

XOJET Incorporated

General Maintenance Manual

Revision: 08

Date: 04/01/2013

XOJET

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XOJET FAR 135 General Maintenance Manual

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Manual Transmittal Page

REVISION INFORMATION R = Remove and Replace affected page; D = Delete affected page; N = Insert new page				
Revision No: 08			Revision Date: 04/01/2013	
Manual Holder’s Name: XOJET Inc.				
Global: - Added “or designee” after references to the Director of Maintenance - Deleted/revised references to Chief Inspector				
The following bulletins were incorporated into this revision: GMM 01 (REV 07) - Information Only Items				
SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 0	R	Updated Table of Contents, List of Effective Pages and Record of Revisions pages		
	R	“Eric Secrist, Director of Maintenance” replaces “Dave Colbert, VP Maintenance” in LEP signature block		
	A	0-21	-	Added Record of Bulletins Page
Section 1	R	1-3	1.3	Deleted item a), “Standard Operating Procedures (SOPs) are created to define how Specific Company Requirements (SCR) will be performed. The General Maintenance Manual will detail how XOJET will comply with Specific Regulatory Requirements (SRR) that are required by FARs.”
				Revised item c), “Standard Operating Procedures are maintained within the Maintenance Volume 0 Manual in QPulse” replaces “Standard Operating Procedures are maintained on the Controlled Documents site within the Flight Operations/Maintenance Volume 0 Manual on the XOJET intranet”
				In item c), added “or designee” after “The Director of Maintenance” in second sentence
	R	1-3	1.4	Revised paragraph, “The forms referenced in the GMM are stored in the XOJET Quality Management software” replaces “The forms referenced in the GMM are stored in the Controlled Documents Folder in XOJET’s Quality Management software. Additionally, a link to these forms is available through the Controlled Documents site on the XOJET intranet. For convenience, XOJET issues paper copies of the GMM forms to the FAA”

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 1 (cont'd)	R	1-5	2.1	Added paragraph, "Official distribution for all manuals, revisions and bulletins is by email distribution issued by the company document coordinator. Distribution list is defined by the document owner when the document is created or revised"
	R	1-5	2	Deleted the following paragraphs: 2.2. - "The Director of Maintenance maintains the Master Copy of the GMM in electronic form. The document is stored in the Controlled Documents Folder in XOJET's Quality Management software. Additionally, a link to this manual is available through the Controlled Documents site on the XOJET intranet. For convenience, XOJET issues several paper copies of the GMM to specific holders. These manuals are tracked using the Manual Distribution Log (Form 500)" 2.3. - "A copy of this Manual is furnished to appropriate areas and/or persons of responsibility within XOJET. Director of Maintenance (DOM), Director of Operations, and employed Technicians. Additionally, if maintenance is performed at other than XOJET locations, the Manual and training must also be available to those entities and/or person as needed" 2.4. - "Distribution of the revision may be through electronic means or kept in the mailbox at XOJET's maintenance facility. It is the responsibility of the manual holder to obtain a revision from the Director of Maintenance or designee"
	R	1-5	3.1	Deleted sentence, "Suggestions for changes may be made in writing to the Director of Maintenance"
	R	1-6	3.2	Deleted paragraph, "Each manual holder will be responsible for keeping his/her manual up to date as revisions are furnished. The Director of Maintenance will be responsible for keeping office copies of the General Maintenance Manual up to date"
	R	1-5	3.2	Revised item a), "Suggestions for changes may be made in writing or through the Quality Management system to the Director of Maintenance"
	R	1-5	3.4	Revised item c), "The Director of Maintenance is responsible for ensuring this manual is current" replaces "The Director of Maintenance is responsible for ensuring all manuals either electronic or paper are current"
				Deleted from item c), "The Manual Transmittal Page is used to record that holders of paper manuals have incorporated the issued revision in their manuals"

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 1 (cont'd)	R	1-6	3.5	Added sentence to item a), "The Manual Transmittal Page is used to record that holders of paper manuals have incorporated the issued revision in their manuals"
	R	1-6	3.5	Deleted from item c), "It will be the responsibility of the Director of Maintenance or his designee to ensure that all "Manual Transmittal Pages" are disseminated to all manual holders. The Director of Maintenance of designee may issue return receipt email to ensure all revisions have been distributed"
	R	1-6	3.6	Added section 3.7 header, "Revision Acknowledgement"
				Revised item a), "When a revision has been accomplished, the manual holder will acknowledge the revision through the Quality Management system. The acknowledgement is used as verification that the manual holder has read the revision and understands all changes" replaces "When a revision has been accomplished, the manual holder shall sign and date the Manual Transmittal Page. The signature on the form is used as verification of the following: • The Manual was updated with the current revision, • The revision was recorded in the Manuals, and • The Manual holder has read the revision and understands all changes"
				Deleted item b), "The Manual Transmittal Page will be completed as described in this section and a copy returned by mail, fax or electronically to the DOM or his designee"
Section 2	R	2-4	2.1	"may" replaces "will" in last sentence
	R	2-8	8.2	"Designated personnel will attach a copy of the Letter of approval" replaces "The Director of Maintenance or designee will attach a copy of the Letter of Approval"
				Revised item a), "To the computer tracking system for rarely utilized vendors along with the Limited Authorization to Perform Maintenance (Form 570)" replaces "Limited Authorization to Perform Maintenance (Form 570) for Maintenance Vendors rarely utilized"
				Revised item b), "By vendor in the Quality Management system for vendors XOJET regularly utilizes" replaces "Maintenance Facility Audit (Form 575) for Maintenance Vendors regularly utilized"
	R	2-9	9.3	"Maintenance personnel shall report company maintenance related conversations..." replaces "Maintenance personnel shall report all conversations..."
	R	2-9	10	Revised section regarding Maintenance Operations Bulletins

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 3	R	3-5	6.1	Reworded paragraph
	R	3-5	6.3	Deleted sentence, “However, each offsite maintenance facility is staffed by a Base Maintenance Manager that reports directly to the Director of Maintenance”
				Deleted item a), “In the event that a Base Maintenance Manager has not been permanently assigned or is absent, the DOM will assign the duties and responsibilities to a senior Technician until such time that a Base Maintenance Manager is assigned or returns to duty”
	R	3-6	6.6	Revised item a), “Not Applicable” replaces “Airport designator: VNY, 7240 Hayvenhurst Ave, Van Nuys, CA 91406”
Section 4	R	4-5	4.2	Deleted Maintenance in Progress Tag paragraph
	R	4-8	7.1	“If XOJET Maintenance personnel blocks a sensory port to facilitate testing...” replaces “When a sensory port is blocked to facilitate testing...”
	R	4-8	8.1	“Supporting documentation...” replaces “All supporting documentation...”
	R	4-10	9.4	In item a), “Airworthiness release training shall be administered...” replaces “All airworthiness release training shall be administered...”
				In item b), “The Director of Maintenance or designee will maintain a list of XOJET Airworthiness Release authorized Technicians” replaces “The Director of Maintenance or designee will maintain a list of XOJET Airworthiness Release authorized technicians at the main maintenance base”
	R	4-12	10.1	Revised paragraph, “XOJET utilizes outside Maintenance Vendors. The Director of Maintenance is ultimately responsible for quality and compliance of vendors” replaces XOJET intends to utilize outside Maintenance Vendors to complement In-House capabilities as needed”
	R	4-12	10.2	Director of Safety and Quality Assurance replaces Director of Maintenance
			10.3	
			10.5	
			10.6	“Quality Management system” replaces “vendor file”
	R	4-14	12	Deleted section regarding Measuring and Test Equipment Control Program

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 5	R	5-9	6.6	“Director of Maintenance, or designee” replaces “and Chief Inspector”
	R	5-9	7.4	“Director of Safety and Quality Assurance” replaces “Chief Inspector”
		5-10	7.7	
		5-10	8.3	
		5-10	8.5	
	R	5-11	9.6	Deleted paragraph on Work Interruptions
	R	5-14	10.10	“Director or Safety and Quality Assurance” replaces “Chief Inspector”
		5-14	11.3	
Section 6	R	6-3		“Director of Safety and Quality Assurance” replaces “Chief Inspector” in NOTE
	R	6-4	4.1	“Director of Safety and Quality Assurance” replaces “Chief Inspector”
	R	6-6	6.2	Deleted from paragraph, “...and must do so only with the approval, authority and supervision of the Chief Inspector”
	R	6-7	7.1	“Director of Safety and Quality Assurance” replaces “Chief Inspector”
	R	6-7	7.2	Deleted stricken text from sentence, “This form indicates the type of aircraft and any limitations the Inspector has regarding inspection functions and RII items.”
	R	6-7	8.1	“Director of Maintenance” replaces “Chief Inspector”
	R	6-7	8.2	
	R			
				Deleted first sentence from NOTE: “The most appropriate method of ensuring the designated Technician has the proper knowledge is for the Chief Inspector or designee to speak with the candidate directly.”
				“Director of Maintenance” replaces “Chief Inspector” in NOTE
	R	6-8	8.2	“Director of Maintenance” replaces “Chief Inspector” in item e)
Section 7	R	7-6	4.1	“Information Item” replaces “Airworthy/Information Item” in item f)
	R	7-7	4.7	Incorporated bulletin GMM 01 (REV 07) - Information Only Items
	R	7-9	7.2	“that aircraft” replaces “his aircraft”

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 7 (cont'd)	R	7-12	9.4	“requiring the use of special tools or test equipment” replaces “requiring the use of tools or test equipment”
	R	7-12	10.2	“designee” replaces “his designee”
	R	7-13	10.5	
	R	7-14	12.4	
	R	7-16	13.8	
	R	7-16	13.9	
	R	7-16	13.10	
	R	7-16	14.1	“Quality Assurance” replaces “Quality Control”
Section 8	R	8-3		Deleted sentence from NOTE, “Proper training will ensure compliance”
	R	8-3	1.3	Revised paragraph, “The Director of Maintenance is responsible to ensure that training is scheduled, as necessary, for XOJET Maintenance personnel to become familiar with procedures and techniques on aircraft which are maintained by XOJET” replaces: “The Director of Maintenance is responsible to ensure that factory, on-the-job training, and/or recurrent training is scheduled, as necessary for XOJET personnel to become familiar with procedures and techniques on aircraft which are maintained by XOJET”
	R	8-3	1.4	Revised first sentence, “Company training is performed to ensure XOJET Maintenance personnel are familiar...” replaces “In-house training is performed to ensure all XOJET personnel are familiar...”
	R	8-3	1.5	Deleted the following from paragraph, “...and to ensure that each person who determines the adequacy of work done is fully informed about procedures and techniques and new equipment in use and is competent to perform their duties”

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 8 (cont'd)	R	8-3	1.6	“The Director of Maintenance will maintain training records generated for all Technicians trained performing work on XOJET aircraft. Maintenance training records will be stored in the Quality Management system” replaces: “The Director of Maintenance will maintain training records generated for all Technicians trained (employed or vendor) performing work on XOJET aircraft. Maintenance training records will be stored at the Main Base of Operations office.”
	R	8-3	1.7	“All XOJET Maintenance personnel will receive initial company training upon employment and recurrent training annually” replaces: “All XOJET Maintenance personnel will receive some form of training every 12 months”
	R	8-4	2.1	“The DOM or designee will reference the Approved Vendor List (AVL) located in the Quality Management system...” replaces: “The DOM or designee will reference the List of Authorized Repair Stations (Form 577) or Approved Vendor List...”
	R	8-4	2.2	Revised item a), “An FAA Certified Repair Station contracted to perform maintenance will be qualified by XOJET’s Director of Maintenance or designee to perform maintenance on XOJET aircraft...” replaces: “An FAA Certified Repair Station contracted to perform Maintenance will designate a person to be qualified by XOJET’s Director of Maintenance or designee to oversee the maintenance on XOJET aircraft...”
				Deleted from item b), “Maintenance Training Record (Form 572)”
	R	8-4	2.3	Deleted stricken text, “Understands the responsibilities of properly completing XOJET documentation on proper verbiage ”
	R	8-5	2.4	Revised NOTE, “It is not required to generate a Master Training Record for one-time authorizations. The Form 570 will be attached to the work order in the computerized Maintenance tracking system” replaces: “It is not required to generate a Master Training form or a Training Record Form for one-time authorizations”

SECTION		Pg.	Para	REMARK / HIGHLIGHT
Section 8 (cont'd)	R	8-6	3.2	Revised last sentence in item c), "Recurrent Training will be annotated on the Required Maintenance Training Form (Form 572a)" replaces: "Recurrent Training will be annotated on the Maintenance Training Record (Form 572)"
	R	8-6	4.1	Revised in second sentence, "...completion of training is documented on Required Maintenance Training Form (Form 572a) and entered..." replaces: "...completion of training is documented on Maintenance Training Record (Form 572) and entered..."
	R	8-7	4.2	Revised in item a): - Required Maintenance Training Form (Form 572a) replaces Maintenance Training Record (Form 572) - Added Non-Compulsory Maintenance Training Form (Form 572b) - Added Aircraft Specific Maintenance Training form (Form 572c) - Added System, Software & Equipment Training Form
	R	8-7	4.4	Revised item a), "...will complete a maintenance training file housed in the Quality Management system for each authorized Technician..." replaces, "...will complete a maintenance training file for each authorized Technician..." Added "approved" prior to "Technicians, Inspectors and Vendors"
	R	8-8	5.2	Added "or designee" after "Director of Maintenance"
				In item a), added "Maintenance" prior to "Personnel"
				"May" replaces "Will" in first bullet in item a)
	R	8-9		In item b), added "Maintenance" prior to "Personnel"
				In first bullets under items b) and c), "May" replaces "Will"
				In item d), "Additional Training (XOJET Maintenance Personnel)" replaces, "Bi-Annual Training (XOJET Personnel)"
				Deleted "(required at least every 2 years" first bullet
Section 9	R	9-3	2.1	"Director Safety and Quality Assurance" replaces "Chief Inspector"
	R	9-4	4.1	
Section 10		10-3	1.1	Deleted from second sentence, "(confirm Ops Spec in Dropbox)"



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Section 10 (cont'd)	R	10-3	1.1	Revised last sentence, "The DOM may delegate the authority to execute the Special Flight Permit, but not the responsibility for issuance, to the Vice President Technical Services and Reliability or any Maintenance Control personnel" replaces: "The DOM may delegate the authority, but not the responsibility for issuance to the Manage of Maintenance Control or the Chief Inspector."
	R			Deleted previous last sentence, "The term Maintenance Control, in this section, will be used to mean the Director of Maintenance, Manager of Maintenance Control or Chief Inspector"
	R	10-4	2.6	Added to first sentence, "Maintenance and Flight"
Appendix 3	D	Deleted Appendix 3 "Maintenance Operations Bulletins List". The list can now be found at the end of Section 0, "Preamble"		
Index	R	Updated Index		



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Record of Revisions

The following revisions have been approved for this manual. The Manual Transmittal page for each revision follows the title page.

