(2)When approaching an aircraft to be fueled, the tank truck driver should approach the aircraft parallel to the wings, unless single point locations on the aircraft require a different approach.

NOTE: The servicing vehicle shall not be driven or parked under any portion of the aircraft.

(3)Position mobile fueling equipment so it can either be rapidly driven or towed away from the aircraft in the event of an emergency. Do not park ramp equipment where it will obstruct the movement of the fuel truck.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

C.BONDING.

(1)Prior to making any fueling connection to the aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable, thus providing a conductive path to equalize electrical potential between the fueling equipment and aircraft. The bond shall be maintained until fueling connections have been removed.

(2)In addition to the above, when fueling over wing, the nozzle shall be bonded to a metallic component of the aircraft that is metallically connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the operator shall touch the filler cap with the nozzle spout before removing the cap so as to equalize the electrical potential between the nozzle and the filler port. The spout shall be kept in contact with the filler neck until the fueling is completed.

(3)Bonding and fueling connections shall be disconnected in the reverse order of connection.

D.FIRE EXTINGUISHER.

(1)Position two dry chemical or CO2 fire extinguishes so they will be available in case of a fuel spill, or fire.

(2)Each aircraft fuel servicing vehicle shall have at least two fire extinguishes, each having a rating of 20B, one mounted on each side of the vehicle.

E.OPERATION OF APU WHILE FUELING AIRCRAFT.

(1)The APU can be operated during fueling of the B727 if the following precautions are taken.

(2)A minimum of one crewmember or properly trained maintenance personnel must be in the cockpit.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

NOTE: Except for aircraft equipped with an external APU control panel with APU shutdown controls.

(3)The APU shall be shut down immediately and fueling discontinued in the event of fuel spill, APU malfunction, and/or APU fire.

F.PREVENTION AND CONTROL OF SPILLS.

(1)Fuel servicing equipment will be maintained in safe operating condition. Leaking or malfunctioning equipment shall be removed from service.

(a)Fuel nozzles shall not be dragged along the ground.

(b)Pouring or gravity flow shall not be permitted from a container with a capacity of more than five gallons.

(c)When a spill is observed, the fuel servicing shall be stopped immediately by release of the dead man controls. In the event that a spill continues, the equipment emergency fuel shutoff shall be actuated. The supervisor shall be notified at once and the operation shall not be continued until the spill has been cleared and it is determined to be safe.

(d)The aircraft fire crew shall be notified if a spill is over 10 feet in any dimension or over 50 square feet in area, continues to flow, or is otherwise a hazard to persons or property. This spill shall be investigated to determine the cause, whether emergency procedures were properly carried out, and what corrective measures are required.

G.EMERGENCY FUEL SHUTOFF.

(1)Access to emergency fuel shutoff control shall be kept clear at all times.

(2)Emergency fuel shutoff devices shall be operationally check at least every 3 months.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

H.OPERATION OF AIRCRAFT ENGINES AND HEATERS.

(1)Fuel servicing shall not be done on an aircraft while the aircraft engines are operating.

Exception: In an emergency resulting from the failure of an onboard auxiliary power unit on a jet aircraft and in the absence of a suitable ground support equipment, a jet engine mounted at the rear of the aircraft or on the wing on the side opposite from the fueling point may be operated during fueling to provide power.

(2)Combustion heaters on aircraft (e.g., wing and tail surface heaters, integral cabin heaters) shall not be operated during fueling operations.

I.EQUIPMENT AROUND AIRCRAFT.

(1)Internal combustion engine powered equipment, other than those performing aircraft servicing functions, shall not be permitted within 50 feet of aircraft during fuel servicing operations.

(2)Equipment performing aircraft servicing functions shall not be positioned within a 10-foot radius of aircraft fuel system vent openings.

(3)During over wing aircraft fuel servicing where aircraft fuel system vents are located on the upper wing surface, equipment shall not be positioned under the trailing edge of the wing.

J.ELECTRICAL EQUIPMENT USED ON AIRCRAFT SERVICING RAMPS.

(1)Battery chargers shall not be connected, operated, or disconnected while fuel servicing is being done on the aircraft.

(2)Aircraft ground-power generators or other electrical ground-power supplies shall not be connected or disconnected while fuel servicing is being done on the aircraft.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(3)Electric tools or similar tools likely to produce sparks or arcs shall not be used while fuel servicing is done on the aircraft.

(a)Photographic equipment shall not be used within 10 feet of fueling equipment or of the fill or vent points of aircraft fuel systems.

(b)Battery-powered vehicle equipment shall not be operated within 10 feet of fueling equipment or spills.

(c)Communication equipment used during aircraft fuel servicing operations within 10 feet of fueling equipment or of the fill or vent points of aircraft fuel systems shall be intrinsically safe (see ANSI/UL 913-1988).

K.OPEN FLAMES ON AIRCRAFT FUEL SERVICING RAMPS.

(1)Open flames on aircraft fuel servicing ramps or aprons within 50 feet of any aircraft fuel servicing operation or fueling equipment shall be prohibited.

(2)The category of open flames and lighted open-flame devices shall include, but not be limited to, the following:

(a)Lighted cigarettes, cigars, pipes.

(b)Exposed flame heaters, liquid, solid or gaseous devices, including portable and wheeled gasoline or kerosene heaters.

(c)Heat-producing, welding or cutting devices and blowtorches.

(3)Personnel shall not carry lighters or matches on their person while engaged in fuel servicing operations.

(4)Lighters or matches are prohibited on or in fueling equipment.

L.LIGHTNING PRECAUTIONS.

Fuel servicing operations shall be suspended when there are lightning flashes in the immediate vicinity of the airport.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

M.DEADMAN CONTROL MONITORING.

(1)The fueling operator shall monitor the panel of the fueling equipment and the aircraft control panel during pressure fueling or shall monitor the fill port during over wing fueling.

(2)Fuel flow shall be controlled by use of a dead man control device.

N.FUELING.

(1)Prior to starting fueling operations, a check will be made to ensure that the fuel in the tanker is the correct grade for the aircraft. Also verify that adequate procedures have been used to prevent water in the tanker from being serviced into the aircraft fuel system.

(a)Contamination Prevention

Contamination normally occurs when the aircraft is serviced with the wrong fuel. The following procedures will help eliminate this hazard. Always ascertain that the fuel delivered is the type recommended for the aircraft. If uncertain as to the type of fuel, take a sample of fuel from the refueling truck or station before refueling is started and compare with colors listed below. After refueling is complete, take another sample from the refueling source. Repeat the color check. Use a transparent plastic container that is impervious to fuel.

**CAUTION: DO NOT USE GLASS**

(b)Some aviation fuels can be identified by color. The following color list will be of value in monitoring fuel delivery.

(1)100LL-blue

(2)Jet fuels-wide range from water-white to amber.

NOTE: The color test is nullified whenever any two of the above are mixed, since the resultant mixture could be water-clear.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(c)Reduce the rate of fuel flow as fuel nears the top of the tank to prevent fuel spill.

(2)When single point fueling, check fuel vents for obstructions, and that air is escaping when fuel is being pumped.

O.FUEL SPILLS.

The following actions are appropriate in the event of a fuel spill, although each spill will have to be treated individually because of such variables as: size of the spill, type of flammable or combustible liquid involved, wind and weather conditions, equipment arrangement, aircraft occupancy, emergency equipment, and personnel available. Refer to National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing for a thorough discussion of fuel spills.

(1)Terminate the fueling operation; stop the flow of fuel if possible.

(2)Halt any operations in progress until a determination is made they may be continued safely.

(3)Evaluate the aircraft if the spill is such as to pose a fire threat.

(4)Mobile fueling equipment and other mobile equipment should be withdrawn or left as is until the fuel spill is removed or made safe.

(5)Notify supervisory personnel and the airport fire crew if the spill presents a fire hazard.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

2.DEFUELING PROCEDURES

A.GENERAL.

The following practices and procedures shall be used in conjunction with the instructions set out in the maintenance manual for each specific type aircraft to be serviced. It will be the responsibility of the person in charge to see the following safety practices are complied with.

B.POSITIONING DEFUEL TRUCK.

(1)When positioning an aircraft to be de-fueled, due consideration should be given to the wind to prevent fuel vapor from being carried downwind toward a course of ignition. Aircraft being de-fueled shall be positioned at least 25 feet from other aircraft and buildings.

(2)The tank truck driver will approach the aircraft parallel to the wings, unless single point locations on the aircraft require a different approach.

NOTE: Unless absolutely necessary, because of the type of aircraft involved, the servicing vehicle shall not be driven or parked under any portion of the aircraft.

(3)Position the de-fuel truck so it can either be driven or towed away from the aircraft in the event of an emergency. Do not park ramp equipment where it will obstruct the movement of the tank truck.

C.BONDING.

(1)Always make the correct bonding connections before de-fueling.

(2)Connect a bonding cable from the fuel tanker to the aircraft. Do not attach cable to propellers or radio antenna.

(3)Before removing any aircraft fuel tank filler cap, connect the bonding cable attached to the fuel hose nozzle to a metallic component of the aircraft.

(4)All containers used in de-fueling of aircraft will be grounded.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

D.FIRE EXTINGUISHER.

Portable fire extinguishes (dry chemical or CO2) shall be available on the ramp or apron in case of a fuel spill or fire to provide an immediate means of fire protection. The prominent and strategic positioning of fire extinguishes is essential so they may be of maximum value in the event of an emergency. In some situations it may be desirable to position an extinguisher near an aircraft. In this situation, locate the extinguisher upwind within 50 feet of the aircraft.

E.OPERATION OF APU WHILE DEFUELING AIRCRAFT.

The APU can be operated during single point de-fueling of the B727 to transfer fuel, if the following restrictions are taken.

(1)The APU shall not be operated if the wind velocity is less than 5 knots. This is to reduce any chance of vapor accumulation in the event of a fuel spill.

(2)One-crewmember or maintenance personnel must be in the cockpit.

