employee's supervisor. Proposed manual changes and supplements will be reviewed for compliance with <Your Agency> policy and accomplish needed printing and distribution.

I. GENERAL MANUAL SYSTEM

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

(1)Types of Changes:

(a)Routine Changes

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

(b)Urgent Changes

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

(c)Action Days

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

ROUTINE . . . . . . .within 30 DAYS

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

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

I. GENERAL MANUAL SYSTEM

E.LIST OF EFFECTIVE PAGES.

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

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

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

(b)Page(s) Revised

(c)Original Issue Date

(d)Revision Date

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

I. GENERAL MANUAL SYSTEM

5.DISTRIBUTION.

A.GENERAL.

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

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

SAMPLE REVISION NOTICE TRANSMITTAL LETTER

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

FROM:Supervisor of Maintenance

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

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

Revision NumberPurpose of RevisionDate of Revision

11. Update list of effective pages

2. List additional recipients of the manual

3. Adding new forms

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

Holder of Manual - Print NameDate Inserted

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

Signature of Manual Holder

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

Supervisor of Maintenance - Date Signed

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

I. GENERAL MANUAL SYSTEM

6.TECHNICAL MANUALS.

A.GENERAL.

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

B.DEPARTMENT OF DEFENSE AIRCRAFT

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

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

1.FUNCTIONAL STATEMENTS

A.<Your Agency Title, Aviation Chief>

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

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

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

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

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

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

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

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

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

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

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

D.MAINTENANCE COORDINATOR(S).

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

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

A Maintenance Coordinator shall have the following minimum qualifications:

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

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

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

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

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

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

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

A Equipment Specialist shall have the following minimum qualifications:

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

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

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

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

A Maintenance Planner shall have the following minimum qualifications:

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

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

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

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

2.ORGANIZATIONAL CHART

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

3.CONTRACT MONITORING RESPONSIBILITIES

A.GENERAL .

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

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

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

4.FACILITY CAPABILITY REVIEW(S) AND AUDITS.

A.GENERAL

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

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

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

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

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

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II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

5.POST ACCIDENT/INCIDENT REPORTING PROCEDURES.

A.GENERAL.

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

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

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

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

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

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

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

B.DEFINITIONS

The following definitions apply to this Chapter:

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

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

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

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

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

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

(c)Severe hemorrhaging

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

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

C.IMMEDIATE NOTIFICATION

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

(1)Flight control system malfunction or failure

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

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

(4)In-flight fire

(5)Aircraft collide in flight

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

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

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

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

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

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

D.WRITTEN REPORTS

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

(1)Aircraft departing and:

(a)Takeoff aborted due to mechanical failure

(b)Takeoff and immediate return due to mechanical failure

(c)Takeoff and diversion due to mechanical failure

E.ACCIDENT/INCIDENT SCENE SECURITY

The PIC or PIC representative shall:

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

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

(a)to remove trapped or injured persons

(b)to protect equipment/material from further damage

(c)to protect the public from injury

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

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

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

F.OTHER OCCURRENCES

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

(1)Ground Operations Occurrences

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

functioning without the intention of flight.

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

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

(2)In-flight Occurrences

(a)Rapid decompression requiring emergency action

(b)Failures requiring emergency action

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

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

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

(f)Unscheduled in-flight engine shutdown

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

(h)Hard landings

II. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

G.GROUND ACCIDENT/INCIDENT SCENE SECURITY

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

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

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

1.APPLICABLE FAR'S

A.GENERAL .

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

B.SPECIFIC FAR'S .

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

2.DESCRIPTION

A.CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM ELEMENTS

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

(1)Aircraft Inspection

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

(2)Scheduled Maintenance

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

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(3)Unscheduled Maintenance

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

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

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

(5)Structural Inspection Program/Airframe Overhaul

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

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(6)Required Inspection Items (RII)

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

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

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

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

2.Installation and repair of major structural components.

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

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

(7)Maintenance Manuals

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

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

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

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

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

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

B.RESPONSIBILITY FOR AIRWORTHINESS

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

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

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

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

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C.MAINTENANCE/INSPECTION ORGANIZATION

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

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

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

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

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

D.PERFORMANCE AND APPROVAL OF MAINTENANCE AND ALTERATIONS.

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

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

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

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

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

E.ARRANGEMENTS WITH OTHER PERSONS FOR MAINTENANCE.

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

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

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

F.CONTINUING ANALYSIS AND SURVEILLANCE.

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

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

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

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

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

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

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

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

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

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

(e)Indications of inadequate training.

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

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

G.INSPECTION AND MAINTENANCE PROGRAM STANDARDS.

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

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

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

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

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

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

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

H.APPROVAL PROCESS.

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

3.RESPONSIBILITY FOR AIRWORTHINESS.

A.GENERAL.

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

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

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

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

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

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

These evaluations are to ensure:

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

(2)Maintenance training records are maintained and correct.