<i>Rev #</i>	<i>Date</i>		<i>Rev #</i>	<i>Date</i>
1	04/02/06			
2	04/18/06			
3	06/01/08			
4	06/18/10			
5	03/11/11			
6	07/15/11			
7	03/01/12			
8	04/01/2013			



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SECTION 0: Preamble

1. Introduction

- 1.1. **XOJET Incorporated** is a commercial air operator established in the United States to perform on-demand operations worldwide. The company goal is to uphold the highest level of Safety, Service, Security and Quality in an aviation operation in compliance with Federal Aviation Regulations (FARs) and other Federal regulations.
- 1.2. **List of Company Manuals:** Compliance is achieved through strict adherence to policy and procedures documented in the following series of manuals:
- a) **Flight Operations**
 - Flight Operations Volume 0
 - GOM - General Operations Manual
 - FSM - Flight Standards Manual
 - GTM - General Training Manual
 - b) **Maintenance**
 - GMM - General Maintenance Manual
 - c) **Security**
 - SEC - Security Manual (12-5 in printed form only)
 - d) **Quality Assurance**
 - SOP - Standard Operating Procedures
 - e) **Safety**
 - SPM - Safety Manual
 - ERP - Emergency Response Plan
- 1.3. **Manual Sections:** Each manual contains the following sections:
- a) **Section 0** in its entirety consists of:
 - Title Page
 - Manual Transmittal page
 - Table of Contents
 - List of Effective Pages (LOEP)
 - Record of Revisions page
 - Introduction

- System of Amendments and Revision
 - Common Language
 - Definition and Abbreviations
- b) **Additional Sections:** are added to each manual as required to provide instructions that enable all employees to carry out their assigned duties and responsibilities in accordance with the Operation Specifications, the Federal regulations and Company policies.
- 1.4. The purpose of all operations manuals is to provide guidelines to enable all personnel to carry out their assigned duties and responsibilities in accordance with Company policies and FAA regulations. Following the procedures contained herein comply with all requirements of Part 91, Part 91 Subpart K, and Part 135.
- 1.5. The General Maintenance Manual (GMM), combined with Standard Operating Procedures, contains all policies and procedures necessary for employees of XOJET, Inc. to safely carry out their duties.

2. System Of Amendments And Revision

- 2.1. Handwritten Amendments
- a) Handwritten amendments and revisions are **NOT** permitted except in situations requiring immediate revision in the interest of safety. When handwritten amendments are made, the document owner shall coordinate issuance of an approved bulletin on the next business day following the handwritten amendment.
- 2.2. Manual Responsibility
- a) The Master copy of the GMM will be maintained by the Director of Maintenance or designee and kept at the principal base of operations.
- b) The Director of Maintenance or designee is responsible for the Distribution Log and the distribution of all revisions and bulletins.
- 2.3. Annotation of Changes
- a) Refer to [Chapter 1, Section 3.3 “Annotation of Changes”](#).
- 2.4. Manual Bulletins
- a) Refer to [Chapter 2, Section 10 “Maintenance Operations Bulletins”](#).

2.5. Change Requests

- b) Refer to [Chapter 1, Section 3 “Manual Revisions”](#).

2.6. Distribution

- c) Refer to [Chapter 1, Section 2 “Manual Distribution”](#).

3. Common Language

- a) All Flight Crew and Maintenance Technicians communicate in a common language (English).
- b) XOJET ensures that all Operations personnel are able to understand the English language. Pilots and Maintenance Technicians are required to demonstrate the ability to speak and understand the English language to the level specified in the language proficiency requirements for the Authority.

4. Definitions

- a) The following terms are used throughout this manual and are defined as follows.
- **Abort** - To terminate prematurely
 - **Accessory** - A part, subassembly or assembly designed for use in conjunction with or to supplement another assembly or unit
 - **Accidental Damage** - Physical deterioration of an item caused by contact or impact with an object or influence which is not part of the aircraft, or by improper manufacturing or maintenance practices.
 - **Accomplished By** - A term usually found on work sheets and in the MIP Manual that identifies a person, generally in Maintenance, designated to sign for the completion of items on the Work Sheets.
 - **Audit** - A methodical examination and review to examine with an intent to verify
 - **Airworthy** - Aircraft conforms to its Type Design and is in a safe condition for its intended flight. MEL/NEF/CDL items do conform to the aircraft Type Design but are authorized by the FARs and are time controlled by our company Quality Control.
 - **Bench Check** - See Bench Service
 - **Bench Service** - A functional or visual check of an item in the appropriate shop to prescribe specifications in order to determine whether or not the item may be returned to service, or whether it requires adjustment, repair, or overhaul; and the accomplishment of any such adjustment, repair or overhaul

- **Block Hours** - The number of hours incurred by an airplane from the moment it first moves for a flight until it comes to rest at its intended blocks at the next point of landing.
- **Calendar Day** - 24-hour periods from one minute after midnight to midnight the same day standard pacific time.
- **Calendar Month (C/M)** - For the purpose of tracking maintenance tasks which are scheduled by calendar time. All maintenance tasks scheduled by calendar time will be due by the last day of the month in which they fall due.
- **Calibration** - The application of a specifically known and accurately measured input to ensure that an item will produce a specifically known output that is accurately measured and/or indicated. Calibration includes adjustment or recording of corrections, as appropriate.
- **Campaign Item** - An item created by a need to check an aircraft fleet or sub-fleet, aircraft equipment, ground equipment, etc., to ensure reliability or to add/remove a part. (Usually determines condition or airworthiness for aircraft.)
- **Cancellation** - A planned flight or flight leg that is not flown.
- **Certify** - To physically verify and attest that the workscope intent was accomplished.
- **Change** - Remove an appliance, check the area exposed by unit removal and install a serviceable appliance. Check condition of installed appliance, lines and connections. Check operation when applicable.
- **Check** - An examination to determine condition, integrity or serviceability of an item.
- **Check interval** - A defined interval such as flight hours, cycles or calendar time between checks
- **Check/Repair** - When found in the instruction for “Accomplished By” will mean the mechanic will check the unit or area and perform such work as is necessary to bring the unit or area up to our company’s standard of reliability and/or appearance.
- **Close Visual Inspection** - An intensive visual check of a specified detail, assembly or installation. It searches for evidence of structural irregularity using adequate lighting and, where necessary, inspection aids such as mirrors, hand lens, etc. Surface cleaning and elaborate access procedures may be required.
- **Component** - Any self-contained part, combination of parts, sub-assemblies or units, which perform a distinctive function necessary to the operation of a system.
- **Component Failure** - The failure of a component to perform its intended function.
- **Computerized Maintenance Program** - A computerized program utilized to track all maintenance requirements on an aircraft.

- **Condition Inspection** - Inspection of engine components or assemblies for the purpose of determining condition.
- **Condition Monitored** - A maintenance monitoring process under which data on a significant population of specified items in service is analyzed to indicate whether some allocation of technical resources is required. Not a preventative maintenance process, condition monitored maintenance allows failures to occur, and relies upon analysis of operating experience information to indicate the need for appropriate action.
- **Configuration Deviation List (CDL)** - The list of additional certificate limitations for operation without certain secondary aircraft and engine parts included with their limitations.
- **Confirmed Failures** - The inability of an item to perform within previously specified limits that are verified by shop examination.
- **Corrective Action** - Action intended to correct a problem or to reverse a degrading trend.
- **Corrosion** - The act of wearing away gradually by weather or chemical action.
- **Corrosion Prevention and Control Document (CPCD)** - A document to provide guidance in the evaluation, effectiveness and improvements in an operator's corrosion prevention and control program.
- **Crack** - A rupture or flaw. An incomplete separation of a part.
- **Cycle** - Aircraft Operating: A takeoff and landing sequence for an aircraft.
- **Daily Utilization** - The average daily flying hours for one in-service aircraft of a given fleet. It is computed by dividing the total flying hours accumulated by the fleet in a reporting period by the number of in-service aircraft days during the same period.
- **Damage Tolerant** - A qualification standard for aircraft structure. An item is judged to be damage tolerant if it can sustain damage and the remaining structure can withstand reasonable loads without structural failure or excessive structural deformation until the damage is detected.
- **Deferred Maintenance Item (DMI)** - Deferred items are reported aircraft discrepancies that have not been corrected and are being controlled by Maintenance Control. Only items that do not impact safety or airworthiness may be deferred, except as provided for in the MEL/NEF/CDL or M/Ms.
- **Delay** - The failure of an originating flight to depart at the scheduled time plus fifteen minutes, or, when a through service or turnaround flight remains on the ground longer than the allocated ground time plus fifteen minutes, the resulting late departure is called a delay.
- **Deleted Item** - A term that identifies an obsolete or "not applicable" item on a work sheet and that has been properly authenticated by a qualified person.

- **Departure** - Each time an aircraft leaves the blocks for a flight leg and completes a takeoff.
- **During Flight** - The period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing. this is specifically defined for the purpose of MRR reporting.
- **Engine Change** - The removal of an installed engine and its replacement by a serviceable engine.
- **Engine Position** - The numerical designation assigned to an engine based upon its installed location on the aircraft. On three engine aircraft, the left most engine of the airplane is designated No. 1 and the right most is designated No. 3. On two or four engine aircraft, the numbers are assigned for left to right in consecutive ascending order.
- **Flight Hours** - The accumulated time interval between wheels-off and wheels-on.
- **Functional Check** - A quantitative check to determine if one or more functions of an item performs within specified limits.
- **Hard Time** - A prescribed interval for overhaul, restoration or other maintenance action such as check of life limited parts. Also used to denote those MIP Manual intervals or Maintenance Programs that are controlled by the FAA.
- **Inspected By** - A term found on Maintenance Work Documents and in the MIP Manual that identifies maintenance functions that must be attested to.
- **Inspection - Detailed (Structural)** - Close intensive visual inspection of highly defined structural details or locations searching for evidence of structural details or locations searching for evidence of structural irregularity (using adequate lighting and, where necessary, inspection aids such as mirrors, etc. Surface cleaning and access procedures may be required to gain proximity).
- **Inspection - External (Powerplant)** - A visual check of the exposed portion of an item or assembly without disturbing its operational condition.
- **Inspection - External Surveillance** - A visual check that will detect obvious unsatisfactory conditions / discrepancies in externally visible structure or system / powerplant items. It may also include internal structure or installations that are visible through quick opening access panels/doors.
- **Inspection - Surveillance (Structural)** - A visual examination of defined internal or external structural areas from a distance considered necessary to carry out an adequate check. External includes structure which is visible through quick opening panels/doors. Internal applies to obscured structure requiring removal of fillets, fairings, access panels, doors, etc., for visibility (using adequate lighting and where necessary, inspection aids such as mirrors, etc. Surface cleaning and access procedures may be required to gain proximity).
- **Inspection - Internal Surveillance (Zonal)** - A visual check that will detect obvious unsatisfactory conditions / discrepancies in internal structural and

system / powerplant installations. This type of inspection applies to obscured structure and installations that require removal of fillets, fairings, access panels/door, etc.