NOTE: Except when the aircraft is equipped with an external APU control panel with APU shutdown controls.

(3)The APU shall be immediately shut down and de-fueling discontinued in the event of fuel spill, APU malfunction, and/or APU fire.

F.USE OF GROUND UNITS.

(1)Position ground power units upwind from the de-fueling operation as far distant as possible.

(2)Do not obstruct the path of the de-fuel truck.

G.DEFUELING.

(1)Prior to starting de-fueling operations, a check will be made to ensure that the fuel in the aircraft is the same grade as in the de-fuel truck.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(2)Make certain storage tank, compartment, receptacle, etc., are clean and of sufficient capacity to hold the amount of fuel to be drained.

(a)Reduce rate of de-fueling as fuel nears top of storage container, to prevent overflow and subsequent hazardous fuel spillage.

(b)A second man will be required at the fuel truck to monitor tank level during de-fueling to prevent spillage.

(3)When single point de-fueling, check fuel vents for obstructions.

H.FUEL SPILLS.

The following actions are appropriate in the event of a fuel spill, although each spill will have to be treated individually because of such variables as: size of the spill, the flammable or combustible liquid involved, wind and weather conditions, equipment arrangement, aircraft occupancy, emergency equipment, and personnel available. Refer to National Fire Protection Association (NFPA) 407 Standard for Aircraft Fuel Servicing for a thorough discussion of fuel spills.

(1)Terminate the fueling operation; stop the flow of fuel if possible.

(2)Halt any operations in progress until a determination is made they may be continued safely.

(3)Evaluate the aircraft if the spill is such as to pose a fire threat.

(4)Mobile fueling equipment and other mobile equipment should be withdrawn or left as is until the fuel spill is removed or made safe.

(5)Notify supervisory personnel and the airport fire crew if the spill presents a fire hazard.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

3.FUEL TANK PURGING.

A.GENERAL.

The fuel tank purging procedures given in the various maintenance manuals all concur on several items:

(a)Safety precautions must not be compromised.

(b)During fuel tank purging, fuel vapor can be explosive.

(c)The use of warm air or cooling air is strictly for the comfort of personnel working inside the fuel tank, NOT a function of the purging operation.

B.SAFETY PRECAUTIONS.

There are several basic steps that will be taken in preparation for opening a fuel tank. Always refer to the specific aircraft maintenance manual for detail instructions.

(a)Adequately ground the airplane.

(b)No electrical power is allowed on the airplane when a fuel tank is open. Disconnect and tag the aircraft's battery. Do not restore power until the fuel tank is closed.

(c)Rope off the aircraft and post signs "DANGER - OPEN FUEL TANKS" in a clear and visible area. More than one sign should be used. Place signs in pathways where non-maintenance personnel are likely to approach the area.

(d)Purge tank using a venturi and compressed air. Position air compressor at least 100 feet from open fuel tank unless the air compressor is explosion proof.

**WARNING:FUEL VAPOR IN TANKS MAY BE TOO RICH TO IGNITE WHEN TANKS ARE INITIALLY OPENED. HOWEVER, THE VAPOR CONCENTRATION WILL PASS THROUGH AN EXPLOSIVE MIXTURE LEVEL DURING TANK VENTILATION. VAPOR MIXTURES TOO LEAN TO IGNITE, IF ALLOWED TO ACCUMULATE IN AN UNVENTILATED SPACE CAN FORM AN EXPLOSIVE MIXTURE.**

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

4.AIRCRAFT FUEL CONTAMINATION CONTROL

A.GENERAL.

Aircraft fuel, especially turbine fuel, is susceptible to water contamination. Under certain conditions any water remaining in the tanks can freeze and clog the fuel screen(s). The presence of water also supports bacterial growth which can clog fuel system components and cause corrosion. The following procedures are provided to minimize problems in this area. Depending on geographic location some activities will have more water contamination problems and require additional precautions to minimize contamination from water.

B.WHEN TO TEST FOR WATER - WHAT METHOD TO USE.

Aircraft fuel sumps are to be drained during Daily and Preflight Inspections.

(1)The fuel sample drain should total at least one quart and must be inspected for contaminants.

NOTE: BECAUSE WATER SETTLES MORE SLOWLY THROUGH TURBINE FUEL THAN THROUGH GASOLINE, AFTER REFUELING IT IS DESIRABLE TO ALLOW TIME FOR ANY FREE WATER WHICH MAY BE PRESENT TO SETTLE TO THE SUMP(S) BEFORE TAKING FUEL SAMPLE. A 15-MINUTE WAIT IS ADEQUATE, BUT A LONGER SETTLING PERIOD IS BETTER WHEN TIME PERMITS. THE DRAINED FUEL SAMPLE SHALL NOT BE RETURNED TO THE FUEL TANKS.

(2)Either of the two visual inspection check methods described in this chapter may be used after refueling. The Hydrokit check described in this text shall be performed on a fuel sample from the refueling hose when it is not practical to wait 15 minutes after refueling for water to settle. Also, the Hydrokit should be used (1) for "go, no-go" test if there is a question about the condition of the fuel after a visual check has been made; and (2) whenever an aircraft is away from its home base and being fueled by a fixed base operator whose fuel storage practices are not known, or when there is any question or doubt about the contamination of fuel being serviced.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

C.VISUAL CHECK FOR CONTAMINATION.

Visually examine the sample in a clean container, preferably in sunlight. Look for visible water (cloudy, droplets, emulsion, or separate layer). Also, swirl the fuel to create a large vortex in the center. If any free water or other foreign matter is present, it will tend to collect at the center of the vortex and at the bottom of the container. If water is detected, drain sufficient fuel from the tank sumps until visual check reveals no water contamination.

(1)Visual check, using red dye

This dye check can be used only with fuel which does not contain the Phillips

Additive PFA-55MB.

(a)This check is performed the same as the visual check, except that several drops of dye coloring are added to the drained fuel sample.

NOTE: Use regular liquid household red food dye that is used to color cake icing, (McCormick, or equivalent).

(b)Swirl the fuel sample to form a vortex and examine it for foreign matter. When the swirling stops, add several drops of dye; the drops will form into balls and fall to the bottom if no water is present. If water is present, the dye will dissolve and color the fuel sample bright red.

(c)If water is found, drain sufficient fuel from the tank sumps to eliminate the water and recheck.

(2)Hydrokit Check

This is a more precise fuel check, which provides a capability for testing the fuel contamination in the fueling truck and the aircraft.

WARNING: THE POWDER USED IN THE HYDROKIT MAY BE FATAL IF SWALLOWED: THEREFORE, EXTRA CARE SHOULD BE TAKEN IN THE DISPOSAL OF SAMPLES SO THAT THERE IS NO POSSIBILITY OF HANDLING AND INGESTING THE POWDER OF THE POWDER- FUEL MIXTURE INTO THE STOMACH FROM HANDS.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(1)All organizations which are directly responsible for maintaining turbine-powered aircraft should stock an appropriate supply of the Hydrokits.

(2)The fuel-sampling test should be accomplished before and after fueling operations to ensure that a representative test is accomplished.

NOTE: Before Hydrokit test is performed, check the condition of the granular material (desiccant) in the bottom of the container containing Hydrokit capsules. The desiccant should be blue in color. If color is violet, pink, or white, or if the material inside the capsule has changed from grayish-white to pink or purple color, the capsule should be discarded safely.

(3)Checking procedures

(a)The fuel sample should be drawn from the aircraft side of the final filter/separator, from the piping on the fueling vehicle, or from the fueling nozzle itself.

(b)The fuel sample should be drawn about one-half minute after fuel flow into aircraft starts. If a fuel test is requested before the fueling is started or after the tanks are serviced, it should be run in addition to, not as a part of the test as described in (c)(1).

(c)Only the containers (jars) supplied with Hydrokit should be used for taking samples and testing. If dust or dirt is present, the container should be wiped out with a clean dry cloth.

(d)After a container has been used, it may be prepared for reuse. This should be done as soon as possible after test is completed.

NOTE: The Hydrokit is very sensitive to moisture and can be easily contaminated. Avoid uncapping the container in rain or with wet hands.

Fill a clean and dry sample container to the graduation mark (100cc - approximately three fluid ounces) with fuel.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(f)Empty contents of one capsule into fuel sample. Close container tightly.

(g)Shake the sample approximately 10 seconds. Examine powder for evidence of color change.

(1)Results

(a)Color changes

If powder changes color - to purple - or if colored spots appear anywhere inside the jar within two-minutes, the sample "fails". Water concentration is 30 ppm or more of free water.

(b)No color change

If no color change is observed within the two-minute period, the sample "passes". the fuel sample is essentially dry, containing less than 30 ppm of free water.

NOTE: Ignore any color change which occurs after two minutes, and safely dispose of sample. No effort should be made to determine the amount of free water by degree of color change. Such a determination is meaningless and could be misleading.

(2)Action to be taken if test fails

(a)Cease fueling operation.

(b)Advise the appropriate supervisor or lead person.

(c)Check filter/separator sump for water accumulation.

Take additional action as indicated by the situation after informing the appropriate supervisor. This should normally include repetition of test before resuming fueling to check if the procedure during the test was at fault.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(e)Report the incident to the immediate supervisor, with all pertinent details.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

5.AIRCRAFT GROUND HANDLING SAFETY.

A.GENERAL.

This chapter establishes safety practices for taxiing, towing, application of external electrical power, and engine run-up. Where the safety requirements of this section cannot be met, a waiver shall be secured from the division manager or facility manager, specifically stating the waiver conditions which exist within the facility that causes a need for a waiver to be issued.

B.RESPONSIBILITY.

Activities operating and/or maintaining <Your Agency> aircraft will adhere to the provisions of this chapter.

(1)Taxiing of aircraft should be held to a minimum.

(2)Extra caution should be observed when movement of aircraft is necessary during darkness and/or inclement weather. Marshallers shall use illuminated wands when guiding aircraft at night.

(3)Except in emergencies, aircraft will not be moved or operated unless the minimum approved ground crew, as specified in this chapter, is available and utilized.

