eoff run.

(5)Maximum Design Taxi Weight (MTW) is the maximum weight allowed for ground maneuvering per applicable governmental regulations. This weight includes the weight of taxi and run up fuel.

(6)Unusable Fuel is that amount of fuel that cannot be delivered to the engines are tanks are empty.

(7)Drainable Unusable Fuel is the "Unusable Fuel" minus the "Trapped Fuel".

(8)Trapped Fuel is the un-drainable fuel remaining when the aircraft is de-fueled and sumped in the static ground attitude, by using the normal means and procedures specified.

(9)Un-drainable Fluids is the amount of fluid remaining after draining by the normal means and specified procedures. Un-drainable fluids may be Anti-detonant augmentation injection, deicing and lavatory fluids.

(10)Arm is the horizontal distance of any item, pieces of equipment, etc., from the datum line. The arms length of distance is always given or measured in inches.

(11)Datum is a reference point or line from which distance measurements to objects are taken or began; it could be real or imaginary. A Datum may also be defined as a location on a vertical plane from which all pertinent horizontal measurements are made or indicated when the aircraft is in level flight attitude.

(12)Moment is the product of a weight multiplied by its arm.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(13)Center of Gravity (CG) of an aircraft is the pivotal point about which the nose-heavy and tail-heavy moments are equal in magnitude. It is the point about which the weight of an aircraft or any other object is concentrated.

(14)Center of Gravity Range is the distance between the most forward and most rearward CG indicated in the pertinent aircraft specifications. these limits are determined, at the time of the design and manufacture of the aircraft, as the extreme loaded CG positions obtainable within the requirements of the applicable FAR's controlling the design of the aircraft.

(15)Tare Weight is the weight of any object that must be added/subtracted from the weight of the item being weighed.

E.WEIGHING PROCEDURES.

Weighing procedures will vary with the aircraft and the type of weighing equipment employed. The weighing procedure contained in the manufacturer's manual should be followed for each particular aircraft. Accepted general procedures when weighing an aircraft are:

(1)Remove excessive dirt, grease, moisture, etc., from the aircraft before weighing.

(2)De-fuel and sump aircraft fuel system. The amount of fuel remaining in the tanks and fuel system is termed **"unusable fuel"** and is included in the aircraft empty weight.

(3)Engine oil tanks are to be full, unless otherwise noted in maintenance manual and included in the aircraft empty weight.

(4)Have all items of equipment included in the certified empty weight installed in the aircraft when weighing. These items of equipment are a part of the current weight and balance report (Equipment List).

(5)Weigh the aircraft inside a closed building to prevent error in scale reading due to wind.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(6)A pre-weighing checklist will be used and attached to the aircraft weighing form.

(7)Properly calibrate, zero and use the scales in accordance with the scales manufacturer's instructions. Each set of scales should have been calibrated, either by the manufacturer or by a department of civil weights and measures within 1 (one) year prior to weighing any aircraft.

(8)To determine the CG, place the aircraft in a level flight attitude.

(9)Do not set brakes while taking scale readings.

(10)Note tare weight when aircraft is removed from the scales.

F.WEIGHT AND BALANCE RECORDS.

The weight and balance system includes methods which will maintain a complete, current, and continuous record of the weight and center of gravity of each aircraft. Such records will reflect all alterations and changes affecting either the weight or balance of the aircraft, and will include a complete and current equipment list.

G.DISTRIBUTION OF WEIGHT AND BALANCE CHANGE

Copies of the weight and balance change will be distributed as follows:

(1)One copy (original) placed in the Airplane Flight Manual or Weight and Balance Manual, aboard the aircraft.

(2)One copy to the <Your Agency> Maintenance Coordinator for retention in the master weight and balance file for that aircraft.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

23.PRECISION MEASURING EQUIPMENT CONTROL.

A.GENERAL.

(1)This chapter sets forth procedures for the calibration, recalibration, and maintenance of precision measuring equipment and specialized measuring equipment used by <Your Agency> aircraft and avionic maintenance personnel/contractors.

(2)This chapter also establishes the responsibilities and procedures for determining the adequacy and currency of all precision measuring equipment.

B.DEFINITION.

(1)Equipment Categories

(a)Category I, Prime Standards. Used to calibrate Category II equipment.

(b)Category II, Calibration Shop Standards. Used to calibrate Category III equipment.

(c)Category III, Maintenance Standards. Used for maintenance, trouble-shooting, testing, and verification of aircraft equipment and components.

(d)Category IV, Uncontrolled Work Standards. Equipment which by its usage does not require periodic calibration.

(2)Approved Technical Procedures

(a)Manufacturer's manuals shall be used for the calibration process and frequency of <Your Agency> precision measuring equipment. Companies performing maintenance for the <Your Agency> shall have their own system, approved by the <Your Agency> Maintenance Coordinator, for maintaining the condition and calibration of precision measuring equipment.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

NOTE: If a manufacturer's manual does not exist, approved maintenance and calibration specifications will be furnished by the <Your Agency> Maintenance Coordinator. To obtain this information the requestor will include the following information in the request: (a) Model, part, or type number, (b) Item name, (c) Manufacturer, (d) Serial number, and (e) National Stock Number (NSN) of applicable military specification, when known.

(3)Calibration

(a)Comparison of the accuracy of an item of precision measuring equipment with a standard of known accuracy and adjusting it to required accuracy when necessary.

