.6

N.FUELING VII.1.6

O.FUEL SPILLS VII.1.7

2.DEFUELING PROCEDURES VII.2.1

A.GENERAL VII.2.1

B.POSITIONING DEFUEL TRUCK VII.2.1

C.BONDING VII.2.1

D.FIRE EXTINGUISHER VII.2.2

E.OPERATION OF APU WHILE DEFUELING

AIRCRAFT VII.2.2

F.USE OF GROUND UNITS VII.2.2

G.DEFUELING VII.2.2

H.FUEL SPILLS VII.2.3

TABLE OF CONTENTS

CHAPTER VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

SUBJECTCHAP/SEC/PAGE

3.FUEL TANK PURGING VII.3.1

A.GENERAL VII.3.1

B.SAFETY PRECAUTIONS VII.3.1

4.AIRCRAFT FUEL CONTAMINATION

CONTROL VII.4.1

A.GENERAL VII.4.1

B.WHEN TO TEST FOR WATER - WHAT

METHOD TO USE VII.4.1

C.VISUAL CHECK FOR CONTAMINATION VII.4.2

5.AIRCRAFT GROUND HANDLING SAFETY VII.5.1

A.GENERAL VII.5.1

B.RESPONSIBILITY VII.5.1

C.FIREGUARD VII.5.1

D.COCKPIT VII.5.1

E.EXTERNAL GROUND POWER UNITS VII.5.2

F.ENGINE RUN-UP VII.5.2

6.APPROVED MARSHALLING HAND SIGNALS VII.6.1

A.ASSUMING GUIDANCE OF AIRCRAFT VII.6.1

B.COME AHEAD SIGNAL VII.6.1

C.RIGHT TURN VII.6.1

D.LEFT TURN VII.6.1

E.SLOW DOWN VII.6.1

F.STOP SIGNAL - BRAKES ON VII.6.2

G.CUT ENGINE(S) VII.6.2

H.CHOCKS INSERTED - BRAKES OFF VII.6.2

I.SET BRAKES VII.6.3

J.CHOCKS REMOVED VII.6.3

K.START ENGINES VII.6.3

TABLE OF CONTENTS

CHAPTER VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

SUBJECTCHAP/SEC/PAGE

7.TAXIING AIRCRAFT VII.7.1

A.GENERAL VII.7.1

B.STANDARD TAXI LIGHT SIGNALS VII.7.2

C.PARKING OF AIRCRAFT VII.7.2

D.<Your Agency> HANGAR AND RAMP SAFETY VII.7.3

8.AIRCRAFT TOWING/REPOSITIONING VII.8.1

A.GENERAL VII.8.1

9.AIRCRAFT DEICING AND COLD WEATHER

GROUND OPERATIONS VII.9.1

A.GENERAL VII.9.1

B.PRECAUTIONS VII.9.1

C.DEICE PROCEDURES VII.9.2

D.FLUID APPLICATIONVII.9.4

F.PERSONAL PROTECTIONVII.9.4

G.POTABLE WATER TANKSVII.9.5

10.TIRES VII.10.1

B.SERVICING VII.10.1

11.CHEMICAL TOILETS VII.11.1

A.GENERAL VII.11.1

12.AIR CONDITIONING UNITS VII.12.1

A.GENERAL VII.12.1

B.SAFETY MEASURES VII.12.1

13.HYDRAULIC AND OIL SERVICING VII.13.1

A.GENERAL VII.13.1

B.SERVICING EQUIPMENT VII.13.1

C.SERVICING CONTAINERS VII.13.1

TABLE OF CONTENTS

CHAPTER VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

SUBJECTCHAP/SEC/PAGE

14.HIGH PRESSURE GAS CYLINDER SERVICING

PROCEDURES VII.14.1

A.GENERAL VII.14.1

B.RECHARGING PROCEDURES FOR

HIGH PRESSURE CYLINDERS VII.14.1

15.HAZARDOUS MATERIALS VII.15.1

A.GENERAL VII.15.1

B.DEFINITION OF HAZARDOUS MATERIAL VII.15.1

C.AUTHORITY TO TRANSPORT VII.15.1

D.EXAMPLES OF HAZARDOUS MATERIALS VII.15.2

E.SPECIAL AUTHORITY TO TRANSPORT

HAZARDOUS MATERIALS VII.15.3

F.RELEASE TO MAINTENANCE AFTER

SPECIAL MISSIONS VII.15.3

G.SPECIAL SEARCH VII.15.3

16.AIRCRAFT CLEANING - SPECIAL HEALTH

PRECAUTIONS VII.16.1

A.INTERIOR VII.16.1

17.FOREIGN OBJECT DAMAGE (FOD) PROGRAM VII.17.1

A.GENERAL VII.17.1

B.RAMP INSPECTIONS VII.17.1

C.AIRCRAFT PROTECTION VII.17.1

D.FOD AUDIT VII.17.1

18.STORED AIRCRAFT PROGRAM VII.18.1

A.GENERAL VII.18.1

19.FLY AWAY KITS VII.19.1

A.BOEING 727 VII.19.1

20.HANGAR MAINTENANCE VII.20.1

**<**

TABLE OF CONTENTS

CHAPTER VIII. STORES PROGRAM

SUBJECTCHAP/SEC/PAGE

1.APPROVED PARTS CONTROL PROGRAM VIII.1.1

A.GENERAL VIII.1.1

2.ACQUISITION OF AIRCRAFT PARTS VIII.2.1

A.GENERAL VIII.2.1

B.DEFINITIONS VIII.2.1

C.OBTAINING CORRECT PARTS VIII.2.2

D.ORDERING PROCEDURES VIII.2.2

3.RECEIVING INSPECTIONS VIII.3.1

A.DEFINITION OF TERMS VIII.3.1

B.CERTIFICATION DOCUMENTATION VIII.3.2

C.INCOMING RECEIVING INSPECTION

PROCEDURES VIII.3.4

D.INCOMPLETE OR MISSING

DOCUMENTATION VIII.3.5

4.STOCK LEVELS VIII.4.1

A.GENERAL VIII.4.1

B.MINIMUM STOCK LEVELS VIII.4.1

(1)Tires VIII.4.1

(2)Brakes VIII.4.1

(3)Lights VIII.4.1

5.GOVERNMENT FURNISHED PARTS (GFP) III.4.2

A.GENERAL VIII.4.2

B.DEVIATIONS VIII.4.2

TABLE OF CONTENTS

CHAPTER IX. SECURITY PROGRAMS

SUBJECTCHAP/SEC/PAGE

1.MAINTENANCE SECURITY PROGRAMS IX.1.1

A.GENERAL IX.1.1

B.<Your Agency> HANGAR SECURITY IX.1.1

C.MAINTENANCE ON <Your Agency> EQUIPMENT

AWAY FROM HOME BASEIX.1.1

2.BOMB THREATS IX.2.1

A.GENERAL IX.2.1

B.POLICY IX.2.1

C.EMPLOYEE PROCEDURES IX.2.1

D.BOMB THREAT SEARCH AND

INSPECTION X.2.2

(This Page Intentionally Left Blank)

CHAPTER TABLE OF CONTENTS

CHAPTER I. GENERAL MANUAL SYSTEM

SUBJECTCHAP/SEC/PAGECHANGE

1.GENERAL

A.BACKGROUND I.1.100-<Date>

B.ORGANIZATIONAL MISSIONS I.1.100-<Date>

C.DEVIATION AUTHORITY I.1.200-<Date>

D.HOME BASE OPERATIONSI.1.200-<Date>

2.GENERAL MAINTENANCE MANUAL (GMM)

A.PURPOSE I.2.100-<Date>

B.SCOPE I.2.100-<Date>

C.RESPONSIBILITIES I.2.100-<Date>

D.INFORMATION DEFICIENCYI.2.100-<Date>

E.DISTRIBUTION I.2.100-<Date>

3.MANUAL STRUCTURE

A.GENERAL I.3.100-<Date>

B.SUPPLEMENTS I.3.200-<Date>

4.REVISION SYSTEM

A.PURPOSE I.4.100-<Date>

B.MANUAL CHANGES I.4.100-<Date>

C.RESPONSIBILITIESI.4.200-<Date>

D.CHANGES I.4.200-<Date>

E.LIST OF EFFECTIVE PAGES I.4.400-<Date>

5.DISTRIBUTION

A.GENERAL I.5.100-<Date>

B.LOCATION OF MANUALS I.5.100-<Date>

6.TECHNICAL MANUALS

A.GENERAL I.6.100-<Date>

B.DEPARTMENT OF DEFENSEI.6.100-<Date>

(This Page Intentionally Left Blank)

CHAPTER TABLE OF CONTENTS

CHAPTER I. GENERAL MANUAL SYSTEM

LIST OF EFFECTIVE PAGES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Maintenance - Date

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I. GENERAL

1. GENERAL MANUAL SYSTEM

A.BACKGROUND.

(1)The <Your Agency> has statutory responsibility to <mission statement>. (Ex.: U. S. Marshalls Service has statutory responsibility to transport Federal, and some State, prisoners throughout the United States and out of the country. They also provide support to the Federal Government in case of disasters and uprisings by moving U.S. Marshals to location, and in classified missions. They are on call 24-hours a day, 7-days a week. To accomplish timely, secure, and cost effective transportation a mixed fleet of aircraft are operated and maintained. Some are located at the primary maintenance base in Oklahoma City while others are strategically located throughout the U.S.)

(2)<Your Agency> aircraft maintenance activities will be conducted in compliance with applicable Federal Aviation Regulations, <Your Department>/<Your Agency> directives, policies, and procedures are stated in this manual.

(3)In the event of a conflict between a Federal Aviation Regulation and the General Maintenance Manual or other FAA supplied instructions, the Federal Aviation Regulation has precedence. In the application of a Regulation, directive, policy or procedure to a particular situation, safety of persons and property is paramount.

B.ORGANIZATIONAL MISSIONS

(1)The <Your Agency Aviation Title> is tasked with the responsibility to manage the <Your Agency> aircraft fleet. This management includes providing policy, delegating authority, establishing procedures, and assigning responsibility for operation and maintenance of <Your Agency> aircraft.

(2)The Maintenance Supervisor is responsible for the management of the <Your Agency> Aircraft Inspection and Maintenance Program. The Maintenance Supervisor shall provide technical support and ensure compliance with the approved aircraft inspection and maintenance programs contained within the system in accordance with the policy set forth in the General Maintenance Manual.

I. GENERAL MANUAL SYSTEM

C.DEVIATION AUTHORITY

Authority to approve short term emergency deviations from <Your Agency> policy requiring compliance with the GMM is granted to the Maintenance Supervisor. This authority is limited to those conditions that adversely affect the continued operation of the <Your Agency Aviation Title>, the security of personnel, and/or government property. Continued deviation from compliance beyond five days must be approved by the <Your Agency Aviation Chief> .

D.HOME BASE OPERATIONS

<Your Agency/Aviation Title> home base operations includes all activities <location and operational hours>.

(Example: U.S. Marshals Service/AOD home base operations includes all activities surrounding the Hangar located at 5900 Air Cargo Road, Will Rogers World Airport, Oklahoma City, OK, 73159. The maintenance support hours of operations are 24 hours a day, 7 days per week. Certain normal peak hours of operations are:

(1)Morning Aircraft Launch - Monday through Friday, excluding holidays, from 0530 hours through 0830 hours.

(2)Evening Aircraft Recovery - Monday through Friday, excluding holidays, from 1530 hours through 1830 hours.

(3)Evening Maintenance - Monday through Friday, from 1830 hours through 0200 hours.

Non-peak hours of operations include Saturdays, Sundays, and holidays. Various situations (weather, etc.) can cause these hours to vary.)

I. GENERAL MANUAL SYSTEM

2.GENERAL MAINTENANCE MANUAL (GMM).

A.PURPOSE.

The purpose of this manual is to provide <Your Agency> Aircraft Maintenance personnel with a management and procedures document that provides acceptable efficient methods for compliance with the appropriate parts of the Federal Aviation Regulations and <Your Agency> maintenance policy.

B.SCOPE.

This manual provides acceptable methods for the maintenance of assigned <Your Agency> aircraft. The scope includes: maintenance management responsibilities, personnel qualifications, inspection procedures, maintenance procedures, airworthiness approvals, and other pertinent information.

C.RESPONSIBILITIES.

All <Your Agency> and contractor aircraft maintenance personnel are required to comply with the duties/responsibilities, standards, policies, and procedures

contained in this manual.

D.INFORMATION DEFICIENCY..

Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this GMM should be forwarded to the <Your Agency> Maintenance Supervisor.

E.DISTRIBUTION.

The Air Operations Division will assign this manual to all maintenance activities providing maintenance on <Your Agency> aircraft. Contractor personnel will maintain their copy of the manual and return it to the <Your Agency> when the contract is ended.

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I. GENERAL MANUAL SYSTEM

3.MANUAL STRUCTURE

A.GENERAL.

The <Your Agency> General Maintenance Manual (GMM) is issued in loose-leaf form, and is structured as follows:

(1)Record of Changes - Provides space for recording insertion of revisions.

(2)Foreword - Self explanatory.

(3)Master Table of Contents - A Master Table of Contents, located in the front of this manual, will list the chapter and section titles, and beginning page number and show change status of each chapter and section.

(4)Chapter Table of Contents - A Chapter Table of Contents, located in the front of each chapter, lists the major subjects, page number where located and change status of each page.

(5)Abbreviations - Located following the table of contents, provides a list of abbreviations used by <Your Agency>/Contractor personnel when completing maintenance forms.

(6)Chapters - Sequentially numbered, beginning with Roman numeral I (one).

(7)Sections - Sequentially numbered with Arabic numbers beginning with number 1 (one).

(8)Glossary of Terms - A Glossary of Terms, located following the alphabetical index, provides a definition of terms used throughout this manual.

I. GENERAL MANUAL SYSTEM

(10)Pages - Pages are sequentially numbered. Each page number begins with the chapter number followed by a decimal (.), section number followed by a decimal, and the page number. This number is located on the outer lower corner of each page: e.g., II.10.1.

(a)Date - Date of each page will be listed on the upper left corner of each page. This signifies the latest revision date for that page. The date format will be listed numerically as month/date/year, e.g., 5/30/92.

(b)Change number - A number will be shown in the upper right corner under <Your Agency> GMM indicating the latest revision of that page.

B.SUPPLEMENTS.

Supplements are issued to augment or change data in the basic manual without replacing the existing pages. Supplements are processed in the same manner as prescribed for basic manual changes.

(1)Supplements will be printed on green paper and will reflect the affected page, paragraph, figure, or illustration number, etc., of the information being added, changed, or deleted.

(2)Supplements will have the same titles as the basic chapter they supplement. Supplement paragraphs are numbered according to the basic manual style and format. The word "supplement" is printed on the top of each title page.

(3)Supplements will be inserted in the basic manual facing the page to which they apply. An identifying stamp ( ¦ ) will be placed in the outer margin of the affected page(s) adjacent to the affected material.

(4)Supplements will be controlled using a Supplement List of Effective Pages, printed on green paper, and filed behind the affected chapter Table of Contents.

I. GENERAL MANUAL SYSTEM

4.REVISION SYSTEM.

A.PURPOSE.

The revision system to <Your Agency> GMM provides a method to ensure new information can be incorporated into the approved manual.

B.MANUAL CHANGES..

(1)Changes to the basic manual will be issued as "page changes" ready for insertion. A Transmittal Page will accompany all changes issued, and is identified by a black rectangle located in the upper left hand corner with the word CHANGE contained therein. The Transmittal Page will identify the change number, show the effective date of change(s), provide a synopsis of the changes, and include a Page Control Chart to indicate the pages to be removed and/or inserted, as appropriate.

(2)The Transmittal Page will also contain a change acknowledgement requirement which will be completed and returned to the <Your Agency> Supervisor of Maintenance by the manual holder.

(3)A RECORD OF CHANGES page is included in the front of each manual to record the date the change was inserted into the manual. This page will provide a quick reference for determining the revision status of the specific manual.

(4)A vertical bar is added to the margin to indicate a change was made in the adjacent [ ¦ ] text. When the changes are too numerous for the bar to assist in locating changes, the bar will be omitted.

I. GENERAL MANUAL SYSTEM

C.RESPONSIBILITIES..

(1)The Supervisor of Maintenance is responsible for:

(a)Assuring the GMM and maintenance training programs meet regulatory compliance.

(b)Standardization of manual format.

(c)Control and changes for the GMM.

(d)Printing of the manual and changes.

(e)Distribution of the manual and changes.

(f)Soliciting comments and making necessary corrections.

(2)Users are responsible for:

(a)Forwarding suggested corrections, changes, and supplements to the Supervisor of Maintenance.

(b)Maintaining assigned manuals, including changes. Each person issued a copy of this manual is responsible for inserting all revisions and being familiar with its contents.

(c)Completing and returning the change received acknowledgements to the Supervisor of Maintenance.

D.CHANGES.

Suggested manual changes and supplements will be forwarded to the Supervisor of Maintenance through the employee's supervisor. Proposed manual changes and supplements will be reviewed for compliance with <Your Agency> policy and accomplish needed printing and distribution.

I. GENERAL MANUAL SYSTEM

Manual changes, Supplements, and Revisions ARE NOT AUTHORIZED without approval of the Supervisor of Maintenance, <Your Agency>.

(1)Types of Changes:

(a)Routine Changes

These changes require action to correct misspelled words, delete or revise steps to accomplish a task, or correct deficiencies which do not fall into emergency or urgent categories.

(b)Urgent Changes

These changes require action on manual deficiencies involving a hazardous condition which could, if not corrected, result in personnel injury, damage of equipment or property, reduce operational efficiency, or jeopardize the safety or success of mission accomplishment.

(c)Action Days

Action days for response time to revise the General Maintenance Manual are workdays, not calendar days.

ROUTINE . . . . . . .within 30 DAYS

URGENT . . . . . . . .within 15 DAYS

NOTE: Pen and ink changes to manual content are acceptable when authorized by a letter signed by the Supervisor of Maintenance.

I. GENERAL MANUAL SYSTEM

E.LIST OF EFFECTIVE PAGES.

Each Chapter Table of Contents contains change numbers and dates following the page number for each section. Directly behind the Chapter Table of Contents is a list of effective pages (LEP) for the chapter.

(1)The LEP is arranged in a multiple column format as follows:

(a)Revision Number (00, 01, 02, etc)

(b)Page(s) Revised

(c)Original Issue Date

(d)Revision Date

(2)As changes are made to the original manual, the Chapter Table of Contents is changed to reflect the latest change and date for each section and is shown in the "CHANGE" column.

I. GENERAL MANUAL SYSTEM

5.DISTRIBUTION.

A.GENERAL.

Each General Maintenance Manual is serialized and will be issued by the Maintenance Coordinator. Requests for inclusion on the distribution list, or to change copy requirements must be directed to the Supervisor of Maintenance. the manuals are issued and maintained on a need to know basis to individuals and organizations with the <Your Agency> and/or contractors when required.

B.LOCATION OF MANUALS. (Example as listed below)

SAMPLE REVISION NOTICE TRANSMITTAL LETTER

SUBJECT:<Your Agency> General Maintenance Manual, Revision Notice #1

FROM:Supervisor of Maintenance

TO:All Holders of <Your Agency> General Maintenance Manuals

Please certify that you have incorporated the attached revision(s) and list of effective pages into your copy of the <Your Agency> General Maintenance Manual by signing and dating this notice and returning a copy to my attention.

Revision NumberPurpose of RevisionDate of Revision

11. Update list of effective pages

2. List additional recipients of the manual

3. Adding new forms

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holder of Manual - Print NameDate Inserted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manual Holder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Maintenance - Date Signed

NOTE:File a copy of this notice after the Record of Change page in the front of your manual.

I. GENERAL MANUAL SYSTEM

6.TECHNICAL MANUALS.

A.GENERAL.

All aircraft, their major components, and ground support equipment in the <Your Agency> inventory shall be maintained in accordance with the original manufacturers technical manual as modified with FAA approved data. Exceptions to this policy shall require the approval of the Supervisor of Maintenance.

B.DEPARTMENT OF DEFENSE AIRCRAFT

All aircraft, their major components, and ground support equipment originally manufactured for the Department of Defense (DOD) and which do not have a certificate of airworthiness issued by the Federal Aviation Administration shall be maintained in accordance with DOD manuals and instructions.

(This Page Intentionally Left Blank)

CHAPTER TABLE OF CONTENTS

CHAPTER II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

SUBJECTCHAP/SEC/PAGECHANGE

1.FUNCTIONAL STATEMENTS II.1.100-<Date>

A.CHIEF OF AIR OPERATIONS DIVISION II.1.100-<Date>

B.DEPUTY CHIEF OF AIR OPERATIONS

DIVISIONII.1.100-<Date>

C.MAINTENANCE SUPERVISOR II.1.200-<Date>

E.EQUIPMENT SPECIALIST II.1.300-<Date>

F.MAINTENANCE PLANNER II.1.300-<Date>

2.ORGANIZATIONAL CHART II.2.100-<Date>

3.CONTRACT MONITORING RESPONSIBILITIES II.3.100-<Date>

A.GENERAL II.3.100-<Date>

4.FACILITY CAPABILITY REVIEW(S) AND AUDITS II.4.100-<Date>

A.GENERAL II.4.100-<Date>

5.POST ACCIDENT/INCIDENT REPORTING

PROCEDURES II.5.100-<Date>

A.GENERAL II.5.100-<Date>

B.DEFINITIONS II.5.100-<Date>

C.IMMEDIATE NOTIFICATION II.5.200-<Date>

D.WRITTEN REPORTS II.5.300-<Date>

E.ACCIDENT/INCIDENT SCENE SECURITY II.5.400-<Date>

F.OTHER OCCURRENCES II.5.500-<Date>

G.GROUND ACCIDENT/INCIDENT SCENE

SECURITY II.5.600-<Date>

(This Page Intentionally Left Blank)

CHAPTER TABLE OF CONTENTS

CHAPTER II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

LIST OF EFFECTIVE PAGES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Maintenance - Date

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

1.FUNCTIONAL STATEMENTS

A.<Your Agency Title, Aviation Chief>

<Duties and responsibilities> (Ex.: The Chief, Air Operations Division, Unites States Marshals Service, Department of Justice, is responsible for the management and safety of the air transportation of prisoners. He serves as the final Department authority for the operational safety and airworthiness of all aircraft operated by the Air Operations Division.) In this role, the Chief establishes policy for the continued airworthiness of all aircraft and airborne equipment and has the authority to deviate from these policies and other accepted standards when critical missions dictate.

B.<Your Agency Title, Aviation Deputy Chief> (Ex.: DEPUTY CHIEF OF AIR OPERATIONS DIVISION.

<Duties and responsibilities> (Ex.: The Deputy Chief of Air Operations Division assists the Chief and serves as the Chief, Air Operations Division in his absence. He has the full authority to act in behalf of the Chief for all matters concerning aircraft maintenance.) The full authority includes the authority to deviate from the policies and other accepted standards when critical missions dictate.

C.<Your Agency Title, Maintenance Chief> (Ex.: MAINTENANCE SUPERVISOR).

<Duties and responsibilities> (Ex.: The Supervisor of Maintenance, Air Operations Division, U.S. Marshals Service, Department of Justice, is responsible for the airworthiness of all aircraft operated by the Air Operations Division. He establishes policy for the maintenance and support of aircraft, engines, components, and accessories used in the air transportation program. He is the lowest level in the organization that can authorize deviations from the General Maintenance Manual (GMM). The Maintenance Supervisor has the authority to countermand any decision arrived at by any aircraft maintenance personnel or avionics technician, including contractor's personnel.) The Maintenance Supervisor shall have the following qualifications:

(1)Hold a current mechanic certificate with both Airframe and Powerplant ratings, each of which is currently effective and has been in effect for at least ten (10) years.

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(2)Have at least ten years of diversified maintenance experience on the same category and class of aircraft used by the <Your Agency>. This experience may be with an air carrier, commercial operator, certified repair station, or other government agency.

(3)At least five (5) years experience as an aircraft maintenance inspector.

(4)At least five (5) years in the capacity of approving aircraft for return to service.

(5)At least one (1) year experience as a supervisor of aircraft maintenance.

(6)Possess a working knowledge of this manual, the Operations element of the <Your Agency Aviation Title> (Ex.: Air Operations Division) and the applicable maintenance provision of the Federal Aviation Regulations.

D.MAINTENANCE COORDINATOR(S).

<Duties and responsibilities> (Ex: The Maintenance Coordinator(s), Air Operations Division, U. S. Marshals Service, Department of Justice, are responsible for the management and quality assurance of the approved maintenance program for all aircraft operated by the Air Operations Division. They have the authority to approve the return to service, in accordance with existing policy and standards, of aircraft, engines, components, and accessories used in the air transportation program after any maintenance. The Maintenance Coordinator has the authority to countermand any decision arrived at by aircraft contractor maintenance personnel or avionics technician.

