

# W5 Aviation LLC Aircraft Records Management

**Sort – Organize – File**

**Verify – Correct – Maintain**

**Digitalize**

It is a dry and tedious task and nobody likes to do it: sorting, indexing and filing your aircraft technical records! However, well organized records would make airworthiness reviews or audits of any kind much easier. We have perfected the process of sorting, organizing and filing the records of both aged aircraft and those just entering service. The W5 Aviation system is straight forward and easy to understand for just anybody, current and future owners and operators. Binders and boxes used are of high quality ensuring proper and durable protection of your valuable files.



## Optional Services:



- Verify and complement computerized maintenance tracking system data (CAMP, CMP).
- Digitalize all data and upload to Cloud.

## Our filing system meets the following aircraft records keeping standards:



EASA Part M Subpart C M.A.305  
 FAA FAR 91.417  
 FAA FAR 135.439  
 OTAR Part 39 Subpart D

## W5 Aviation Process:



1. Receive hard-copy records.
2. Sort files chronologically by date.
3. Identify and index individual work reports.
4. Identify and index ADs, SBs, Mods and time critical parts.
5. Identify and recover/reconstruct missing data as per FAA AC43-9C and EASA AMC M.A.305(h) standards.
6. Reorganize files in binders and boxes.
7. Issue master inventory list with detailed index.

## Our Promise:



Once your technical records have been reorganized as per the W5 Aviation Process, you will be able to locate an individual file in less than 5 minutes!



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For a technical director or CAMO specialist the day is loaded with maintenance planning, dealing with an AOG or an on-site visit at the MRO working on your aircraft. Keeping up with maintaining your aircraft records usually ends up at the bottom of the to-do list.



That is where W5 Aviation can step in and support. As we said earlier: Do what YOU do best, and outsource the rest.

## W5 Aviation Process:



1. Receive hard-copy work reports.
2. Check package for completeness (compare with work order).
3. Update aircraft log books with release certificates.
4. Monitor and verify computerized maintenance program update (CAMP; CMP):
  - Compliance date and times
  - Task, AD and SB compliance
  - Next due for overhauled or replaced components
  - Link to scanned compliance records (CRS, task card, parts certificate).
5. Initiate and supervise all necessary corrections.
6. Reorganize files in binders and boxes.
7. Update aircraft records master inventory list and index.
8. Store files at the W5 Aviation warehouse or owner/operator location.

## Optional Services:



- Digitalize all data and upload to Cloud.
- Issue detailed audit report to support the annual airworthiness review.

## For best results



we recommend to first reorganize all history records as per the W5 Aviation “Sort – Organize – File” method.



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Get ready for the digital age by generating a complete digital image of all paper aircraft technical record files. The two main computerized maintenance programs (CAMP & CMP) offer digital logbooks and a database for all scanned files. This database is only useful if maintained properly. We will verify all digital files on these platforms and complement the database as needed. In addition W5 Aviation offers an independent, easy to use cloud based digital storage for all your aircraft records.



## **CAMP/MyCMP electronic database:**



1. Verify that all critical aircraft history maintenance data is available and properly filed on the platform.
2. Complement the database with missing history files.
3. Complement and maintain e-logbooks for airframe, engines and APU.
4. Monitor updates of current and future maintenance events.

## **Cloud Service:**



An independent Cloud based database makes remote audits for leasing companies, banks, authorities and prospective buyers possible. No CAMP/CMP access or knowledge, and no special software needed. Access to password protected and encrypted data anytime, anywhere!

## **W5 Aviation Cloud Service:**



1. Sort, organize and file all aircraft technical records as per W5 Aviation process.
2. Digitalize the files.
3. Index individual files and documents for easy access to a level selected by the client.
4. Upload all data to the W5 Aviation Cloud or customer's own network as per the latest electronic data management protocols.