C.FIREGUARD.

A properly trained individual will be stationed near the aircraft prior to engine starting. The individual will serve as fireguard and shall stand by until all engines are operating and the danger of fire during start no longer exists.

D.COCKPIT.

The appropriate cockpit checklist shall be used for starting, operating, and trouble shooting of aircraft engines. The outlined procedures shall be followed before, during, and after the operation.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

E.EXTERNAL GROUND POWER UNITS.

Ground Power Units, electrical heating, and air-conditioning units shall be located as far as practical from refueling facilities, fuel tank vents, and drains. Only properly qualified personnel shall start, operate ground power and auxiliary power units.

F.ENGINE RUN-UP.

When performing maintenance with engines running, personnel must exercise extreme caution. When making engine adjustments with cowling opened or removed. There must be direct communications between the person at the controls and the person making the adjustments. Preoccupation with the maintenance task may distract attention from spinning propellers, or intake and exhaust hazards.

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CHAPTER VII.TRAINING AND SERVICING

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6.APPROVED MARSHALLING HAND SIGNALS.

A.ASSUMING GUIDANCE OF AIRCRAFT.

The marshall person indicates "I am your marshall - am properly positioned and assuming guidance of the aircraft." Both arms are raised vertically to full length.

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B.COME AHEAD SIGNAL

The marshall person indicates the aircraft should proceed straight ahead. Both hands slightly above eye level, elbows at shoulder level. Motion with the forearms upward through the vertical position for the aircraft to come ahead. The signal will be repeated until the aircraft approaches the stop position.

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C.RIGHT TURN

The marshall person points their left arm at the right wheel of the aircraft around which it is to pivot while continuing the "Come Ahead" signal. The sharpness of the turn may be varied by increasing or decreasing the rapidity of the come ahead motion.

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D.LEFT TURN

The marshall person points their right arm at the left wheel of the aircraft around which it is to pivot while continuing the "Come Ahead" signal. The sharpness of the turn may be varied by increasing or decreasing the rapidity of the come ahead motion.

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E.SLOW DOWN.

The marshall person requests a decrease in taxi speed by extending the arms out sideways from the body, hands and wand pointing downward. With elbows slightly bent he makes a downward repetitive motion.

CHAPTER VII.TRAINING AND SERVICING

F.STOP SIGNAL - BRAKES ON.

(1)Under normal conditions the "stop" signal should flow naturally from either the "Come Ahead" or "Slow Down" signals. Beginning with arms extended horizontally, sideways, the marshall person modulates the closure rate of the aircraft to the parking spot by raising arms toward the vertical. The nose wheel should stop on the spot as the wands cross. The "Stop" signal will be used when necessary to hold the aircraft away from the normal parking position.

(2)Engine(s) will not be shut down until the "Cut Engine(s)" signal is given.

(3)The brakes will be held "ON" until the "Chocks IN" signal is given.

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G.CUT ENGINE(S).

Engine(s) will not be shut down until this signal is given. The marshall person draws on hand and wand horizontally across the neck in cutting motion. If only one engine is to be cut, the marshall person will point other hand at the engine to be shut down.

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H.CHOCKS INSERTED - BRAKES OFF.

(1)<Your Agency> operations require the operator to hold pressure on the foot brakes until chocks have been inserted. This signal advises the operator that chocks are in and they may resume their other duties. Hands are held aside and outward from the body with wands pointed across the body. A downward motion is made bringing the tips of the wand together.

(2)The operator will acknowledge by showing marshall person both fists, thumbs extended toward each other.

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CHAPTER VII. TRAINING AND SERVICING

I.SET BRAKES.

The marshall person requests the parking brakes be set by pointing both arms held shoulder high at the aircraft with wands pointed toward each other, tips touching. Slight up and down motion with the arms may be used to attract operator's attention.

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J.CHOCKS REMOVED

The marshall person advises the operator that chocks have been removed by reversing "Chocks Inserted" motion. Hands are held straight down with wands pointed outward. A sweeping motion upward and outward is made to shoulder level.

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K.START ENGINES

Engine starting by hand signal will be used if headset is unavailable. the marshall person will point the engine to be started while extending the other shoulder level and rotating forearm, hand and wand.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

7.TAXIING AIRCRAFT.

A.GENERAL.

Only personnel trained and authorized by the <Your Agency> Supervisor of Maintenance or rated pilots shall be permitted to taxi <Your Agency> aircraft. Taxiing operations shall be performed in accordance with all applicable <Your Agency> and local directives and requires at least one marshaller. A person authorized to taxi aircraft shall be familiar with approved radio communications procedures and airport control tower or ground control frequencies.

(1)The person in charge of taxiing is responsible to ascertain that all existing procedures, regulations, and standards are complied with.

(2)Brakes shall be checked immediately for proper operation and hydraulic pressures will be constantly monitored.

(3)Reverse thrust shall not be used for backward movement of the aircraft.

(4)Weather, wind, and ramp conditions shall be considered at all times and good judgment exercised before taxiing any aircraft. Light twin aircraft will not be taxied by maintenance personnel when surface winds are above 25 MPH. When wind conditions are above 25 MPH, taxi test should be delayed or performed by pilot personnel.

(5)Position the flight controls to compensate for existing wind and/or terrain as specified in the appropriate Aircraft Flight Manual or Pilots Operating Handbook.

(6)Wing marshallers shall be utilized in congested areas. Minimum power should be used to prevent damage to surrounding aircraft and equipment. Wing marshallers are responsible for stopping all vehicle and/or foot traffic in the vicinity of an aircraft taxiing or preparing to taxi.

Prior to any movement of aircraft across runways or taxiways, clearance must be obtained from the airport Air Traffic Control or determined visually on airports without radio control facilities. Airport ground traffic frequencies shall be monitored at all times during taxi and runup operations. The receiver volume shall be adjusted high enough to be heard above the sound of the engines.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(8)When taxiing at night, turn position lights, landing lights, and anti-collision light ON, strobe lights should be turned OFF.

(9)Taxi speed shall be held to minimum, especially when utilizing wing walkers or taxiing in congested areas. Taxiing speed shall not exceed a person's normal walking pace, approximately 4 miles per hour.

B.STANDARD TAXI LIGHT SIGNALS.

LIGHTSMEANING

Flashing GreenCleared to Taxi

Steady RedStop

Flashing RedTaxi clear of runway in use

Flashing WhiteReturn to starting point on airport

Alternating Red and GreenExercise extreme caution

C.PARKING OF AIRCRAFT.

(1)Aircraft shall be parked in designated parking areas as specified in the local authorized parking plan.

(2)Transient aircraft will be directed to a suitable parking area with voice communication when radio facilities are available and in use, at other times hand signals or follow-me vehicle will be used.

(3)Aircraft parked in hangars will be positioned clear of hangar doors at all times during severe weather. During normal weather conditions, the following criteria will be adhered to when there is a requirement to park an aircraft across the threshold of hangar doors.

(a)The aircraft will be securely chocked in position to secure minimum sway motion.

(b)Adequate clearance will be given between hangar doors and aircraft to allow maximum sway motion of aircraft and still not contact the hangar doors.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(c)Hangar door position will be secured by locking the control switches of power-operated doors and chocking the rollers on manually-operated doors.

(4)Designated parking areas are to be utilized for the purpose of performing engine test/run operations. When engine speeds are to be higher than idle, the person performing the engine run will ensure that the aircraft is parked in an area that is safe for all engine speeds.

(5)Wheel chocks shall be placed fore and aft of main landing gear or nose wheels, as applicable.

(6)Internal or external control locks shall be engaged.

(7)Landing gear down lock safety pins shall be installed, if applicable.

(8)Pitot tubes shall have cover protector installed.

(9)Aircraft parked in a hangar shall be statically grounded.

(10)Engine (intake and exhaust) plugs shall be installed in turbine powered aircraft.

(11)Maintenance equipment utilized in parking areas shall be removed and secured clear of the area after use.

D.<Your Agency> HANGAR AND RAMP SAFETY.

Taxiing, engine operations, and movement of aircraft present a condition where accidents can easily occur. Every person involved in aircraft maintenance has a responsibility to promote safety. Some events to be aware of are:

(1)Vehicle movements, including tugs, etc., in the area of aircraft taxiing or ready to taxi. Marshallers shall direct all moving vehicles clear of the aircraft.

(2)Personnel walking in the area of operating aircraft engines, both propeller and gas turbine engines. Aircraft rotating beacons shall be on when the engines are operating.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

8.AIRCRAFT TOWING/REPOSITIONING.

A.GENERAL.

Aircraft ground handling personnel shall be thoroughly familiar with all procedures pertaining to the type of aircraft being towed, repositioned and the local operating procedures regarding the ground movement of aircraft. Newly assigned personnel will complete an adequate on-the-job training program before being assigned to ground handling of aircraft.

(1)During normal duty hours a minimum of four personnel shall be utilized when towing aircraft in a congested area. The tow vehicle operator will be in charge of the operation. The person in charge shall ensure that members of the towing crew are familiar with their assignments. The wing and tail marshalling may be dispensed with when the aircraft is being moved in an area where no contact with objects is probable, including vehicle movement areas.

(2)A tail marshaller shall be assigned when moving large aircraft with high vertical stabilizers into or out of hangers. A tail marshaller shall be utilized whenever clearances are close and the possibility of contact with objects exist.

(3)The towing vehicle operator shall be responsible for operating his/her vehicle in a safe manner and shall obey emergency stop instructions given by any team member. When operating a government vehicle the operator shall be a qualified driver. Contractor personnel shall be authorized by letter from the COTR to operate U.S. Government vehicles.

(4)Each member of the towing team must be aware of who is in charge and the wing and/or tail marshaller shall be prepared to relay clearances and guidance signals to him/her.