Maintenance Coordinator(s) provide technical direction and airworthiness approval authority in support of the Equipment Specialist

A Maintenance Coordinator shall have the following minimum qualifications:

(1)Hold a current mechanic certificate with Airframe and Powerplant rating, each of which is currently effective and has been in effect for at least five (5) years.

(2)Has had at least three years of diversified maintenance experience on the same category and class aircraft used by the <Your Agency>. This experience may be with an air carrier, commercial operator, certified repair station, or other government agency.

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(3)At least one year experience as an aircraft maintenance inspector.

(4)Possess a working knowledge of this manual and the applicable maintenance provision of the Federal Aviation Regulations.

(5)At least one year in the capacity of approving aircraft for return to service.

E.<Your Agency Title> (Ex.: EQUIPMENT SPECIALIST).

<Duties and responsibilities> (Ex.: The Equipment Specialist, Air Operations Division, U.S. Marshals Service, Department of Justice, is responsible for reviewing and approving of aircraft maintenance and repairs billed against contracts. Working within the authority delegated by the Contracting Officer, Department of Justice, the Equipment Specialist assures that all technical directions are understood, reports are delivered, and established policy and standards are followed. The Equipment Specialist provides all technical specifications for procurement of aircraft maintenance and support equipment. The Equipment Specialist relies on Maintenance Coordinators for determining the airworthiness of aircraft, engines, components, and accessories, if disputes arise.)

A Equipment Specialist shall have the following minimum qualifications:

(1)An extensive background in managing and coordinating a maintenance program that includes both large and small aircraft.

Must possess the interpersonal skills and aviation knowledge to communicate and work with contract management, production/project control, fiscal planning, and coordination at several levels within commercial and government organizations.

F.<Your Agency Title> (Ex.: MAINTENANCE PLANNER)

<Duties and responsibilities> (Ex.: The Maintenance Planner is responsible for tracking and scheduling maintenance, reviewing and maintaining the official aircraft records, and providing input to the trend analysis program. This person is also responsible for tracking warranty submissions and providing input to the commercial aircraft (i.e., Daniel, CAMP, CESCOM, etc.) programs. The Maintenance Planner will direct mechanics and technicians in all aspects of pre-planning and scheduling.)

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

A Maintenance Planner shall have the following minimum qualifications:

(1)Hold a current mechanic certificate with Airframe and Powerplant rating, each of which is currently effective and has been in effect for at least three (3) years.

(2)Has had at least three (3) years of diversified maintenance experience on the same category and class of aircraft used by the <Your Agency>. This experience may be with an air carrier, commercial operator, certified repair station, or other government agency.

(3)At least one (1) year in the capacity of approving aircraft for return to service.

(4)Possess a working knowledge of this manual and the applicable maintenance provision of the Federal Aviation Regulations.

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

2.ORGANIZATIONAL CHART

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

3.CONTRACT MONITORING RESPONSIBILITIES

A.GENERAL .

<Your Agency Title> (Ex.: The Equipment Specialist is the principal individual representing the Contracting Officer serving as the Contracting Officer's Technical Representative (COTR) and is responsible for the monitoring of all maintenance contracts.)

In the absence of the Equipment Specialist, a Maintenance Coordinator may be delegated the functions of the COTR with approval of the Contracting Officer.

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

4.FACILITY CAPABILITY REVIEW(S) AND AUDITS.

A.GENERAL

Determining the capability of facilities to provide acceptable levels of maintenance and servicing to the <Your Agency>/<Your Agency Aviation Title> is the responsibility of the Supervisor of Maintenance. Organizations providing maintenance and/or services to <Your Agency> aircraft shall meet minimum acceptable standards for the support provided.

Vendors providing engines, components, spare parts, or accessories to the <Your Agency> maintenance program shall possess an FAA approved system to trace all items to the original manufacturer or last organization to overhaul and return the item to service, if it is a reparable item. Expendable aeronautical supplies (nuts, bolts, rivets, sealants, etc.) shall be traceable to the original manufacturer who shall have proof of compliance with all applicable Federal Aviation Regulations.

Maintenance organizations providing heavy maintenance, modifications, major checks and inspections, shall possess an FAA Repair Station Certificate appropriate for the work being accomplished.

Organizations providing maintenance support, including those providing support to the prime contractors, may be audited for compliance with Federal Aviation Regulations and acceptable industry standards for the support being provided. The Supervisor of Maintenance is responsible for assuring the audits are conducted on a periodic basis. The frequency of these audits shall be determined by the amount and type support being provided.

Routinely, audits shall be performed annually and may be performed more often if indications of quality problems exist. Audits shall be conducted using this manual and other criteria identified in contractual and/or maintenance agreement documents. FAR 91 shall be used to establish continuity of records and audit record keeping procedures. Local FAA offices will be queried concerning the performance of any FAA certified facility.

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

5.POST ACCIDENT/INCIDENT REPORTING PROCEDURES.

A.GENERAL.

(1)These procedures are applicable to all maintenance personnel, both <Your Agency> and Contractor, and <Your Agency> owned, operated, leased, and rented aircraft and equipment.

(2)The Pilot In Command (PIC) or a representative shall be responsible for reporting an occurrence to the Chief Pilot and securing the scene as necessary.

(3)The Chief Pilot shall be responsible for reporting an accident or incident to the NTSB in accordance with NTSB Part 830, the Chief of the Air Operations Division, <Your Agency> and the Supervisor of Maintenance, <Your Agency>, and/or other offices or agencies as directed.

(4)For accident reporting NTSB Form 6120.1/2 shall be used.

(5)<Your Agency> personnel shall not discuss an occurrence or liability with the public or the media without the knowledge and consent of the Chief, Air Operations Division, <Your Agency>. All questions shall be referred to the Chief, Air Operations Division, <Your Agency>.

(6)The Supervisor of Maintenance shall be a member of the <Your Agency> accident and/or incident investigation team and is responsible for the release of any aircraft, engine, component, or accessory associated with an accident or incident. Efforts to move, repair, or in any way alter the condition of any

aircraft, engine, component, or accessory associated with an accident or incident shall not be made until released by the Supervisor of Maintenance.

B.DEFINITIONS

The following definitions apply to this Chapter:

(1)Aircraft Accident - means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(2)Substantial Damage - means damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowling, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades,a damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered "substantial damage" for the purpose of this chapter

(3)Fatal Injury - is any injury which results in death within 30 days of the accident.

(4)Serious Injury - is any injury which results in:

(a)Hospitalization for more than 48 hours, commencing within 7 days from the date of the injury

(b)A fracture of any bone (except simple fractures of the nose, fingers, or toes)

(c)Severe hemorrhaging

(d)Nerve, muscle, tendon, or internal organ damage

(e)Second or third degree burns or any burns affecting more than 5 percent of the body surface.

C.IMMEDIATE NOTIFICATION

The PIC, or his representative, shall immediately, and by the most expeditious means available, notify the nearest National Transportation Safety Board field office and the <Your Agency> Chief Pilot when any of the following situations occur:

(1)Flight control system malfunction or failure

(2)Inability of any required flight crew member to perform his normal flight duties as a result of injury or illness

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(3)Failure of structural components of a turbine engine excluding compressor and turbine blades and vanes

(4)In-flight fire

(5)Aircraft collide in flight

(6)Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less.

(7)For large multi-engine aircraft (more than 12,500 pounds maximum certificated takeoff weight):

(a)In-flight failure of electrical systems which requires the sustained use of an emergency bus powered by a back-up source such as a battery, auxiliary power unit, or air-driven generator to retain flight control or essential instruments;

(b)In-flight failure of the hydraulic systems that results in sustained reliance on the sole remaining hydraulic or mechanical system for movement of flight control surfaces;

(c)Sustained loss of the power or thrust produced by two or more engines;

(d)Evacuation of an aircraft in which an emergency egress system is utilized.

D.WRITTEN REPORTS

The following situations require immediate notification to the Chief Pilot and Supervisor of Maintenance and a detailed written report to the Chief <Your Agency>

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(1)Aircraft departing and:

(a)Takeoff aborted due to mechanical failure

(b)Takeoff and immediate return due to mechanical failure

(c)Takeoff and diversion due to mechanical failure

E.ACCIDENT/INCIDENT SCENE SECURITY

The PIC or PIC representative shall:

(1)Request the assistance of local law enforcement agencies, Civil Air Patrol, and other government agencies for security of the accident/incident scene until released to the NTSB or FAA Investigator in charge.

(2)Ensure that aircraft wreckage, cargo, etc. is not moved or disturbed except to the extent necessary:

(a)to remove trapped or injured persons

(b)to protect equipment/material from further damage

(c)to protect the public from injury

(3)When it is necessary to move aircraft wreckage, cargo, etc., sketches, descriptive notes and photographs shall, to the extent possible, be used to document original positions and conditions of the wreckage and any significant impact marks.

(4)For aircraft owned or leased by the <Your Agency> where the <Your Agency> is responsible for the maintenance of such aircraft, the <Your Agency> Supervisor of Maintenance shall impound all maintenance records associated with the aircraft involved and retain these records along with reports, internal documents, and memoranda dealing with the accident or incident until authorized by the NTSB to the contrary. For rented or leased aircraft where maintenance is included in the rental or lease cost, the <Your Agency> Supervisor of Maintenance shall immediately notify the agency, company, or individual renting the aircraft and direct that all such records be impounded.

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

F.OTHER OCCURRENCES

Other occurrences are those occurrences which are not reportable to NTSB but require notification to the Chief Pilot and/or Supervisor of Maintenance and higher headquarters and include but are not limited to:

(1)Ground Operations Occurrences

(a)Loss of life or serious injury which occur as a result of personnel present in or on an aircraft or in direct contact with the aircraft or with anything attached during ground operations with or without the engines

functioning without the intention of flight.

(b)Substantial damage to the aircraft sustained during ground operations with or without the engines functioning without the intention of flight.

(c)Servicing aircraft with improper fuel and/or other aviation fluids.

(2)In-flight Occurrences

(a)Rapid decompression requiring emergency action

(b)Failures requiring emergency action

(c)Accumulations of smoke or toxic fumes in occupied spaces

(d)Total electrical failures in multiengine aircraft (12,500 pounds of less maximum certificated takeoff weight)

(e)Total electrical failures in single-engine aircraft while operating in instrument meteorological conditions

(f)Unscheduled in-flight engine shutdown

(g)Damage from hail, bird strike, or turbulence

(h)Hard landings

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

G.GROUND ACCIDENT/INCIDENT SCENE SECURITY

Accidents and/or incidents sites involving maintenance personnel, <Your Agency> equipment, contractor equipment, or any other situation that results in damage of any nature to <Your Agency> facilities, GSE, aircraft, engines, components, and accessories, shall immediately be secured without altering the scene in any matter except as required to protect life and further damage to property. Emergency notification shall be given to the Supervisor of Maintenance, or his duly appointed representative.

Efforts to repair or alter damaged equipment described above shall not be attempted without official approval from the Supervisor of Maintenance.

