plied 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

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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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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)

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