(5)The operator of the towing vehicle is responsible for using the services of a guideman whenever vision is restricted or the aircraft is being positioned into a close or congested area. The operator must take hand signals from ONE GUIDEMAN.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(6)Only one person, the GUIDEMAN, shall relay signals to the operator of the tow vehicle. Because verbal signals are easily misunderstood, the marshaller shall avoid using them. All hand signals shall be standard and given with both arms. One-handed signals shall not be used. Hand signals may be supplemented with a shrill police type whistle.

(7)A qualified person shall be utilized in the pilot's seat of the aircraft being towed to observe and operate the brakes as required by the towing team. When necessary, another person shall be stationed to watch and maintain hydraulic pressure if the person in the pilot's seat is unable to do so. All persons shall be familiar with normal and emergency braking procedure.

(8)Operating or towing of aircraft on taxiways or runways requires radio communication be established between the tow vehicle or a lead vehicle and the airport tower or ground control and maintained until terminated by tower or ground control personnel.

(a)The aircraft brakeman in the cockpit may utilize the aircraft radio for tower or ground control communications provided they also have two-way communication with the driver of the tow vehicle via interphone or hand held radio.

(b)Towing of an aircraft with inoperable radios is permissible by utilizing a lead vehicle that has two way radio communication with tower or ground control personnel.

(9)The person in charge of the towing operation shall verify that the nose gear torque link or rudder lock are disengaged when applicable prior to towing the aircraft. Rudder lock and/or torque links shall be reengaged after towing.

(10)Under no circumstances shall personnel walk between the nose wheel of a moving aircraft and the towing vehicle nor ride on the outside of a moving aircraft. To avoid personal injury, no person (except in an emergency situation) shall attempt to board or leave a moving aircraft or towing vehicle. All personnel shall be seated on installed seats during towing operations.

(11)The towing speed of the aircraft shall not exceed that of the walking team members. The aircraft engine shall not be operated at any time the aircraft is being towed into position.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(12)If necessary, the aircraft brake systems shall be charged before each towing operation. When towing aircraft with faulty brakes, personnel must be located by each main gear with chocks in hand for emergency use. Chocks shall be readily available in case of emergency during any towing operation. Aircraft brakes should be operationally checked prior to towing operations.

(13)To avoid possible injury and aircraft damage during towing operations, entrance ladders shall be retracted and gear down locks installed, if applicable.

(14)Prior to towing any aircraft, towing team members shall check all tires and landing gear struts for proper inflation.

(15)When towing aircraft, the vehicle operator should not jerk the aircraft or start and stop suddenly. Cockpit personnel shall not apply aircraft brakes during towing operations unless an emergency exists. Upon completion of the towing operation the tug driver shall notify the brakeman to set brakes if applicable.

(16)Aircraft shall be parked in specified areas only. Generally, the distance between rows of parked aircraft shall be enough to allow immediate access of emergency vehicles in case of fire and also permit free movement of equipment and materials.

(17)Prior to any movement of aircraft across runways or taxiways, contact shall be made with the airport control tower or ground control for clearance to proceed.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

9.AIRCRAFT DEICING AND COLD WEATHER GROUND OPERATIONS.

Maintenance personnel should be familiar with Advisory Circular (AC) 20-117 in addition to the instructions contained in this section.

A.GENERAL.

This section details procedures necessary to assure safe movement and servicing of aircraft on the ground during cold weather operations. Approved methods and equipment for removing snow, ice, frost, and slush are detailed in this section.

NOTE: The presence of ice, frost or snow anywhere on the surfaces can seriously impair the performance characteristics of the aircraft and utmost care must be taken to clear the surfaces of any discernable hazard.

B.PRECAUTIONS.

The procedures listed below and the instructions in the aircraft maintenance manual will be adhered to:

(1)If freezing conditions exits or are forecast, the aircraft will be stored in a hangar if possible. When the aircraft cannot be hangared, and accumulate moisture freezes, in any form, deicing will be accomplished as required, per paragraph C of this section.

(2)When towing aircraft on snow or ice, extreme caution should be used due to the peculiar handling reactions of towed aircraft on slippery surfaces.

(3)Any towing vehicle used on snow or ice to move aircraft will be outfitted with chains on the drive wheels, unless waived in writing by the Supervisor of Maintenance.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

C.DEICE PROCEDURES.

Deicing will be accomplished using the <Your Agency> truck mounted de-icing equipment following these operational and safety guidelines.

(1)Two men will be stationed in the basket to provide safe and efficient deicing. One will operate the boom and the other will control the spray nozzle. Contact with the driver will be maintained at all times by use of headsets and mike in the basket and the truck cab. Dual controls are provided, but the basket operator is the key controller of the boom in regard to close tolerance of basket.

(2)A minimum clearance of 10 feet is to be maintained between the deicer vehicle and the aircraft at all times.

(3)At no time will the vehicle pass under any part of the aircraft during the deicing operation.

(4)The combustion heater on the aircraft deicing unit is not to be operated if the vehicle is within 50 feet of an aircraft of hangar, or the aircraft or vehicle is being refueled.

(5)All personnel operating the deicing equipment will be properly trained and an appropriate notation filed in their employment record.

(6)There are to be no occupants in the basket during transport of the vehicle to and from deicing operations.

(7)Do not walk or stand on the aircraft after deice fluid has been applied.

(8)When servicing the deicing vehicle, leave space for heat expansion of the fluid.

(9)Wear goggles or face shield while performing deicing operations.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

**CAUTION:** IF THE VEHICLE ENGINE STOPS AND CANNOT BE RESTARTED, THIS WILL STRAND THE OCCUPANTS OF THE BASKET. IN THIS CASE, THE BOOM MUST BE LOWERED BY REMOVING THE REAR CENTER PANEL OF THE VEHICLE AND SLOWLY SCREWING THE ADJUSTING BOLT ON THE BOOM ACTUATING CYLINDER WHILE PUSHING FIRMLY ON THE SOLENOID BUTTON UNTIL THE BOOM STARTS TO SLOWLY FREE FALL. BE SURE THE VEHICLE IS CLEAR OF THE AIRCRAFT WHEN LOWERING THE BOOM IN THIS MANNER.

D.FLUID APPLICATION

(1)Assure that all aircraft doors and windows are closed before and during fluid applications.

(2)Lower wing flaps fully to assure removal of all ice that may have accumulated in flap well areas during aircraft operations.

(3)Do not spray fluid directly into air scoops, engine inlets, or on hot exhausts. Snow accumulations of one inch or more should be removed before any fluid application.

(4)Apply only enough fluid to remove the ice or snow and leave a light film of deicing fluid on the aircraft.

(5)When an aircraft is hangared to accomplish deicing, all hinges for the elevator, aileron, rudder and tabs should be hand-sprayed with undiluted ethylene glycol after all melted ice or snow has drained off the aircraft.

(6)All landing gear components and the lower wing surface in the landing gear area should be sprayed to remove all accumulated slush.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

E.APPROVED AIRCRAFT DEICING FLUIDS

Only approved deicing fluids will be used. The following approved fluids are not harmful to natural or artificial rubber, plastics, bearings or the airframe structure. The flash point is high enough to be safe for use around aircraft.

(1)MIL-A-8243A Fluid, Federal Stock Number 6850-00-558-1248.

(2)Union Carbide Aircraft Deicing Fluid C

(3)Dow Chemical Aircraft Deicing Fluid No. 146

(4)Any commercial brand of ethylene glycol permanent antifreeze is acceptable in an emergency.

NOTE: Deicing fluid is to be mixed using the individual manufacturer specifications for the particular fluid being used and the approved aircraft maintenance manual.

CAUTION: When using deicing/anti-icing fluids on aircraft as anti-icing compounds (i.e., glycol-based fluids applied concentrated and cold to aircraft to prevent ice, snow and frost from adhering to the treated surfaces), the following precautions should be used:

(a)On type I fluids (glycol-base with corrosion inhibitor usually used as dicing fluids), do not use in temperatures below -30 degrees F.

(b)On type II fluids (glycol-base with corrosion inhibitors and thickeners), do not use in temperatures below +15 degrees F.

F.PERSONAL PROTECTION

Certain precautions must be taken during cold weather to prevent injury to personnel while exposed to the elements.

(1)Clothing adequate to supply protection should be worn.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(2)Extra caution should be used during lifting, pulling, and bending due to the increased risk of muscle pull in cold temperatures.

(3)The time spent exposed to low wind chill conditions should be carefully monitored and periods of relief provided to lower the risk of frost bite.

G.POTABLE WATER TANKS

Potable water tanks will be drained during freezing weather and serviced only when mission requirements mandate a need for potable water. After completion of the last flight of the day, tanks will be drained. When tanks are drained, information stickers will be applied where anyone needing to know may read and be advised of empty tanks.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

10.TIRES.

A.GENERAL.

(1)This procedure establishes policy for all tires used on <Your Agency> aircraft.

(2)The only re-treaded tires approved for use on <Your Agency> aircraft are the main tires on the Boeing 727's. The re-treading is to be accomplished by an approved facility.

(3)Boeing 727 main tires are limited to six (6) retread operations.

B.SERVICING.

(1)Aircraft manufacturer's recommendations will be used when available for maintaining all aircraft tires. When manufacturer's recommendations are not available Advisory Circular 145-4 may be used as a guide in determining serviceability of tires.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

11.CHEMICAL TOILETS.

A.GENERAL.

Chemical toilets will be serviced following procedures given in the aircraft maintenance manual applicable to the aircraft being serviced. Safety measures shall be followed carefully during this procedure.

WARNING:CHEMICAL CONCENTRATE USED IN TOILETS MAY CAUSE IRRITATION IF IT CONTACTS EYES OR SKIN. IF CONCENTRATE CONTACTS EYES OR SKIN, FLUSH WITH CLEAN WATER. IF IRRITATION PERSISTS, SEEK MEDICAL AID.

(1)The following materials and equipment will be utilized to accomplish servicing efficiently and safely. Chemical toilets will be serviced with a mixture of 75% propylene glycol and 25% water, in lieu of straight water, during temperatures below freezing. This is in addition to all other requirements that may be specified in the aircraft maintenance manual.