- **Line Stations** - Stations manned by our company's maintenance personnel
- **Lubrication & Servicing** - Any act of lubricating or servicing an item for the purpose of maintaining its inherent design operating capabilities.
- **Maintenance** - Those actions required for restoring or maintaining an item in serviceable condition including servicing, repair, modification, overhaul, inspection and determination of condition.
- **Maintenance Control** - A focal point for communications and coordination with Operations for the Maintenance Department.
- **Maintenance Program** - A program which defines a logical sequence of maintenance actions to be performed as events of pieces of a whole which, when performed collectively, result in achievement of the desired maintenance standards.
- **Maintenance Significant Items (MSI)** - Items identified by the manufacturer whose failure:
 - a. Could effect safety (ground or flight), and/or
 - b. Is detectable during operations, and/or
 - c. Could have significant operational economic impact, and/or
 - d. Could have significant non-operational economic impact.
- **Major Alteration (Ref. FAR Part 43 and FAR Part 1 Definition)** - Means an alteration not listed in the aircraft or aircraft engine specifications that might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities affecting airworthiness.
- **Major Repair (Ref. FAR Part 43 and FAR Part 1 Definition)** - Means a repair that, if improperly done, might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics, or other qualities effecting airworthiness.
- **Minimum Equipment List (MEL)** - The list of all the airworthiness related items that may be inoperative and still allow dispatch of the aircraft on a revenue flight. The MEL also includes the conditions under which some items may be inoperative and some items which must be operative.
- **Modification** - Alteration to the physical design of the aircraft, systems, engines, or components.
- **Maximum Permitted List** - The time specified by an appropriate authority after which a particular item must be removed from service. May also be termed List Limit (LL).
- **Nonessential Equipment & Furnishings (NEF)** - Are those items installed on the aircraft as part of the original certification, supplemental type certificate, or

engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that while operative, damaged, or missing have no effect on the aircraft's ability to be operated safely under all operational conditions.

- **Non-Airworthy** - Conditions that render the effected unit unsafe or unsuitable for service.
- **Non-Destructive Test** - A technique developed to assist in the evaluation of condition and security performed with the aid of specific methods and supplementary devices; such as x-ray, eddy current, ultra-sonics, magnetic particles, liquid penetrates, etc.
- **Non-Routine Inspection Item** - Maintenance items generated during periodic checks as a result of inspection and scheduled (routine) mechanical work. These items are coded to the appropriate ATA system.
- **Non-Applicable (N/A)** - A term used in conjunction with a signature to indicate that a step or item on a work document does not apply to a job being accomplished or the aircraft being worked.

NOTE: N/A determination will be made by authorized Quality Control Representatives.

- **On Condition (OC)** - A term used to identify items in the Maintenance Program that are checked at periodic intervals against a physical standard by visual means, measurements, tests, or other means without teardown to determine their continued airworthiness. The purpose of an On-Condition Maintenance Program is to remove the unit from service before failure occurs and while the unit is operating normally. The periodic check must be able to verify the continued airworthiness of the component and may consist of more of the following tasks:
 - a. Functional check
 - b. Internal/External Leak check
 - c. Operational check
 - d. Filter check/change
 - e. Condition/security check
- **Operational Check** - Entrails the operation of a system or component to determine normal operation.
- **Overhaul** - The restoration of an item in accordance with the overhaul instructions defined in the relevant manuals.
- **Parameter** - A characteristic element
- **Periodic Check** - Check performed at regular internals
- **Scheduled Item** - An item that has been assigned by Aircraft Production Programs or Aircraft Routing to be accomplished at specific maintenance visits in accordance with the Maintenance Program requirements.

- **Servicing** - The replenishment of consumables needed to keep an item or aircraft in operating condition.
- **Structural Significant Item (SSI)** - A structural detail, structural element, or structural assembly that is judged significant because of the reduction in aircraft residual strength or loss of structural function, which are consequences of it failure.
- **Supplemental Inspection Program (SID)** - Extended service life program for the aircraft in response to FAA Advisory Circulars. An inspection is established for each Principle Structural Element (PSE).
- **Tasks - Maintenance** - An action or set of actions required to achieve a desired outcome that restores an item to or maintains an item in serviceable condition, including inspection and determination of condition.
- **Technical Representative** - A person designated by our company to act in their behalf to oversee any maintenance being performed by outside agencies.
- **Time Between Overhaul** - The defined interval between overhaul; such as flight hours, cycles or calendar time.
- **Visual Check** - A check for condition and security using work standards as required to gain proximity to the areas being checked but performed visually without the use of supplementary visual aids or devices other than a light.
- **Zone** - An aircraft location in a system of identification to facilitate the grouping of system and structural items for servicing and maintenance checks.
- **Zone Check** - Through designated access check specified zone including exposed structure, installation and systems for conditions/security.

5. Abbreviations

	Abbreviation	Meaning
A		
	A/C	Aircraft
	A/S	Airspeed
	AD	Airworthiness Directive
	ALT	Altitude
	APU	Auxiliary Power Unit
	ATA	Airline Transport Association
	AVG	Average
B		
	BC	Bench Check



General Maintenance Manual
Section 0 - Preamble

Revision: 06
Date: 07/15/2011

	Abbreviation	Meaning
C		
	CDL	Configuration Deviation List
	CHDO	Certificate Holding District Office
	CMP	Computerized Maintenance Program
	CXLD	Canceled
	C/M	Condition Monitoring
	C/W	Complied With
	CSN	Cycles Since New
	CSO	Cycles Since Overhaul
	CYC	Cycles
D		
	DLY	Delay
	DMI	Deferred Maintenance Item
	DOM	Director of Maintenance
E		
	EO	Engineering Order
	ECMP	Engine Condition Monitoring Program
	EGT	Exhaust Gas Temperature
	EST	Estimated
F		
	FC	Functional Check
	FAA	Federal Aviation Administration
	FAR	Federal Aviation Regulations
	FCD	Fleet Campaign Directive
	FCU	Fuel Control Unit
	FLT	Flight
	FOD	Foreign Object Damage
	FOS	Flight Operations System
	FSDO	Flight Standard District Office
G		
	GCU	Generator Control Unit
	GMM	General Maintenance Manual

	Abbreviation	Meaning
	GOM	General Operations Manual
H		
	H/T	Hard Time
	HR	Hour
	HSI	Hot Section Inspection
I		
	IAS	Indicated Airspeed System
	IAW	In Accordance With
	INSP	Inspection
	IPC	Illustrated Parts Catalog
	IRAN	Inspect and Repair as Necessary
K		
	KTS	Knots
L		
	LRU	Line Replaceable Unit
	LU	Lubricate
M		
	MIP	Maintenance Inspection Program
	MC	Maintenance Control
	MEL	Minimum Equipment List
	M/M	Maintenance Manual
	MX	Maintenance
	M/H	Man Hours
	MXP	Maintenance Process
	MO	Month
	MOH	Major Overhaul
	MRR	Maintenance Reliability Report
	MSI	Maintenance Significant Item
	MTBF	Mean Time Between Failure
	MTBR	Mean Time Between Removal
	MTBUR	Mean Time Between Unscheduled Removal
N		



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Date: 07/15/2011

	Abbreviation	Meaning
	NEF	Nonessential Equipment & Furnishing
	NPRM	Notice of Proposed Rule Making
O		
	O/C	On Condition
	O/H	Overhaul
	OAT	Outside Air Temperature
	OPS CK	Operational Check
P		
	PAX	Passenger
	P/N	Part Number
	PIREP	Pilot Report
	POS	Position
	PPH	Pounds Per Hour
	PWR	Power
R		
	RA	Reliability Analysis
S		
	SSI	Structural Significant Item
	SIP	Supplemental Inspection Program
T		
	TSN	Time Since New
	TSO	Time Since Overhaul
U		
	URR	Unscheduled Removal Rate
	UTC	Universal Time Coordinated
W		
	W&B	Weight and Balance
Y		
	YR	Year

Record of Bulletins Page

The following bulletins apply to this manual. They are appended in the pages that follow.

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SECTION 1: Introduction

1. Preface	1-3
2. Manual Distribution	1-5
3. Manual Revisions	1-5



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1. Preface

- 1.1. This General Maintenance Manual (GMM) for XOJET, Inc. defines and provides policy and procedures for XOJET's aircraft to comply with Federal Aviation Administration (FAA) regulatory requirements. The purpose of this General Maintenance Manual is to establish the policies and procedures that XOJET will use to maintain its aircraft. Aircraft will be maintained in accordance with the requirements of Federal Aviation Regulations (FAR) Part 135.411(a)(1) (to include 135.419), or 135.411(a)(2) as appropriate. Aircraft maintained under FAR part 135.411(a)(2) will have additional policies and procedures specified in the Continuous Airworthiness Maintenance Program (CAMP) specific to the applicable aircraft. All routine, non-routine, preventative maintenance and alterations are performed in accordance with the specifications listed in the manufacturer's maintenance manuals and FAA accepted/approved data.
- 1.2. FAA accepted/approved data would include, but is not limited to: Type Certificate Data Sheets, Aircraft Specifications, Supplemental Type Certificates, Airworthiness Directives (AD), FAA Field Approval (FAA Form 337), Manufacturer's FAA Accepted Data, Designated Engineering Representatives Approved Data with FAA Form 8110-3, designated alteration stations accepted data and appliance manufacturer's manuals.
- 1.3. The GMM is supplemented by Standard Operating Procedures that provide additional guidance for complying with the requirements of this Manual.
 - a) SOPs provide guidance to XOJET's maintenance staff where a high level of consistency in process is desired. SOPs also set appropriate expectations, and ensure a high level of operational efficiency is maintained.
 - b) Standard Operating Procedures are maintained within the Maintenance Volume 0 Manual in QPulse. The Director of Maintenance, or designee, is responsible for ensuring SOPs are issued when appropriate, that SOPs are kept up to date, and for removing SOPs when no longer applicable.
 - c) Maintenance department personnel will be notified through the Maintenance Crew Information File (MCIF) system of a newly released or newly revised SOP.
 - d) The Director of Maintenance is responsible for ensuring that maintenance personnel are trained in the content of an SOP when appropriate.
- 1.4. The forms referenced in the GMM are stored in the XOJET Quality Management software.
- 1.5. Organizational, procedural, performance, and recordkeeping requirements for maintenance and alterations of XOJET's aircraft are outlined in this Manual. The FAA has the responsibility of defining XOJET's authorizations (such as the XOJET

maintenance program) by issuing Air Carrier Operations Specifications (Ops Specs) (FAR 119.49). The General Maintenance Manual establishes a program that meets the requirements set forth in the FARs for aircraft that are maintained under a Manufacturer's Inspection Program, Approved Aircraft Inspection Program (AAIP), or Continuous Airworthiness Maintenance Program (CAMP) as appropriate. All XOJET personnel conducting operations under the applicable FARs shall use the information and procedures contained in the Manual.

- 1.6. XOJET's maintenance objectives are to ensure that all parts on XOJET's aircraft can perform their intended objective. The primary objective of this maintenance program is to ensure that all elements of the aircraft are able to continue to perform their intended function according to performance standards established in this Manual.
- 1.7. As required, maintenance procedures in this Manual will be revised to comply with required regulations and to reflect best company practices. In order to achieve the highest degree of safety, our focus is on compliance through strict oversight and a robust quality assurance program. In order to provide the highest possible safety margins, maintenance will ensure:
 - a) Each aircraft released to service is airworthy and has been properly maintained for operations in air transportation.
 - b) Maintenance and alterations performed by XOJET or by approved Maintenance Vendors are performed in accordance with the XOJET General Maintenance Manual.
 - c) Competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance and alterations.
 - d) A continuing cycle of surveillance, investigations, data collection, analysis, corrective action, and corrective action monitoring is used to ensure the maintenance program remains effective in realizing its objectives.
- 1.8. All aircraft and engine manufacturers' maintenance manuals, as revised, and all manuals referenced therein, i.e. IPC and SRM manuals, as revised, are considered part of this Manual. All approved aircraft Minimum Equipment Lists are also considered part of this Manual. Any portion of a component maintenance manual used for maintenance is considered part of this Manual.
- 1.9. Unless data is FAA Approved, the Director of Maintenance may approve deviations to Manufacturers' Technical Data. The data used to substantiate the deviation must be considered acceptable to the Administrator. Any deviations to FAA Approved data must be approved by a representative of the FAA and be accompanied by FAA Form 8110-3.
- 1.10. While operating under FAR Part 91, the aircraft must continue to be maintained under and meet the requirements of the General Maintenance Manual.

2. Manual Distribution

- 2.1. Official distribution for all manuals, revisions and bulletins is by email distribution issued by the company document coordinator. Distribution list is defined by the document owner when the document is created or revised.