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

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

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

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

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

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

C.LEASED AIRCRAFT

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

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

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

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

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

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

(d)Engine fire extinguisher blow out disks.

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

(f)Aft air stair door condition and operation.

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

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

(3)Visually inspect engines for the following:

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

(b)#1 and #3 engine pylons.

(c)Access panels

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

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

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

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

1.Check oil quantity

2.Fire bottle and blow out disk

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(5)Check the hydraulic systems as follows:

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

(b)Charge of System A reservoir.

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

A.GENERAL

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

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

EXAMPLE:

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

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

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

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

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

A.GENERAL.

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

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

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

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

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

B.MONITORING AIRCRAFT INSPECTION AND COMPONENT TIME CHANGES.

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

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

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C.VALIDATION OF AIRCRAFT TIMES AND CYCLES.

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

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6.MINIMUM EQUIPMENT LIST MANAGEMENT PROGRAM.

A.GENERAL.

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

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

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

B.REGULATORY REQUIREMENTS.

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

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

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

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

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

C.FLIGHT CREW REPORTING PROCEDURES.

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

(1)Aircraft "N" Number.

(2)Pilot's name.

(3)Description of discrepancy.

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

D.MAINTENANCE PROCEDURES

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

(a)Pilot's name.

(b)Description of discrepancy.

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

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

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

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

(g)Name of person filing report.

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

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

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

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

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

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

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

E.DEFERRALS.

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

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

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

(2)The ATA system and item number.

(3)The discrepancy

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

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

F.TIME LIMITS.

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

G.TIME EXTENSIONS.

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

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

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

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

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

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

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

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

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

(b)<Your Agency> Chief Pilot

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

H.AIRCRAFT STATUS.

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

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

7.SPECIAL FLIGHT PERMITS.

A.GENERAL.

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

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

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

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

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

B.<Your Agency> AUTHORIZATIONS.

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

(a)Aircraft make, model, and serial number

(b)Departure date and registration number

(c)Aircraft location

(d)Flight authorization requested by

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

(f)Reasons the aircraft does not meet airworthiness requirements

(g)Limitations for safe operation

(h)Flight approval

(i)Crew

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

(k)Acceptance

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

(1)Meteorological conditions (Day VFR)

(2)Airspeed/Mach restriction

(3)Altitude/Pressurization restriction

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

(5)Aircraft weight, center of gravity limits

(6)Maneuvers to which aircraft is limited

(7)Route to be flown

(8)Flight crew qualifications

(9)Required crew to operate aircraft

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

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

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

A.GENERAL.

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

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

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

B.QUALIFICATIONS AND AUTHORIZATIONS.

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

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

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

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

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

C.APPROVAL FOR RETURN TO SERVICE.

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

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

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

D.MAINTENANCE RELEASE.

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

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

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

(b)Interior or exterior cleaning.

E.MAINTENANCE RELEASE-SERVICEABLE PARTS TAG.

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

9.DEFERRED DISCREPANCY PROGRAM.

A.GENERAL.

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

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

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

B.DEFERMENT PROCEDURES.

(1) MEL ITEMS

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

(2)NON-AIRWORTHINESS ITEMS

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)CLEARING DEFERRED DISCREPANCIES

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

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

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

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

(4)DISPOSITION

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

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

C.NUMBERING

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

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

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

10.EMERGENCY MAINTENANCE.

A.GENERAL.

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

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

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

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

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

C.USE OF SUB-CONTRACTORS BY PRIME CONTRACTOR.

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

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

11.AIRCRAFT SPECIAL INSPECTIONS.

A.GENERAL.

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

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

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

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

C.MAINTENANCE PROCEDURES

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

(2)Inspection Compliance

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

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

D.AIRCRAFT LOG BOOK ENTRY.

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

12.SERVICE BULLETIN PROCEDURES

A.GENERAL.

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

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

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

B.IMPLEMENTATION.

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

C.RECORDING OF SERVICE BULLETINS

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

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

13.AIRWORTHINESS DIRECTIVE PROCEDURES

A.GENERAL.

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

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

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

B.IMPLEMENTATION

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

C.RECORDING AD COMPLIANCE.

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

(a)Manufacturer

(b)AD number, and revision date

(c)Amendment number

(d)Subject matter of AD

(e)Effective date of AD

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(f)Show the method of compliance

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

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

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

14.AIRWORTHINESS FLIGHT TESTS.

A.GENERAL

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

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

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

(3)The Maintenance Release and Flight Request, <Your Agency> GMM Form MRFR, will be initiated to release aircraft for flight tests.

(4)There are three classifications of flight tests for <Your Agency> operations:

(a)Airworthiness Flight Test (AFT) - A flight for the purpose of testing a system or component, the failure of which may affect the airworthiness of the aircraft. Aircraft undergoing an airworthiness flight test will be returned to the base where the flight originated.