(a)Approved toilet servicing unit

(b)Neoprene or natural rubber gloves

(c)Face shield and water proof apron

(d)Approved deodorant/disinfectant chemical

(2)Aircraft being operated in temperatures below freezing will be serviced in accordance with the requirements stated in the aircraft maintenance manual.

(3)Care should be taken to prevent any spills on the ramp area or hanger floor.

(4)All waste will be disposed of in an approved waste disposal receptacle in accordance with local, city, and state requirements.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

12.AIR CONDITIONING UNITS

A.GENERAL.

Each aircraft requires different servicing procedures and system components will be located at different points on the aircraft. The appropriate approved aircraft manufacturer maintenance manual will be referenced for servicing instructions.

B.SAFETY MEASURES

The following safety measures shall be adhered to:

WARNING:CHARGED FREON SYSTEMS ARE UNDER HIGH PRESSURE. THE UNEXPECTED RELEASE OF FREON MAY CAUSE PERSONAL INJURY. EXERCISE CAUTION WHEN CHECKING FOR LEAKS AND/OR MAKING REPAIRS WHEN THE SYSTEM IS CHARGES.

(1)A face shield will be worn by all personnel in the immediate areas when freon systems are being serviced.

(2)When it is necessary to remove or replace any component in a freon system which requires the depletion of the freon charge, an approved freon reclamation unit will be utilized. This will prevent the loss of freon into the atmosphere.

CAUTION:REMAIN CLEAR OF ANY COMPONENT THAT MAY BE INADVERTENTLY OR UNEXPECTEDLY ACTIVATED DURING THE SERVICING OF ELECTRICALLY OPERATED AIR CONDITIONING SYSTEM..

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

13.HYDRAULIC AND OIL SERVICING.

A.GENERAL

In addition to the requirements outlined in the aircraft/equipment maintenance manuals the following shall apply to hydraulic and oil servicing of aircraft, engines, and APU.

B.SERVICING EQUIPMENT

(1)Avoid spilling oil or hydraulic fluid on aircraft surfaces or maintenance stands.

(2)Ground aircraft and servicing vehicles prior to making servicing connections. Hand operated hydraulic and oil servicing carts need not be grounded during servicing operations.

(3)Position servicing equipment as far from any portion of the aircraft as cables/hoses will allow. Maintenance stands shall be properly positioned to obtain easy access to filler caps.

CAUTION:SOME <Your Agency> AIRCRAFT USE A COMMERCIAL HYDRAULIC FLUID WHICH IS NOT COMPATIBLE WITH STANDARD RED MIL-H-5606. MAKE SURE THAT THE AIRCRAFT MAINTENANCE MANUAL REQUIREMENTS ARE FOLLOWED TO PREVENT CONTAMINATION.

C.SERVICING CONTAINERS

(1)When servicing from cans or drums, ensure that cleanliness and product integrity are maintained.

(2)Keep each product segregated and properly identified.

(3)Carefully read the label before dispensing oil and hydraulic products to ensure the correct product is being used.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(4)Fluids and containers carried aboard aircraft shall meet the provisions of CFR 49, Part 175, in relation to transportation of dangerous fluids.

(5)Personnel will not use fluids obtained from permanent or temporary storage containers which are not properly identified.

**CAUTION:SKYDROL HYDRAULIC FLUID CAN CAUSE INJURIES TO PERSONNEL AND EQUIPMENT. IMMEDIATELY FOLLOWING THE SERVICING OF EQUIPMENT WITH SKYDROL PERSONNEL SHOULD CLEANSE THEIR HANDS. ANY FLUID SPILLED DURING SERVICING SHALL IMMEDIATELY BE CLEANED UP AND THE CLEANING MATERIALS DISCARDED.**

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

14.HIGH PRESSURE GAS CYLINDER SERVICING PROCEDURES.

A.GENERAL.

The following procedures are provided to reduce the inherent danger of servicing high pressure gas cylinders.

B.RECHARGING PROCEDURES FOR HIGH PRESSURE CYLINDERS.

(1)Insure that the cylinder to be serviced is well anchored and secured against any motion due to failure of regulator.

(2)Remove cover plate from the valve of the cylinder to be charged. Rotate cam so that valve is in the open position.

(3)Connect the hose from the supply cylinder to a pressure gauge and then to the cylinder to be charged. Charge cylinder to the pressure recommended in the specific manual.

(4)Open valve on supply cylinder slowly, charge slowly to prevent receiving cylinder from getting too hot.

(5)Close valve on the cylinder being charged by turning cam to closed position. Close valve on the supply cylinder. Remove cylinder from the hose and gauge.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

15.HAZARDOUS MATERIALS.

A.GENERAL.

The <Your Agency Aviation Title> conducts missions requiring the carrying of hazardous materials, maintains a battery shop for the maintenance of aircraft batteries, transports equipment that may contain flammable fluids, and performs other functions requiring the use of fluids and materials classified as hazardous. The <Your Agency Aviation Title>, Supervisor of Maintenance, shall make available to all <Your Agency> maintenance personnel a current copy of the Code of Federal Regulations (CFR), Title 49, Parts 100-177, as a reference for Hazardous Materials.

B.DEFINITION OF HAZARDOUS MATERIAL.

Hazardous materials means a substance or material which has been determined by the U.S. Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported by air transportation and which has been so designated in CFR Title 49 Parts 100-177. <Your Agency> mission related items and equipment may also be considered hazardous materials.

C.AUTHORITY TO TRANSPORT.

The <Your Agency> shall not accept for shipment aboard any aircraft hazardous materials except those exempted by CFR Title 49, Part 175.10 without a special release from the Chief, Air Operations Division. Some of the exempted substances and materials are:

(1)The <Your Agency> will accept shipments (cargo) containing carbon dioxide, solid (dry ice) provided the package is clearly marked with the name of the contents being cooled, the net weight of the dry ice or an indication that the net weight is 5 pounds or less, and also marked "Carbon Dioxide, Solid" or "Dry Ice".

(2)The <Your Agency> will permit packages containing dry ice in quantities not exceeding 4 pounds per passenger when used to pack perishables in carry on baggage.

(3)Packages containing dry ice must be designed to prevent a build up of pressure that could rupture the packaging.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(4)Current copies of CFR, Title 49, Parts 100-177 are available for reference.

(5)<Your Agency> personnel are responsible for screening of all shipments, cargo, freight, etc., to prevent the carriage of hazardous materials as specified in CFR, Title 49.

D.EXAMPLES OF HAZARDOUS MATERIALS.

The following list of hazardous materials are meant to be a guide only. Nothing can replace good judgement when transporting any substance or material that can either explode or contribute to an in-flight emergency or after accident fire. For example, transporting small emergency power generating units can be hazardous if their fuel systems have not been properly drained and purged. Therefore, this list is a guide only:

(1)Paints

(2)Lighter fluids

(3)Lighters with flammable liquid reservoirs

(4)Fireworks

(5)Tear gas/Mace

(6)Ammunition and explosive devices

(7)Radio pharmaceuticals

(8)Fish meal

(9)Celluloid film

(10)Batteries

(11)Compressed gas

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

E.SPECIAL AUTHORITY TO TRANSPORT HAZARDOUS MATERIALS.

In the performance of special missions, the <Your Agency> may be required to transport certain substances, material, and devices that are considered hazardous materials. These situations require special authorization by the Chief, <Your Agency Aviation Title>. A complete list of the hazardous materials being transported by air shall be provided the Chief, <Your Agency Aviation Title>, for his approval. This information will be provided to the Chief Pilot and Supervisor of Maintenance and will be retained until completion of the mission and provided to appropriate personnel in case of an accident or incident involving the aircraft. Notice of the presence of hazardous material, not necessarily the type of materials, on board the aircraft shall be given to maintenance personnel required to service the aircraft during and after the mission to alert them to the possibility of residual materials being present.

F.RELEASE TO MAINTENANCE AFTER SPECIAL MISSIONS.

Special missions or situations where hazardous materials have been carried shall require a special search by <Your Agency> tactical/flight personnel prior to the aircraft being released to maintenance. Following missions or situations where hazardous materials have been carried the following procedure will be used:

(1)Aircraft shall be parked and the tires chocked.

(2)Maintenance personnel shall assist the <Your Agency> tactical/flight personnel in opening the doors and cargo compartments.

(3)Maintenance personnel shall not begin any servicing or maintenance on the aircraft until it has been released by the Supervisor of Maintenance or his designee.

G.SPECIAL

Following missions or situations where hazardous materials have been carried the <Your Agency> shall perform a special search of the aircraft to assure that all hazardous materials (ammunition, weapons, mace, explosives, etc.) have been removed prior to releasing the aircraft to maintenance.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

16.AIRCRAFT CLEANING - SPECIAL HEALTH PRECAUTIONS.

A.INTERIOR.

<Your Agency> aircraft interiors represent a special cleaning requirement. Personnel being transported from vastly different backgrounds, under potentially dangerous circumstances, often spill body fluids/waste and blood on seats, floors, and other furnishings inside the aircraft. These fluids have been known to carry several blood borne pathogens such as hepatitis B, AIDS, etc. During inspections of aircraft interiors maintenance personnel shall visually inspect for possible areas of blood and/or body fluid spills.

(1)Routine Cleaning of Aircraft Interiors Used to Transport Prisoners

All personnel assigned to cleaning the aircraft interior shall take special precautions to protect themselves from contaminates of this nature. They will take the following precautions:

(a)Wear vinyl or latex gloves.

(b)Wear disposable gowns, coveralls, or a wrap around apron with a chest bib that extends to the knees.

(c)Immediately wash with soap and water any skin surfaces contaminated by blood or body fluids. Use waterless antiseptic hand cleaner or antiseptic towelettes in the absence of soap and water until soap and water is available.