3. Manual Revisions

- 3.1. Revisions to the General Maintenance Manual are issued as required by changes in regulations, Manufacturer or Industry Standards and XOJET policies or procedures. A revision must be accepted by the Sacramento FSDO before the Director of Maintenance may notify authorized manual holders of a revision.
- 3.2. Change Requests
 - a) Suggestions for changes may be made in writing or through the Quality Management system to the Director of Maintenance. If the change is accepted, the manual will be revised as instructed by the Director of Maintenance and in accordance with Documentation Distribution and Control section of the Quality Assurance Standard Operating Procedures.
- 3.3. Annotation of Changes
 - a) Formal revisions to this Manual are issued by the Director of Maintenance. Each formal revision will be accompanied by a new complete List of Effective Pages. Except for minor typographical changes, each page containing revised material will show a change bar (|) in the margin opposite the changed text. Relocated or rearranged text will also be indicated by a change bar.
- 3.4. Revision Control
 - a) All revisions to this Manual will be issued a revision number. *This number, along with the effective date, will appear on each revised page.* A record of revisions will be maintained in each Manual. This record will require the entry of the revision number and date the revision was accomplished.
 - b) Each manual revision is numbered consecutively and each revised page includes the revision number and revision date in the header or footer depending upon the page or form being revised.
 - c) The Director of Maintenance is responsible for ensuring this manual is current.
- 3.5. Manual Transmittal Page

- a) The Manual Transmittal Page is used to record that holders of paper manuals have incorporated the issued revision in their manuals. Accompanying each revision is a Manual Transmittal Page that specifies the change(s) or removed and/or added items in each chapter. Once the Manual is revised, the Manual holder will notify the DOM of the revision being completed. Distribution of each revision is in accordance with the manual distribution list contained in the master Manual. The Manual Transmittal Page acts as a transmittal sheet and Master Page Control for each revision to indicate specific chapters that are replaced.
- b) The “Remark/Highlight” column of the Manual Transmittal Page will give a brief description of the revised material.
- c) The Manual Transmittal Page will be completed by the person accomplishing the revision in each Manual. It is the responsibility of each person issued a Manual to ensure this Manual is current.

3.6. Revision Acknowledgement

- a) When a revision has been accomplished, the manual holder will acknowledge the revision through the Quality Management system. The acknowledgement is used as verification that the manual holder has read the revision and understands all changes.

SECTION 2: Administration

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1. General Maintenance Manual

- 1.1. The GMM supplements the General Operations Manual (GOM) and serves to define the maintenance requirements to provide policies and procedures in order to properly maintain and document the maintenance performed on aircraft operated by XOJET. This manual applies to aircraft maintained under FAR Part 135.411(a)(1) (to include 135.419) and FAR Part 135.411(a)(2). This manual will differentiate between these paragraphs when appropriate. It is a company publication that serves as an administrative tool for directing and controlling the total maintenance function and to define all facets of the maintenance operations and interrelationships. It is comprised of three general categories:
 - a) The policies and procedures category deals with organizational matters. These policies and procedures are for the administration of the maintenance programs established for each aircraft operated by XOJET, maintenance flight requirements, and other subjects that are particular to XOJET.
 - b) The category of the maintenance manual system dealing with the scheduled inspection program. Aircraft that are not listed in the Ops Spec D072 (covered by FAR Part 135.411(a)(1)) will be maintained under the Manufacturer's Inspection Program, or Approved Aircraft Inspection Program (AAIP). Aircraft listed in Ops Spec D072 (as required by FAR Part 135.411(a)(2)) will have a specific FAA approved Continuous Airworthiness Maintenance Program.
 - c) Technical manuals disclose procedures to accomplish specific tasks by setting forth methods, technical standards, measurements, operational tests, etc. These are usually manufacturer's publications and listed in the aircraft-specific inspection supplement for each aircraft type. It should be noted that the content of these manuals is XOJET's responsibility regardless of the publisher.
- 1.2. The GMM describes policy and procedures for XOJET that will be followed by all maintenance entities or persons. The GMM delegates and delineates procedures for the administrative aspect of approved Maintenance Vendor work but retains responsibility for ensuring work is completed in accordance with XOJET's procedures. The technical material is arranged for the use and guidance of the approved Maintenance Vendor. In each case, the GMM designates who is authorized to certify the work performed and who is authorized to execute the airworthiness release.
- 1.3. It is the intent of XOJET to allow for the delegation of tasks and duties by the person responsible for their completion as described throughout the GMM. In no case will the responsibility for those tasks and duties be delegated to another person.

2. Forms

- 2.1. XOJET forms are used to ensure specific data are collected for tasks that require the use of a form, such as weighing an aircraft. The content of the form is important. XOJET authorizes the use of forms used by other organizations when they are performing work on XOJET aircraft. If it is determined that the vendor forms do not provide the equivalent collection of data, XOJET forms may be used.

3. Operations Specifications (Ops Specs)

- 3.1. Federal Aviation Administration issued Operations Specifications reference XOJET's manuals and other technical data. Details of the Operations Specifications are a part of the GMM and are made available to all Technicians and maintenance department personnel.

4. Manufacturer's Inspection Program

- 4.1. Aircraft that are not listed in the Ops Spec D072 or D073 will be maintained under the Manufacturer's Inspection Program (per FAR Part 91.409(f)(3)) as appropriate.
- 4.2. The Manufacturer's Inspection Program will be utilized as revised by the Manufacturer.
- a) The Manufacturer's program may include tolerances, compliance block intervals or other provisions to accommodate scheduling convenience. XOJET considers these rules and provisions to be part of the Manufacturer's Inspection Program and will use the rules and provisions in the normal course of planning and scheduling maintenance. XOJET will adhere to all program rules and provisions when planning and scheduling aircraft inspections.
 - b) There may be occasions where an extension that exceeds the rules defined by the Manufacturer's Inspection Program is desirable. In no case will an extension beyond the limits of the Manufacturer's Inspection Program be allowed without approval from the Director of Maintenance and the FAA.

5. Approved Aircraft Inspection Program (AAIP)

- 5.1. Aircraft that are **not** listed in the Ops Spec D072 will be maintained under an Approved Aircraft Inspection Program (AAIP) (Per FAR Part 135.419) when required by the Administrator.
- 5.2. XOJET aircraft that are maintained according to an Approved Aircraft Inspection Program are listed in Ops Spec D073.
- 5.3. An Approved Aircraft Inspection Program is a specific FAA approved maintenance program, and is maintained as a separate manual.

6. Continuous Airworthiness Maintenance Program (CAMP)

- 6.1. Aircraft listed in Ops Spec D072 will have a specific FAA approved Continuous Airworthiness Maintenance Program.
- 6.2. A Continuous Airworthiness Maintenance Program is a specific FAA approved maintenance program, and is maintained as a separate manual.
- 6.3. A CAMP is required for aircraft operated under 135.411(a)(2) and optional for aircraft operated under FAR Part 135.411(a)(1).
- 6.4. Except for maintenance, preventive maintenance, alterations, and required inspections performed by a certificated repair station that is located outside the United States, each person who is directly in charge of maintenance, preventive maintenance, or alterations, and each person performing required inspections must hold an appropriate airman certificate.
- 6.5. For the purpose of this section, a person directly in charge is the person assigned to a position in which that person is responsible for the work of a shop or station that performs maintenance, preventive maintenance, alterations, or other functions affecting airworthiness. A person who is directly in charge need not physically observe and direct each worker constantly but must be available for consultation and decision on matters requiring instruction or decision from higher authority than that of the person performing the work.
- 6.6. CAMP is a compilation of the individual maintenance and inspection functions being utilized to fulfill all maintenance requirements.
- 6.7. The Basic Elements of CAMP:

- a) Inspection Programs
- b) Scheduled Maintenance
- c) Unscheduled Maintenance
- d) Engine and Appliance Repair / Overhaul
- e) Required Inspection Items

6.8. Basic Elements Defined

- a) *Inspection Programs*: Each aircraft type will be maintained in accordance with the Manufacturer's Continuous Airworthiness Maintenance Program. In order to comply with the CAMP for a specific aircraft, XOJET will utilize inspection forms and reports referenced from each Aircraft Maintenance Manual for that aircraft.
- b) *Scheduled Maintenance*: This element concerns maintenance tasks performed at prescribed intervals. Some are accomplished concurrently with inspection tasks that are part of the inspection element. Other tasks are accomplished independently. The scheduled tasks include replacement of life-limited items, components requiring replacement for periodic overhaul, special inspections such as X-rays, checks or tests for on-condition items, lubrications, etc. Work forms are provided for accomplishing these tasks. In any case, instructions and standards for accomplishing each task are provided to ensure its proper accomplishment.
- c) *Unscheduled Maintenance*: This element provides procedures, instructions, and standards for the accomplishment of maintenance tasks generated by the inspection and scheduled maintenance elements, pilot reports, failure analysis, or other indications of a need for maintenance. Procedures for reporting, recording, and processing inspection findings, operational malfunctions, or abnormal operations such as hard landings, are an essential part of this element. Instructions and standards for unscheduled maintenance are provided for in [SECTION 7: "Discrepancy Management"](#).
- d) *Engine and Appliance Repair / Overhaul*: This element concerns operations that encompass scheduled and unscheduled maintenance tasks that are remote from maintenance performed to the aircraft as a unit. Appropriate life-limited parts replacement requirements are included in this element.
- e) *Required Inspection Items*: This element concerns maintenance items, which, if improperly done or if improper parts are used, could endanger the safe operation of the aircraft. RII items appear in all elements of XOJET's Continuous Airworthiness Maintenance Program. They receive consideration regardless of whether or not they are related to scheduled or unscheduled tasks. RII items are detailed in [SECTION 6: "Required Inspection Items \(RII\)"](#) and the handling of such is specified in various sections dealing with record keeping and maintenance work entries.

7. Aircraft Indoctrination

- 7.1. XOJET will add or subtract aircraft from Operations Specifications. The Director of Maintenance or designee is responsible for ensuring an aircraft conforms to FAA regulations and XOJET policies.
- 7.2. Adding Aircraft
- a) The Director of Maintenance or designee will perform a conformity inspection of the aircraft.
- Use the XOJET conformity inspection program. Contact the DOM for the Aircraft Conformity Inspection (Form 520) or equivalent.
 - Ensure all required placards are affixed and legible per the Aircraft Flight Manual, TCDS, and Maintenance Manual for that aircraft.
 - Inspect all associated aircraft log books.
 - Ensure the aircraft equipment list is current and accurate.
 - Develop a maintenance program for the aircraft that will meet the requirements of 135.411(a)(1) or 135.411(a)(2), as appropriate.
 - Ensure all Airworthiness Directives (AD) are in compliance.
 - Ensure all life limited parts are in compliance.
 - Develop a Minimum Equipment List.
 - Submit a letter and conformity form for the proposed aircraft to the FSDO.
 - Assign an XOJET Operations Manual.
 - Apply for RVSM operating authority if eligible.
- 7.3. Deleting Aircraft
- a) The Director of Maintenance or designee will remove the aircraft to be deleted from all XOJET manuals including:
- Operations Manual
 - Minimum Equipment List
 - All XOJET Maintenance Manuals and forms
 - In written form request FSDO to delete from Ops Specs
 - Remove the XOJET placard containing the certificate number
 - Reference [SECTION 5: "Record Keeping and Recording"](#) in this manual for the transfer of records for aircraft being deleted

8. Anti-Drug / Alcohol Program

- 8.1. All personnel in safety sensitive positions as defined in 14 CFR Part 120.215, shall comply with the FAA approved Anti-Drug/Alcohol Program. XOJET personnel are covered under a drug and alcohol testing consortium, a medical organization that is licensed by the Department of Transportation to administer drug and alcohol testing programs. A copy of the XOJET Anti-Drug/Alcohol program resides at the XOJET Base of Operations.
- 8.2. Maintenance Vendors must provide the Director of Maintenance with a copy of a validation letter stating that the individual or Repair Station is enrolled in an FAA approved Anti-Drug/Alcohol Program. The letters are retained by the Director of Maintenance and are available to the FAA for review and validation. Designated personnel will attach a copy of the Letter of Approval:
 - a) To the computer tracking system for rarely utilized vendors along with the Limited Authorization to Perform Maintenance (Form 570)
 - b) By vendor in the Quality Management system for vendors XOJET regularly utilizes
- 8.3. For maintenance at FAA Certified Repair Stations or by an XOJET authorized FAA Certificated Technician outside of the United States, its territories and possessions, coverage by an FAA approved Anti-Drug/Alcohol Program is not required.
- 8.4. For organizations in the United States, its territories and possessions, that do not have an FAA approved Anti-Drug/Alcohol program will not be used except in the case where emergency maintenance is required, which is defined as:
 - a) Is not scheduled and
 - b) Is made necessary by an aircraft condition not discovered prior to the departure for that location.
- 8.5. After completion of maintenance and the requirements of approval for return to service are met, the Director of Maintenance or designee will ensure:
 - a) The XOJET's Anti Drug and Alcohol Program Manager (AAPM) is notified and the AAPM will notify the Drug Abatement Program Division, AAM-800, 800 Independence Avenue, SW, Washington, DC 20591 in writing within ten days after the emergency maintenance was performed. The program manager must retain copies of all such written notifications for two years.
 - b) The aircraft must be inspected by maintenance personnel who are on an FAA approved Anti-Drug/Alcohol program when the aircraft is at the next airport where such maintenance personnel are available.