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

1.APPLICABLE FAR'S III.1.100-<Date>

A.GENERAL III.1.100-<Date>

B.SPECIFIC FAR'S III.1.100-<Date>

2.DESCRIPTION III.2.100-<Date>

A.CONTINUOUS AIRWORTHINESS MAINTENANCE

PROGRAM ELEMENTS III.2.100-<Date>

(1)Aircraft Inspection III.2.100-<Date>

(2)Scheduled Maintenance III.2.100-<Date>

(3)Unscheduled Maintenance III.2.200-<Date>

(4)Engine, Propeller, and Appliance Repair and

Overhaul III.2.200-<Date>

(5)Structural Inspection Program/Airframe

Overhaul III.2.200-<Date>

(6)Required Inspection Items (RII) III.2.300-<Date>

(7)Maintenance Manuals III.2.400-<Date>

B.RESPONSIBILITY FOR AIRWORTHINESS III.2.500-<Date>

C.MAINTENANCE/INSPECTION

ORGANIZATIONIII.2.600-<Date>

D.PERFORMANCE AND APPROVAL OF

MAINTENANCE AND ALTERATIONS III.2.600-<Date>

E.ARRANGEMENTS WITH OTHER PERSONS FOR

MAINTENANCE III.2.700-<Date>

F.CONTINUING ANALYSIS AND

SURVEILLANCEIII.2.800-<Date>

G.INSPECTION AND MAINTENANCE PROGRAM

STANDARDS III.2.900-<Date>

H.APPROVAL PROCESS III.2.1000-<Date>

3.RESPONSIBILITY FOR AIRWORTHINESS III.3.100-<Date>

A.GENERAL III.3.100-<Date>

B.EVALUATION OF FACILITIES

PERFORMING MAINTENANCE ON

<Your Agency> AIRCRAFT III.3.100-<Date>

C.LEASED AIRCRAFT III.3.200-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

4.AIRCRAFT OPERATED BY THE <Your Agency> AND APPLICABLE

INSPECTION PROGRAM III.4.100-<Date>

A.GENERAL III.4.100-<Date>

(1)Boeing 727-100 III.4.100-<Date>

(2)NA265-80 III.4.100-<Date>

(3)Cessna 500 III.4.100-<Date>

(4)All Other III.4.200-<Date>

5.CONTROL OF COMPUTING AIRCRAFT, ENGINE,

EQUIPMENT, AND COMPONENT TIME III.5.100-<Date>

A.GENERAL III.5.100-<Date>

B.MONITORING AIRCRAFT INSPECTION AND

COMPONENT TIME CHANGES III.5.100-<Date>

C.VALIDATION OF AIRCRAFT TIMES AND

CYCLES III.5.200-<Date>

6.MINIMUM EQUIPMENT LIST MANAGEMENT

PROGRAM III.6.100-<Date>

A.GENERAL III.6.100-<Date>

B.REGULATORY REQUIREMENTS III.6.100-<Date>

C.FLIGHT CREW REPORTING PROCEDURES III.6.200-<Date>

D.MAINTENANCE PROCEDURES III.6.300-<Date>

E.DEFERRALS III.6.400-<Date>

F.TIME LIMITS III.6.500-<Date>

G.TIME EXTENSIONS III.6.600-<Date>

H.AIRCRAFT STATUS III.6.700-<Date>

7.SPECIAL FLIGHT PERMITS III.7.100-<Date>

A.GENERAL III.7.100-<Date>

B.<Your Agency> AUTHORIZATIONS III.7.100-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

8.APPROVAL FOR RETURN TO SERVICE

- AIRWORTHINESS AND MAINTENANCE

PROCEDURES III.8.100-<Date>

A.GENERAL III.8.100-<Date>

B.QUALIFICATIONS AND AUTHORIZATIONS III.8.200-<Date>

C.APPROVAL FOR RETURN TO SERVICE III.8.200-<Date>

D.MAINTENANCE RELEASE III.8.300-<Date>

E.MAINTENANCE RELEASE-SERVICEABLE

PARTS TAG II.8.400-<Date>

F.<Your Agency> SPECIAL AIRWORTHINESS RELEASE

FOR SERVICEIII.8.400-<Date>

9.DEFERRED DISCREPANCY PROGRAM III.9.100-<Date>

A.GENERAL III.9.100-<Date>

B.DEFERMENT PROCEDURES III.9.200-<Date>

(1)MEL ITEMS III.9.200-<Date>

(2)NON-AIRWORTHINESS ITEMS III.9.200-<Date>

(3)CLEARING DEFERRED

DISCREPANCIESIII.9.200-<Date>

(4)DISPOSITION III.9.300-<Date>

C.NUMBERING III.9.300-<Date>

10.EMERGENCY MAINTENANCE III.10.100-<Date>

A.GENERAL III.10.100-<Date>

B.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES,

AWAY FROM <Your Agency>/CONTRACTOR

FACILITIESIII.10.100-<Date>

C.USE OF SUB-CONTRACTORS BY PRIME

CONTRACTOR III.10.200-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

11.AIRCRAFT SPECIAL INSPECTIONS III.11.100-<Date>

A.GENERAL III.11.100-<Date>

B.UNSCHEDULED MAINTENANCE CHECKS III.11.100-<Date>

C.MAINTENANCE PROCEDURES III.11.100-<Date>

D.AIRCRAFT LOG BOOK ENTRY III.11.200-<Date>

12.SERVICE BULLETIN PROCEDURES III.12.100-<Date>

A.GENERAL III.12.100-<Date>

B.IMPLEMENTATION III.12.100-<Date>

C.RECORDING OF SERVICE BULLETINS III.12.100-<Date>

13.AIRWORTHINESS DIRECTIVE PROCEDURES III.13.100-<Date>

A.GENERAL III.13.100-<Date>

B.IMPLEMENTATION III.13.100-<Date>

C.RECORDING AD COMPLIANCE III.13.100-<Date>

14.AIRWORTHINESS FLIGHT TESTS III.14.100-<Date>

A.GENERAL III.14.100-<Date>

B.REQUIRED AIRWORTHINESS FLIGHT TEST

ITEMS II.14.200-<Date>

C.PROCEDURES III.14.300-<Date>

15.MAINTENANCE ANALYSIS PROGRAM III.15.100-<Date>

A.GENERAL III.15.100-<Date>

B.RESPONSIBILITIES III.15.100-<Date>

C.PROGRAM ELEMENTS III.15.100-<Date>

D.SPECTROGRAPHIC OIL ANALYSIS PROGRAM

(SOAP) III.15.100-<Date>

16.MAINTENANCE ALERT PROCESS III.16.100-<Date>

A.GENERAL III.16.100-<Date>

B.MAINTENANCE ALERT DIRECTIVE (MAD) III.16.100-<Date>

C.DURATION OF MADS III.16.100-<Date>

D.ISSUANCE AND DISTRIBUTION III.16.200-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

E.MAINTENANCE ALERT DIRECTIVE MASTER

INDEX III.16.200-<Date>

(1)Master Index III.16.200-<Date>

(2)MAD Number III.16.200-<Date>

(3)Subject III.16.200-<Date>

F.COMPLIANCE III.16.200-<Date>

17.AIRCRAFT TIME CONTROLLED COMPONENTS III.17.100-<Date>

A.GENERAL III.17.100-<Date>

B.OVERHAUL/NUMBERED INSPECTIONS III.17.100-<Date>

C.REPLACEMENT SCHEDULING AND

RECORDING III.17.100-<Date>

18.PROCESSING AND RETENTION OF MAINTENANCE

RECORDS III.18.100-<Date>

A.PURPOSE III.18.100-<Date>

B.PRIME OFFICE III.18.100-<Date>

C.RESPONSIBILITIES II.18.100-<Date>

D.DEFINITIONS III.18.100-<Date>

E.PROCEDURES III.18.100-<Date>

F.RECORD RETENTION III.18.300-<Date>

(1)Permanent Records III.18.300-<Date>

(2)Temporary Records III.18.300-<Date>

(3)Record Location. III.18.400-<Date>

(4)Transfer of RecordsIII.18.400-<Date>

19.REPORTS OF DEFECTS OR UNAIRWORTHY

CONDITIONS III.19.100-<Date>

A.GENERAL III.19.100-<Date>

B.CONDITIONS TO BE REPORTED III.19.200-<Date>

C.DEFINITIONIII.19.200-<Date>

D.METHOD OF REPORTING II.19.300-<Date>

E.REPORTS TO THE FAAIII.19.400-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

20.CANNIBALIZATION OF AIRCRAFT AND/OR

EQUIPMENT III.20.100-<Date>

A.GENERAL III.20.100-<Date>

B.AUTHORITY III.20.100-<Date>

C.IDENTIFICATION OF CANNIBALIZED

AIRCRAFTIII.20.100-<Date>

21.REQUIRED INSPECTION ITEM LISTS III.21.100-<Date>

A.GENERAL III.21.100-<Date>

B.REQUIRED INSPECTION ITEMS (RII) INSPECTION

AUTHORIZATION III.21.200-<Date>

(1)Classifications of RII Authority III.21.200-<Date>

(2)Required Qualifications III.21.200-<Date>

C.PROCEDURES FOR INSPECTION OF REQUIRED

INSPECTION ITEMS III.21.300-<Date>

D.REQUIRED INSPECTION ITEMS (RII) III.21.40-<Date>

(1)Doors and Windows III.21.400-<Date>

(2)Flight Controls (Primary or Secondary) III.21.500-<Date>

(3)Landing Gear III.21.500-<Date>

(4)Power plants III.21.500-<Date>

(5)Propeller III.21.600-<Date>

(6)Major Repair or Alteration of Primary

Structure or Flight Control Surface III.21.600-<Date>

22.WEIGHT AND BALANCE III.22.10-<Date>

A.PROCEDURES III.22.100-<Date>

B.GUIDELINES III.22.100-<Date>

C.CALCULATING WEIGHT PROCEDURES III.22.200-<Date>

D.DEFINITIONSIII.22.300-<Date>

E.WEIGHING PROCEDURESIII.22.500-<Date>

F.WEIGHT AND BALANCE RECORDSIII.22.600-<Date>

G.DISTRIBUTION OF WEIGHT AND

BALANCE CHANGEIII.22.600-<Date>

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

23.PRECISION MEASURING EQUIPMENT CONTROL III.23.100-<Date>

A.GENERAL III.23.100-<Date>

B.DEFINITION III.23.100-<Date>

(1)Equipment Categories III.23.100-<Date>

(2)Approved Technical Procedures. III.23.100-<Date>

(3)Calibration. III.23.200-<Date>

(4)Calibration Interval. III.23.200-<Date>

(5)Certification III.23.200-<Date>

(6)Facility Capability Review (FCR) III.23.200-<Date>

(7)Precision Measuring Equipment III.23.300-<Date>

(8)Traceability of Standards III.23.300-<Date>

C.USEIII.23.300-<Date>

D.ORGANIZATIONAL RESPONSIBILITIESIII.23.300-<Date>

(This Page Intentionally Left Blank)

CHAPTER TABLE OF CONTENTS

CHAPTER III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

LIST OF EFFECTIVE PAGES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Maintenance - Date

(This Page Intentionally Left Blank)

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

1.APPLICABLE FAR'S

A.GENERAL .

The Code of Federal Regulations (CFR) 14, Federal Aviation Regulations (FAR) Parts 1-199, Special Federal Aviation Regulations (SFAR), FAA advisory circulars, and Manufacturer's technical documents were used in the development of the maintenance requirements and procedures for all <Your Agency> aircraft operating within and/or outside the United States. All <Your Agency> aircraft must be maintained in a condition for safe operation and meet their respective type designs, or properly altered condition. It is essential that the continued airworthiness of <Your Agency> aircraft be consistent with the terms of the Airworthiness Certificate.

B.SPECIFIC FAR'S .

The basic FAR for the operation of the <Your Agency> fleet of turbine powered aircraft shall be Part 135. A maintenance program meeting the intent of Part 21, 43, 91and 135.415, 135.417 and 135.421 for aircraft that are type certificated for a passenger seating capacity , excluding any pilot seat, of nine seats or less. For aircraft that are type certificated for a passenger seating configuration, excluding any pilot seat, of ten seats or more, shall be maintained under a maintenance program as defined in FAR Part, 135.415, 135.423 through 135.443.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

2.DESCRIPTION

A.CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM ELEMENTS

A continuous airworthiness maintenance program is a compilation of the individual maintenance and inspection functions utilized by an operator to fulfill its total maintenance needs. Authorization to use continuous airworthiness maintenance programs is documented by Operations Specifications - Aircraft Maintenance, approved by the Federal Aviation Administration, for each user as provided for by <FAR 125, FAR 135 or FAR 91, as appropriate>. These specifications prescribe the scope of the program, including limitations, and they reference manuals and other technical data as supplements to these specifications. Following are the basic elements of continuous airworthiness maintenance programs:

(1)Aircraft Inspection

This element deals with the routine inspections, servicing, and tests performed on the aircraft at prescribed intervals. It includes detailed instructions and standards (or references thereto) by work forms, job cards, etc., which also serve to control the activity, and to record and account for the tasks that comprise this element.

(2)Scheduled Maintenance

This element concerns maintenance tasks performed at prescribed intervals. Some are accomplished concurrently with inspection tasks that are part of the inspection element and may be included on the same form. Other tasks are accomplished independently. The scheduled tasks include replacement of life-limited items, components requiring replacement for periodic overhaul, special inspections such as X-rays, checks or tests for on-condition items, lubrications, etc. Special work forms can be provided for accomplishing these tasks or they can be specified by a work order or some other document. In any case, instructions and standards for accomplishing each task should be provided to ensure its proper accomplishment and that it is recorded and signed for.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)Unscheduled Maintenance

This element provides procedures, instructions, and standards for the accomplishment of maintenance tasks generated by the inspection and scheduled maintenance elements, pilot reports, failure analyses, or other indications of a need for maintenance. Procedures for reporting, recording, and processing inspection findings, operational malfunctions, or abnormal operations such as hard landings, are an essential part of this element. A continuous aircraft logbook can serve this purpose for occurrences and resultant corrective action between scheduled inspections. Inspections discrepancy forms are usually used for processing unscheduled maintenance tasks in conjunction with scheduled inspections. Instructions and standards for unscheduled maintenance are normally provided by the operator's technical manuals. The procedures to be followed in using these manuals and for recording and certifying unscheduled maintenance are included in the operator' procedural manual, its GMM.

