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(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.

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(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.

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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.

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**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.

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(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

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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.

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(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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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.

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(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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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.

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(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.

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(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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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.

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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.

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(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.

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(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.

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(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.

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(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.

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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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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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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)

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(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.

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(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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