9. FAA Relations

- 9.1. All personnel will cooperate with FAA inquiries to the fullest extent as necessary. FAA inspectors generally will coordinate visits and contacts with the Director of Maintenance, but unannounced visits or inspections are part of the FAA required surveillance.
- 9.2. XOJET is responsible for making maintenance records available to the FAA. Maintenance records (other than copies) shall not leave the maintenance premises without the specific approval of the Director of Maintenance.
- 9.3. Maintenance personnel shall report company maintenance related conversations with FAA personnel to the Director of Maintenance by a verbal or written briefing.

10. Maintenance Operations Bulletins

- 10.1. Manual bulletins may be issued in order to effect change or disseminate information in a timely manner. The bulletin system is the method for both the manual temporary revision process and the promulgating information which may be of an operational nature but is supplementary to that in the manual. A record of the bulletin is made on the Record of Bulletins page. Manual bulletins are placed behind the Record of Bulletins page. A Manual Bulletin is not considered a revision and the list of effective pages is not changed. The Manual Bulletin and a revised Record of Bulletins page are routed to the document coordinator for distribution in accordance with the Standard Procedures Manual. Bulletins are replaced by a manual revision no later than one year from the time it was issued.
- 10.2. Each bulletin will have an expiration date and title giving a short description of the information contained in the bulletin (ex: "Airworthy or Informational Item"). It will also list sections of the GMM that are affected by the bulletin information.
- 10.3. Each bulletin will be numbered sequentially and will include the manual it references, and the revision the manual is currently on (ex: GMM 01-REV 07). Bulletins will be incorporated into the next possible revision. The bulletin numbers will start over with each revision.
- 10.4. If any amendments are made to an existing bulletin, the letter "A" will be placed next to the bulletin number indicating the information has been updated/revised (ex: GMM 01A-REV 07).

- 10.5. With each issuance of a new bulletin, the GMM will be updated with the newest bulletin added behind the Record of Bulletins page. A clickable red link will be placed next to the section the bulletin references alerting readers that some information in that section has been updated. When clicked, the link will take the reader to the appropriate bulletin containing any updates to that section.

4.7. Airworthy or Informational Item:

REF GMM 01 (REV 07)

- a) The item is written for informational purposes and the information does not indicate an un-airworthy condition exists (i.e. a switch that is fully functional but is starting to feel sloppy).
- b) Fault messages occur that when reset, normal system operation is restored.
- c) If an item is an informational item, "Information Only" will be written in the corrective action column of the Discrepancy Log, and then be signed, certificate number entered and dated; no further action is necessary. This entry may be made by the flight crew or maintenance personnel.

11. Self Disclosure Program

- 11.1. XOJET will refer to AC-00-58 for self-disclosure. The Director of Maintenance or designee will comply with the respective forms and/or online reporting in the AC-00-58 as revised.



SECTION 3: Organization

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1. Operational Control

- 1.1. For all information relating to operational control refer to:
 - a) XOJET General Operations Manual, Specific Regulatory Requirements (SRR) – General

2. Company Offices

- 2.1. Base of Operations

XOJET, Inc.
5022 Bailey Loop
McClellan, CA 95652
Phone: 916-357-6780
Fax: 916-357-6700
- 2.2. Maintenance Base of Operations

XOJET, Inc.
5022 Bailey Loop
McClellan, CA 95652
- 2.3. Certificate Holding District Office

FAA
1102 Corporate Way
Building B
Sacramento, CA 95831

3. Company Personnel

- 3.1. For all information relating to company personnel refer to:
 - a) XOJET General Operations Manual, Specific Regulatory Requirements (SRR) – General
 - b) XOJET General Operations Manual, Specific Company Requirements (SCR) – Communications and Company Organization

4. Organizational Charts

- 4.1. For all information relating to organizational charts refer to:
 - a) XOJET General Operations Manual, Specific Regulatory Requirements (SRR) – General
 - b) XOJET General Operations Manual, Specific Company Requirements (SCR 01) – Communications and Company Organization

5. Certificates

- 5.1. Airframe and Powerplant Certificates
 - a) No person may exercise the privileges of an A&P Certificate on civil aircraft of U.S. registry unless they have it in their physical possession.
- 5.2. Inspection of Certificates
 - a) Airmen must present their certificates when requested by the FAA, an authorized representative of the NTSB, or any Federal, State, or local law enforcement officer.
 - b) Photocopies, Xerox copies, or other facsimiles of Airman and Medical certificates are not acceptable.
NOTE: Facsimiles of an Airman and/or Medical certificate from the FAA are acceptable.
- 5.3. Obtaining a Permanent Certificate
 - a) If the Technician has been issued a license copy, application for a permanent certificate can be made at any FAA Flight Standards District Office (FSDO) or by writing to the FAA. A fee is charged for each license or certificate requested.

Airman Certificate
The Department of Transportation
FAA Airman Certification Branch
P.O. Box 25082
Oklahoma City, OK 73125
(405) 954-3261

5.4. Lost Certificates**a) Use the following procedure to replace a lost Airframe and Powerplant license:**

- The Technician will immediately notify the Director of Maintenance or designee of the lost or destroyed license.
- The Director of Maintenance or designee will subsequently sign and fax a copy of the A&P license, obtained from the Technician Training Records, to the Technician's current location.
- The Technician is then responsible for calling the Oklahoma City FAA office the very next business day to request an Official FAA Temporary Copy of the license and/or medical certificates. A replacement can also be obtained online at www.faa.gov. This copy will be valid for 60 calendar days.
- It is the responsibility of the Technician to obtain a permanent replacement certificate or extension of the temporary FAA copy. An issuance of the temporary certificate copy does not initiate a request for a new certificate.

5.5. Change of Address

- a) The holder of an airman's certificate, who has made a permanent address change, may not, after 30 days from the date of the move, exercise the privileges of the certificate unless the FAA has been notified of the new address in writing (FAR 61.60, FAR 63.21). Send this notification to the same address as the request for an Airman Certificate.

5.6. FAA Investigations

- a) Technicians who receive an FAA Letter of Investigation must notify the Director of Maintenance within 3 calendar days following receipt of the letter.

6. Offsite Maintenance Facilities

- 6.1. In the event that XOJET maintains and manages an offsite maintenance facility to support the requirements of aircraft maintenance, the facility operates in accordance with the same policies and procedures as XOJET's main maintenance base of operations.
- 6.2. The GMM policies and procedures apply to all personnel who perform maintenance on aircraft operated by XOJET regardless of location.
- 6.3. The Director of Maintenance is responsible for the oversight of all offsite maintenance facilities.



General Maintenance Manual
Section 3 - Organization

Revision: 08
Date: 04/01/2013

- | 6.4. Personnel located at XOJET's offsite facility is properly authorized, trained, certificated, and possesses the tools/equipment and current manuals required to perform maintenance on aircraft operated by XOJET.
- 6.5. Permanent aircraft records are sent to XOJET's main base of operations for filing and storage.
- 6.6. Current offsite maintenance facilities listing:
 - | a) Not Applicable



SECTION 4: General Maintenance Policies

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NOTE: This section describes XOJET policies and procedures for inspections, maintenance, preventative maintenance, servicing, and inspections of XOJET aircraft. The approved policies and procedures established within this Manual will be understood prior to the commencement of work.

1. Maintenance Categories

- 1.1. The General Maintenance Manual divides maintenance practices into different categories corresponding to required maintenance actions as outlined in this Manual. The categories are:
 - a) Routine Maintenance
 - b) Non-Routine Maintenance
 - c) Preventative Maintenance
 - d) Major Alterations & Repairs
 - e) Inspections
- 1.2. The Director of Maintenance is responsible for the inspection, maintenance, preventative maintenance, alterations and major repairs of all XOJET aircraft including airframes, power plants, rotors, appliances, emergency equipment and parts.
- 1.3. The Director of Maintenance responsibilities will be executed in accordance with this FAA accepted Manual and FAA Regulations.
- 1.4. In the event of a conflict between XOJET procedures outlined in this Manual and FAA Regulations, the FAA Regulations will prevail. This will apply to all XOJET personnel and Maintenance Vendors.
- 1.5. The maintenance administrative functions outlined in this Manual are applicable to maintenance and inspections performed by XOJET and other personnel under contract or agreement.

2. Routine, Non-Routine And Preventative Maintenance

- 2.1. Routine and preventative maintenance is a logical sequence of maintenance actions being performed to maintain an aircraft structure, system, assembly, item or component in serviceable and/or airworthy condition. Maintenance such as inspection documents,

phase checks, inspection blocks, letter checks and inspections of airframe, engines and components are recorded using the Computerized Maintenance Program (CMP).

- 2.2. Non-routine maintenance is typically unscheduled discrepancy repairs.

3. Major Repair and/or Alterations

- 3.1. Due to the size and scope of major repairs and alterations, the Director of Maintenance will be directly responsible for determining the appropriate facility (In-House or an XOJET authorized FAA Certified Repair Station) for the required repairs and alterations.
- 3.2. The Director of Maintenance or designee may oversee the work being performed. After completion of the repairs or alterations, the Director of Maintenance or designee will perform an acceptance inspection by:
- a) Inspecting the aircraft repairs or alterations.
 - b) Reviewing the Maintenance Work Order.
 - c) Ensuring the completion of the documentation and log book entries.
 - d) Assembling and organizing the Maintenance Package.
 - e) Updating the aircraft computerized records if required.
 - f) Approving the aircraft for return to service as required.
- 3.3. Major repair and alterations will be recorded on FAA Form 337 (Major Repair and Alterations) and executed in accordance with the current revision of AC 43.9-1. An FAA Certified Repair Stations may use their work order forms if accepted by the Director of Maintenance to record major repairs in accordance with FAR 43 Appendix B, if their form is able to document all the required items of this Manual and FAA regulations. (Reference [SECTION 5: "Record Keeping and Recording"](#))
- 3.4. The Director of Maintenance will ensure that all major repairs and alterations are performed using FAA approved data, including but not limited to:
- a) Type Certificate Data Sheets
 - b) Aircraft Specifications
 - c) Supplemental Type Certificates
 - d) Airworthiness Directives
 - e) FAA Field Approval (FAA Form 337)

- f) Manufacturer's FAA Approved Data
 - g) Designated Engineering Representative Approved Data with FAA Form 8110-3 Statement of Compliance
 - h) Designated Alteration Station Approved Data and Appliance Manufacturer's Manuals.
- 3.5. If FAA approved data is missing, the Director of Maintenance will obtain the necessary data from the following:
 - a) FAA ACO
 - b) DER 8110-3
 - c) FAA FSDO Field Approval

4. Component and Parts Tags

- 4.1. XOJET Component Tags and Parts Tags policies and procedures are:
 - a) Reference: [SECTION 5: "Record Keeping and Recording"](#) for the use of tags while work is in progress.
 - b) Reference: [SECTION 11: "Parts and Materials"](#) for the tagging of received parts.
- 4.2. Disposition of Component Tags and Parts Tags
 - a) Tags have an area for the information to identify action that resulted in the removal of the part/component. Only an XOJET authorized FAA Certificated Technician will make entries for the completion of the tag.

5. Inspections and Special Inspections

- 5.1. The Director of Maintenance or designee is responsible for ensuring the inspections are complete and accurate by:
 - a) Inspecting the work package
 - b) Reviewing the Maintenance Work Order
 - c) Ensuring the completion of the documentation and log book entries
 - d) Assembling and organizing the Maintenance Package
 - e) Updating the aircraft computerized records if required

- f) Approving the aircraft for return to service as required
- 5.2. Inspections, including special inspections, are described in the applicable Aircraft Manufacturer Inspection Program, Approved Aircraft Inspection Program, or Continuous Airworthiness Maintenance Program as appropriate.
- 5.3. Examples of Special Inspections (always refer to the specific Aircraft Maintenance Manual for a current list of Special Inspections):

hard or overweight landing	extreme turbulence	lightning strike	main wheel fusible plug release
tire failure	APU enclosure fire	hydraulic system overheat	hydraulic pump shock mount contamination
cabin over-pressurization	landing gear over-speed	wing flap system over-speed	*high drag/side load landing

* If an aircraft skids/overruns from the prepared surface onto an unprepared surface, lands short of the prepared surface, makes a landing which involves the blowing of two or more tires, or skids on the runway to the extent that the safety of the aircraft was in question.