(4)Engine, Propeller, and Appliance Repair and Overhaul

This element concerns shop operations which, although they encompass scheduled and unscheduled tasks, are remote from maintenance performed to the aircraft as a unit. As with the aircraft scheduled and unscheduled elements, instructions and standards should be provided along with means for certifying and recording the work. Appropriate life-limited parts replacement requirements are included in this element.

(5)Structural Inspection Program/Airframe Overhaul

This element concerns the structural inspections identified as the C and D check level by the manufacturer and/or airframe major overhaul. As with the aircraft inspection program detailed instructions and standards should be provided along with a work control and recording means. In addition to structural inspection, airframe major overhaul programs schedule extensive maintenance tasks.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(6)Required Inspection Items (RII)

This element concerns maintenance work items which, if improperly done or if improper parts are used, could endanger the safe operation of the aircraft. RII items appear in all elements of the operator's continuous airworthiness maintenance program. They receive the same considerations regardless of whether or not they are related to scheduled or unscheduled tasks; i.e., the fact that an RII requirement arises at an awkward time or at an inconvenient location has no bearing on the need to accomplish it properly.

(a)There are many tasks throughout each continuous airworthiness maintenance program which, although not in the RII category, are essential to a safe, reliable, and efficient aircraft. A responsible maintenance program specifies inspection of these tasks to ensure their proper accomplishment. The operator should designate the tasks that need to be inspected as a general requirement to assure the effectiveness of their program as well as the RII items. It is not the intention of the RII requirement to cause the deletion or degradation of any inspection tasks which the operator deems necessary for proper maintenance of its aircraft.

(b)The distinction between tasks of this nature and RII items is, again, their critical effect on airworthiness. For example, a landing gear position indicating system might be designated for inspection due to the need for that system in normal operation, whereas a retraction test conducted to check adjustment of the actuating mechanism and locks would be designated RII because improper adjustment might result in a wheels-up landing. The operator, in determining which tasks to designate as required inspection items, should consider the importance of, but not limit its consideration to, the following:

1.Installation, rigging, and adjustments of flight controls.

2.Installation and repair of major structural components.

3.Installation of an aircraft engine, propeller, or rotor and overhaul of calibration of certain components; such as, engines, propellers, transmissions, and gearboxes, or navigational equipment, the failure of which would affect the safe operation of the aircraft.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)The operator should identify required inspection items on work forms in a suitable manner. For example, such items may be identified with the abbreviation "RII", an asterisk, or any workable method.

(7)Maintenance Manuals

The operator's maintenance manual, and GMM, serves to define the continuous airworthiness maintenance program and to provide procedures and instructions for its use. It is comprised of three general categories; policies and procedures, detailed instructions for the accomplishment of the scheduled inspection program, and technical manuals for maintenance standards and methods.

These categories may be grouped in any usable manner and contained in one single manual.

(a)The policies and procedures segment deals with organizational matters, the policies of the maintenance section, procedures for the administration of the continuous airworthiness maintenance program, test flight requirements, and many other subjects that are peculiar to each individual operator. It is a company publication and serves as an administrative tool for directing and controlling the total maintenance function and to define all facets of the maintenance operation and their interrelationship. Quality control is a major subject of this publication.

(b)The segment of the maintenance manual system dealing with the scheduled inspection program is usually a company publication. It normally includes the work forms or job cards associated with scheduled inspections and detailed instructions (or specific references) for accomplishing the inspections. In addition, this segment usually includes forms and instructions (or references thereto) for recurring non-routine requirements such as engine changes and abnormal landing inspections.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Technical manuals concern how to accomplish specific tasks. They set forth methods, technical standards, measurements, operational tests, etc. These are usually manufacturers' publications, the applicability of which is designated by the policy and procedures manual. Technical manuals can be supplemented by the operator. It should be noted that the content of these manuals is the operator's responsibility regardless of who publishes them.

(d)The manual system should accommodate work performed for the certificate holder by other persons. The policies and procedures segment of the manual should assign responsibilities and delineate procedures for the administrative aspect of contracted work. The technical material should be arranged for the sue and guidance of the contract agency. A listing of agencies under contract and a brief description of the work contracted for should be included in the manual system. In all cases the operator's manuals must clearly designate who is authorized to certify the work performed and who is authorized to execute the airworthiness release.

B.RESPONSIBILITY FOR AIRWORTHINESS

<FAR 135 or as appropriate> affords certain maintenance privileges to operators. These are:

(1)To perform maintenance, preventative maintenance, inspection, repairs and alterations on the aircraft they operate.

(2)To develop (or adopt) a continuous airworthiness maintenance program and to tailor and adjust that program and related practices and procedures to best suit the operator's need.

With these privileges go the overall responsibility for the effectiveness of the program and for all work performed in accordance with the program. This responsibility applies to work performed by the operator as well as work performed for the operator by other persons.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

C.MAINTENANCE/INSPECTION ORGANIZATION

FAR 125.249 impose organizational requirements with regard to the administration of the continuous airworthiness maintenance program. This does not mitigate the applicability of FAR 43 nor does it waive initial aircraft certification requirements. The Required Inspection Item (RII) requirement causes the operator to separate the inspection organization from the remainder of its maintenance organization to ensure proper accomplishment of RII items. This separation applies to the following functions:

(1)RII items performed by the operator's organization.

(2)Means to ensure RII items performed by other persons are subjected to RII inspection separation by the other person's organization and procedures.

(3)Identification of RII items by a means that is understood by the person performing the work.

(4)Designation of persons authorized to accomplish RII items and procedures to make them aware of that designation and of the scope of the authorization. In the case of work performed by other persons, the operator may delegate the RII function to the other person's inspection organization provided the arrangement is documented and controlled by appropriate procedures.

D.PERFORMANCE AND APPROVAL OF MAINTENANCE AND ALTERATIONS.

The significant difference between operators with approved continuous airworthiness maintenance programs and other operators is that FAR 125, subpart G, establishes them as maintenance entities.

The operator is privileged to perform maintenance on its aircraft in accordance with its continuous airworthiness maintenance program and for other operators under corresponding parts of the Federal Aviation Regulations in accordance with their programs. The <Your Agency> limits this authority to aircraft operated by other U.S. Government agencies.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

The operator's manual, its GMM, prescribes the authorizations, methods, standards, and procedures for performance of that maintenance. This is recognized by FAR 43.13(c).

The operator's aircraft are released for service (airworthiness release, ref: FAR 125.243) following maintenance by a person specifically authorized by the operator rather than by an individual or repair station on their own behalf. In effect, the person signing the release acts in the capacity of an authorized agent for the operator and is certifying the maintenance covered by the release has having been accomplished according to the operator's continuous airworthiness maintenance program. Responsibility for each step of the accomplished maintenance is borne by the person signing for that step and the airworthiness release certifies the total maintenance package. This arrangement in no way reduces the responsibility of certificated

mechanics or repair stations for maintenance functions or tasks they perform or supervise. The operator is obligated to designate, by name or occupational title, each airman or organization authorized to execute the airworthiness release. In addition, the operator should designate when a release is required. Normally, a release is required following inspections prescribed by the operations specifications, maintenance activities involving RII inspections, and any other significant maintenance.

E.ARRANGEMENTS WITH OTHER PERSONS FOR MAINTENANCE.

When an operator uses the services of another person to accomplish all or part of its continuous airworthiness maintenance program that person's organization becomes, in effect, an extension of the operator's organization. The operator must determine the person's capability to do the work and must provide appropriate material from its maintenance manual for that work.

(1)The operator should execute contractual agreements with the persons performing its work on a continuing basis to ensure the operator's interests are met. In the case of major operations such as engine overhaul, the agreement should denote a specification for the work and that specification should be included or referenced as part of the operator's manual system.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)There will be unplanned occasions where it will be necessary for the operator to make arrangements for maintenance away from its regular maintenance facilities. The operator may institute procedures whereby the pilot in command or other person can make on-the-spot arrangements for maintenance. However, the person performing the work should be specifically authorized by a designated person in the operator's organization for that work. The operator's procedures should outline the steps that must be taken in order for the operator to control the work performed.

F.CONTINUING ANALYSIS AND SURVEILLANCE.

The <Your Agency> will operate a program to provide for the continuing analysis and surveillance of its continuous airworthiness maintenance program including work performed according to their program by another person. This requirement, in effect, establishes a quality control or internal audit function.

(1)This system will provide for timely corrective action on the following:

(a)Frequency of unscheduled parts replacement or need for unscheduled maintenance.

(b)Degree and frequency of adjustment and calibration of equipment.

(c)Changes in operational capability or reliability (delays, etc.)

(2)This system will provide a continuous audit of the total maintenance system to assure that everyone connected with it is in compliance with the GMM and the applicable regulations. This will include, but not be limited to, the following:

(a)All publications and work forms are current and readily available to the user.

(b)Maintenance is, in fact, performed in accordance with the methods, standards and techniques specified in the GMM.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Maintenance forms are screened for completeness and proper entries, and RII identification.

(d)Records pertaining to tracked components are cross-referenced to stock issue records, etc., to minimize error.

(e)Indications of inadequate training.

(f)Airworthiness releases are executed by designated persons and in accordance with the procedures specified in the GMM.

(g)Carryover items and deferred maintenance are properly handled.

G.INSPECTION AND MAINTENANCE PROGRAM STANDARDS.

The <Your Agency> shall maintain their fleet of aircraft in an airworthy condition. This will include the use of line maintenance, heavy maintenance and line support maintenance functions. All work performed will be in accordance with all applicable FAR's. The <Your Agency>, through specified deviation procedures, may deviate from the airworthiness requirements in an emergency situation. When airworthiness requirements are deviated from, the <Your Agency> Maintenance Supervisor will notify all affected personnel in writing about the details and assumes any responsibility or liability for deviation from this standard. The <Your Agency> Maintenance Supervisor shall be responsible for any approval for return to service or maintenance records involved in the deviation.

(1)The <Your Agency> shall perform maintenance tasks and inspection functions on <state aircraft make/model, serial number> (Example: Boeing 727-100, manufacturer serial numbers 234 and 290, in accordance with the Daniel Systems, Inc., Maintenance Program entitled "U.S. Marshals Service B727-100 Inspection Program", latest revision accepted by U.S. Marshals Servce). For those maintenance tasks not covered in the above referenced program, the appropriate manufacturer's maintenance manual shall be used.

(2)The <Your Agency> shall perform maintenance tasks and inspection functions on all <state aircraft make/model> (Example: Sabreliner, 265-80), aircraft in accordance with the Computerized Aircraft Maintenance Program Systems (CAMPS). For those maintenance tasks not covered in CAMPS, the appropriate manufacturer's maintenance manual shall be used.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)The <Your Agency> shall perform maintenance tasks and inspection functions on the<state aircraft make/model> (Example: Cessna C-500 (Citation)) aircraft in accordance with the Cessna CESCOM Program. For those maintenance tasks not covered in CESCOM, the appropriate manufacturer's maintenance manual shall be used.

(4)All other <Your Agency> aircraft shall be maintained in accordance with the appropriate manufacture's maintenance manuals and FAR's.

(5)All major alterations, modifications, and repairs performed on the <Your Agency> fleet, including airframes, power plants, propellers, or appliances, shall be accomplished using technical data that has been approved by the FAA.

(6)Major repairs performed on the airframe of the Boeing 727 aircraft shall be accomplished in accordance with the Boeing Approved Structures Repair Manual.

H.APPROVAL PROCESS.

The Continuous Airworthiness Maintenance Program (CAMP) will be approved by the Chief, Air Operations Division with reviews by the FAA for conformance with airworthiness policies.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

3.RESPONSIBILITY FOR AIRWORTHINESS.

A.GENERAL.