(d)After completing the cleaning of the interior, remove gloves and place in a biohazard-labelled bag. Wash hands thoroughly with soap and water, if available, or use a waterless antiseptic hand cleaner or antiseptic towelette until soap and water is available. Remove and dispose of gowns, coveralls, and/or aprons worn during the cleaning.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(2)Procedures for Cleaning Known Blood and/or Body Fluid Spills

Special precautions shall be taken when cleaning areas where known blood and/or body fluid spills have occurred. The following procedures shall be used:

(a)If personnel have accidentally come into contact with blood and/or body fluids during the inspection process they shall immediately wash with soap and water any skin surfaces contaminated by blood or body fluids. Use a waterless antiseptic hand cleaner or antiseptic towelettes in the absence of soap and water until soap and water is available.

(b)Wear vinyl or latex gloves and disposable gowns, coveralls, or a wrap around apron with a chest bib that extends to the knees.

(c)Cordon off area of the spill to prevent the accidental spread of body fluids.

(d)Remove any large pieces of glass or other solid material, if present. Do not pick up material with hands. Use a plastic scoop to remove this matter. Place solid material in a puncture-resistant container. The scoop must dis-infected after use and placed in a clean place or if disposable is placed in a biohazard-labelled bag.

(e)Carefully remove the body fluids from the spill surface with disposable wipes. When the wipe is saturated, replace it with a new one. Do not wring out fluids. All soiled wipes are to be placed in the puncture-resistant container.

(f)Decontaminate the area with a bleach solution\* or a commercially prepared, Environmental Protection Agency approved solution specifically intended for clean up of blood and body fluid spills. This is done by starting 2 inches outside the spill and moving into the center of the spill by making a series of overlapping concentric circles with a wipe. The area is allowed to dry and the process is repeated. The soiled wipes are placed into the puncture-resistant container.

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

(g)Place all puncture resistant containers and material used in the cleanup in a biohazard-labelled bag until disposal occurs.

(h)Remove gloves and place in a biohazard-labelled bag. Wash hands thoroughly with soap and water, if available, or use a waterless antiseptic hand cleaner or antiseptic towelette until soap and water is available.

(i)Dispose of material in the waste container in accordance with applicable regulations.

**\***NOTE:The appropriate cleansing agent is a bleach and water mixture. Add 1/4 cup of bleach to 1 gallon of water. Do not mix ahead of time and store; the solution loses strength over time. Separate containers of bleach and water should be available for mixing at the time needed.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

17.FOREIGN OBJECT DAMAGE (FOD) PROGRAM.

A.GENERAL.

FOD inspections are a continuing process. Containers painted red and marked "FOD" shall be placed throughout the hangar and outside adjacent to pedestrian doorways. Maintenance personnel shall be constantly on lookout for material that could be ingested into engines, struck by propeller blades, and/or blown by the exhaust of engines or propellers causing injury to personnel and/or damage to aircraft.

B.RAMP INSPECTIONS

Maintenance personnel shall be assigned to perform a general inspection of hangar and ramp areas the first workday of each week to ensure all ramp areas used by the <Your Agency> are clean.

C.AIRCRAFT PROTECTION.

All aircraft in storage, including short term storage, or maintenance shall have openings covered with protective devices to ensure that FOD cannot enter these areas. Care will be taken to ensure all non-covered areas are also free of FOD. All covered areas shall be obviously marked to reduce the chance of aircraft operations with covers installed.

D.FOD AUDIT.

Facility FOD audits shall be conducted bi-weekly, or more often as conditions warrant, to ensure the hangars and equipment are maintained in an orderly fashion and free of FOD. Discrepancies (i.e., excessive nuts, bolts, lockwire, tools, cleaning materials, rocks, etc.) noted during these audits shall be documented in writing and given to the Supervisor of Maintenance for action.

NOTE: During winter months particular attention shall be paid to accumulations of ice/frozen moisture removed from the ramp area. Engine exhaust and propeller blasts can cause these to become airborne and injure personnel and/or damage aircraft.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

18.STORED AIRCRAFT PROGRAM.

A.GENERAL.

Stored aircraft shall be serviced and maintained in accordance with the following instructions and good maintenance practices:

(1)Clean aircraft and prepare it for storage.

(2)Wheel chocks shall be provided and installed.

(3)Control surface locks shall be installed.

(4)Landing gear lock pins shall be installed.

(5)Batteries shall be removed and stored in a charged condition.

(6)All toilet holding and water tanks shall be drained.

(7)Tires shall be inspected for condition and inflated to manufacturer's specifications on a weekly basis.

(8)Aircraft shall be de-fueled and the fuel system inspected.

(9)All fluid leads shall be contained with absorbent and/or drip pans.

(10)Preservation services accomplished in accordance with the manufacturer's procedures.

(11)Engines operated and aircraft taxied on a weekly basis.

(12)Aircraft logbooks shall be maintained and/or reconstructed.

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

19.FLY AWAY KITS.

Fly away kits may or may not be required. This decision is left to the aircraft commander and/or Supervisor of Maintenance. Special missions may require adding or deleting items from this list. Maintenance should anticipate the need for the following items being in the fly away kit:

Example:

A.BOEING 727

QTYITEM DESCRIPTIONTYPICAL P/N's

1Constant Speed Drive700842A

1Starter383152-1-2

1Generator (30-40 kva)10-61224-1

1Starter Valve392234-1-1, 392688-1-1, or 1060706-1

2Nose Tires3-1070

1Main Tire260456-1

2 casesSkydrol

3 casesEngine Oil

1ADI Indicator2587909-903

1HSI Indicator1783993-316

1RMI Indicator4147H-BW3-A-2-A

1AltimeterA41869-100-15

1EGT Indicator152BL702DLH

1Fuel Flow Indicator8DJ81LWX

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

Example: (contd.)

QTYITEM DESCRIPTIONTYPICAL P/N's

1N1 Indicator8DJ81LWM2

1N2 Indicator8DJ81LWN2

1Nav Unit2067593-2649

1Comm Unit522-4088-203

1F/F Power Supply8TJ80GAA1

1#1 INU

1#2 INU

1Ignition Unit42074

1Taxi Light Lamp4551

2Landing Light LampQ4559

2Turn Light Lamp4594

1Tach Generator2-2CM9ABY7

1ADF ReceiverDFA-73A-1

1EPR Transmitter10-60737-1

1Anti Ice Valve320115

1ATC ControlG 2137A

1Hydraulic Pump371380

Hose Kit

VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

Example: (contd.)

QTYITEM DESCRIPTIONTYPICAL P/N's

1Brake2601182-5

1CSD Service Cart

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VII. AIRCRAFT AND GROUND EQUIPMENT SERVICING

20.HANGAR MAINTENANCE.

**RESERVED**

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CHAPTER TABLE OF CONTENTS

CHAPTER VIII. STORES PROGRAM

SUBJECTCHAP/SEC/PAGECHANGE

1.APPROVED PARTS CONTROL PROGRAM VIII.1.100-<Date>

A.GENERAL VIII.1.100-<Date>

2.ACQUISITION OF AIRCRAFT PARTS VIII.2.100-<Date>

A.GENERAL VIII.2.100-<Date>

B.DEFINITIONS VIII.2.100-<Date>

C.OBTAINING CORRECT PARTS VIII.2.200-<Date>

D.ORDERING PROCEDURES VIII.2.200-<Date>

3.RECEIVING INSPECTIONS VIII.3.100-<Date>

A.DEFINITION OF TERMS VIII.3.100-<Date>

B.CERTIFICATION DOCUMENTATION VIII.3.200-<Date>

C.INCOMING RECEIVING INSPECTION

PROCEDURES VIII.3.400-<Date>

D.INCOMPLETE OR MISSING

DOCUMENTATION VIII.3.500-<Date>

4.STOCK LEVELS VIII.4.100-<Date>

A.GENERAL VIII.4.100-<Date>

B.MINIMUM STOCK LEVELS VIII.4.100-<Date>

(1)Tires VIII.4.100-<Date>

(2)Brakes VIII.4.100-<Date>

(3)Lights VIII.4.100-<Date>

5.GOVERNMENT FURNISHED PARTS (GFP) VIII.4.200-<Date>

A.GENERAL VIII.4.200-<Date>

B.DEVIATIONS VIII.4.200-<Date>

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VIII. STORES PROGRAM

LIST OF EFFECTIVE PAGES

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

Supervisor of Maintenance - Date

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VIII. STORES PROGRAM

1.APPROVED PARTS CONTROL PROGRAM.

A.GENERAL.

Organizations providing maintenance support to the <Your Agency> shall have a procurement program to prevent purchasing unapproved parts and material in type certificated products. (Reference FAA Advisory Circular 21-29A, Detecting and Reporting Suspected Unapproved Parts) Their approved parts program shall include the following as a minimum:

(1)Methods to establish qualified suppliers who are authorized to manufacture or distribute parts they supply.

(2)Criteria to identify and screen potential unapproved parts suppliers. The criteria should include the following considerations:

(a)The quoted price or the price advertised in trade magazines is significantly lower than the price quoted by other suppliers of the same part.

(b)A delivery schedule that is significantly shorter than that of other suppliers of the same part when existing stocks are exhausted.

(c)The inability of a supplier to provide drawings, specifications, overhaul manuals, or substantiating data demonstrating the conformity of the part or parts repair/overhaul.

(d)The inability of a supplier or repair station (in the case of a repair or overhaul) to provide evidence of FAA approval for the part or repair station.

(e)Sales quotes or discussions that create the perception that an unlimited supply of parts, components, or material are available to the end user.

VIII. STORES PROGRAM

(3)Procedures shall screen and identify suppliers of unapproved parts and prevent their acceptance. These procedures should include the following indicators:

(a)A procedure for receiving inspection activities that would help to detect unapproved parts. This procedure should include the following indicators:

(1)A visual inspection to determine if the product container is marked with another supplier's name, is unmarked, or damaged.

(2)A cross check of the purchase order with the delivery receipt for proper part number or component history card.

(3)A means of ensuring the shelf life has not expired.

(4)A means of verifying that part identification requirements have been met (e.g. serial number stamped over, label is improper or missing, vibro-etch or serial numbers located at other than the normal location).