(4)Calibration Interval

(a)The maximum calendar time an item of precision measuring equipment may be used without recalibration.

**NOTE:** All requests for adjustment to calibration intervals on <Your Agency> owned equipment shall be submitted to the <Your Agency> Maintenance Coordinator for review and approval.

(5)Certification

(a)The act of determining by calibration and/or maintenance that precision measuring equipment meets the requirements established for the specific use of that piece of equipment.

(6)Facility Capability Review (FCR)

(a)A review to determine if a shop has the technical capability, manuals or approved engineering technical specifications, and tools and equipment to accomplish calibration and maintenance of precision measuring equipment.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(7)Precision Measuring Equipment

(a)Aircraft and/or avionic tooling, gauging, instrumentation, and test equipment used in maintaining and overhauling aircraft and aircraft components where specific measurements are specified.

(8)Traceability of Standards

(a)All Categories I, II, and III precision measuring equipment will be traceable to the National Bureau of Standards.

C.USE.

(1)Each person using an item of precision measuring equipment and specialized tools shall check that the item:

(a)Is identified by either the manufacturer's, or an <Your Agency> assigned serial number permanently marked on the item.

(b)Has an equipment category identified.

(c)Calibration is current, and the item is in a serviceable condition.

(d)Is removed from service and tagged as unserviceable, whenever the item is damaged, deteriorated or the calibration is not current.

**NOTE:** The item shall be repaired and/or recalibrated prior to further use.

D.ORGANIZATIONAL RESPONSIBILITIES.

(1)<Your Agency> Maintenance Coordinator shall perform surveillance on the precision measuring equipment used at the Home Base to assure:

(a)All precision measuring equipment, tools, and devices are inspected for deterioration, breakage, and general condition at thirty day intervals.

(b)Proper storage and usage is occurring. Precision measuring equipment, except for Category IV items, shall not be stored in tool boxes.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Calibration is kept current.

(2)<Your Agency> Maintenance Coordinator is responsible for:

(a)Monitoring precision measuring equipment maintenance and calibration system.

(b)Performing Facility Capability Reviews.

(c)Affixing, or causing to be affixed, a label denoting the appropriate equipment category and calibration status.

(d)Processes precision measuring equipment for calibration and maintenance.

(e)Establishing maximum calibration and repair intervals for all precision measuring equipment if different than those recommended by the equipment manufacturer.

(f)Identifying and obtaining manuals for or writing specifications for repair and functional test of precision measuring equipment when no manufacturers' manual(s) exist.

(g)Resolving questions concerning test equipment equivalency and issuing appropriate instructions regarding the item(s).

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IV.TECHNICAL DATA, FORMS, AND REPORTS

1.TECHNICAL DATA LIBRARY.

A.GENERAL.

The <Your Agency> maintains a technical data library <location> (Ex.: in it's Hangar at Will Rogers World Airport, Oklahoma City, OK), that contains the technical date required for maintaining it's fleet of aircraft.

This library contains manufacturer's manuals, service bulletins, airworthiness directives, and other technical material necessary for the maintenance of the <Your Agency> fleet.

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IV.TECHNICAL DATA, FORMS, AND REPORTS

2.FORMS.

A.GENERAL.

The <Your Agency> utilizes commercial maintenance organization's forms when applicable to record maintenance performed on it's aircraft and equipment. These forms are documented by commercial maintenance programs applicable to each aircraft and approved FAA forms used by various commercial repair facilities.

Records for purchase of spare parts, components, etc., are maintained by using maintenance contractor forms and requiring applicable information to be included on their forms.

Certain forms unique to <Your Agency> operations or where commercial forms are not applicable are maintained by the <Your Agency> Aircraft Maintenance Organization. These forms and the procedures for completing them are described in this Chapter.

Example:

USMS FORM NUMBERTITLE AND PURPOSE

NoneAircraft Log Book - Used to record flight time, servicing, and maintenance requirements and actions on USMS owned aircraft.

USMS GMM DDLDeferred Discrepancy List - Used to track deferred maintenance actions

USMS GMM FLT RELMaintenance Release and Flight Request - Used to show aircraft has been released for flight test, record results of flight test, and show flight crew acceptance.

FAA Form 8010-4Malfunction and Defect Report - Used to report aircraft and component malfunctions and defects to the USMS Maintenance Coordinators and the FAA.

IV.TECHNICAL DATA, FORMS, AND REPORTS

B.AIRCRAFT LOG BOOK.

The <Your Agency> aircraft log book is used to record operations and maintenance data and is part of the aircraft permanent record system.

The aircraft log Book is printed on NCR (No Carbon Required) paper and thus requires special handling to ensure that no writing is done on paper covering these sheets. All entries except signatures will be PRINTED legibly and accurately in BLACK ink. The fly sheet attached to the back cover must be inserted under the yellow sheet before any entries are made. Each daily aircraft log book sheet consists of three pages: blue, white, and yellow, in that order. The following procedures will be used:

Example:

(1)Entries

(a)**Date** - Date shall be entered as month/day/year.

(b)**Base** - Use the station identifier symbol; for example; "OKC" - Oklahoma City, "ATL" - Atlanta.

(c)**'N' number** - United States Registry Identification. Example; N1, N92.

(d)**Crew** - The pilot in command (PIC) will enter the names of all crewmembers and any additional passengers.

(e)**Station Symbol** - Enter the station identifier symbol; for example, "OKC" - Oklahoma City, "STL" - St. Louis.