(b)Evaluation Flight (EF) - A flight for the purpose of checking a component or system for proper operation. After an aircraft evaluation flight, if the equipment being evaluated is found to operate satisfactorily, the flight crew may continue on an assigned mission with the aircraft. NOTE: if the crew continues on an assigned mission, the PIC will ensure that <Your Agency> GMM Form MRFR is mailed or faxed to the <Your Agency> Maintenance Coordinator as soon as possible upon landing.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Supplemental Type Certificate Flight (STCF) - A flight for the purpose of showing that the altered product meets applicable airworthiness requirements.

B.REQUIRED AIRWORTHINESS FLIGHT TEST ITEMS.

(1)Definitions

(a)Replacement - Indicates the removal of a damaged or malfunctioning unit, or one due a scheduled change, and the installation of a like serviceable unit.

(b)Reinstallation - Indicates the removal and reinstallation of the same unit.

(2)Aircraft Components/Structures

(a)Wing, vertical, or horizontal stabilizer replacement or reinstallation.

(b)Replacement or reinstallation of any primary control surface where adjustment/rigging of the primary control surface or the associated operating mechanism is accomplished.

(c)Replacement or reinstallation of any primary control cables when the associated rigging cannot be accomplished by the use of rigging pins.

(d)Repairs, including control surface balancing, alterations, or modifications which may have changed the flight characteristics of the aircraft.

(e)Completion of major inspection or overhaul.

(3)Engine/Propellers

(a)Replacement of an engine on single-engine aircraft.

(b)Replacement of an engine on multiengine aircraft.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(c)Replacement of a propeller on single-engine aircraft.

**NOTE:** Flight test not required for reinstallation provided a functional check can be made on the ground.

(d)Replacement of two fuel controls on multiengine aircraft.

(e)In the case of repeated (three or more) complaints of a condition that cannot be thoroughly checked by inspection or tests performed on the ground.

C.PROCEDURES

(1)The flight test will be conducted by properly rated, certificated, and authorized pilot personnel. AFT and STCF flight test personnel must be trained on those parts of the GMM applicable to flight tests and such training entered into their training file. EF may be accomplished by any qualified, current PIC.

(2)The line maintenance supervisor will request the flight test through the quality control organization or designee. The requesting office will request a flight test using <Your Agency> GMM Form and completing the following blocks:

(a)Enter the aircraft "N" Number.

(b)Enter the Time the request is initiated.

(c)Enter the Date the request is initiated.

(d)Give the reason for the Test/Evaluation flight.

(e) A line maintenance supervisor will certify that the maintenance has been completed and that the aircraft is serviced and ready for flight.

(3)An aircraft inspector will complete <Your Agency> GMM Form and make an entry in the discrepancy block of the Aircraft Log Book, requesting a flight test and stating the reason(s) it is required. (S)he will enter the words "Flight Test Only" in the Airworthy Release block of the Aircraft Log Book and sign this block to signify the aircraft is released for test flight only.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(4)The <Your Agency> Supervisor of Maintenance will notify the Chief Pilot, that a flight test is required. The Chief Pilot will ensure flight crew availability. At locations away from the <Your Agency> Home Base, the maintenance facility will notify the <Your Agency> Maintenance Coordinator that a flight test is required and obtain approval and flight crew availability.

(5)Except when the test flight is requested by the PIC, the line maintenance supervisor or lead mechanic will advise the PIC of the specific reason(s) the flight test is needed. The repairs, replacements, adjustment, or questionable conditions which must be checked will be discussed. Particular emphasis will be placed on actions involving maintenance to primary flight controls or flight controls on flight control systems.

(6)Test and Evaluation Flight Limitations. The crewmembers authorized to be aboard during flight are those persons. including technical personnel, required to operate the aircraft and to evaluate the equipment or system requiring test. These crewmembers limitations DO NOT APPLY when the flight is being conducted to evaluate performance of aircraft systems or components which DO NOT affect the airworthiness of the aircraft.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(a)The limitations listed below apply to test flights conducted to determine the airworthiness of <Your Agency> aircraft.

(1)Reciprocating Engine Aircraft - Day VFR conditions with a 2000-foot ceiling and 5 miles visibility.

(2)Turbine Powered Aircraft - Day VFR conditions with a 3000-foot ceiling and 5 miles visibility.

(3)After basic airworthiness has been established under VFR conditions, the pilot may, at his discretion, obtain a local clearance to climb through an intervening overcast to VFR conditions on top to accomplish remaining portions of the flight test.

(4)Flight test maneuvers which could result in unusual attitudes or stalls must be completed above the highest of 5000 feet AGL or the minimum altitude specified in the appropriate approach to stall training maneuver.

**NOTE:** Propeller feathering checks or engine shutdowns may be accomplished in the vicinity of the airport at a minimum of 1500 feet above ground level. This will be done at the pilot's discretion after consideration is made as to fuel load, approach climb performance, and prior coordination with the local ATC facility.