The<Your Agency Aviation Title> is responsible for the airworthiness of aircraft assigned to the <Your Agency>. The airworthiness of the aircraft includes airframes, engines, propellers, rotors, appliances, and parts. All maintenance and inspections will be performed in accordance with the <Your Agency> General Maintenance Manual (GMM), the applicable manufacturer manuals, and FAR 43. The Maintenance Supervisor,<Your Agency Aviation Title>, will be responsible for ensuring that discrepancies between required inspections are corrected to maintain continued airworthiness. For any maintenance performed outside the <Your Agency> the Maintenance Supervisor is responsible for ensuring that:

(1)The person(s) performing the maintenance, preventive maintenance, or alteration is properly certificated and qualified to perform the assigned function.

(2)That the work performed is done in accordance with the FAA approved continuous airworthiness program and FARs.

(3)That a record is made in the aircraft flight log of the description of work performed, the date, certificate number, and type certificate held of the person performing the work.

B.EVALUATION OF FACILITIES PERFORMING MAINTENANCE ON <Your Agency> AIRCRAFT.

The Maintenance Supervisor is responsible for the evaluation of facilities performing maintenance for the <Your Agency> fleet. This includes internal maintenance programs, maintenance provided by other government agencies, and scheduled commercial contract maintenance including facilities frequently used for line maintenance but not under contract.

These evaluations are to ensure:

(1)The <Your Agency> GMM, aircraft inspection/maintenance program documents, and original equipment manufacturer's maintenance manuals are current.

(2)Maintenance training records are maintained and correct.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)Aircraft flight log entries are complete and time limits for inspections, components, or minimum equipment list items have not been exceeded.

(4)Aircraft records are up-to-date and required inspection and time limits are not overdue.

(5)General appearance of the maintenance organization, aircraft, line service equipment, including fueling trucks/facilities, are in accordance with good housekeeping and aircraft cleanliness policies.

(6)The evaluations will be accomplished annually with a written report provided to the Chief,<Your Agency Aviation Title> and a copy to file.

(7)Conditions found which constitute unfavorable or un-airworthy conditions followed-up to ensure compliance. The follow-up schedule is the responsibility of the Maintenance Supervisor with a time limit established based on the severity of the condition discovered during the evaluation.

(8)Required forms and reports have been completed and processed in accordance with approved procedures.

C.LEASED AIRCRAFT

Leased aircraft are provided by companies under various agreements. These agreements identify responsibility for crews, fuel, dispatching, maintenance, and "operational control" of the aircraft. Advisory Circular (AC) 91-37A, Truth In Leasing, describes conditions and responsibilities associated with various leases.

<Aircraft Make/Model> (Ex: Boeing 727) aircraft leased by the <Your Agency> will have maintenance acceptance performed by inspecting the following areas:

(1)Visually inspect the following areas of the wings, fuselage, and empennage:

(a)Radome, exterior surface of fuselage, aircraft windows, access door, pilot heads, static vents, air conditioning inlets and exhausts.

(b)Wings, R&L, including leading edges and control surfaces.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Empennage, including leading edges and control surfaces.

(d)Engine fire extinguisher blow out disks.

(e)Oxygen (O2) system blow out disks.

(f)Aft air stair door condition and operation.

(2)Visually inspect light lens and coverings as follows:

(a)Check lens and coverings and operation of navigational lights, landing lights, anti-collision lights, wheel well and taxi lights.

(3)Visually inspect engines for the following:

(a)Engine intake, cowling, and exhaust areas.

(b)#1 and #3 engine pylons.

(c)Access panels

(4)Visually inspect landing gear and wheel well areas as follows:

(a)Nose landing gear well, shock strut extension, and tires for serviceable condition.

(b)Main landing gear well, shock strut extension, tires and brakes for serviceable condition and check deboost valve operation.

(c)Auxiliary Power Unit (APU) on both sides of wheel well for condition and following:

1.Check oil quantity

2.Fire bottle and blow out disk

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(5)Check the hydraulic systems as follows:

(a)System A, B, and standby hydraulic quantity.

(b)Charge of System A reservoir.

(6)Inspect the cabin and flight deck area for:

(a)Condition of seats, sidewalls, overhead bin operation, all required safety gear, oxygen, water hylon fire extinguisher, and bull horn.

(b)Ensure all flight instruments are working properly or identified as inoperative in the DMI log.

(c)Ensure all required flight manuals, aircraft logs, and other documents are on board the aircraft.

NOTE:Indicate condition of above items if abnormal conditions are noted. Pay particular attention to damage, excess corrosion, loose fasteners, missing panels, oil/fuel/hydraulic leakage, wear areas on flight control surfaces, and window scratches and/or crazing.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

4.AIRCRAFT OPERATED BY THE <Your Agency> AND APPLICABLE INSPECTION PROGRAM.

A.GENERAL

Aircraft operated by the <Your Agency> that carry a U.S. certificate of airworthiness will be maintained in accordance with manufacturer's instructions and approved modifications. Military aircraft will be maintained in accordance with the manufacturer's instructions. The following aircraft and maintenance programs are in use by the <Your Agency>:

B.When notified by the FAA Administrator that the approved aircraft inspection program (AAIP) is to be revised, the <your agency> GMM will be modified to include the revisions required by the FAA Administrator.

EXAMPLE:

(1)Boeing 727-100<Your Agency> B727 aircraft, manufacturer's serial numbers 18935 and 19176, line numbers 234 and 290 respectively, shall be maintained in accordance with the Daniel Systems, Inc., Maintenance Program entitled "U.S. Marshals Service B727-100 Maintenance Program", latest revisions. For those maintenance tasks not covered in this program, the appropriate manufacturer's maintenance manuals will be used.

(2)NA265-80Sabreliner, model NA265-80 aircraft shall be maintained in accordance with the "Computerized Aircraft Maintenance Program Systems (CAMPS)". For those maintenance tasks not covered in this program, the appropriate manufacturer's maintenance manuals will be used.

(3)Cessna 500Cessna Citation, model 500, aircraft shall be maintained in accordance with the "Cessna CESCOM Program". for those maintenance tasks not covered in this program the appropriate manufacturer's maintenance manual will be used.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(4)All OtherAll other aircraft operated by the <Your Agency>, i.e., Cessna 185, Cessna 210, Cessna 310, & Maule 5-235C, will be maintained in accordance with the appropriate manufacturer's maintenance manuals and the FAR's.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

5.CONTROL OF COMPUTING AIRCRAFT, ENGINE, EQUIPMENT, AND COMPONENT TIME.

A.GENERAL.

The Aircraft Log Book is the official document for recording and tracking aircraft flight time and cycles. All other documents supplement and enhance this document.

(1)Aircraft flight hours are entered on the aircraft flight log book by the flight crew upon termination of each flight.

(2)Before a log sheet is removed from the aircraft flight log, the person removing the log sheet is responsible for transferring the total aircraft hours, landings, cycles, etc., to the next log sheet (blue) page.

(3)The removed log sheets are forwarded to the <Your Agency> Maintenance Coordinator who checks the entries for accuracy of computations. If any errors are found, the <Your Agency> Maintenance Coordinator notifies the maintenance organization of the error and request correction to the aircraft flight log.

(4)The <Your Agency> Maintenance Coordinator audits and corrects the aircraft flight information in other related documents..

B.MONITORING AIRCRAFT INSPECTION AND COMPONENT TIME CHANGES.

(1)For aircraft owned by the <Your Agency>, the Maintenance Coordinator is responsible for monitoring and scheduling of all mandatory inspections, overhauls, and time change requirements. Routine maintenance programs are identified by the make and models of aircraft on Chapter/Section/Page III.4.1

(2)For aircraft leased or rented the lessor or renter is responsible for identifying the aircraft maintenance requirements.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

C.VALIDATION OF AIRCRAFT TIMES AND CYCLES.

(1)The commercial maintenance systems identified in III.4. will normally be used as the source of information for scheduling Mandatory Inspections and Component Time Changes. However, it is the responsibility of the <Your Agency> Maintenance Coordinator to validate the information provided with the aircraft flight log to ensure that requirements are scheduled and complied with on a timely basis.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

6.MINIMUM EQUIPMENT LIST MANAGEMENT PROGRAM.

A.GENERAL.

(1)The <Your Agency> is authorized to operate under the provisions of a Minimum Equipment List (MEL), provided the aircraft has aboard an approved MEL, a letter authorizing the use of the MEL signed by the <Your Agency Aviation Title>, and procedures for its use. Deviations from the MEL for operations are not permitted, except under a special flight permit (FAR 21.197).

(2)The Minimum Equipment List Management Program is designed to provide a system to track the status of MEL discrepancies on which repair is being deferred. The Supervisor of Maintenance is responsible for the management of this program and each line maintenance supervisor will assure compliance at the maintenance level.

(3)The MEL authorization is not intended to defer correction of a discrepancy merely for convenience. However, it does provide for continued operation when certain systems/equipment are inoperative and specific requirements and procedures are met and accomplished, the aircraft airworthiness is not affected by the discrepancy, and the correction of the discrepancy is scheduled and corrected within the allowable time interval established in the MEL.

B.REGULATORY REQUIREMENTS.

(1)The following is provided as a guide to the usage of the MEL to enhance compliance.

(a)The pilot in command (PIC) of the aircraft is directly responsible and has the final authority for the operation of the aircraft. (FAR 91.3)

(b)Only appropriately certificated and rated maintenance personnel or repair stations, as authorized by FAR 43.7 or this manual, may correct discrepancies, and approve an aircraft, airframe, engine, propeller, or appliance for return to service. (FAR 43.7(a) through (3))

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)The MEL does not include obviously required items such as control surfaces, engines, etc., or items which do not affect the airworthiness of the aircraft such as passenger convenience items. However, it is important for maintenance and operations personnel to be alert that all items which are related to the airworthiness requirements under which the aircraft is type certificated and which are essential for safe operations under all operating conditions of the aircraft and not included on the MEL are required to be operative.

(d)The Minimum Equipment List shall not be used for operational or maintenance convenience. All discrepancies which are deferred must be categorized in accordance with the time limits shown in sub-paragraph F. of this section.

C.FLIGHT CREW REPORTING PROCEDURES.

The Pilot in Command will contact the Chief Pilot or Supervisor of Maintenance, <Your Agency>, as soon as possible after the discovery of an MEL discrepancy, with the following information:

(1)Aircraft "N" Number.

(2)Pilot's name.

(3)Description of discrepancy.

(4)Station location, date, and local time discrepancy was noted.

(5)Aircraft total hours or landings, if required by an "A" category repair interval.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

D.MAINTENANCE PROCEDURES

(1)Upon receipt of notification from the pilot, the Maintenance Supervisor will cause the following information to be entered into the aircraft flight log book:

(a)Pilot's name.

(b)Description of discrepancy.

(c)MEL relief by ATA code and item number.

(d)Station location, date, and local time when discrepancy was noted.

(e)Category and authorized repair interval as shown in sub-paragraph F.

(f)Aircraft total hours or landings, if required by an "A" category repair interval.

(g)Name of person filing report.

(h)Supply document number, if available. [See D.(6)(b)]

(i)Estimated delivery date of part, if known.

(2)The Maintenance Supervisor will initiate action for procurement of parts and maintenance personnel, to meet the aircraft schedule requirements.

(3)<Your Agency> maintenance control will track each MEL as a deferred discrepancy and assign a unique number to it.

(a)The discrepancy may be transcribed from the Aircraft Log Book to the Deferred Discrepancy List. This discrepancy number will be entered in the Aircraft Log Book adjacent to the MEL entry.

(b)If parts have not been ordered at the time of the initial deferred discrepancy entry, the supply document number and estimated delivery date will be entered into the discrepancy list as soon as the information becomes available.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(4)The Supervisor of Maintenance, <Your Agency>, is responsible for ensuring that a review of deferred items is performed to ensure that parts are on order and a backorder exists with a delivery date.

(5)The deferred discrepancy list will be updated with the corrective action at the time of the final repair.

(6)One of two procedures must be followed when an aircraft arrives at an <Your Agency> maintenance facility with an MEL item recorded in the aircraft log book.

(a)The item will be repaired and the MEL cleared in the aircraft log book.

(b)If the item cannot be cleared due to lack of tooling or part, the MEL item may be transferred to the Deferred Discrepancy List (DDL) provided an MEL control number is obtained. Maintenance personnel will enter the category and authorized repair interval, time limit for corrective action, supply document number (if required), date of part availability and signature in the Aircraft Log Book.

(c)MEL items carried into a scheduled inspection must be repaired prior to the aircraft being approved for return to service.

(d)MEL items discovered during a scheduled inspection which cannot be corrected due to lack of tooling or parts may be transferred to the DDL and the aircraft approved for return to service. The repair time interval begins on the date the aircraft was approved for return to service.

E.DEFERRALS.

