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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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.

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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.

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(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.

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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.

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(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.

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(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.

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(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.

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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.

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(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.

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(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.

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