(7)The flight crew will perform the flight test and indicate on <Your Agency> GMM Form whether:

(a)the aircraft requires a re-flight by completing <Your Agency> GMM Form or

(b)the flight test was completed and was satisfactory, and the aircraft is released to Quality Control by completing <Your Agency> GMM Form.

If the flight test was satisfactory, the PIC will make a statement in the discrepancy block of the Aircraft Log Book that the aircraft is released to Quality Control.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(8)All discrepancies found during flight test that are related to the reason for the test flight require buy back by QC before the aircraft is returned to service.

(9)Quality Control will complete <Your Agency> GMM Form and enter an "Approval for Return to Service" statement in the corrective action block of the aircraft log book.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

15.MAINTENANCE ANALYSIS PROGRAM .

A.GENERAL.

The <Your Agency> Maintenance program is monitored by a trend analysis process. This process analyzes all report of findings and/or actions taken during aircraft and component maintenance.

B.RESPONSIBILITIES.

The <Your Agency> Maintenance Coordinator is responsible for ensuring the trend analysis program is functional, findings are reviewed, and appropriate actions taken.

C.PROGRAM ELEMENTS.

The <Your Agency> Maintenance Analysis Program shall analyze:

(1)Repair actions - aircraft and components

(2)Pilot reports (PIREPS) - especially repeat reports

(3)Repeat discrepancies of maintenance functions.

(4)Reject of new or newly overhauled components and/or parts

The data collected by this program will be grouped according to the Air Transport Association Specification 100, and the results of the findings compiled for review. Significant trends, when the data are plotted against aircraft operating hours, shall be acted upon immediately. Any trend that presents an impending airworthiness liability to <Your Agency> aircraft or danger to flight crews is considered a significant trend.

D.SPECTROGRAPHIC OIL ANALYSIS PROGRAM (SOAP).

All <Your Agency> aircraft engines shall be subjected to an oil analysis program that provides a method to monitor unusual wear to components or sub-units. The program shall be specific to the type of engine installed and provide trend analysis, immediate feedback, and recommended actions to the <Your Agency> Maintenance Coordinator.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

16.MAINTENANCE ALERT PROCESS.

A.GENERAL.

Situations arise where special maintenance actions are necessary to preserve or return an aircraft's airworthy condition. These situations are normally unique to the operator's mission, environment, maintenance support, parts support program, and other factors. When the airworthiness of a <Your Agency> aircraft is impaired the <Your Agency> Maintenance Coordinator may initiate a Maintenance Alert Directive (MAD) to remedy the situation.

B.MAINTENANCE ALERT DIRECTIVE (MAD).

The MAD is a letter containing a description of the situation affecting airworthiness and specified actions signed by the <Your Agency> Supervisor of Maintenance. It will contain the following information:

(1)Date of letter

(2)Subject.

(3)Applicability.

(4)Problem identification (history).

(5)Concise instructions.

(6)Compliance and discrepancy reporting requirements.

(7)Cancellation of MAD.

C.DURATION OF MADS.

Maintenance Alert Directives are temporary, immediate issuances and will be self-cancelling upon completion.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

D.ISSUANCE AND DISTRIBUTION.

(1)Maintenance Alert Directives will be issued to transmit the following types of information.

(a)Notification to add or delete items on inspection checklists.

(b)Request for short notice maintenance actions or to provide information for the maintenance analysis program.

(c)Alert personnel to safety hazards.

(2)In urgent circumstances, MAD information may be transmitted by telephone/dispatch, and later followed by a mailed copy, to:

(a)All <Your Agency> Maintenance personnel, including the COTR

(b)Chief Pilot

(c)All <Your Agency> Maintenance Contractors and line support organizations

(3)All <Your Agency> maintenance activities, including contractors, shall ensure that all personnel are familiar with the MAD system.

E.MAINTENANCE ALERT DIRECTIVE MASTER INDEX.

(1)Master Index

The Master Index, located in office of the <Your Agency> Maintenance Coordinator, is a listing by number, subject, and approval date of all general Maintenance Alert Directives issued to <Your Agency> operated aircraft.

(2)MAD Number

This denotes <Your Agency> identification number assigned for record keeping purposes. It will contain the fiscal year and sequence number of the MAD. (i.e., 93-16)

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(3)Subject

This is a brief, descriptive title which identifies the general area of work to be accomplished.

F..COMPLIANCE..

Compliance with MAD directives shall be in accordance with standard reporting procedures in permanent aircraft/equipment records. For example, if the MAD can be accomplished during a daily inspection, the compliance will be recorded in the aircraft log book. When this process is not applicable, i.e. the MAD applies to parts in the stores area, the inspector performing the actions to comply with the MAD shall sign a copy of the MAD including the date and actions taken and return the copy to the <Your Agency> Maintenance Coordinator.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

17.AIRCRAFT TIME CONTROLLED COMPONENTS.