(f)**Time** - Time in service will be entered by the pilot as the time OFF the moment an aircraft leaves the surface of the earth and ON when it touches it at the next point of landing. Enter the time in 24-hour local standard time. Pilots shall enter total elapsed time in tenths as follows. If an elapsed time meter is installed, the reading before take-off shall be entered in OFF block and the reading after landing in the ON block.

(1)1 - 2 min. = .0

(2)3 - 8 min. = .1

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

(3)9 - 14 min. = .2

(4)15 - 20 min. = .3

(5)21 - 26 min. = .4

(6)27 - 33 min. = .5

(7)34 - 39 min. = .6

(8)40 - 45 min. = .7

(9)46 - 51 min. = .8

(10)52 - 57 min. = .9

(11)58 - 62 min. = 1.0

(g)**Aircraft Landings** - Total landings carried forward from previous page and total landings on current page totaled together and brought forward to the next page.

(h)**Discrepancy Block** - Discrepancies, (preparing for flight, during flight, immediately following flight, and while performing line maintenance) shall be entered in this column.

(i)**Corrective Action Block** - Enter the corrective action for the discrepancy. Each discrepancy will be signed off with a signature, certificate number, date, and station.

(j)**Item/Component Replacement** - Maintenance will enter position number, part number, and serial number in this block.

(k)**Engine Trend Monitoring Check** - Flight crews shall record engine readings during cruise at least once a day, weather permitting.

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

(l)**Airworthy Release** - This space is provided for a certificated mechanic to release the aircraft for flight after maintenance has performed a Daily/Weekly inspection and/or repair.

(1)An authorized signature in the "Aircraft Released" block verifies that:

(a)All inspection panels, and hatches (interior and exterior) are closed and secured for flight.

(b)Aircraft total time and total landings recorded and entered are correct.

(c)The aircraft has been serviced with the specified amount of fuel.

(d)Daily inspection is completed and signed.

(e)So far as the discrepancy/corrective actions the aircraft is prepared for flight. A certificated mechanic with a valid airframe and powerplant rating will be authorized to sign this block.

(m)**Oil Added** - Enter oil in pints, quarts, or gallons as appropriate in space provided.

(2)Disposition of Forms

Upon completion of each operating day, the original blue sheet will be removed and delivered to the activity maintaining the aircraft log book. All discrepancies must have corrective action entered and signed off before blue and white sheets are removed. Entries stating "transferred to Deferred Discrepancy List" are considered corrective action and should be used on any item except an MEL item if the blue and white sheets must be removed before discrepancies can be cleared. Each day the blue sheet will be removed and forwarded to the <Your Agency> Supervisor of Maintenance. The white sheet will be retained by the maintenance facility. The third copy (yellow sheet) remains in the logbook.

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

**EXCEPTION**: While aircraft are on itinerary, all sheets shall remain in the aircraft flight log until the aircraft lands at or returns to the <Your Agency> home maintenance base. It is the responsibility of the person filing the blue sheets to review the sheets for accuracy of all time entries. Incorrect entries may cause inspections or replacement of flight-hours-controlled items to occur too early or too late, resulting in increased cost or unsafe conditions.

(3)Reconciliation of Aircraft Log Book Entries

Airframe and engine times, and number of landings shown in the aircraft log book will be reconciled by the <Your Agency> Maintenance Coordinator as follows:

(a)Prior to starting each scheduled inspection.

(b)When logbook is completed.

(c)When an aircraft is reassigned.

A written entry showing the date and signature of the person making the reconciliation will be made on the appropriate page of the aircraft log book.

AIRCRAFT LOG BOOK FORM

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

C.DEFERRED DISCREPANCY LIST.

The Deferred Discrepancy List shall be used to record all deferred discrepancies. This form is located on the inside of the front cover of the aircraft log book carried in the aircraft. All sheets with outstanding items must be transferred to the new aircraft log book when it is placed in use.

(1)Entries

(a)**Entry Number** - Enter the number of the discrepancy. Entries shall be entered consecutively. When using a new sheet, use the next consecutive number.

(b)**Date** - Enter date discrepancy is entered.

(c)**Discrepancy** - Self explanatory.

(d)**Not-to-Exceed Time (NTE)** - Enter the not-to-exceed time for correcting the discrepancy.

(e)**Location** - Enter the location of the maintenance facility where work was completed.

(f)**Signature** - Signature of person making the entry.

(g)**Corrective Action** - Self explanatory.

(h)**Date Parts Order** - Self explanatory.

(i)**Work Performed By** - Self explanatory.

(j)**Sheet Number** - Deferred discrepancy list sheet numbers shall be consecutive.

(2)Disposition of Forms

When all entries on the deferred discrepancy sheet are completed, the sheet will be filed as part of the aircraft records.

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

(3)Instructions for Use

Place this sheet on the inside cover of the aircraft log book. Enter the entry number, date, discrepancy item, not to exceed time, location and signature. Signature for the deferred discrepancy item means that the discrepancy is safe for further flight. All deferred discrepancies will be processed in accordance with Chapter/Section III.9.

Example:

DEFERRED DISCREPANCY LIST FORM

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

D.MAINTENANCE RELEASE AND FLIGHT REQUEST.

This form is used to request a flight test and/or evaluation. It provides spaces for sign off by maintenance personnel showing the aircraft has been properly prepared for the flight.

