wances for the service intended. These services include:

(a)Manuals and navigational equipment.

(b)Air-crew members, passengers, and baggage.

(c)Removable cabin and meal service equipment.

(d)Food and beverages.

(e)Usable drinking and washing water.

(f)Emergency equipment, (life rafts, life vests, etc.).

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(g)Cargo handling system, cargo containers, and/or cargo tie down equipment if used.

(h)Flight spares, maintenance supplies, and equipment.

(4)Maximum Design Takeoff Weight or Maximum Gross Weight (MDTW or MGW) of an aircraft is the maximum weight authorized by government regulations for the takeoff condition of a dispatch-loaded aircraft, and it excludes the weight of taxi and run-up fuel. This is the aircraft weight at "Brake Release" or start of takeoff 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.

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(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.

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(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.

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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.

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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)

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