A.GENERAL.

This section establishes a procedure for assuring timely replacement of time-controlled components and accomplishment of other compliance items. These items are to be monitored by the <Your Agency> Maintenance Coordinator and components replaced or compliance accomplished prior to the items becoming overdue.

B.OVERHAUL/NUMBERED INSPECTIONS

(1)All components on aircraft in for major inspections shall be replaced if time remaining on the component is less than the next inspection not-to-exceed (NTE) time.

(2)Exceptions

(a)Occasionally it is desirable to replace an item that has more time that paragraph B.(1) minimum. Such items are those difficult to reach except during overhaul, major components, or items requiring considerable aircraft downtime. The <Your Agency> Maintenance Coordinator shall make the economical determination in these cases and schedule replacement accordingly.

(b)If parts are not available, the <Your Agency> Maintenance Coordinator may authorize a part to remain in service when time remaining is less than paragraph B.(1), but not to exceed the established time limit.

C.REPLACEMENT SCHEDULING AND RECORDING.

(1)For accessible components/items, the <Your Agency> Maintenance Coordinator shall have the time-controlled items scheduled for replacement as close to expiration time as possible. In no case shall time limits be exceeded.

(2)Special emphasis shall be placed on keeping accessory overhaul control records current and updated as replacement components are installed on the aircraft. For components/items changed between inspections information shall be entered on the aircraft flight log book by maintenance and transferred to the accessory overhaul control record by the <Your Agency> Maintenance Coordinator.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

18.PROCESSING AND RETENTION OF MAINTENANCE RECORDS.

A.PURPOSE.

This chapter establishes the responsibilities and procedures for maintaining and storing temporary and permanent aircraft records of <Your Agency> aircraft by "N" number and serial number.

B.PRIME OFFICE.

Office of the <Your Agency>, <Your Agency Aviation Title>, Supervisor of Maintenance

C.RESPONSIBILITIES.

The reviewing and updating of all records of aircraft maintenance performed is the responsibility of the <Your Agency> Maintenance Coordinator, Office of the Supervisor of Maintenance, <Your Agency>, Agency Address.

D.DEFINITIONS.

(1)TEMPORARY RECORD. Temporary aircraft records consist of segment inspections and below.

(2)PERMANENT RECORD. Permanent aircraft records consists of the permanent logbook and all forms and records used for major repairs, inspections, airworthiness directives, major/minor modifications or alterations, and major overhauls. Records of the last complete overhaul inspection cycle for each aircraft, airframe, engine, propeller, rotor, and appliance, i.e., serviceable parts tags will be replaced in the aircraft maintenance files.

E.PROCEDURES.

(1)All component overhaul times will be maintained by the <Your Agency> Maintenance Coordinator.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)Airworthiness Directives (AD's) compliance will be recorded in the aircraft maintenance log. Repetitive AD's will be noted in the aircraft maintenance log and tracked by the <Your Agency> Maintenance Coordinator. The person who performs the work required by the AD is responsible for recording compliance on the aircraft maintenance records.

(3)The maintenance files will contain all records required by the Federal Aviation Regulations (FAR's) as follows:

(a)The total time in service of the airframe, engine, and propeller.

(b)The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance.

(c)The time since the last overhaul of each item installed on the aircraft which is required to be overhauled on a specified time basis.

(d)The identification of the current inspection status of the aircraft, including the time since the last inspections required by the inspection program under which the aircraft and its appliances are maintained.

(e)The current status of applicable airworthiness directives, including the date and methods of compliance, and if the airworthiness directive involves recurring action, the time and date when the next action is required.

(f)A list of current major alterations and repairs to each airframe, engine, propeller, rotor, and appliances (FAA Form 337and Engineering drawings may also be included.)

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

F.RECORD RETENTION

(1)Permanent Records

The permanent logbook; engine/propeller historical records; all forms and records used for major repair, modifications, or alterations; and major and overhaul inspection forms through the last complete overhaul cycle for each aircraft, airframe, engine, propeller, rotor, and appliance are permanent records and shall be:

(a)Retained as long as the aircraft is owned.

(b)Transferred to the new owner when the aircraft is sold.

(c)Retained for one year if the aircraft is disposed of as scrap or two years if the aircraft is destroyed in an accident.

(2)Temporary Records

These records will be retained until superseded by like scope and detail. These records are stored by "N" number and chronological order. Temporary aircraft records consist of minor (segment) inspections and minor repair records of each aircraft.

(a)Maintenance forms and releases used exclusively for daily or preflight inspection may be disposed of after a period of three months.

(b)Line maintenance inspection forms/cards and worksheets (excluding daily and preflight inspection form(s) shall be placed in a supplemental folder to the permanent logbook and may be disposed of after two years from the date of approval for return to service of the aircraft to which the records pertain.

(c)Inspection forms, cards, and sheets used in conjunction with major and overhaul inspections shall be retained by the performing activity until the work is superseded.