(1)Entries

(a)**Registration Number** - Enter the "N" number of the aircraft being tested.

(b)**Time** - Enter the time the aircraft is ready for flight test/evaluation.

(c)**Date** - Enter the date of the flight test/evaluation.

(c)**BLOCK 1** - Flight crew will enter the reason for the flight test/evaluation.

(d)**BLOCK 2** - Enter appropriate maintenance sign offs.

(e)**BLOCK 3** - Enter the signature of the person approving the release of the aircraft for the flight test/evaluation.

(g)**BLOCK 4** - Flight crew will enter the reason for the re-flight(s).

(h)**BLOCK 5** - Flight crew will sign to show the flight was completed satisfactorily.

(i)**BLOCK 6** - Maintenance will sign to show the aircraft is released for routine service.

(2)Disposition of Form

Completed forms will be forwarded to the <Your Agency> Maintenance Coordinator for filing in the aircraft records.

Example:

MAINTENANCE RELEASE AND FLIGHT REQUEST FORM

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

E.MALFUNCTION AND DEFECT REPORT.

Reports of defects and/or un-airworthy conditions shall be reported to the <Your Agency> Maintenance Coordinator in letter format or using FAA Malfunction and Defect Report, FAA form 8010-4.

(1)Entries

(a)**BLOCK 1** - Aircraft registration number of the aircraft

(b)**BLOCK 2** - Aircraft manufacturer, model/series, and serial number

(c)**BLOCK 3** - Powerplant manufacturer, model/series, and serial number

(d)**BLOCK 4** - Propeller manufacturer, model/series, and serial number

(e)**BLOCK 5** - Specific part of component causing trouble

(1)Part Name

(2)Manufacturer's model or part number

(3)Serial number

(4)Part/Defect location

(f)**BLOCK 6** - Appliance/component assembly that includes part

(1)Appliance/component name

(2)Manufacturer

(3)Model or part number

(4)Serial number

(5) Part total time

(6)Part time since overhaul and last overhaul facility

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

(7)Part condition

(g)**BLOCK 7** - Date the report is submitted

(h)**BLOCK 8** - Comments describing the malfunction or defect and the circumstances under which it occurred. State the probable cause and the recommendations to prevent recurrence. Include whether an accident or incident was involved, disposition of the component/part, and any other information that would assist in the investigation of the malfunction or defect. Indicate date and conditions under which it was discovered (i.e., 10/23/92 during C-1 check.)

(i)The report shall be identified with the following information:

(1)Name of the submitter (i.e., AXZ Repair Station, BCA Aviation, etc.)

(2)<Your Agency> as the operator

(3)Date submitted

(4)Telephone number (405) 231-5805 for further details.

The report shall be filed even though all information required above is not available. When additional information, including information from the manufacturer or other agency, concerning a report required by this section, the imformation will expeditiously be submitted as a supplemental to the first report and reference the date and place of submission of the first report.

Example: (contd.)

MALFUNCTION AND DEFECT REPORT FORM

FAA Form 8010-4

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

F.MINIMUM EQUIPMENT LIST EXTENSION AUTHORIZATION REQUEST.

This form is to grant an extension when the repair can not be accomplished within the specified time interval granted in the Minimum Equipment List.

(1)Entries

(a)MEL Control Number. To be obtained from the <Your Agency> Maintenance Coordinator

(b)Aircraft and ATA Code and MEL Item No. Self explanatory.

(c)MEL Nomenclature and Category. In accordance with the MEL

(d)Time Recorded in Aircraft Log Book and Date. Self explanatory.

(e)Expiration Time. In accordance with MEL (hours, days, and/or landings).

(f)Supply Document Number and Estimated Delivery Date. Information concerning parts on order.

(g)Justification for Extension. Parts availability, etc.

(h)Maintenance Person Requesting Extension. Signature and title of person requesting extension.

(i)Amount of Extension Authorized. To be determined by the <Your Agency> Supervisor of Maintenance.

(j)Expiration Time and Date. To be determined by the <Your Agency> Supervisor of Maintenance.

(k)Extension Authorized By. Signature of <Your Agency> Supervisor of Maintenance or Designee.

(2)Disposition of Form

Copies of the form will be distributed as per Chapter/Section III.6.

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

MINIMUM EQUIPMENT LIST EXTENSION AUTHORIZATION REQUEST FORM

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

G.SPECIAL FLIGHT PERMIT.

This form is provided for maintenance activities to document requests for ferry flights and special flight permits.

(1)Entries

The items on this form are self explanatory.

(2)Disposition

Per Chapter/Section III. of this manual.

IV.TECHNICAL DATA, FORMS, AND REPORTS

Example: (contd.)

SPECIAL FLIGHT PERMIT FORM

IV.TECHNICAL DATA, FORMS, AND REPORTS

H.INCOMPLETE MAINTENANCE WORK TURNOVER, <Your Agency> FORM #

1.General

This form is provided to document incomplete work so that the following shift can resume the task without overlooking any step. It is not necessary to use this form for incomplete work on inspection forms as the sign-off columns depict where the work terminated. It is intended that the crew leaving an unfinished task shall initiate this form whenever it is needed. This form is not intended to replace AC Form 4100-155 or AC Form 4100-155-1 for hand-off of normal partially completed discrepancies.

(2)Instructions for Use

(a)Description of Job

Enters complete description of job being performed. Example: Replace left engine fuel pump.