6. Maintenance Flights

- 6.1. XOJET will conduct two levels of Maintenance flights: the Maintenance Check Flight and the Maintenance Confidence Flight
- 6.2. The purpose of a maintenance check flight is to perform an operational check of safety critical items identified by XOJET following maintenance, major repair or major alterations.
- 6.3. Maintenance Check Flights will be performed after the following:
- a) Engine change
 - b) Primary flight control surface installation or rigging, including cable changes
 - c) Replacement of actuators that power primary flight control surfaces
 - d) Major structural repair or alteration that may affect the flight characteristics of the aircraft
 - e) Other components or systems may be designated as requiring a check flight on a case by case basis by the Director of Maintenance

- 6.4. Maintenance Check Flight Procedure
- a) Maintenance corrects and signs off the discrepancy(s) per the approval for Return to Service and Airworthiness Release as required.
 - b) Maintenance will generate a discrepancy in the Discrepancy Log (Form 130).
 - c) Maintenance will state on Discrepancy Log (Form 130): “Maintenance Check Flight Required.”
 - d) If the flight is satisfactory the Pilot will sign the correction block. As an example: “Maintenance Check Flight Satisfactory.”
 - e) If the flight is unsatisfactory the Pilot will generate a new discrepancy on the Discrepancy Log (Form 130) detailing the findings of the flight.
- 6.5. Maintenance Check Flight Conditions
- a) Flight crew and only those persons essential to the tests or checks being conducted may be on board.
 - b) VMC
 - c) During daylight hours
 - d) Upon completion of the maintenance check flight, the appropriate Discrepancy Log entries are completed
 - e) No maintenance check flight may be accomplished with cargo or passengers on board
- 6.6. The purpose of a Maintenance Confidence Flight is to perform an operational or functional check of non-critical systems following maintenance to determine if repairs have corrected the discrepancy prior to re-entry into revenue service. This flight is scheduled at the discretion of the Director of Maintenance or his designee.
- 6.7. Maintenance Confidence Flight Procedure
- a) Maintenance corrects and signs off the discrepancy(s) per the approval for Return to Service and Airworthiness Release as required.
 - b) Maintenance will generate a discrepancy in the Discrepancy Log (Form 130)
 - c) Maintenance will state on Discrepancy Log (Form 130): “Maintenance Confidence Flight Required.”
 - d) If the flight is unsatisfactory, the Pilot will generate a new discrepancy on the Discrepancy Log (Form 130) detailing the findings of the flight.

6.8. Maintenance Confidence Flights Conditions

- a) Flight crew and only those persons essential to the tests or checks being conducted may be on board.
- b) Upon completion of the maintenance confidence flight, the appropriate Discrepancy Log entries are completed
- c) No maintenance confidence flight may be accomplished with cargo or passengers on board.

7. Protective Covers On Sensory Ports

- 7.1. If XOJET Maintenance personnel blocks a sensory port to facilitate testing, a high visibility flag will be attached adjacent to the blocked port to indicate this condition. In addition, a tag will be installed on the yoke with the notification that pitot and static port blockage has occurred, and that visual inspection of all ports and probes must be performed prior to removing the tag.

8. Return To Service (Approval)

- 8.1. Whenever inspection, maintenance, preventive maintenance, rebuilding or alterations are performed on XOJET aircraft, including airframe, engines, propellers, appliances and parts, an entry will be made in the permanent aircraft records. Supporting documentation will also accompany the permanent aircraft records.
- 8.2. Only an XOJET authorized FAA Certificated Technician or FAA Certified Repair Station can sign the approval for Return to Service entry.
- 8.3. The approval for Return to Service entry is prepared as follows:
 - a) A description (or reference to data acceptable to the Administrator) of work performed.
 - b) The type of inspection and a brief description of the extent of the inspection.
 - c) The date of completion of the inspection and/or work performed.
 - d) Aircraft total time in service.
 - e) The name of the person performing the work if other than the person signing for the work.

- f) The signature, certificate number, and kind of certificate held by the person approving the work. The signature constitutes the approval for return to service only for the inspection and/or work performed.
 - g) For inspections, if the aircraft is found to be airworthy and approved for return to service, use the following or similarly worded statement: I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition.
- 8.4. The approval for return to service signoff will also be made on the Discrepancy Log (Form 130) or Carry Over Log (Form 140) to clear an open discrepancy.
- 8.5. An Airworthiness Release will be issued if required. Reference [Paragraph 9. "Airworthiness Release for Aircraft Maintained under FAR 135.411\(a\)\(2\)"](#).
- 8.6. XOJET personnel will use their FAA Certificate A&P number for all aircraft signoffs except for aircraft on a Continuous Airworthiness Maintenance Program and listed on Ops Spec D072.
- 8.7. XOJET personnel will use the XOJET Air Carrier number for aircraft signoffs for aircraft on a Continuous Airworthiness Maintenance Program and listed on Ops Spec D072. (Use of an FAA Certificate A&P number is also acceptable.)
- 8.8. Non-XOJET personnel will use their Company's FAA Certified Repair Station number if applicable, or their valid FAA Certificate A&P number for all signoffs.
- 8.9. Any XOJET personnel designated to authorize maintenance to be performed on aircraft listed in Ops Spec D085 will ensure that the person performing such maintenance is properly authorized, trained, certificated, and possesses the tools/equipment and current manuals required to perform such maintenance.
- 8.10. Any person performing maintenance on an XOJET aircraft in the United States MUST be covered under an FAA approved Anti-Drug/Alcohol Program. When emergency maintenance MUST BE, made by persons not covered under an FAA approved Anti-Drug/Alcohol Program, reference [SECTION 2: "Administration"](#) for details.
- 8.11. Special Canadian Authorization
 - a) In Canada, a Canadian engineer must be specifically qualified on the particular type of aircraft and may be approved by the Director of Maintenance as allowed by FAR Part 43.17.

- 8.12. Other than in Canada, any maintenance that is required on the aircraft while it is away from home base must be performed by a U.S. FAA Certificated Technician or FAA Certified Repair Station.

9. Airworthiness Release for Aircraft Maintained under FAR 135.411(a)(2)

- 9.1. An aircraft may not be operated after maintenance, preventive maintenance, or alterations are performed unless an Airworthiness Release entry on the Airworthiness Release (Form 125) is signed off per FAR Part 135.443. The Director of Maintenance is responsible for the control and the quality of the Airworthiness Release.
- 9.2. An Airworthiness Release is required for the following:
- a) Maintenance performed on aircraft maintained under a Continuous Airworthiness Maintenance Program
- 9.3. Airworthiness Release Signature
- a) The signature of an XOJET airworthiness release authorized FAA Certificated Technician constitutes certification that:
 - The work was performed in accordance with the XOJET GMM.
 - All Required Inspection Items (RII) were properly identified and inspected by an XOJET authorized individual who determined the work was satisfactorily completed.
 - No known condition exists that would make the aircraft unairworthy.
 - So far as the work performed is concerned, the aircraft is in a condition for safe operation.
 - Current instructions from the manufacturer, maintenance manuals or other FAA approved or accepted data for specific items were referenced.
- 9.4. Airworthiness Release Qualifications
- a) No Technician may sign an Airworthiness Release or log entry required by FAR Part 135.443 unless he has received training in airworthiness release requirements and procedures, in the appropriate sections of FAR 43, 65, 135 and XOJET's procedures for Required Inspection Items and deferred items FAR 65.81(b). Airworthiness release training shall be administered and documented in accordance with the Maintenance Training procedures, [SECTION 8: "Maintenance Training"](#) of this manual. The Technician must:

- Have knowledge of and understand FAR 135.443 and the applicable maintenance or alteration data required to perform the maintenance function.
 - Have completed appropriate training per [SECTION 8: “Maintenance Training”](#) of this Manual.
 - Satisfy the Director of Maintenance that his integrity, knowledge, training, and experience are sufficient for the responsibilities he will be authorized to perform.
 - The Director of Maintenance or designee will add the XOJET qualified Technician who satisfies the above to the List of Authorized to Sign Airworthiness Release (Form 579).
- b) The Director of Maintenance or designee will maintain a list of XOJET Airworthiness Release authorized Technicians.
- c) Airworthiness Release Authorization (Form 562) is used to indicate personnel authorized to perform an Airworthiness Release on a specific aircraft. The Form 562 will indicate the authorization for the type of aircraft and any limitations the individual has regarding Airworthiness Release authorization. The Technician will endorse the letter acknowledging the responsibilities and duties of aircraft Airworthiness Release functions, and a copy of Form 562 will be given to the Technician.

9.5. Airworthiness Release (Form 125) Issuance and Duration

- a) An XOJET authorized individual will sign the Airworthiness Release Form, and enter the following information:
- Registration Number
 - Aircraft Total Time
 - Issue Date
 - Brief description of work performed or reference to an attached log book entry
 - Name of the person signing the Airworthiness Release
 - Signature of the person signing the Airworthiness Release
 - Certificate Number of the person signing the Airworthiness Release
- b) XOJET personnel will use the XOJET Air Carrier number for aircraft signoffs for aircraft on a Continuous Airworthiness Maintenance Program and listed on Ops Spec D072. (Use of an FAA Certificate A&P number is also acceptable.)
- c) Non-XOJET personnel are not authorized to sign an Airworthiness Release.
- d) The duration of an Airworthiness Release is until superseded by the next maintenance event requiring a new Airworthiness Release. Retain the two most current Airworthiness Releases in the Aircraft Binder.

10. Approved Maintenance Vendors

- 10.1. XOJET utilizes outside Maintenance Vendors. The Director of Maintenance is ultimately responsible for quality and compliance of vendors.
- 10.2. The Director Safety and Quality Assurance or designee will make the decision to add a Maintenance Vendor to the Approved Vendor Listing (AVL) after he has ensured that the Vendor performing authorized maintenance is properly trained, certificated, and possesses the tools/equipment and current manuals required to perform such maintenance.
- 10.3. The Director of Safety and Quality Assurance or a designee will ensure that the Maintenance Vendor has access to the XOJET General Maintenance Manual, Policies, Procedures and Forms as needed.

NOTE: The Director of Maintenance may accept a Vendor's forms if the forms fulfill all of the requirements detailed in this Manual.

- 10.4. For training requirements reference [SECTION 8: "Maintenance Training"](#).
- 10.5. The Director of Safety and Quality Assurance or designee will ensure that periodically an audit will be conducted for approved Maintenance Vendors. The DOM or designee may visit the facility or send a Vendor Questionnaire at the discretion of the DOM or designee. A Recognized Registered Quality Assessment may be accepted in place of a Vendor Questionnaire at the discretion of the Director of Safety and Quality Assurance or designee.
- 10.6. For on-site audits, the Director of Safety and Quality Assurance or designee will complete the Maintenance Facility Audit (Form 575) and retain a copy in the Quality Management system.
- 10.7. The DOM or designee will monitor Vendor performance to determine the periodic audit schedule and continued use of a Maintenance Vendor.
- 10.8. Work Completion Review
 - a) Upon completion of the maintenance action(s) by the approved Maintenance Vendor the Director of Maintenance or designee oversees/reviews the completion of the required documentation and forms.
 - b) After the documentation is reviewed by the Director of Maintenance or designee and if found acceptable, an Airworthiness Release is prepared per this Section, [Paragraph 9. "Airworthiness Release for Aircraft Maintained under FAR 135.411\(a\)\(2\)"](#).

11. Limited Authorization to Perform Maintenance

- 11.1. If XOJET aircraft require maintenance at other than XOJET approved Maintenance Vendors, the Director of Maintenance or designee may grant limited authorization to the facility or individual by:
 - a) Determining the work required.
 - b) Directly communicating with a representative of the facility or individual who will perform the work and assessing their ability to complete the required work.
- 11.2. Upon determining that the capabilities of the facility or individual are acceptable, the Director of Maintenance or designee will fax and ensure the completion of the Limited Authorization to Perform Maintenance (Form 570).
- 11.3. The Director of Maintenance or designee will make a determination of the required forms or documentation to be forwarded from XOJET offices to the facility or individual that will be performing the maintenance or inspection. Documentation may include:
 - a) Appropriate sections of the General Maintenance Manual
 - b) Appropriate sections of the Aircraft Maintenance Manual
- 11.4. The facility or individual tasked to perform the work will complete Form 570. Form 570 will then be faxed back to XOJET and signed by the Director of Maintenance or designee approving the facility or individual to perform the work required.
- 11.5. Once the work is completed the facility or individual will fax, transmit and/or communicate the completed forms. The Director of Maintenance or designee will ensure the aircraft has the proper approval for return to service and airworthiness release. (Reference: Paragraphs [8](#) and [9](#) of this section.)
- 11.6. All associated paperwork will be put into the maintenance work package and audited by the Director of Maintenance or designee for completion and accuracy.



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SECTION 5: Record Keeping and Recording

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1. General

- 1.1. XOJET, Inc. maintenance records are made and retained to show evidence that the U.S. Standard Airworthiness Certificate is effective and that XOJET aircraft are airworthy. A U.S. Standard Airworthiness Certificate is effective only as long as the maintenance and alterations are performed according to the requirements of FAA regulations. The procedures established in this manual provide guidance to comply with FAA regulations and XOJET's policy in maintaining an efficient and well organized record keeping system.
- 1.2. Work packages are used to supplement the records required by Paragraph [3.9](#) and are not considered part of the Permanent Aircraft Records.
- 1.3. Corrections to records and forms will have a single line strike through and must remain legible.
- 1.4. No person may make or cause to be made, any fraudulent or intentionally false entry to any record or report that is required to be made, kept or used to show compliance with FAR Part 43 (Reference 43.12). In addition, no person may reproduce for fraudulent purposes a record or report that is required to be made, kept or used to show compliance with this part. Any violation to this part (if proven), may be grounds for suspension of applicable airman or operator licenses issued by the FAA.