(1)When it is determined that immediate correction of a discrepancy is impracticable and relief is provided by the MEL, the discrepancy may be deferred.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)The PIC or appropriately rated and certificated maintenance person shall make an entry in the discrepancy/comment column of the aircraft log book indicating the (M) and/or (O) procedures have been complied with.

(a)The aircraft log book entry of an MEL affected item shall include the following:

(1)Date. (if different than shown at top right of the AFL)

(2)The ATA system and item number.

(3)The discrepancy

(4)The specific MEL procedures complied with. Placard installed (Enter in discrepancy/comment column, since this is not corrective action)

(5)Signature of person performing the (M) or (O) procedure.

F.TIME LIMITS.

(1)Time limits for correcting deferred discrepancies authorized by the MEL are as follows. The categorization is established for all MEL listed items.

(a)CATEGORY A. Items in this category must be repaired within the time interval specified in the approved MEL.

(b)CATEGORY B. Items in this category shall be repaired within three (3) consecutive calendar days (72 hours) excluding the day the malfunction was recorded in the aircraft flight log. For example, if a malfunction was recorded at 10 a.m. on January 26, the three-day interval would begin at midnight the 26th and end at midnight the 29th.

(c)CATEGORY C. Items in this category shall be repaired within ten (10) consecutive calendar days (240 hours) excluding the day the malfunction was recorded in the Aircraft Log Book.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

G.TIME EXTENSIONS.

The Supervisor of Maintenance, <Your Agency>, has authority to approve time extensions to the MEL repair time limit in the event that it is impossible to repair the discrepancy within the allocated time frame.

(1)The requests for extensions will be made on the MEL Extension Authorization Request form or by letter containing the required information (Reference Chapter IV). The completed forms with all pertinent information will be signed by the requestor and faxed to the Supervisor of Maintenance, <Your Agency>, for approval.

(2)The information required for a time extension will include delivery date of the part and any other information that could be of use in determining the necessity of the extension.

(3)The time extension allowed is equal to that of the original repair time interval; however, in unusual circumstances, additional extension may be approved when safety is not compromised.

(a)Category A. Items in this category can not be extended.

(b)Category B. Items in this category are limited to a one-time extension of three consecutive calendar days (72 hours).

(c)Category C. Items in this category are limited to a one-time extension of ten consecutive calendar days (240 hours).

(4)If an extension is granted, the request form will be signed by the Supervisor of Maintenance, <Your Agency>, stating the new authorized repair interval. The Supervisor of Maintenance, <Your Agency>, will update and forward copies of the request to:

(a)Contract maintenance supervisor at the <Your Agency> Hangar

(b)<Your Agency> Chief Pilot

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(5)In the event that the discrepancy cannot be repaired before expiration of the authorized extension period, the <Your Agency> Supervisor of Maintenance, Chief Pilot, and<Your Agency Aviation Title> will meet and develop a plan for resolution of the discrepancy.

H.AIRCRAFT STATUS.

The line maintenance supervisor will monitor all MEL discrepancies, status of required parts, and time remaining for repair of all aircraft assigned to that facility.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

7.SPECIAL FLIGHT PERMITS.

A.GENERAL.

(1)A Special Flight Permit (SFP) may be issued for aircraft that may not meet applicable airworthiness requirements but are capable of safe flight for the purpose of flying aircraft to a base where maintenance or alterations are to be performed.

(2)The SFP is an authorization, showing the conditions and limitations for flight.

(3)A Special Flight Permit may also be issued to authorize the operation of an aircraft at a weight in excess of its maximum certificated takeoff weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available. The excess weight that may be authorized under this authority is limited to the additional fuel, fuel carrying equipment and navigation equipment necessary for the flight.

(4)A Special Flight Permit may not be issued for an aircraft to be operated in the event of a missing registration and/or airworthiness certificate.

(5)A Special Flight Permit cannot be issued for an aircraft to operate contrary to the provision of an AD unless the AD has provision for the issuance of Special Flight Permits.

B.<Your Agency> AUTHORIZATIONS.

The Chief, <Your Agency Aviation Title>, <Your Agency>, is authorized to issue Special Flight Permits (SFP) providing the following procedures are accomplished:

(1)The Pilot in Command will contact his/her supervisor and the <Your Agency> Supervisor of Maintenance after ensuring the Minimum Equipment List (MEL) does not provide relief for the discrepancy in question.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)Special Flight Permit (SFP), <Your Agency> GMM Form SFP, (Chapter IV) will be initiated by operations or maintenance and will contain the following information:

(a)Aircraft make, model, and serial number

(b)Departure date and registration number

(c)Aircraft location

(d)Flight authorization requested by

(e)Planned itinerary (must be by most direct routing)

(f)Reasons the aircraft does not meet airworthiness requirements

(g)Limitations for safe operation

(h)Flight approval

(i)Crew

(j)Appropriate Aircraft Log Book entry made by FAA certificated and appropriately rated airman.

(k)Acceptance

(l)Limitations, if any, crewmembers, or other information necessary for determining aircraft operation

(1)Meteorological conditions (Day VFR)

(2)Airspeed/Mach restriction

(3)Altitude/Pressurization restriction

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(4)Limit on aircraft system or equipment, such as no autopilot, gear down, etc.

(5)Aircraft weight, center of gravity limits

(6)Maneuvers to which aircraft is limited

(7)Route to be flown

(8)Flight crew qualifications

(9)Required crew to operate aircraft

(3)Once the SFP is completed, the <Your Agency> Supervisor of Maintenance will review it and give final approval for maintenance associated discrepancies. A copy of each SFP issued will be retained by the issuing office, until the aircraft reaches its intended destination.

(4)After <Your Agency> Maintenance approval the line maintenance supervisor will:

(a)Transmit the authorization by FAX or other means, as practicable, to the location from which the aircraft is scheduled to depart.

(b)Inform the <Your Agency> Supervisor of Maintenance of the pilot's receipt of the SFP.

(c)The authorization may be issued to the PIC by phone when the aircraft location prohibits transmittal. The PIC will record the verbal authorization as set forth in the applicable operations manual.

(5)Upon receipt of the SFP, the pilot will ensure that the aircraft is inspected by a FAA certificated mechanic with the following entry in the aircraft flight log.

(a)The reason the aircraft does not meet airworthiness requirements.

(b)The aircraft was inspected and found to be safe for flight with the following limitations.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(6)The Special Flight Permit shall be carried aboard the aircraft for the duration of the flight, and be filed in the permanent aircraft records after the flight terminates.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

8.APPROVAL FOR RETURN TO SERVICE - AIRWORTHINESS AND MAINTENANCE PROCEDURES.

A.GENERAL.

(1)Any aircraft, airframe, aircraft engine, propeller or appliance that has undergone maintenance, preventive maintenance, or alteration must be approved for return to service or released from maintenance by making the appropriate entries in the Aircraft Log Book.

(2)Persons without an FAA certificate working under the direction of a person holding a current and valid FAA certificate, are required to sign for the maintenance they perform which will also be countersigned by authorized and appropriately rated personnel who supervise the procedure.

(3)The signature of authorized maintenance or inspection personnel in the Aircraft Log Book corrective action column, is a certification of the following:

(a)Work was performed in accordance with the requirements of applicable <Your Agency> and/or manufacturer's manuals.

(b)All Required Inspection Items (RII) were inspected by an authorized person who determined that the work was satisfactorily completed.

(c)In reference to the work performed, the aircraft is in condition for safe operation.

(d)No condition is known to exist that would render the aircraft unairworthy.

**NOTE**: The certification for items (a) through (d) above, will be accomplished by verifying that all required signatures are present on all documents related to the work performed.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

B.QUALIFICATIONS AND AUTHORIZATIONS.

Persons signing entries in the Aircraft Log, Book and/or entries on Serviceable Parts Tags, must be authorized in accordance with the <Your Agency> GMM and/or applicable FAR:

(1)Have satisfactorily completed maintenance training or possess the equivalent current experience on the applicable type appliance, aircraft, engine, or propeller. The equivalent experience must be documented on the individual's training record filed in the training organization.

(2)Understand and have knowledge of FAR's and the applicable types of maintenance or overhaul manuals, and follow the applicable procedures set forth in this manual.

(3)Except for persons performing emergency maintenance (See III.10), a person signing the Aircraft Log Book must meet the requirements of B.(1) and (2) above and possess a current and valid mechanic certificate with appropriate ratings, or an appropriate repairman certificate.

(4)Non-<Your Agency> employees, when authorized to perform emergency maintenance on <Your Agency> aircraft, will enter their name, date, certificate or repair station number, and their employer's name and station location in the Aircraft Log Book, and sign the entry to approve the aircraft for return to service.

C.APPROVAL FOR RETURN TO SERVICE.

(1)An appropriate entry in the Aircraft Log Book will be made to approve an aircraft for return to service following completion of an inspection, Segment, Phase, B-1, or Annual, Type of Inspections. This entry will be signed by an authorized quality control inspector or designee.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)After the performance of scheduled inspections, segment or higher maintenance checks, the following statement will be entered on the Aircraft Log Book sheet of the aircraft affected.

(#6 segment, etc.) inspection performed in accordance with approved (continuous, progressive, or manufacturer's) inspection program, and the aircraft is approved for return to service under <Your Agency> Approved Maintenance Procedures.. Pertinent details are on file at <Your Agency> Maintenance Base and (give location of maintenance facility).

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total aircraft hours\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.MAINTENANCE RELEASE.

(1)The maintenance release will be signed by a certificated mechanic or repairman authorized by the <Your Agency> Supervisor of Maintenance or line maintenance supervisor

**NOTE**: A certificated repairman may sign the release or entry only for the work for which that person is employed and certificated.

(2)An appropriate entry in the Aircraft Log Book signed by an authorized mechanic or repairman, is required for all maintenance accomplished. This includes maintenance performed during: daily inspections, safety and service checks, minor repairs, and discrepancies recorded in the Aircraft Log Book.

(3)A signature in the corrective action block of the Aircraft Log, Book or non-routine work card (See IV.2.4), constitutes a maintenance release only for the work performed. The authorized and certificated mechanic or repairman that accomplished the task will enter a brief description of the work performed, the date of completion, his/her signature.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(4)An entry in the Aircraft Log Book is not required when performing the functions listed below:

(a)Any routine servicing performed other than the addition of fuel and oil which are required to be entered in the appropriate blocks of the Aircraft Log Book.

(b)Interior or exterior cleaning.

E.MAINTENANCE RELEASE-SERVICEABLE PARTS TAG.

(1)Persons exercising authority for maintenance release of an appliance using a serviceable parts tag must, in addition to the qualifications in B.(1) and (2) above, hold a current mechanic certificate with appropriate ratings or an appropriate repairman certificate relative to the appliance involved.

(2)An appropriate entry on a serviceable parts tag signed by an authorized mechanic or repairman is required for all overhauled/repaired/tested components to release them for service. The person who accomplished the work or the one authorized, as set forth in paragraph B of this chapter. The person signing the release will ensure that the maintenance was performed in accordance with the information contained in the applicable manufacturers' maintenance or overhaul manual.

F.<Your Agency> SPECIAL AIRWORTHINESS RELEASE FOR SERVICE.

The <Your Agency> Supervisor of Maintenance may release an aircraft for service if in the judgement of the Supervisor of Maintenance all airworthy conditions have been met for the particular mission of the aircraft. This authority may be delegated to a Special Maintenance Inspection Designee identified in writing by the Supervisor of Maintenance. The Special Maintenance Inspection Designee shall meet the minimum qualifications for the <Your Agency> Maintenance Coordinator.

This release shall be effected by conditions noted, any restrictions (time limits, etc) or subsequent actions required, signing the aircraft log book, and entering their FAA certificate number adjacent to their signature.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

9.DEFERRED DISCREPANCY PROGRAM.

A.GENERAL.

(1)Deferred Discrepancies are items reported by flight or maintenance personnel that are not cleared at the first maintenance opportunity. Deferred Discrepancies fall into one of the following categories:

(a)MEL Items - These are inoperative instruments or equipment that do not affect airworthiness which have been deferred via MEL procedures. (The aircraft must be in condition for safe flight. (Ref: MEL procedures in Chapter III.6)

(b)Non-Airworthiness Items - These are items that if not corrected within a reasonable time limit, could affect mission accomplishment. However, they do require special monitoring and must reference some authority for remaining on the Deferred Discrepancy List beyond the next scheduled inspection.

(c)The authority for these items to be carried forward is a manufacturer's approval, Maintenance Alert Directive, or other authority, such as within limits of wear tolerances specified in the specific aircraft maintenance manual or structural repair manual.