(b)Work Done

Enters steps completed, lines or connections not tightened, parts replaced, etc. Example: (1) Lines loosened at carburetor: (2) fuel pump replaced and mounting bolts tightened.

(c)Work Remaining

Enters steps which must be done to complete the job. Example: (1) Hook up inlet and outlet fuel lines to pump; (2) tighten fuel line at carburetor; (3) perform leak check and adjust pressure.

(3)Disposition

Crews leaving incomplete work for which this form has been prepared, shall leave form at work station. Crew completing remaining work on form shall submit completed form to work station. Completed forms shall be filed with the main base aircraft records.

IV.TECHNICAL DATA, FORMS, AND REPORTS

INCOMPLETE MAINTENANCE WORK TURNOVER

<Your Agency> FORM #

IV.TECHNICAL DATA, FORMS, AND REPORTS

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V. AIRCRAFT MAINTENANCE TIME LIMITS

1.GENERAL.

A.GENERAL.

This section establishes control of inspection and overhaul frequencies and prescribes the procedures to be used in establishing basic intervals of maintenance operations, functional checks, inspection, overhaul, etc., of <Your Agency> aircraft, engines, and associated equipment.

B.ESTABLISHING INSPECTION, OVERHAUL TIMES, ETC., FOR NEW AIRCRAFT OR EQUIPMENT.

When aircraft or equipment new to the system is introduced into the <Your Agency>, the following shall apply:

(1)Establishment of inspection frequencies, overhaul intervals, etc., will be based on a review of applicable maintenance information and the manufacturer's maintenance requirements. Consideration will be given to the intended mode of aircraft operation.

(2)Where only the manufacturer's recommendation exists, it will be accepted and adjusted to compensate for the intended aircraft flight profile.

(3)When no recommendations exist, and equipment is not listed in operations specifications, the following will apply:

(a)Military technical orders will be reviewed to determine time intervals when the item is of military origin.

(b)Time intervals of <Your Agency> aircraft/equipment having similar characteristics or use will be reviewed.

(c)The intended operation and environmental conditions to which the aircraft/ equipment will be subjected shall be evaluated against (a) and (b) above.

(d)If time intervals are required for one-of-a-kind or unique equipment and there is no reference to use as a guide, intervals will be established on the basis of equating (b) to the applicable portion of (c).

V. AIRCRAFT MAINTENANCE TIME LIMITS

C.INSPECTION/OVERHAUL ADJUSTMENTS.

Adjustments in time will be based on an analytical review of the maintenance program inspection findings and component removal data. Due to the small fleet size, the element of judgement and experience may, in some cases, be required to determine if an inspection/overhaul frequency should be increased or decreased.

(1)Airframe

Maintenance inspection data pertaining to the aircraft/equipment under consideration will be under continual observation to determine the significance, frequency, and quantity of component removals and discrepancies.

(2)Engines/Propellers/Associated Components/Accessories/Appliances

(a)Data accumulated through the maintenance inspection program and removal data will be evaluated, taking into consideration the frequency of malfunctions or failures as related to the quantity of component removals, component operating time, and the total number of significant discrepancies. Opinions obtained from all maintenance activities will be considered prior to making a final determination but will not be justification for change(s) without substantiating documentation.

(3)Documentation

All adjustments to routine inspections, major aircraft inspections, aircraft components, engine overhaul times, hot section inspections, and propeller overhaul times will be documented and issued as revisions or supplements to appropriate maintenance program documents.

(4)Increments

Manufacturer's recommended inspections and overhaul time intervals may be utilized in lieu of the sampling provided safe operation(s) can be expected.

V. AIRCRAFT MAINTENANCE TIME LIMITS

(5)Program Measurements - In general, reliability is measured by:

(a)Pilot reports and unscheduled removals per 1,000 aircraft hours;

(b)Shutdowns per 1,000 engine hours;

(c)Serious hazard reports.

(d)Malfunction or Defect Reports

(6)Systems are reviewed and measured against established values. Initial values are established based on the manufacturer's historical experience.

(7)As problem areas are identified, detailed investigations are initiated and appropriate corrective measures implemented.

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V. AIRCRAFT MAINTENANCE TIME LIMITS

2.AGE CONTROL OF AIRCRAFT PARTS, SUPPLIES, AND EQUIPMENT.

A.GENERAL.

This chapter prescribes time limits for storage, issue, and shipment of specific items and categories of aircraft parts, supplies, and equipment owned and managed by the <Your Agency> and prescribes the action to be taken at the end of such time limits.

B.RESPONSIBILITIES.

The <Your Agency> Supervisor of Maintenance is responsible to ensure that qualified personnel (equal to those for the Aviation Supply Clerk) are assigned to:

(1)Establish and maintain identification, condition, and status of aircraft parts, supplies, and equipment;

(2)Make systematic inspection of aircraft parts, supplies, and equipment being received, shipped, and in storage to determine if the age control period has expired or if obvious or suspected damage or deterioration has occurred which may render parts and equipment unfit for use;

(3)Establish age control time limits for other than <Your Agency> owned and managed aircraft parts and equipment that meet the age control criteria set forth by the original manufacturer.

(4)Ensure that appropriate inspection, maintenance, or disposal action is accomplished on parts and equipment requiring such action.

C.DEFINITIONS.

(1)"Age Control" is the designation of a specific maximum period of age after cure date or assembly date, based on proper preservation and method of packaging, that will assure parts or equipment will not become unserviceable due to deterioration prior to issue for use.

