



## CAP AIRCRAFT MAINTENANCE MANAGEMENT

This supplement to CAP Regulation 66-1, with Change 5 dated 20 April 2011, establishes standard aircraft maintenance management procedures for all Ohio Wing Civil Air Patrol corporate owned aircraft. Information contained herein is applicable to all personnel who operate and/or maintain Ohio Wing CAP corporate aircraft.

### SUMMARY

This document provides supplementary information regarding procedures and guidance for maintenance performed on Ohio Wing CAP aircraft specific to Change 5 of CAPR 66-1.

Table of Contents	Page
4. Responsibilities .....	1
6. Scheduled Maintenance.....	2
8. Engine Management Program.....	2
9. Required Equipment.....	3
10. Painting, Marking and Placards.....	4
11. Records.....	4
18. (Added) Financial Records.....	4

#### 4. Responsibilities.

4d. (Added). Wing Headquarters shall control major maintenance (Centralized Maintenance Management Program); the unit shall notify the Wing Aircraft Maintenance Officer (DOM) and the Wing Director of Operations (DO) of the need for maintenance. Where an emergency exists advanced authorization must be obtained from either the Ohio Wing Commander or his designee before any work is started. Currently the designees are the: DOM and DO. Wing/National Headquarters funds will not be spent on emergency maintenance performed if this procedure is not followed.

4b. (Added). Notwithstanding the authority of the Wing Commander, in Ohio, the DO is responsible for the overall management of the corporate air fleet, monitoring fleet utilization, and making changes as required. The DOM, is responsible for all aircraft maintenance. Group and Unit Commanders (with corporate aircraft assigned) are responsible for ensuring that aircraft assigned to their unit are maintained in a safe, complaint and operable condition. They must provide proper supervision, adequate control, and management of CAP aircraft and protect the funds earmarked for aircraft payments, local organizational maintenance, and equipment upgrade in accordance with applicable CAP regulations and/or supplements.

4c. (Added). The Commander with custodial responsibility of the aircraft or designee shall;

- 1) assure that maintenance is performed on schedule;
- 2) assure that the aircraft fire extinguisher is maintained and that the required inspections (annual, 6 and 12 year) and certifications are completed in a timely manner. Receipt/invoice for the costs associated with inspection and certification may be submitted to the DOM for reimbursement



## CAP AIRCRAFT MAINTENANCE MANAGEMENT

- 3) be accountable for ensuring the necessary licenses and certificates are current and displayed properly in the aircraft; and
- 4) manage the aircraft to assure it is flown a minimum of 200 hours each fiscal year.

### 6. Scheduled Maintenance.

6b. The Commander having custodial responsibility of a corporate aircraft shall be responsible for ensuring the aircraft is not flown past the 100-hour mark without the 100 hours or annual inspection being accomplished. Waiver authority for flying over the 100-hour mark must be obtained from the FAA Flight Standards District Office (FSDO) in the form of a ferry permit. Due to Airworthiness Directives that exist and apply to all present CAP Aircraft assigned to the Ohio Wing that require re-inspection every 100 hours, no over-flight or waiver of the 100 hour inspection requirement is authorized by FARs. Waiver authority in the form of a Ferry Permit for flying over the 100 hour/Waiver authority for flying over the annual cut-off date must be obtained from the FAA FSDO having authority over the aircraft location, DOM and DO.

6f (1) Added. The custodial unit shall keep on file the completed CAP Form (CAPF 71) *Aircraft Inspection Checklist* to demonstrate compliance with this regulation.

### 8. Engine Management Program.

8d. (5). (Added). Any repair to a magneto that entails removal of the unit and replacement of parts.

### 9. Required Equipment.

9f. (Added) **Survival Kit.** All corporate powered aircraft assigned to Ohio Wing shall be equipped with survival equipment and maintained appropriately for the season. Any items marked with an expiration date shall be replaced prior to the expiration date. The weight of the equipment shall not exceed 30 pounds. At a minimum, the following items shall be included in the survival kit:

- Survival manual (USAF Pamphlet 64-5 Aircrew Survival)
- Survival blanket
- Fire starter and waterproof container with strike anywhere matches
- Signal mirror
- First aid kit which includes trauma dressings
- Leatherman/Gerber-style multi-purpose tool/knife
- Whistle
- Light marker or distress strobe
- Lensatic compass
- Leather work gloves

The survival kit shall be weighed and the weight shall be attached to the kit's exterior in plain view.



9g. (Added). **Storage Container.** All corporate powered aircraft assigned to Ohio Wing shall be equipped with, and custodial units shall maintain, the following:

- tie down ropes or nylon straps (IAW CAPR 66-1, 15b)
- auger style anchors
- wheel chocks
- two quarts of oil and the equipment required to put it into the engine. Additional quarts may be carried if the aircraft is going to be away from its home base over an extended period of time
- approved window cleaner and appropriate window cleaning cloth
- cleaner, non-abrasive sponge and towel appropriate for wiping-down aircraft exterior
- tire pressure gauge
- flashlight
- fuel calibration stick

These items shall be kept in a plastic storage container and placed in the baggage compartment. The container shall be weighed and the weight of this container shall be placed on the container's exterior in plain view.

#### 10. Painting, Marking and Placards.

10b. Minor paint touchup to include repainting of replaced parts is authorized and may be accomplished on an as-needed basis. Faded or damaged decals shall be replaced at the next scheduled repainting of the aircraft unless otherwise directed.

#### 11. Records.

11a. (Added). Ohio Wing maintenance forms and records shall be maintained in the following manner: the Ohio Wing Form (OWF) 18 *Aircraft Utilization Summary Report*. This report shall be completed and sent to the Ohio Wing Headquarters, within 10 days following the end of each month. Full Payment for the month reported shall be submitted not later than the 20<sup>th</sup> day following the end of each month. Failure to send the report or habitual lateness of report, and / or moneys is to be considered just cause for relocation of the aircraft, as determined by the DO and approved by the Wing Commander. Hobbs *Engine Time by Mission Category* hours are to be broken down and reported on OWF 18.

11b. (Added). *CAP AIF Flight Log*. Each corporate flight shall be logged on the current version of the CAP AIF Flight Log. These forms shall be used to complete the monthly OWF 18 and unit billing to individual members. All valid discrepancies shall be noted on the monthly report to Wing Headquarters. The working copy of the CAP AIF Flight Log for the current month shall be maintained in the aircraft log book, located in the aircraft, and changed on a monthly basis. A copy of each monthly CAP AIF Flight Log shall be retained by the unit for a minimum of 2 years.

11c. (Added). Aircraft Maintenance Records shall be stored and maintained for 2 years at a central location as designated by the Wing Commander or his designee.



**CAP AIRCRAFT MAINTENANCE MANAGEMENT**

**18. (Added) Financial Records.**

18a. (Added). Aircraft custodial units shall maintain complete financial records of all receipts and expenditures associated with the operation of the aircraft. Income, donations, or financial programs in support of the operation of a corporate aircraft are the responsibility of the unit operating the aircraft. Financial programs involving fund raising by the unit require the Wing Commander's Approval before implementation of same.

18b. (Added). The hourly aircraft usage charged by the custodial unit shall not be less than the "Dry" Hourly Reimbursement Rates listed in CAPR 173-3 and as approved by the DO and published in the custodial unit's "*Unit Local Procedures*" (ULP) document.

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