(5)A means of determining evidence of visual defects or abnormalities ( e.g. altered or unusual surface, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting or corrosion).

(6)A sampling plan that is adjusted (tightened or loosened) to match individual part types and quantities, i.e., bolts, nuts, or other standard hardware packaged in large quantities in a single container.

(b)Supplier audit procedures shall be established to conduct audits or suppliers on a scheduled basis, to ensure that suppliers have established and continue to maintain the quality system specified in purchase orders. The following are examples of subsystems that should be included in an audit program:

(1)Design Data Control, to include latest revision, if applicable.

VIII. STORES PROGRAM

(2)Supplier Control.

(3)Manufacturing/Assembly Control.

(4)Tool and Gauge Control.

(5)Tests and Inspections.

(6)Records.

NOTE:Additional information and guidance on supplier audits may be obtained from Advisory Circular (AC) 21-20, Supplier Surveillance Procedures.

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VIII. STORES PROGRAM

2.ACQUISITION OF AIRCRAFT PARTS.

A.GENERAL.

(1)All <Your Agency> aircraft must be maintained in a condition for safe operation and meet their respective type certificate and/or properly altered condition.

(2)FAR, Part 43, section 43.13(b) specifies, "Each person maintaining or altering, or performing preventive maintenance shall do that work in such a manner, and use materials of such quality that the condition of the product or appliance worked on will be at least equal to its original or properly altered condition.

(3)To meet requirements (1) and (2) above, all aircraft parts and materials ordered and received must:

(a)Be the part or material as specified by the aircraft's manufacturer's illustrated parts listing or FAA approved equivalent.

(b)Be an FAA approved Aeronautical part or material.

(c)Be procured from reliable sources and have proper documentation of their source of origin.

(d)Have an incoming receiving inspection performed.

B.DEFINITIONS.

(1)Blanket Purchase Agreement (BPA): A negotiated agreement between a manufacturer or supplier and the <Your Agency> for the acquisition or unit exchange of parts/material.

VIII. STORES PROGRAM

(2)<Your Agency> controlled stock items are the sole responsibility and accountability of the <Your Agency> for these item's serviceability, stocking requirements, and their control management.

C.OBTAINING CORRECT PARTS.

To aid in obtaining the correct part in a timely and efficient manner, maintenance facilities/organizations when ordering aeronautical parts, material, or equipment shall:

(1)Order either the manufacturer's preferred part number or an approved alternate part number that is listed in the manufacturer's Illustrated Parts Manual.

(2)Provide the complete nomenclature of the item as shown in the parts catalog (do not abbreviate).

(3)Identify the manufacturer(s) name, vendor code(s), specific manual, chapter, page number, figure and index reference number, and any other information that may be pertinent.

(4)Specify special handling or packaging requirements. This information is especially important when ordering items such as charged nitrogen, fire bottles, explosives, corrosive items, or extremely sensitive equipment. Hazardous material should be properly marked and labeled for identification.

(5)Provide the National Stock Number (NSN) when applicable. If NSN includes more part numbers than the acceptable part number(s) in its listing, order shall state "no substitute part number(s) acceptable".

D.ORDERING PROCEDURES.

(1)During normal usage hours orders will be processed according to <Your Agency> policies and procedures.

VIII. STORES PROGRAM

(2)During other than normal usage hours, ordering may be done telephonically directly to the supplier if a priority exists to return the equipment to service. Only high priority parts/material will be ordered in this manner.

(3)Blanket Purchase Agreements (BPA) with suppliers will be the responsibility of the <Your Agency> for the administration of each agreement in the acquisition of parts/material when it is used.

(4)Maintenance facilities/organizations that have authorization to buy parts and supplies for the maintenance of <Your Agency> aircraft will be responsible to see that all purchases are made in accordance with applicable laws and regulations.

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VIII. STORES PROGRAM

3.RECEIVING INSPECTIONS.

A.DEFINITION OF TERMS.

(1)**Stock Material:** New and/or overhauled serviceable aircraft parts and materials that are delivered to the <Your Agency> Hangar for storage.

(2)**Direct Shipped:** Parts, materials, and components from vendors/suppliers that are direct shipped to the maintenance organization that ordered them.

(3)**Telephonic Orders:** All parts, materials, and components ordered by <Your Agency> maintenance personnel from commercial vendors when not in stock and delivered for use.

(4)**Technical Inspection:** Items received from vendors/suppliers that require an operational or bench check before they are placed into serviceable stock.

(5)**New:** Unused aircraft parts, materials, and components that are manufactured under an FAA approved production system are as follows:

(a)Type Certificate - Parts, components, and material produced under an Approved Production Inspection System (APIS).

(b)Production Certificate - Parts, components, and material produced under an Approved Quality Control System.

(c)Technical Standard Order - Parts and appliances produced under an Approved Quality Control System.

(d)Parts Manufacturer Approval - Parts produced under an approved fabrication inspection system.

(6)**Repaired/Overhauled:** A used or out-of-shelf-life part or component returned to a serviceable condition.

VIII. STORES PROGRAM

B.CERTIFICATION DOCUMENTATION

Documentation must be provided by the prime manufacturer or an authorized supplier of the prime manufacturer (vendor/supplier), to show traceability to the prime manufacturer and/or to the certificated repair station that repaired the item. This documentation must be in the form and content described below:

(1)All repaired/overhauled parts or components received from any source must have one of the following:

(a)A properly executed FAA Form 337, Major Repair or Alteration Data, or

(b)A certificated repair station's return for service tag, signed by an authorized individual identifying the part; and

(c)A work order document identifying the part/component, and a description of work accomplished.

(2)New material, parts, or components acquired from the prime manufacturer or authorized supplier of the prime manufacturer must have one of the following documents:

(a)A shipping invoice from the prime manufacturer to the FAA that identifies the item, or

(b)The manufacturer's serviceable parts tag, or

(c)A certificate of conformance signed by an authorized representative of the prime manufacturer, or

(d)A copy of the authorization from the prime manufacturer authorizing direct ship to the end user, or

(e)A properly executed Maintenance Release, or

(f)Any other document reflecting traceability of the item to the prime manufacturer.

VIII. STORES PROGRAM

(3)New material, parts, or components acquired from a vendor/supplier other than the prime manufacturer, must have one of the following:

(a)The prime manufacturer's serviceable parts tag, or

(b)A copy of the original shipping invoice from the prime manufacturer to the vendor/ supplier and a copy of the vendor/supplier shipping invoice to the <Your Agency>, or

(c)A certificate of conformance signed by an authorized representative of the prime manufacturer and a copy of the vendor/supplier shipping invoice to the <Your Agency>.

**NOTE:** Certificate of conformance signed by a vendor/supplier is not acceptable.

(4)New parts acquired from active military stock must have the same documentation required by paragraphs B.(2) or B.(3). If this documentation is not available, the part must be processed through a certificated repair station to establish conformance to type design, and compliance to all current airworthiness directives or returned to the source of purchase.

(5)New surplus parts from a commercial source may be accepted provided interchangeability, applicable airworthiness directive compliance, storage times and conditions, and shelf life can be established. Documentation criteria will be the same as that required for new parts.

(6)All common hardware (AN, MS, NAS, etc.), gaskets, "O" rings, clamps, hoses, and other similar expendable materials acquired from known reliable vendors/suppliers may be accepted, without documents traceable to the original manufacturer, provided they are properly identified by markings on the item or on the packaging. The vendor's invoice or packing slip may be used as the documentation for these items.

**NOTE:** Expendable items mentioned, acquired from military stock, are acceptable if they are properly identified by part number and packaged. Documentation will be the DOD/DLA shipping invoice. Identification by Federal Stock Number only is not acceptable.

VIII. STORES PROGRAM

(7)All parts materials and appliances received, which are manufactured in a foreign country with which the U.S. has a bilateral agreement, must have an export airworthiness approval issued by the country of manufacture (Ref. FAR 21.501), attached to the part, material, or appliance.

(8)Used aircraft parts, components, or materials will not be accepted into serviceable stock, unless serviceability/airworthiness, and useful time remaining can be established.

C.INCOMING RECEIVING INSPECTION PROCEDURES.

(1)All incoming serviceable aircraft material, parts, or components will be placed in a secured area and inspected by a Quality Assurance Inspector (QAI) or designee.

(2)The QAI/Designee will perform and accomplish the following:

(a)Ensure the part number ordered matches the part received.

**NOTE:** If part received is not the same part number as ordered, justification must be received with the part to substantiate the substituted part number received.

(b)Ensure the part or material is in good condition and conforms to specifications and standards.

(c)Ensure the state of preservation, cure date, or storage limitations of items with a limited shelf or storage life are within limits.

(d)Ensure certification paperwork or data is correct for applicability and acceptance requirements as stated in paragraph E.(4).

**NOTE:** The QAI/Designee will not make determinations of compliance with Purchase Order clauses, other than those relative to airworthiness certification.

VIII. STORES PROGRAM

(3)Rejected items will have discrepancies noted and attached to the items packing slip, and a rejection stamp placed on the incoming invoice. This stamp will contain the name of the person rejecting the item, date, and reason. These parts will be placed in the "Rejected Parts" storage area until serviceability is established.

(4)Accepted items will be indicated by the QAI stamp on the appropriate documents (maintenance release, work order, packing slip, etc.).

(5)The documents identified in item (4) above will be maintained as a permanent record of serviceable stock material inspection and will be filed after computer input (stock material program) by Stores personnel.

(6)All parts and materials which are, "Direct Shipped" to using activities will not have undergone the receiving inspection procedures described above. It is the responsibility of the using activity to perform the receiving inspection on all direct shipped parts. The inspection will consist of all requirements stated in C.(2).

D.INCOMPLETE OR MISSING DOCUMENTATION.

(1)On occasion components are received by the using activity with the serviceability documentation missing. When such parts or components are received and the aircraft is out of service "Aircraft on Ground" (AOG) the following procedures may be applied to preclude further flight delays.