(2)"Cure Date" is the date that an uncured compound is cross linked to change the physical properties and produce an elastomeric or rubber like material.

V. AIRCRAFT MAINTENANCE TIME LIMITS

(3)"Assembly Date" is the date applicable parts are installed in an appliance, accessory, or higher assembly.

(4)"Functional Test" is a test using equipment and procedures specified in the appropriate overhaul, repair, or inspection manuals to determine serviceability.

D.CRITERIA.

(1)Experience shows that certain items deteriorate while in storage. Such items require inspection, functional test, or other maintenance action prior to issue or shipment if the specified age control period has elapsed since manufacture, last inspection, or overhaul. Age control periods are considered maximum safe time limits. Where assemblies contain items subject to age control, the age control period of such separate items will normally apply to the complete assembly. When an assembly is subject to age control, subassemblies will be subject to the same control.

(2)Criteria for applying age control to aircraft parts and equipment.

(a)Assemblies or components which have a direct affect on safety of flight and/or life sustaining equipment will be subject to age controls if factual data indicates that premature failure may occur as a result of deterioration while in storage.

(b)For new parts or equipment entering the inventory, experience gained on like parts or equipment will be used to establish age control limits. If no factual shelf life deterioration date is available, such items shall not be subjected to age control until experience dictates. Other items, which factual data indicates serviceability has deteriorated due to shelf life, will be considered for age control.

(c)Age controls will not be applied to items containing silicone, neoprene, or teflon merely because of the presence of these materials in the part or assembly.

(d)Supplements to this manual will be issued as necessary to provide current age control instructions.

V. AIRCRAFT MAINTENANCE TIME LIMITS

E.PERIOD INSPECTION AND FUNCTIONAL TEST.

(1)Certain parts or equipment require specific action be taken while materials are in storage or prior to issue to ensure that the designated age limit has not elapsed and the item is serviceable. If an item is not specifically identified it is "on condition" and must be visually inspected prior to installation and a complete functional and operational test performed after installation to determine serviceability. The part, supplies, or equipment manufacturer's age limits will be followed when available. As an alternate, the original equipment manufacturer's (Boeing, Cessna, etc.) recommendations may be used.

(2)Manufacturer's often permit extensions of age limits if specific tests or other conditions are met. The following procedures may be used to return items to stock when age limits have been reached:

(a)If the age limit of an item indicates that the item requires a functional test and the required maintenance action be performed prior to use

those items determined to be serviceable as a result of functional test (and maintenance action as necessary) shall have the shelf life expiration date extended for 1 year from the date of such test. Re-test and further extension of shelf life limits, if justified, shall be accomplished each succeeding year. The functional test shall consist of appropriate procedures necessary to determine operational serviceability of the part or equipment. This test may be performed at any maintenance base where adequate facilities are available or by local certificated contractor if more expedient or economical than returning the item to the <Your Agency> Home Base. When such facilities are not available, E&R items shall be processed locally. All such items returned to the <Your Agency> Home Base shall have the original serviceable parts tag and/or certification attached and appropriate repairable part tag bearing the note: "Functional Test Due."

V. AIRCRAFT MAINTENANCE TIME LIMITS

(b)If the age limit of an item indicates that the item requires maintenance action prior to issue if the designated limit has elapsed the maintenance action will include replacement of all gaskets, diaphragms, seals, and other components containing natural or synthetic rubber and, when necessary, bearings, lubricants, and any other components and/or reconditioning required to place the item in a serviceable condition. After such reconditioning, the item is eligible for issuance and use for the full term of the designated age limit.

**NOTE**: Where facilities are not equipped to provide this maintenance, E&R items shall be returned to the <Your Agency> Home Base; non-E&R items shall be processed locally. All such items shall have the original serviceable parts tag and/or certification attached and appropriate repairable part tag bearing the note: "Has exceeded storage time; maintenance action required."

(c)If the age limit of an item indicates that the item is considered unsuitable for its intended use at the expiration of the designated period, it shall be removed from stock for processing as administratively condemned parts and/or equipment.

F.INSPECTION AND DISPOSITION OF SYNTHETIC RUBBER.

(1)Personnel assigned responsibility for surveillance of parts and equipment in storage will screen stocks of age-controlled synthetic rubber parts once annually or more frequently if necessary to disclose parts suspected to be deteriorated or which will be over-age prior to next inspection.

(2)Expendable items determined to be unserviceable by designated quality control personnel shall not be issued for use on aircraft or aircraft accessories. Fuel cells (E&R items) determined to be unserviceable but reparable in accordance with applicable maintenance or repair instructions may be repaired by any facility having such capability. Whenever inspection of any expired-age fuel cell reveals no evidence of un-serviceability, the re-inspection date may be extended for 1 year, after which the fuel cell may be re-inspected and time extended for 1 more year, if still serviceable. Total allowable extension is 2 years. The age limit for bulk and precut hose and hose assemblies may be extended by being visually inspected. Total allowable extension is 1 year.

V. AIRCRAFT MAINTENANCE TIME LIMITS

(3)An accessory shall not be accepted into the <Your Agency> supply system without evidence of cure date; date of manufacture, overhaul, or test; the item shall have at least 50% of its age control limit remaining when accepted.

G.AGE CONTROL OF AVIONIC PARTS AND EQUIPMENT.