2. Forms

- 2.1. Inspection forms or task cards are specific to each aircraft type and will be referenced in the aircraft's inspection program. Inspection forms and task cards may be single or multiple-sheet pre-printed forms, checklists or computerized files.
- 2.2. The **Aircraft Binder** will be kept onboard the aircraft. The binder will remain under the control of flight operations and is reviewed by maintenance. The contents of the binders are composed of:
 - a) VOR Check (Form 106)
 - b) Aircraft Status Sheet (Form 108).
 - c) Airworthiness Release (Form 125)
 - d) Discrepancy Log (Form 130)
 - e) Condition Log (Form 140)
 - f) Empty weight and center of gravity determination.

- g) Radio Station Authorization.
- h) MEL/NEF/CDL Placards.

2.3. VOR Check (Form 106)

- a) The VOR Check (Form 106) is filled out by the Flight Crew. Ensure the VOR has been checked within 30 days on the VOR Check (Form 106). If the check is due, the pilot performing the check will record the results in the next open block on the form.

2.4. Aircraft Status Sheet (Form 108)

- a) Aircraft Status Sheet identifies current maintenance inspection status information. It contains the date, hour and cycle of when the next required inspections are due as follows:
 - Date – first calendar item coming due.
 - Hour – first time controlled item coming due.
 - Cycle – first cycle item coming due.
- b) The Aircraft Status Sheet is derived from XOJET's computerized maintenance program which tracks data from the Aircraft Manufacturer's Inspection Program, Continuous Airworthiness Maintenance Program (CAMP), or Approved Aircraft Inspection Program (AAIP) along with the Airworthiness Directives, Service Bulletins, and additional items the Director of Maintenance may require.
- c) Aircraft and engine items are tracked based on Aircraft Total Time and Aircraft Total Cycles.
- d) The Aircraft Status Sheet remains in the aircraft and is updated by Maintenance Control.
- e) The Aircraft Status sheet may contain additional items that Maintenance Control wants to track, as necessary.

2.5. Airworthiness Release (Form 125)

- a) The Airworthiness Release is prepared per [Section 4, paragraph 9. "Airworthiness Release for Aircraft Maintained under FAR 135.411\(a\)\(2\)"](#).

2.6. Discrepancy Log (Form 130)

- a) The Discrepancy Log is used to log and disposition mechanical irregularities. The log will demonstrate either deferral of MEL or CDL items or correction of logged irregularities. The Form 130 is kept on board the aircraft. This form provides a quick reference to Pilots and Technicians of the status of XOJET aircraft by detailing

mechanical irregularities logged by XOJET crews or technicians, and is also used as part of the CASS program. Detailed instructions are on the back of the form.

- b) A new Discrepancy Log may be initiated at any time all items are closed and the superseded copy will be retained with the aircraft permanent records. The Form 130 will be retained in the Flight Log Binder for 30 days following completion of all items in the log. The Form 130 will be retained as permanent aircraft records.

2.7. Condition Log (Form 140)

- a) The Condition Log (Form 140) is carried on board the aircraft. It records items categorized as NEF or Carry Over Items. The purpose of the Condition Log is to advise the crew of items that do not affect the airworthiness of the aircraft. **Only the Director of Maintenance or their designee is authorized to determine and approve Carry Over Items.** Detailed instructions are on the back of the form.
- b) A new Condition Log may be initiated at any time all items are closed and the superseded copy will be retained with the aircraft permanent records.

3. Aircraft Maintenance Records

- 3.1. All aircraft maintenance documentation is controlled by the Director of Maintenance.

- 3.2. Airframe and Engine Records

- a) Logbook entries for the airframe, engines and accessories are kept current when there is an inspection, maintenance action or change of a component per this Manual. Records containing the following information for Airframe and Engine maintenance (or inspections) are permanent aircraft maintenance records and are maintained by the Director of Maintenance:
 - All the records necessary to show that all requirements for the issuance of an airworthiness release under FAR135.443 have been met.
 - The total time in service of the airframe, engine, propeller, and rotor.
 - The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance.
 - The time since last overhaul of each item installed on the aircraft which are required to be overhauled on a specified time basis.
 - The identification of the current inspection status of the aircraft, including the time since the last inspections required by the inspection program under which the aircraft and its appliances are maintained.

- The current status of applicable Airworthiness Directives, including the date and methods of compliance, and, if the Airworthiness Directive involves recurring action, the time and date when the next action is required.
- A list of current major alterations and repairs to each airframe, engine, propeller, rotor, and appliance.

3.3. Component - Parts Tags

- a) Component tags are placed with the work package until the maintenance is completed. The tags are then filed with the airframe or engine records as appropriate. Aircraft parts and components to be overhauled and/or repaired must be done by an FAA Certified Repair Station and have a completed FAA Form 8130-3. Uns salvageable aircraft parts, components and materials will be disposed of in accordance with FAA AC 21-38.

3.4. Component Identification Tag

- a) The WHITE Component Identification Tag is used to identify parts/components that have been received or taken from an aircraft. Generally, this is used in conjunction with other tags, such as Rejected, Serviceable, Repairable, or the parts identification tags that are on parts received. Only an XOJET authorized FAA Certificated Technician or Inspector will make entries for the completion of the tag.

3.5. Repairable Tag

- a) The GREEN Repairable tag is used to identify parts/components removed from the aircraft and deemed repairable by an XOJET authorized FAA Certificated Technician or Inspector. Only an XOJET authorized FAA Certificated Technician or Inspector will make entries for the completion of the tag.

3.6. Serviceable Tag

- a) The YELLOW Serviceable tag is used to identify parts/components removed from the aircraft and deemed to be in a condition to be replaced back on the aircraft by an XOJET authorized FAA Certificated Technician or Inspector. Only an XOJET authorized FAA Certificated Technician or Inspector will make entries for the completion of the tag.

3.7. Rejected Tag

- a) The RED Rejected tag is used to identify parts/components removed from the aircraft and deemed non-repairable by an XOJET authorized FAA Certificated Technician or Inspector. Only an XOJET authorized FAA Certificated Technician or Inspector will make entries for the completion of the tag.

3.8. Listing of Retained Aircraft Records

a) Permanent Aircraft Records

- Discrepancy Log (Form 130)
- Condition Log (Form 140)
- Aircraft / Engine / APU Log Books
- Component Tags / 8130 / 8110-3 / Statements of Conformity
- Form 337 / STC / ICAs
- Weight and Balance / Equipment List

b) Work Package Supplemental Records

- RII Inspection Worksheets / Instructions detailing Stages-of-Inspection
- Vendor Work Orders
- Component Removal / Installation Cards

3.9. Retention and Transfer of Records

a) The following records are retained and maintained at the main base of operations and transferred with the aircraft at the time of the sale or other disposition of the aircraft.

- All the records necessary to show that all requirements for the issuance of an airworthiness release under FAR135.443 have been met.
- The total time in service of the airframe, engine, propeller, and rotor.
- The current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance.
- The time since last overhaul of each item installed on the aircraft which are required to be overhauled on a specified time basis.
- The identification of the current inspection status of the aircraft, including the time since the last inspections required by the inspection program under which the aircraft and its appliances are maintained.
- The current status of applicable Airworthiness Directives, including the date and methods of compliance, and, if the airworthiness directive involves recurring action, the time and date when the next action is required.
- A list of current major alterations and repairs to each airframe, engine, propeller, rotor, and appliance.

4. Computerized Inspection Program Forms

- 4.1. Computerized Inspection Program Forms or Log Book entries are used to update computerized maintenance programs for tracking. The program's reports are used to verify and generate an Aircraft Status Sheet for each XOJET aircraft:
 - a) Last inspection performed.
 - b) Interval it was performed (i.e. hours, landings).
 - c) Next inspection due.
 - d) Components changed.
 - e) Status of life limited parts.
 - f) Current times since last overhaul of each item installed on the aircraft that are required to be overhauled on a specified time basis.
- 4.2. A copy of each completed form or Log Book entry is kept as part of the maintenance work package. It is filed in the maintenance office at the main base of operations.

5. FAA Access To Aircraft Records

- 5.1. Aircraft records that are required by the Federal Aviation Regulations are to be made available for inspection by the FAA or any representative of the NTSB. All maintenance records shall be maintained at the main base of operations. However, the maintenance records may be maintained at a location other than the main base of operations for long term stationing of an aircraft. This information shall be made known to the FAA, the NTSB and others that would require access to the aircraft records.

6. Airworthiness Record

- 6.1. Airworthiness Limitations are located and tracked on a computerized Maintenance System.
- 6.2. Airworthiness Limitations will be documented on a computer printout. The Director of Maintenance is responsible to ensure all entries are complete and accurate.
- 6.3. Airworthiness Limitations compliance records are maintained at the main base of operations, and kept as part of the aircraft's permanent records.

- 6.4. Airworthiness Limitations shall be complied with as specified in the Airworthiness Limitations document.
- 6.5. Newly issued or revised Airworthiness Limitations that affect in service components shall be complied with on receipt or as specified in the Airworthiness Limitations document.

NOTE: Under certain circumstances, it is acceptable to deviate from the requirements of this paragraph provided deviation is recommended or agreed to by the manufacturer and approved by the assigned FAA Principle Maintenance Inspector.

- 6.6. Airworthiness Limitations that are revised or newly added require a mandatory review and acceptance by the Director of Maintenance, or designee before being applied to applicable maintenance programs.

7. Airworthiness Directive Compliance Record

- 7.1. Airworthiness Directives are located and tracked on a computerized Maintenance System. The Aircraft Status Sheet will list the next due repetitive or yet to be complied with AD and display the required inspection interval by calendar date, hours or cycles due.
- 7.2. The Aircraft Status Sheet will be updated by Maintenance Control.
- 7.3. If an emergency AD is issued for XOJET aircraft on a flight, the Director of Maintenance or his designee will contact the aircraft's Crew with instructions to ensure compliance with the newly issued AD.
- 7.4. AD compliance will be documented on a computer printout. The Director of Maintenance is responsible to ensure all entries are complete and accurate. The Director of Safety and Quality Assurance will review the bi-weekly AD lists of airframe, engines and appliances for each aircraft.
- 7.5. Airworthiness Directive Compliance Records are maintained at the main base of operations, and kept as part of the aircraft's permanent records.
- 7.6. The CASS committee will review copies of the Airworthiness Directive Compliance Records to recommend changes in tracking policy and/or practices.

- 7.7. Airworthiness Directives that are revised or newly added require a mandatory review and acceptance by the Director of Maintenance and Director of Quality Assurance before being applied to applicable maintenance programs.

8. Service Bulletin Compliance and Tracking

- 8.1. Any Manufacturer's Mandatory Service Bulletins for Airframe, Engines & Propellers shall be complied with on all XOJET aircraft.

NOTE: Under certain circumstances it is acceptable to deviate from the requirements of this paragraph provided deviation is recommended or agreed to by the manufacturer and approved by the assigned FAA Principle Maintenance Inspector.

- 8.2. Manufacturer's Service Bulletin classifications other than Mandatory will be accomplished as described below:
- a) All Recommended or Optional Service Bulletins are reviewed for impact on the aircraft operation and aircraft design improvements, etc. The Director of Maintenance will determine if a Recommended or Optional Service Bulletin should be considered for incorporation.
- 8.3. Service Bulletins are tracked for each aircraft on a computerized Maintenance System. The Director of Maintenance is responsible for ensuring all entries are complete and accurate. The Director of Safety and Quality Assurance will review the monthly SB lists of airframe, engines and appliances for each aircraft.
- 8.4. Service Bulletin Compliance Records are maintained at the main base of operations, and kept as part of the aircraft's permanent records.
- 8.5. Mandatory Service Bulletins that are revised or newly added require a mandatory review and acceptance by the Director of Maintenance the Director of Safety and Quality Assurance before being applied to applicable maintenance programs.

9. Recording Maintenance

- 9.1. The type of maintenance being performed will dictate the required documentation of the work. Maintenance recording categories are:

9.2. Inspections

- a) Reference this Section, Paragraph [2](#) for the Forms.
- b) Reference this Section, Paragraph [4](#) for the Computerized Inspection Program Forms.
- c) Reference this Section, Paragraph [3](#) for Aircraft Maintenance Records.

9.3. Discrepancy and Corrective Action Write-Ups

- a) Reference [SECTION 7: “Discrepancy Management”](#), Paragraph [5](#) for recording discrepancies.
- b) Reference [SECTION 7: “Discrepancy Management”](#), Paragraph [9](#) and [12](#) for approving an aircraft for return to service with deferred items.

9.4. Major Repair and Alterations

- a) Reference this Section, Paragraph [3](#)

9.5. Return to Service (Approval) and Airworthiness Release

- a) After maintenance has been recorded, the aircraft will need to be approved for returned to service by an XOJET authorized FAA Certificated Technician or FAA Certified Repair Station.
- b) Return to Service Approval reference [SECTION 4: “General Maintenance Policies”](#), Paragraph [8](#)
- c) Airworthiness Release reference [SECTION 4: “General Maintenance Policies”](#), Paragraph [9](#).