(2)The Deferred Discrepancy List, <Your Agency> GMM Form DDL shall be used to record all deferred discrepancies. This form will be attached to the inside of the front cover of the Aircraft Log Book, and carried in the aircraft.

(3)The <Your Agency> Maintenance Coordinator will be provided with a list of all deferred discrepancies.

(a)This system will provide maintenance management with deferred discrepancy information for all <Your Agency> aircraft.

(b)A revised discrepancy list of all outstanding items will be provided to the <Your Agency> Maintenance Coordinator weekly or when a discrepancy is entered into the DDL.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

B.DEFERMENT PROCEDURES.

(1) MEL ITEMS

Inoperative instruments and equipment which do not affect airworthiness of the aircraft must be addressed via the MEL procedures outlined in Chapter III.6 of this manual.

(2)NON-AIRWORTHINESS ITEMS

These items may be carried as deferred items in the aircraft log book. Deferred items must be corrected within a reasonable time period and require monitoring as set forth below.

(a)When the item is to be deferred until the aircraft is scheduled for an inspection or maintenance (not including a Service Check), maintenance personnel will comply with the following steps:

(1)Aircraft Log Book discrepancies: Enter the discrepancy into the aircraft log book DDL using the next number. Maintenance personnel will write "Deferred" in the corrective action block of the aircraft log book and enter the Deferred Discrepancy control number, station, date, certificate number, and signature of the person transcribing the information.

(2)Items found during maintenance or inspection: Maintenance personnel will enter the discrepancy from the Non-Routine Work card onto the DDL. The aircraft registration number, DDL number, and mechanic's name will be entered in the corrective action block of the Non-Routine Work card.

(3)All deferred discrepancies will be transcribed to non-routine work cards at each segment or higher level inspection. If a discrepancy cannot be corrected during the inspection, it may be reentered on the Deferred Discrepancy List following the procedures set forth in paragraph B(2)(a)2 above.

(b)The <Your Agency> Maintenance Coordinator will concur with each item deferred and will monitor the Deferred Discrepancy List entries.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)CLEARING DEFERRED DISCREPANCIES

If the discrepancy was deferred in the Aircraft Log Book when written, the following procedures will be complied with to clear the item(s).

(a)Sign off the item on the Deferred Discrepancy List.

(b)Make an entry on the current Aircraft Log Book referencing the original discrepancy, from the Deferred Discrepancy List, the corrective action, signature, station, and date.

(c)The <Your Agency> Maintenance Coordinator will ensure that the item has been cleared from pending maintenance records.

(4)DISPOSITION

(a)Retain the deferred discrepancy list in the Aircraft Log Book until all items are completed or until a new sheet is added.

(b)When a new deferred discrepancy list is initiated, the completed list shall be placed in the permanent aircraft records.

C.NUMBERING

(1)Each discrepancy will have a number entered on the DDL.

(2)Each discrepancy will be sequentially numbered by aircraft registration number.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

10.EMERGENCY MAINTENANCE.

A.GENERAL.

Emergency maintenance and/or inspections will be performed in accordance with current FAR's and the procedures in the <Your Agency> General Maintenance Manual, by persons authorized by the facility tasked with the maintenance of the subject aircraft.

B.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES, AWAY FROM <Your Agency>/CONTRACTOR FACILITIES.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES, AWAY FROM <Your Agency>/CONTRACTOR FACILITIES.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES, AWAY FROM <Your Agency>/CONTRACTOR FACILITIES.USE OF NON-<Your Agency>/CONTRACTOR EMPLOYEES, AWAY FROM <Your Agency>/CONTRACTOR FACILITIES

When maintenance is accomplished, by non-<Your Agency> employees, the following procedures apply:

(1)The discrepancy will be recorded in the discrepancy section of the Aircraft Log Book.

(2)Each person performing or supervising aircraft and/or avionic maintenance or inspection functions on <Your Agency> aircraft must be certificated and rated in accordance with FAR Part 65. Each certificated mechanic or repairman must meet the performance, experience, and recency requirements of FAR 65.81, 65.83, 65.101 and 65.103 respectively.

(3)If the discrepancy involves an RII, it must be inspected by a person other than the one who performed the work. The inspector must be approved by the quality control organization of the facility to which the aircraft is assigned. The person must be qualified as set forth in Chapter III.21.

(4)The person performing the repair shall enter in the corrective action column of the Aircraft Log Book a description of the repair, his/her name and certificate number, date, and the location where the repair was made.

(5)The person performing a required inspection item shall initial and date the RII block of the Aircraft Log Book and enter his/her name and certificate number in the corrective action block.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

C.USE OF SUB-CONTRACTORS BY PRIME CONTRACTOR.

When an <Your Agency> aircraft is maintained under contract and that contractor utilizes a sub-contractor to perform emergency maintenance items, the following procedures apply:

(1)The prime contractor is responsible to ensure that the sub-contractor has the proper FAA certification to perform the services for which he is engaged.

(2)The <Your Agency> Maintenance Coordinator will coordinate with the prime contractor to ensure that the sub-contractor has the proper certification, personnel, equipment and facilities to perform the function.

(3)When task to be performed is a Required Inspection Item (RII), the sub-contractor must be approved in accordance with III.21.B.(2) of this manual.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

11.AIRCRAFT SPECIAL INSPECTIONS.

A.GENERAL.

During the operation of an aircraft, unusual conditions may occur which require the accomplishment of a special inspection or check to ensure aircraft airworthiness. If any unusual conditions are entered in the Aircraft Log Book, the referenced inspections will be accomplished.

B.UNSCHEDULED MAINTENANCE CHECKS (Due to Any Unusual Conditions)

(1)Visible exterior damage, unusual noises, changes in controllability, etc., may indicate a need for special inspection. Consultation with the flight crew by maintenance may be necessary to determine the extent of an inspection.

(2)<Your Agency> aircraft have specific inspection requirements for special inspections, including lightning strikes, hard landings, turbulent air flights, etc. The manufacturers' procedures will be followed by maintenance personnel conducting required inspections.

C.MAINTENANCE PROCEDURES

(1)In the event any damage is detected or suspected by any person involved with the maintenance or operation of aircraft, the maintenance supervisor will be notified and proper notation will be entered in the Aircraft Log Book.

(2)Inspection Compliance

(a)The aircraft will be inspected by qualified and certificated personnel. They will determine what maintenance, if any, will be necessary to release the aircraft for service.

(b)At an out-station where flight crew only is available, the crew will contact maintenance and describe the damage or suspected damage for maintenance evaluation prior to any further aircraft operation.

(c)Maintenance will determine, based on crew information and requirements of the applicable repair manual, what inspections and/or maintenance will be performed before further operation.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

D.AIRCRAFT LOG BOOK ENTRY.

After accomplishment of a special inspection, an entry will be made in the corrective action section of the Aircraft Log Book. List the type inspection, applicable repair manual chapter and page, repairs accomplished, FAA certificate type and number, and signature of person making the entry, including station, date, and time.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

12.SERVICE BULLETIN PROCEDURES

A.GENERAL.

(1)Service Bulletins (SB) are issued by the manufacturer of an aircraft, aircraft engine or component to detail information or procedures that will enhance the safety or improve the performance of their product. Service Bulletins will be incorporated at the discretion of the <Your Agency>, unless mandated by issuance of an Airworthiness Directive.

(2)Service Bulletins received from the various manufacturer are evaluated by the <Your Agency> Maintenance Coordinator to determine which ones will be incorporated on <Your Agency> aircraft.

(3)If the country of manufacture regulatory authority requires compliance with a service bulletin, the service bulletin shall be complied with in accordance with the schedule provided in the service bulletin.

B.IMPLEMENTATION.

(1)Accomplishment of a SB is implemented through the inclusion into the routine maintenance packages or by inclusion into the TDO.

C.RECORDING OF SERVICE BULLETINS

Service Bulletin accomplishment will be recorded and become a part of the aircraft permanent records. Each maintenance supervisor will ensure that the aircraft or equipment permanent records show the method of compliance with the SB.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

13.AIRWORTHINESS DIRECTIVE PROCEDURES

A.GENERAL.

(1)Airworthiness Directives (AD) are issued under the provisions of FAR Part 39. These directives are sent to the operator, informing of an unsafe condition in a product. The AD will provide inspections, and the conditions and limitations under which the product may continue to be operated. ADs fall into two general categories:

(a)One-time ADs which specify an inspection or modification that is to be accomplished only once.

(b)ADs may contain repetitive inspection and modification requirements: For example, the AD may require a repetitive inspection that can be terminated only after accomplishment of a modification.

B.IMPLEMENTATION

(1)The accomplishment of applicable ADs is implemented through the issuance of a TDO.

C.RECORDING AD COMPLIANCE.

(1)A record of the current status of applicable ADs will be maintained for each aircraft. This record will include the following information.

(a)Manufacturer

(b)AD number, and revision date

(c)Amendment number

(d)Subject matter of AD

(e)Effective date of AD

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(f)Show the method of compliance

(g)Date and TIS and/or cycles when AD is complied with.

(h)Time and date for next action for ADs requiring recurring action.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

14.AIRWORTHINESS FLIGHT TESTS.

A.GENERAL

(1)A flight test will be performed on aircraft that have been maintained or altered, in a manner which may have appreciably changed their flight characteristics or operation and ground tests, inspections, or both are unable to verify conclusively that such changes have not affected the satisfactory performance and airworthiness of the aircraft. (Reference FAR 91.407)

(2)Flight Tests will be performed when required as set forth in this chapter and may be performed when requested by an aircraft maintenance supervisor, a pilot in command, the <Your Agency> Supervisor of Maintenance, or a quality control supervisor, when in their opinion a flight is justified to assure correct operation in flight.

**NOTE:** The pilot in command (PIC) will request a flight test through the maintenance or quality control supervisor.

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ally disturbed, or unusually familiar with the operation and schedule of the <Your Agency Aviation Title>.

(4)Immediately notify their supervisor who will advise the Chief, AOD, giving complete information as to the threat received and action taken to this point.

(5)Immediately report their actions in a written statement, including all statements made by the caller verbatim, if possible. This report should be forwarded to the Chief, <Your Agency Aviation Title>, through proper channels as soon as possible.

Questionnaires should be available for ready use in each office where calls are received from the public.

Questions should be spaced so as to enable the caller's responses to be written in the appropriate area. Supervisors are responsible for maintaining the questionnaire in sufficient quantity to satisfy local needs.

D.BOMB THREAT SEARCH AND INSPECTION.

When a bomb threat search is to be conducted on any aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency>, maintenance personnel will assist when requested by the <Your Agency> person in charge. The search will normally be conducted in accordance with the following procedures:

(1)Appropriate measures will be taken to clear the danger area of personnel. The passengers will be evacuated from the aircraft. All personnel in the vicinity of the Hangar or equipment being threatened will be evacuated. If the aircraft is in the <Your Agency> Hangar the passengers and other personnel will be removed from the Hangar. If the aircraft is airborne the passengers will be deplaned at the direction of the Pilot-in-Command . If the aircraft is taxiing but not airborne, the Pilot-in-Command will issue instructions for evacuating the aircraft, which may involve emergency evacuation and the removal of any onboard personal items.

(2)The local FBI, FAA, and Airport Manager will be notified by the most expeditious means. When direct contact with these individuals is not possible, the Pilot-in-Command will advise Air Traffic Control and ask their assistance.

IX. SECURITY PROGRAMS

(3)The aircraft or ground equipment will be located to a remote area as directed by the Airport Manager or <Your Agency> person in charge.

(4)If passengers are involved they may be moved to a search area.

(5)Cargo aboard the aircraft may be removed.

(6)A complete search of the aircraft threatened will be conducted. Assistance from experts will be requested to handle and dispose of any bomb or suspected bomb found.

**UNDER NO CIRCUMSTANCES WILL ANY SUSPICIOUS OBJECT OR BOMB BE TOUCHED, HANDLED, OR DISTURBED IN ANY MANNER BY ANY MAINTENANCE EMPLOYEE, CONTRACTOR OR OTHERWISE.**

(7)If no bomb is found in the luggage, cargo, or any other area and circumstances are such that a bomb could have been hidden within the aircraft itself, a maintenance inspection may be performed in accordance with the Bomb Threat Inspection form (Reference Chapter/Section IV.2.J, form <Your Agency> GMM BTI). The <Your Agency> person in charge will direct maintenance to perform the inspection, if required.

Maintenance personnel will provide support to the bomb threat inspection team as directed by the <Your Agency> person in charge.

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