(1)Shelf time limits for avionic equipment while in storage, are based on the method of preservation which defines the maintenance action necessary when storage time limits have expired. Equipment accepted by the <Your Agency> shall have a shelf life indicated on the part serviceable tag and be based on the equipment and preservation methods used by the repair/shipping facility.

(2)Preservation methods and maintenance action prescribed herein are established to prevent deterioration of avionic equipment while in storage and are considered to be safe maximum limits for all geographic areas and storage conditions.

(3)All avionic items listed shall receive maintenance action as prescribed upon expiration of the applicable storage time limit.

H.PREFERRED PACKAGING AND/OR PRESERVATIONS.

The method of packaging and/or preservation for each item, along with the shelf life expiration date, must be identified on the serviceable part tag. A brief description of preferred methods of preservation and identification is given below. Military specification MIL-P-116 fully describes the methods and will be used as reference.

(1)Method I - Preservative coating (with grease-proof wrap as required).

(2)Method IA - Water/vapor proof enclosure (with preservative as required).

(3)Method IB - Strippable compound coating (hot dip).

(4)Method IC - Waterproof barrier (with preservative as required).

(5)Method II - Water/vapor proof barrier with desiccant (with contact preservative when required).

(6)Method III - Packaged for mechanical and physical protection only.

V. AIRCRAFT MAINTENANCE TIME LIMITS

I.MAINTENANCE ACTION AND INSPECTIONS.

(1)Avionic equipment requires a specific maintenance action to be taken upon expiration of the storage time limit. (Refer to the manufacturer's manuals for these limits and appropriate action for the item involved) Some of the actions to be taken are:

(a)A visual inspection to determine condition. Whenever there is evidence that the item is unserviceable, appropriate maintenance action shall be taken to restore its serviceability.

(b)An operational check which shall consist of performing all necessary test procedures, utilizing a suitable test stand or mockup, to determine that the item is operating properly. Items found to not be operating properly shall receive additional maintenance action as necessary to restore their serviceability.

(c)An inspection, including any necessary disassembly, to determine the operational reliability of the item. Maintenance performed during this inspection shall include removal of any rust or corrosion detected; relubrication of gear trains; replacement or repacking of bearings; reforming or replacement of electrolytic capacitors; replacement of deteriorated seals, gaskets, or rubber goods; and the replenishment of liquid levels as necessary to assure the item's reliability. The item shall be given a complete operational check utilizing a suitable test stand or mockup upon completion of any required maintenance and prior to returning to storage.

(2)New re-inspection dates will be entered on the part serviceable tag upon completion of the maintenance action. Such dates will be computed by adding the appropriate storage period time interval to the date upon which the prescribed action was accomplished.

(3)All maintenance actions and inspections shown may be performed at any maintenance activity when adequate facilities are available. Items which, because of expired storage item, require maintenance action which exceeds the capability of a maintenance facility will be appropriately identified and returned to the <Your Agency> Home Base for further action.

V. AIRCRAFT MAINTENANCE TIME LIMITS

J.ISSUING LIMITATIONS.

The personnel assigned responsibility for surveillance of avionic parts and equipment in storage will ensure that all serviceable property is stored and issued in a manner which will provide for the issuance of oldest items first.

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VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

1.PERSONNEL PERFORMING MAINTENANCE ON AIRBORNE EQUIPMENT.

A.GENERAL.

All personnel, temporary or permanent, performing maintenance or servicing of <Your Agency> aircraft or ground support equipment, may, at the discretion of the <Your Agency>, be required to undergo a criminal background check. This check may also include a history of violations and other actions contained in the individual's FAA certificate record maintained by the FAA.

Ten (10) working days prior to hiring any new employees or assigning different employees to perform maintenance or servicing of <Your Agency> aircraft or GSE, Contractors providing support to the <Your Agency> shall provide the following information on prospective employees to the <Your Agency> COTR:

(1)Full name of employee

(2)Date of birth

(3)Social security number

(4)Driver license number

(5)Place(s) of residence for the past ten (10) years

(6)FAA Certificate number, if applicable

If the <Your Agency> determines that an employee is unsuitable, the <Your Agency> shall have the right to require the replacement of said employee within five (5) working days.

VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

B.PERSONNEL QUALIFICATION.

Qualifications for each position supported by a contractor are as follows:

(1)Shift Supervisor This person shall hold a valid mechanic certificate issued by the FAA with both airframe and powerplant ratings; and have a minimum of ten (10) years of experience in aircraft and powerplant maintenance; and have a minimum of five (5) years experience with the Federal Aviation Regulations, Part 121, 125, 135, or 145 operations at the level of responsibility for making airworthiness determinations. Must possess a working knowledge of all applicable regulations and the <Your Agency> GMM.

(2)Lead Mechanic This position shall hold a valid mechanic certificate issued by the FAA with both airframe and powerplant ratings; and have held the certificate and exercised the privileges for a minimum of seven (7) years with two (2) of those years working with the type aircraft identified herein at the level of responsibility for making airworthiness decisions.

(3)Aircraft Mechanic This position shall hold a valid mechanic certificate issued by the FAA with both airframe and powerplant ratings; and have five (5) years experience with one (1) year at the level of responsibility for making airworthiness decisions.

(4)Radio and Electrical TechnicianRadio and Electrical Technician(4)Radio and Electrical Technician This position shall have a valid mechanic certificate issued by the FAA with both airframe and powerplant ratings; or a General FCC License; and have five (5) years radio, avionics, and electrical experience.