(d)Vendor's documentation shall be retained until the vendor's item is replaced.

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(3)Record Location

(a)These records are maintained by the organization to which the aircraft is assigned. When the aircraft is transferred to a new location, the records will be transferred to the receiving organization by traceable means other than placing aboard the aircraft.

(b)All maintenance records required to be kept by this section will be available for inspection by the Federal Aviation Administrator or any authorized representative of the National Transportation Safety Board.

(4)Transfer of Records

The <Your Agency> Maintenance Coordinator is responsible for the maintenance and transfer of all records. (Reference page III.18.1, Responsibilities)

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19.REPORTS OF DEFECTS OR UNAIRWORTHY CONDITIONS.

A.GENERAL.

FAA regulations require the reporting of occurrences or detection of failures, malfunctions, or defects within 72 hours of discovery to the FAA Flight Standards district office in whose area the operator has its principal operations base. The Supervisor of Maintenance will cause a report to be filed to:

Manager

Flight Standards District Office

<Your Appropriate FSDO Address>

B.CONDITIONS TO BE REPORTED.

The following conditions are to be reported within 72 hours of discovery:

(1)Fire during flight and whether the related fire warning system functioned properly.

(2)Fire during flight not protected by a related fire warning system.

(3)False fire warning during flight.

(4)An engine exhaust system that causes damage during flight to the engine, adjacent structure, equipment or components.

(5)An aircraft component that causes accumulation or circulation of smoke, vapor, or toxic or noxious fumes in the crew compartment or passenger cabin during flight.

(6)Engine shutdown during flight because of flame-out.

(7)Engine shutdown during flight when external damage to the engine or airplane structure occurs.

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(8)Engine shutdown during flight due to foreign object ingestion of icing.

(9)Engine shutdown during flight or more than one engine.

(10)A propeller feathering system or inability of the system to control overspeed during flight.

(11)A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight.

(12)An unwanted landing gear extension or retraction or opening or closing of landing gear doors during flight.

(13)Brake system components that result in loss of brake actuating force when the airplane is in motion on the ground.

(14)Aircraft structure that requires major repair..

(15)Cracks, permanent deformation, or corrosion of aircraft structures if more than the maximum acceptable to the manufacturer or the FAA.

(16)Aircraft components or systems that result in taking emergency action during flight (except action to shutdown an engine).

(17)Emergency evacuation systems or components including all exit doors, passenger emergency evacuation lighting system, or evacuation equipment that are found defective, or that fail to perform the intended functions during an actual emergency or during training, testing, maintenance, demonstrations, or inadvertent deployment.

C.DEFINITION

For the purposes of this subpart, "during flight" means the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.

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D.METHOD OF REPORTING.

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)Information to be included in the report, as applicable, is:

(a)Aircraft registration number of the aircraft

(b)Aircraft manufacturer, model/series, and serial number

(c)Powerplant manufacturer, model/series, and serial number

(d)Propeller manufacturer, model/series, and serial number

(e)Specific part of component causing trouble

(1)Part Name

(2)Manufacturer's model or part number

(3)Serial number

(4)Part/Defect location

(f)Appliance/component assembly that includes part

(1)Appliance/component name

(2)Manufacturer

(3)Model or part number

(4)Serial number

(g)Part total time

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(h)Part time since overhaul and last overhaul facility

(i)Part condition

(j)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.)

The report shall be identified with the following information:

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

(b)<Your Agency> as the operator

(c)Date submitted

(d)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 information will expeditiously be submitted as a supplemental to the first report and reverence the date and place of submission of the first report.

E.REPORTS TO THE FAA.REPORTS TO THE FAA.REPORTS TO THE FAA.REPORTS TO THE FAA

The <Your Agency> Maintenance Coordinator shall review each report, determine subsequent actions, and forward a copy of the report to the FAA as required.

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20.CANNIBALIZATION OF AIRCRAFT AND/OR EQUIPMENT.

A.GENERAL.

Cannibalization of aircraft or equipment to obtain serviceable parts shall be resorted to only when the item needed is not in stock and cannot be obtained in time to meet flight schedules or other priority requirements.

B.AUTHORITY

The Supervisor of Maintenance is the approving authority for cannibalization of aircraft

C.IDENTIFICATION OF CANNIBALIZED AIRCRAFT.

A list of equipment, parts, etc., removed from the aircraft shall be entered on the aircraft logbook. A notice shall be placed on the control column of the aircraft identifying that the aircraft has been "cannibalized" to alert maintenance and other personnel who may be moving the aircraft that certain components are missing.

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III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

21.REQUIRED INSPECTION ITEM LISTS

A.GENERAL.

(1)Federal Aviation Regulations require designation of the items of maintenance and alteration that must be inspected (required inspections). This list must include at least those items that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or material are used.