(a)The Supervisor of Maintenance is responsible to contact the vendor of the part or component in question. This telephonic contact will be for the purpose of ascertaining availability of documentation to verify serviceability of the component.

(b)If serviceability can be verified and the necessary documentation either replaced or duplicated, the component may be installed and the aircraft returned to service pending arrival of the documentation.

(c)The Supervisor of Maintenance will document availability of the parts documentation on memo or "Record of Conversation", and provide a copy to maintenance personnel as approval for return to service.

VIII. STORES PROGRAM

(d)Maintenance personnel may install the component and approve the aircraft for return to service.

(e)The aircraft may be operated for a period of time not to exceed five calendar days or 25 operating hours from the time the component was installed.

(f)If documentation has not been provided at completion of the NTE time frame, the component must be removed from service. The approving authority as shown in (c) above is responsible to ensure that the part or component is not operated beyond the NTE time without the proper documentation.

VIII. STORES PROGRAM

4.STOCK LEVELS.

A.GENERAL.

The <Your Agency> requires a minimum level of certain items to maintain aircraft in serviceable condition. The items shall be stocked at the level indicated at all times. **(ICAP Comment: This is important to ensure that contractor has items on hand. This should be part of the "Statement of Work." Too much ground time results from contractor or in-house maintenance not having adequate stores program. Do not let contractor drive your agency; you drive the contractor.)**

B.MINIMUM STOCK LEVELS (Example)

(1)Tires(1)Tires(1)Tires

Boeing 727 Nose Tires-4 each

Boeing 727 Main Tires-8 each

Sabreliner Main Tires-16 each

Sabreliner Nose Tires-8 each

(2)Brakes

Boeing 727-6

Sabreliner-10

(3)Lights(3)Lights

Boeing 727, # 4551, Taxi Lamps-10 each

Boeing 727, # Q4557, Inboard Landing Lamps-10 each

Boeing 727, # Q4559, Outboard Landing Lamps-10 each

Sabreliner, # 4581, Landing Lamps-15 each

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VIII. STORES PROGRAM

5.GOVERNMENT FURNISHED PARTS (GFP)

A.GENERAL.

Transfer of aircraft within the U.S. Government is frequently accompanied with the transfer of spare parts and component inventories. These can represent significant investments. Additionally, Government aircraft utilize the same repair facilities and contractors to conserve funds and reduce inventory requirements.

Government furnished parts shall be used when available provided they are properly identified or the <Your Agency> Supervisor of Maintenance has concluded that the parts meet the criteria established in this Chapter and Chapter/Section III.8.F.

B.DEVIATIONS

The <Your Agency> mission requirements may dictate that parts be used where full documentation of GFP is not readily available or the part cannot be traced to it's original manufacturer. In these cases, the <Your Agency> Supervisor of Maintenance will follow the procedures established in Chapter/Section VIII.3.D of this manual.

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CHAPTER TABLE OF CONTENTS

CHAPTER IX. SECURITY PROGRAMS

SUBJECTCHAP/SEC/PAGECHANGE

1.MAINTENANCE SECURITY PROGRAMS IX.1.100-<Date>

A.GENERAL IX.1.100-<Date>

B.<Your Agency> HANGAR SECURITY IX.1.100-<Date>

C.MAINTENANCE ON <Your Agency> EQUIPMENT

AWAY FROM HOME BASEIX.1.100-<Date>

2.BOMB THREATS IX.2.100-<Date>

A.GENERAL IX.2.100-<Date>

B.POLICY IX.2.100-<Date>

C.EMPLOYEE PROCEDURES IX.2.100-<Date>

D.BOMB THREAT SEARCH AND

INSPECTION IX.2.200-<Date>

(This Page Intentionally Left Blank)

IX. SECURITY PROGRAMS

LIST OF EFFECTIVE PAGES

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

Supervisor of Maintenance - Date

(This Page Intentionally Left Blank)

IX. SECURITY PROGRAMS

1.MAINTENANCE SECURITY PROGRAMS

A.GENERAL

Security is an essential element of the <Your Agency> Maintenance Program. Government property often becomes the target of sabotage for numerous reasons. At times government property presents a target of opportunity for groups attempting to gain visibility for their movement. Operations and servicing of its aircraft throughout the U.S. and foreign territories exposes <Your Agency> aircraft to environments that have varying degrees of security. Personnel performing maintenance on the <Your Agency> aircraft shall be aware of and look for any unusual conditions. If such conditions are found they should be reported immediately to the <Your Agency> Supervisor of Maintenance. Unusual conditions may be suspicious looking objects, signs of tampering, or intentionally inflicted damage to areas such as pitot static heads, primary structures, engine inlet or exhaust area, and damage to windows, as examples. **(ICAP COMMENT: Law Enforcement agencies may need to add additional guidelines due to additional requirements in this area.)**

B.<Your Agency> HANGAR SECURITY.

Routine security measures are imposed on personnel entering the <Your Agency> Hangar from the main entrance. Maintenance personnel should be vigilant to unauthorized vehicle or pedestrian traffic and aircraft movements on the <Your Agency> Hangar Ramp. Any unusual movements should be immediately reported to the <Your Agency> Supervisor of Maintenance.

C.MAINTENANCE ON <Your Agency> EQUIPMENT AWAY FROM HOME BASE.

Personnel, including contractors, performing servicing and maintenance on <Your Agency> aircraft away from the <Your Agency> Hangar are expected to provide the same level of security for aircraft and equipment (see Section A, General, above) as is provided at the <Your Agency> Hangar in <Location>.

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IX. SECURITY PROGRAMS

2.BOMB THREATS

A.GENERAL

Any employee receiving or learning of a bomb threat or other sabotage threat to an aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency> will immediately notify their supervisor who will advise the Chief, Air Operations Division, giving complete information as to the threat. The supervisor will then advise all personnel of the threat and any action directed by the <Your Agency Aviation Title>.

If the threat concerns a specific aircraft or flight, the supervisor, upon approval by the <Your Agency Aviation Title>, will notify the Air Traffic Control Tower of the threat.

B.POLICY.

<Your Agency> maintenance employees, including contractors providing maintenance support to the <Your Agency>, shall cooperate fully with the FBI (which is responsible for investigating bomb threats), the local police, and the FAA.

<Your Agency> will assist in any way possible in the prosecution of violators of federal laws, by cooperating with the federal authorities to the fullest. Contractors, too, are expected to cooperate fully with the investigation and prosecution of these violators.

C.EMPLOYEE PROCEDURES.

If a <Your Agency> employee, or employee of a <Your Agency> maintenance contractor, receives a telephone call regarding a bomb being aboard or threatened to be placed aboard an aircraft, or in the vicinity of any <Your Agency> aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency> they will:

(1)Signal another person in the office to call the telephone company to have the call traced.

(2)Question the caller, using a number of questions that have been designed by AOD Security to aid in prolonging any threat call in an attempt to trace the call, identify the caller, and to determine valuable response information for us by authorities. (Reference Chapter/Section IV.2.I, form <Your Agency> GMM BTQ)

IX. SECURITY PROGRAMS

(3)Obtain as much information as possible and take exact notes. Be alert for accents, background noises and any indication that the caller is a juvenile, intoxicated, mentally disturbed, or unusually familiar with the operation and schedule of the <Your Agency Aviation Title>.

(4)Immediately notify their supervisor who will advise the Chief, AOD, giving complete information as to the threat received and action taken to this point.

(5)Immediately report their actions in a written statement, including all statements made by the caller verbatim, if possible. This report should be forwarded to the Chief, <Your Agency Aviation Title>, through proper channels as soon as possible.

Questionnaires should be available for ready use in each office where calls are received from the public.

Questions should be spaced so as to enable the caller's responses to be written in the appropriate area. Supervisors are responsible for maintaining the questionnaire in sufficient quantity to satisfy local needs.

D.BOMB THREAT SEARCH AND INSPECTION.

When a bomb threat search is to be conducted on any aircraft, hangar, ramp, ground support equipment, or any property belonging to the <Your Agency>, maintenance personnel will assist when requested by the <Your Agency> person in charge. The search will normally be conducted in accordance with the following procedures:

(1)Appropriate measures will be taken to clear the danger area of personnel. The passengers will be evacuated from the aircraft. All personnel in the vicinity of the Hangar or equipment being threatened will be evacuated. If the aircraft is in the <Your Agency> Hangar the passengers and other personnel will be removed from the Hangar. If the aircraft is airborne the passengers will be deplaned at the direction of the Pilot-in-Command . If the aircraft is taxiing but not airborne, the Pilot-in-Command will issue instructions for evacuating the aircraft, which may involve emergency evacuation and the removal of any onboard personal items.

(2)The local FBI, FAA, and Airport Manager will be notified by the most expeditious means. When direct contact with these individuals is not possible, the Pilot-in-Command will advise Air Traffic Control and ask their assistance.

IX. SECURITY PROGRAMS

(3)The aircraft or ground equipment will be located to a remote area as directed by the Airport Manager or <Your Agency> person in charge.

(4)If passengers are involved they may be moved to a search area.

(5)Cargo aboard the aircraft may be removed.

(6)A complete search of the aircraft threatened will be conducted. Assistance from experts will be requested to handle and dispose of any bomb or suspected bomb found.

**UNDER NO CIRCUMSTANCES WILL ANY SUSPICIOUS OBJECT OR BOMB BE TOUCHED, HANDLED, OR DISTURBED IN ANY MANNER BY ANY MAINTENANCE EMPLOYEE, CONTRACTOR OR OTHERWISE.**

(7)If no bomb is found in the luggage, cargo, or any other area and circumstances are such that a bomb could have been hidden within the aircraft itself, a maintenance inspection may be performed in accordance with the Bomb Threat Inspection form (Reference Chapter/Section IV.2.J, form <Your Agency> GMM BTI). The <Your Agency> person in charge will direct maintenance to perform the inspection, if required.

Maintenance personnel will provide support to the bomb threat inspection team as directed by the <Your Agency> person in charge.

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