(5)Aircraft Mechanic Helper This position shall hold a valid mechanic certificate issued by the FAA with either an airframe or powerplant or both rating; and have a minimum of one (1) year training or equivalent experience.

VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

2.PERSONNEL PERFORMING MAINTENANCE ON GROUND SUPPORT EQUIPMENT.

A.GENERAL

Personnel performing maintenance on <Your Agency> owned ground support equipment must be cleared as per Chapter/Section/Paragraph VI.1.A if the equipment is located the confines of the <Your Agency> Hangar and/or ramp.

B.PERSONNEL QUALIFICATIONS.

(1)GSE Mechanic. This person shall have a minimum of five (5) years experience in aviation ground support equipment maintenance. The experience must cover those general types of GSE used by the <Your Agency>.

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VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

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

A.GENERAL

Personnel performing stores or aircraft cleaning duties under contract must be cleared as per Chapter/Section/Paragraph VI.1.A if their duties require them to be within the confines of the <Your Agency> Hangar and/or ramp.

B.PERSONNEL QUALIFICATIONS

(1)Aviation Supply Clerk This person shall have one (1) year experience working with aircraft tools and parts and possess a knowledge and understanding of the hazards associated with them. This person shall also have at least one (1) year experience working with the age control of aviation parts, supplies, and components.

(2)Cleaner This person shall have six (6) months experience working around aircraft or similar equipment and possess a knowledge and understanding of the hazards associated with them.

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VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

4.MAINTENANCE AND INSPECTION TRAINING PROGRAM

A.GENERAL

(1)An effective continuous maintenance and inspection program requires formal aircraft and avionics maintenance training programs for <your agency or contractor> personnel. The training must enable the employees to perform their duties at a competent level and comply with the provisions of FAR Part 135, Section 433. The most effective training organization is an entity separate from the maintenance organization.

B.<Your Agency or Contractor> TRAINING OFFICER

(1)The duties and responsibilities of <your agency or contractor> Training Officer are listed below and may be delegated to the extent necessary, except for item (a).

(a)Responsible for the overall training of aircraft maintenance personnel except the RII training.

(b)Ensure that all maintenance personnel are current and properly trained in accordance with this GMM.

(c)<Your agency or contractor> Training Officer will arrange and schedule all needed training. This may require checking and coordinating with various universities, industry, and the FAA Academy, etc., to determine availability of training.

(d)Courses obtained or developed will be evaluated by <your agency or contractor>Training Officer

(e)Ensure that all required training records for maintenance and inspection personnel are current and in proper files. The files will be maintained in the office of the <your agency or contractor> Training Officer.

**Note**:Required Inspection Item (RII) authorization records will be the responsibility of and located in the office of the <Quality Control Section Supervisor or other approved title>

VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

(f)Ensure the individuals training records reflect the number of hours of training, course completion date, and includes signed documents signifying satisfactory course completion.

(g)Ensure that all required training is conducted in a timely manner.

(h)Maintain a file listing OJT Instructors, and their qualifications.

C.EQUIVALENT TRAINING EXPERIENCE

(1)The Supervisor of Maintenance may accept in lieu of training, documents, certificates, and authorizations which reflect training associated with the job function an employee received during previous employment. This experience must have been exercised within the previous three years.

(2)The <your agency or contractor:> Training Officer will be presented with a copy of all training documents and will update the employee training records.

D.TYPES OF TRAINING

(1)<Your Agency or Contractor, as appropriate> training courses.

(a)Indoctrination Training

1 Each <your agency or contractor:> employee will receive familiarization training as soon as possible, but not to exceed 120 days after entering on duty. This training will include:

aFAA rules and regulations;

bSafety and fire control;

c<Your Agency> General Maintenance Manual;

d Technical Manuals;

e<Your Agency> policies and organization;

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(b)Directed Study Courses

1This type of training is not required but is recognized as being an integral part of an employee's career progression.

(c)Out of Agency Training

1This is classroom type training which is performed under the supervision of an out-of-agency training facility.

2Documents and Certificates presented to the employee upon satisfactory completion of a course will be entered in the employee's permanent training record file.

(d)Informal On-the-Job Training

1Informal on-the-job training is conducted at the work site by a supervisor, designated instructor, or manufacturer's representative. This type instruction is limited to the demonstration of a maintenance operation or the direct supervision of an employee performing maintenance. Course material is not required.

(e) Formal On-the-Job Training

1Formal on-the-job training may be conducted by the supervisor, designated instructor, or manufacturer representative as an integral part of an employee's normal work assignment.

2Maintenance OJT Instructors will be qualified by experience, job knowledge, schooling.

(f)Ground Operations of <Your Agency> Aircraft Training

1<Your agency or contractor> will establish and continue an on-the-job proficiency program to qualify and maintain currency of mechanics who require aircraft engine run-up and taxi authorization.

VI. AIRCRAFT MAINTENANCE AND INSPECTION TRAINING PROGRAM

2No person shall perform engine run-up or taxi of <your agency> aircraft until checked by a designated proficiency check examiner.

3Each person recommended for run-up authorization must hold a valid airframe and powerplant rating and be recommended by the Aircraft Maintenance Foreman.

4Tests will be revised and maintained in the Aircraft Maintenance Foreman's office.

5After meeting the requirements, a Taxi and Runup Authorization will be issued and placed in the persons training file.

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