(2)In addition to the items identified in paragraph E of the Chapter, a quality control inspector or maintenance supervisor may designate any major alteration or major repair of an aircraft component, aircraft system, or aircraft as a required inspection item. The term Major Alteration and Major Repair are defined in Part 1 of the Federal Aviation Regulations and in the Glossary of Terms section of this manual.

(3)Required Inspection Items may not be signed off by the individual that performed the work. A "second person" is required to sign off any work operation that is listed on the "Required Inspection Item" list.

**NOTE**: The person performing the required inspection may give physical assistance such as lifting or holding, but cannot perform any of the critical steps or operations that require safety check, measurement, or sign-off verifying compliance with procedure.

(4)All work on Required Inspection Items shall be in accordance with the procedures, standards, and limitations contained in current <Your Agency> aircraft maintenance programs or manufacturers' manuals. The manufacturers' manuals will take precedence over <Your Agency> maintenance procedures.

(5)Persons authorized to perform inspection of "Required Inspection Items" shall be under the jurisdiction of the <Your Agency> Supervisor of Maintenance organization when performing such inspections, regardless of their current position classification with their parent organization.

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B.REQUIRED INSPECTION ITEMS (RII) INSPECTION AUTHORIZATION.

(1)Classifications of RII authority

(a)Full authority - may inspect all RII items. This authority is granted to qualified full time <Your Agency> Maintenance personnel. The authority remains in effect until revoked by the issuing authority.

(b)Limited - may inspect only RII items shown on individual authorization letters. This authority may be issued to any qualified employee within the <Your Agency> maintenance program. This authority is normally issued when a person with "Full Authority" is unavailable to perform RII functions. The authority is issued for a specific RII function and for a specific time frame.

(c)One-time Limited - may inspect only emergency maintenance item. This authority can be issued to either full time <Your Agency> maintenance personnel or contract personnel. The authority is normally issued for maintenance performed away from an <Your Agency> maintenance facility. The authority is issued for a specific RII function, and may be exercised for only one task.

(2)Required Qualifications(2)Required Qualifications

(a)Understanding and knowledge of FAR's and the <Your Agency> General Maintenance Manual.

(b)Valid FAA Mechanic Certificate with both airframe and/or power plant ratings or appropriate repairman certificate.

(c)Satisfactorily completed familiarization maintenance training on applicable type of aircraft.

(d)Satisfactorily completed RII or equivalent training course.

(3)When work is to be contracted to an outside organization involving inspection of Required Inspection Items, the <Your Agency> Supervisor of Maintenance will ensure that the contracting agency has a listing of qualified personnel, who are properly certificated, trained, and authorized to perform RII inspections.

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C.PROCEDURES FOR INSPECTION OF REQUIRED INSPECTION ITEMS.

(1)Required inspection items appearing on the work order will be clearly identified as being in the (RII) category.

(2)At the completion of maintenance on a required inspection item, the mechanic performing the maintenance will request that the item be inspected, after (s)he has signed the "MECH" or "BY" block on the work card.

(3)The inspector will then perform the required inspection as follows:

(a)Work card: If an item is approved for return to service, the inspector will so designate by signing and dating the block marked "INSPECTOR".

(b)Aircraft Log Book: If an Aircraft Log Book write-up requires an RII and is approved for return to service, the inspector will stamp and date the block marked "RII" on the log page after the mechanic enters the corrective action.

(4)Non-approved (Rejected) Inspection Buy-back Procedures

(a)Aircraft Log Book: If an Aircraft Log Book write-up requiring an RII is not approved for return to service, the inspector will not stamp the "RII" block on the log page. The inspector will contact maintenance and discuss the reason(s) for rejection.

(b)If the item is rejected, the mechanic will make the designated repairs and then request that it be re-inspected.

(c)In the case of a dispute over the rejection of an item, an inspector's decision may only be countermanded by the <Your Agency> Maintenance Coordinator.

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D.REQUIRED INSPECTION ITEMS (RII).

The following are the designated items of maintenance and alterations which must be inspected by the RII Inspector whenever the type of maintenance identified below is accomplished on the aircraft. Additionally, whenever any of these systems or components are disturbed to gain access to other components, their reinstallation must be a Required Inspection Item. The RII will require checking by a second person before release for flight. The second person cannot be the one who performed the work.

**NOTE 1:** Any non-routine item written as a result of an RII is considered a part of the original inspection and, as such, is also an RII.

**NOTE 2:**  Installation inspection is defined as an inspection of the final (prior to release for flight) installation, operation, rigging, leak check, etc., as required by the Manufacturer's maintenance manual or applicable work card.

(1)Doors and Windows

(a)Rigging of latching mechanism which require adjustment of two or more rod ends.

(b)Installation and/or performance of maintenance on entry doors, cargo doors, or any doors or exits within a pressured area.

(c)Replacement or reinstallation of any window within a pressurized area.

**NOTE:** Removal of an emergency exit for ventilation purposes or to facilitate access for maintenance does not require an inspection buy back upon re-installation, unless maintenance is performed on the exit door or adjacent structure.

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(2)Flight Controls (Primary or Secondary) - Includes the following for ailerons, elevators, rudders, landing flaps, stabilizers, trim tabs, and actuators.

(a)Installation/rig of the flight controls

(b)Complete system rig

(c)Control rod installation/rig

(d)Flight control actuators installation/rig

(e)Flight control cable installation/rig or the adjustment of any turnbuckle or control rod

(f)flight control balance

(3)Landing Gear

(a)Landing gear assembly installation/rig (excludes tire, wheels, brakes, scissor links, and servicing).

(b)Installation/rig of any component or actuator that affects extension, retraction, locking or indication system.

(c)Extension check of emergency extension system following a repair/rig that affects extension or locking.

(4)Power plants

(a)Final installation of powerplant and/or gearboxes.

(b)Engine mount installation and torquing.

(c)Final QEC buildup.

(d)Control cable/rod installation and/or rigging.

(e)Fuel control unit installation and/or rigging.

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(f)Prop pitch control installation and/or rigging.

(g)Prop governor installation and/or rigging.

(h)Hot Section Inspection.

(i)APU rigging and/or final installation and operational check.

(j)Thrust reverser installation and/or rigging.

(5)Propeller

(a)Inspection of completed installation.

(b)Observe propeller functions in accordance with run-up procedures.

(6)Major Repair or Alteration of Primary Structure or Flight Control Surface

(a)Includes any repair/replacement or alteration to pressurized skin/bulkheads, and primary support frames, intercostals, webs, stringers, forgings, castings, and similar structural member. Additionally, it includes repair/replacement of structure which supports flight controls, actuators, cables, linkages, landing gear controls, or door controls.\

(b)Any maintenance or quality control supervisor may classify an operation not listed above as a required inspection item if there is reason an inspection of the work by a Quality Control Inspector is warranted.

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22.WEIGHT AND BALANCE.

A.PROCEDURES.

The following outlines the basic empty weight and balance control program for aircraft operated by the <Your Agency>. The primary goal of this control program is to establish and maintain a master file for each aircraft's weight and balance, to schedule aircraft for periodic weighing, and to provide procedures for the accountability of basic empty weight and balance during the period between weighing.

(1)The <Your Agency> Maintenance Coordinator will be responsible for administering this control system.

(2)The approved weighing interval for each type of aircraft is found in the approved maintenance program for each make and model of aircraft and applicable FAR's.

(3)Excluded from this control system are the exclusive use rental aircraft which will utilize the system prescribed by the owner.

B.GUIDELINES.

The guidelines established herein shall be adhered to in the following manner:

(1)The aircraft will utilize individual aircraft weights and normally will be weighed at intervals of 36 calendar months.

(a)The actual weighing should coincide as much as practical with major inspections or overhauls.

(b)The scheduling for a periodic weighing will be accomplished by the <Your Agency> Maintenance Coordinator.

(c)The responsibility for accountability of basic empty weight and balance changes between periodic weighing is placed with the <Your Agency> Maintenance Coordinator.

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(2)Extensions of this weighing period for a particular type aircraft may be granted when the following can be ensured.

(a)All pertinent records and actual weight changes during the preceding 36 months of operation show that weight and balance records maintained are accurate.

(b)All extensions must be approved by the <Your Agency> Supervisor of Maintenance

(c)Such extensions will be limited to 12 months, and increases should not be granted which would permit any aircraft to exceed a total of 48 calendar months since the last weighing.

C.CALCULATING WEIGHT PROCEDURES

All weight changes of 1 pound or more are to be recorded and accounted for in the following manner:

(1)The aircraft and/or avionics supervisor working the aircraft is to assure that all items affecting weight and balance are recorded.

(2)This includes non-routine and routine work orders covering repairs, alterations, Airworthiness Directives, and service bulletins.

(3)The aircraft weight and balance manual shall be prepared in accordance with instructions appropriate procedures in the manual.

(4)The Airplane Flight Manual and the aircraft weight and balance manual will be used as the official record of basic empty weight and balance of an aircraft either by actual weighing or by computations.

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D.DEFINITIONS.

(1)Basic Empty Weight (BEW) is the weight of the structure, power plant, furnishings, systems, and other items of equipment that are considered an integral part of the aircraft configuration plus:

(a)Fixed ballast;

(b)Unusable fuel;

(c)Full engine oil tanks and system;

(d)Full hydraulic system;

(e)Other fluids required for normal operation of aircraft systems, except potable water and lavatory recharge water; and

(f)All items listed on the Equipment List.

(2)Operational Empty Weight (OEW) is the Basic Empty Weight plus the Operational Items.

(3)Operational Items are those personal items, equipment, and supplies that are necessary on a particular operation. These items may vary for a particular aircraft configuration according to the operator's allowances 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.).

III. CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP)

(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.

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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