10. Service Difficulty Report

- 10.1. The Internet Service Difficulty Report (iSDR) Form or Service Difficulty Report (Form 8070-1) (used if no access to the Internet is available) is completed and submitted to the FAA by the Director of Maintenance or his designee. The Director of Maintenance is responsible for ensuring all entries are complete and accurate.
- 10.2. XOJET shall report the occurrence or detection of each failure, malfunction, or defect in an aircraft concerning:
- a) Fires during flight and whether the related fire-warning system functioned properly;
 - b) Fires during flight not protected by related fire-warning system;
 - c) False fire-warning during flight;
 - d) An exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components;
 - e) An aircraft component that causes accumulation or circulation of smoke, vapor, or toxic or noxious fumes in the crew compartment or passenger cabin during flight;
 - f) Engine shutdown during flight because of flameout;
 - g) Engine shutdown during flight when external damage to the engine or aircraft structure occurs;
 - h) Engine shutdown during flight due to foreign object ingestion or icing;
 - i) Shutdown of more than one engine during flight;
 - j) A propeller feathering system or ability of the system to control overspeed during flight;
 - k) A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;
 - l) An unwanted landing gear extension or retraction or opening or closing of landing gear doors during flight;
 - m) Brake system components that result in loss of brake actuating force when the aircraft is in motion on the ground;
 - n) Aircraft structure that requires major repair;
 - o) Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer or the FAA; and
 - p) Aircraft components or systems that result in taking emergency actions during flight (except action to shut-down an engine).

- 10.3. For the purpose of this section, during flight means the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.
- 10.4. In addition to the reports required by this section, XOJET shall report any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in its opinion, the failure, malfunction, or defect has endangered or may endanger the safe operation of the aircraft.
- 10.5. XOJET shall submit each report required by this section, covering each 24-hour period beginning at 0900 local time of each day and ending at 0900 local time on the next day, to the FAA offices in Oklahoma City, Oklahoma. Each report of occurrences during a 24-hour period shall be submitted to the collection point within the next 96 hours. However, a report due on Saturday or Sunday may be submitted on the following Monday, and a report due on a holiday may be submitted on the next workday.
- 10.6. XOJET shall transmit the reports required by this section on the Internet Service Difficulty Report (iSDR) Form or Service Difficulty Report (Form 8070-1) (used if no access to the Internet is available), and shall include as much of the following as is available:
 - a) The type and identification number of the aircraft
 - b) The name of the operator
 - c) The date
 - d) The nature of the failure, malfunction, or defect
 - e) Identification of the part and system involved, including available information pertaining to type designation of the major component and time since last overhaul, if known
 - f) Apparent cause of the failure, malfunction or defect (e.g., wear, crack, design deficiency, or personnel error)
 - g) Other pertinent information necessary for more complete identification, determination of seriousness, or corrective action
- 10.7. A certificate holder that is also the holder of a type certificate (including a supplemental type certificate), a Parts Manufacturer Approval, or a Technical Standard Order Authorization, or that is the licensee of a type certificate need not report a failure, malfunction, or defect under this section if the failure, malfunction, or defect has been reported by it under FAR 21.3 or 37.17 of this chapter or under the accident reporting provisions of part 830 of the regulations of the National Transportation Safety Board.
- 10.8. No person may withhold a report required by this section even though all information required by this section is not available.

- 10.9. When XOJET gets additional information, including information from the manufacturer or other agency, concerning a report required by this section, it shall expeditiously submit it as a supplement to the first report and reference the date and place of submission of the first report.
- 10.10. Service Difficulty Reports are maintained in the office of the Director of Safety and Quality Assurance. Copies of the recommended changes are filed with the corresponding Service Difficulty Reports.

11. Mechanical Interruption Summary Report

- 11.1. The Mechanical Interruption Summary Report (Form 509) is completed and submitted by the Director of Maintenance or his designee. Directions for the completion of this Form are located on the reverse side of the form. The Director of Maintenance is responsible to ensure all entries are complete and accurate.
- 11.2. XOJET shall mail or deliver, before the end of the 10th day of the following month, a summary report of the following occurrences in multi-engine aircraft for the preceding month to the certificate-holding district office:
 - a) Each interruption to a flight, unscheduled change of aircraft en route, or unscheduled stop or diversion from a route, caused by known or suspected mechanical difficulties or malfunctions that are not required to be reported under FAR 135.415 (Service Difficulty Report).
 - b) The number of propeller featherings in flight, listed by type of propeller and engine and aircraft on which it was installed. Propeller featherings for training, demonstration, or flight check purposes need not be reported.
- 11.3. Mechanical Interruption Summary Reports are maintained in the office of the Director of Safety and Quality Assurance. Copies of the recommended changes are filed with the corresponding Mechanical Interruption Summary Reports.

SECTION 6: Required Inspection Items (RII)

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NOTE: Required Inspection Items (RII) are applicable only to aircraft that are maintained under a Continuous Airworthiness Maintenance Program (135.411(a)(2)) and listed on Ops Spec D072. The Director of Maintenance recommends qualified persons to the Director of Safety and Quality Assurance for authorization. The Director of Safety and Quality Assurance will approve and supervise RII Authorized Inspectors. The Director of Maintenance may delegate the authorities described in this section but retains the responsibility for compliance with the requirements of this section.

1. Required Inspection Items (RII)

- 1.1. The Federal Aviation Regulations require an inspection prior to the release of an aircraft for flight after maintenance, alteration or repairs on items that could result in a failure, malfunction or a defect endangering the safe operation of the aircraft if not performed properly or if improper parts or materials are used. These specific inspections are identified and referred to as Required Inspection Items (RII).
- 1.2. It is the responsibility of the Technician or Inspector in charge to determine if an item is a Required Inspection Item. When maintenance is performed on XOJET aircraft that are operated under a Continuous Airworthiness Maintenance Program (CAMP), the Technician or Inspector will reference this Section, [Paragraph 13. "RII List"](#) to determine if an item meets the RII criteria.
- 1.3. At the discretion of the Director of Maintenance, an item that is not on the list as an RII may also be designated as an RII, in which case the same procedures apply.

2. Work Cards And Forms

- 2.1. An RII is not factory-identified; it is identified by the XOJET, Inc. maintenance program, as accepted by the FAA (general areas rather than specific items). The Director of Maintenance designates an RII authorized Inspector to review all maintenance work cards and inspection forms.
- 2.2. It will be the duty of the Director of Maintenance or the RII Inspector to ensure that all RIIs to be worked on will be noted by writing "Required Inspection Item" on the appropriate form and ensuring that maintenance is performed per the procedures in this section.

3. Inspection Methods

- 3.1. Inspections are made while the work is in progress as well as after completion.
- 3.2. Inspection Method 1
 - a) Check for proper installation, security, safety and workmanship.
 - b) Pressure check (as required).
 - c) Check per Test Section of applicable Maintenance Manual.
- 3.3. Inspection Method 2
 - a) Check for proper parts, materials, fasteners and workmanship.
 - b) Check for conformance to specifications per Structural Repair, Maintenance or other relevant Manual or applicable Engineering Instructions.
 - c) Pressure check.
- 3.4. Inspection Method 3
 - a) Check per applicable engine change forms and/or Manufacturer's Maintenance Manual.
- 3.5. Inspection Method 4
 - a) Check per Standard Wiring Practices.

4. RII Specific Policies

- 4.1. When an item has been determined to be a Required Inspection Item, the following applies:
 - a) No person may be assigned to inspect work that they performed.
 - b) No person may be assigned to perform RII inspections unless properly trained, qualified and authorized to perform those specific functions by the Director of Safety and Quality Assurance or designee.
 - c) No person providing on the job training may sign off on work that they performed.
 - d) When performing an inspection on an RII item, the Inspector performing the inspection shall:

- Check for proper installation of the item being inspected including checks for proper safeties, clearances, techniques, use of materials, etc.
 - Ensure the correct part and correct installation procedures are used.
 - Ensure all operational, functional, or NDT tests are performed per the instructions required by the maintenance manuals for the work being completed and that these tests are performed by an XOJET authorized FAA Certificated Technician or FAA Certified Repair Station, and properly recorded.
- 4.2. The Director of Maintenance shall ensure when RIIs are being performed, the procedures, standards, and limits necessary for required inspections and acceptance or rejection of items required to be inspected are available to the person performing the inspection.

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

5. RII Authority

- 5.1. The Director of Maintenance is the individual with the authority to establish and modify XOJET's policies for the Required Inspection Items (RII) process. There are two classifications of RII authority:

a) *Full Authority:* An Inspector may inspect all RII items on the specific make and model aircraft for which they are authorized. This authority to perform RII is granted to qualified personnel and is covered on the Required Inspection Authorization (Form 571).

This authority remains in effect until suspended, revoked or surrendered.

b) *Limited Authority:* An Inspector may inspect only maintenance items as authorized by the Required Inspection Authorization (Form 571). This authority to perform RII can be issued to either full time XOJET maintenance personnel or approved Maintenance Vendors. This authority is issued for RII functions and may only be exercised for the tasks outlined in the Required Inspection Authorization (Form 571).

6. Designation To Perform RII Inspections & Qualifications

- 6.1. Within XOJET's maintenance organization, Technicians that are authorized to perform unsupervised maintenance actions on XOJET aircraft, and who hold a valid FAA A&P Certificate, may be designated to perform inspection activities.
- 6.2. While performing RII inspections for XOJET, Inspectors must follow the procedures outlined in this manual. It is permissible to identify stages of inspection by any means that will be easily recognizable by the technician performing the work.
- 6.3. If an RII inspection is required at a facility that has not been previously authorized, the Director of Maintenance or a designee may authorize that facility to perform RII inspections on XOJET aircraft provided the facility has properly trained and qualified personnel. (Reference [SECTION 8: "Maintenance Training"](#))
- 6.4. The Director of Maintenance or designee will ensure that the RII candidate meets the knowledge, training and experience requirements of a Qualified Inspector defined as:
 - a) Has demonstrated through past experience familiarity with all inspection methods, techniques, and equipment used to determine the quality of airworthiness of the article involved.
 - b) Must be proficient in the use of various types of inspection aids, both mechanical and visual, whichever is appropriate to the article undergoing inspection.
- 6.5. Once the Inspector meets the requirements of this Manual, the candidate will be added to the List of Authorized Inspectors (Form 578), and the facility will be added to the Approved Vendor List (AVL) as required.
- 6.6. It is the responsibility of the Director of Maintenance or designee to determine if the maintenance organization of the facility or individual:
 - a) Is adequate to perform the work intended.
 - b) Follows the procedures outlined in this Manual.

7. RII Authorization

- 7.1. Upon designating and approving a Technician, the Director of Safety and Quality Assurance or designee will:
 - a) Complete the Required Inspection Items Authorization (Form 571).
 - b) Add the Technician by completing The List of Authorized Inspection Personnel (Form 578), and add the facility to the Approved Vendor List (AVL).
- 7.2. The Required Inspection Items Authorization Form (Form 571) is for each Technician that is authorized to perform inspection functions on a specific aircraft type. This form indicates the type of aircraft and any limitations regarding inspection functions and RII items. The Inspector signs the form acknowledging the responsibilities and limitations of inspection functions and RII items.

8. Limited RII Authorization

- 8.1. In cases where a required inspection becomes necessary at locations where no XOJET RII authorized personnel are assigned, the Director of Maintenance or designee may authorize an XOJET authorized FAA Certificated Technician to perform a specific required inspection on a limited or one-time basis. Candidates must meet the RII qualification standards in this Section, [Paragraph 6. "Designation To Perform RII Inspections & Qualifications"](#).
- 8.2. A formal training session will not be required for limited RII authorization. When the need for limited or one-time RII authorization arises, the Director of Maintenance or designee will:
 - a) Fax or email appropriate portions of this manual.
 - b) Ensure the individual has the necessary knowledge to make certain the Limited Authorized Inspector understands the responsibilities in regards to the proper accomplishment of the RII. This instruction will include a detailed description of the items to be inspected and the procedures to be followed.

NOTE: It will be at the discretion of the Director of Maintenance or designee to authorize the Technician. If training is required, the Director of Maintenance or designee giving the instruction will generate a training record by recording the relevant items in the Training Record (Form 572).

- c) Complete the Limited Authorization to Perform Maintenance (Form 570). The authorization duration is designated on the form. Detailed instructions are on the back of the form.
 - d) Generate a Required Inspection Items (Form 571) to authorize the Inspector.
 - e) The completed forms will be forwarded to the Director of Maintenance or designee who will sign it. The Director of Maintenance or designee will coordinate directly with the RII designee as a Limited RII Inspector.
 - f) All forms related to the authorization of the Technician or facility will be filed together at XOJET's main base of operations.
- 8.3. The RII Inspector may then perform all functions authorized in the written designation for the maintenance event outlined on the Limited Authorization to Perform Maintenance (Form 570). At the completion of the maintenance event, the Technician is no longer considered an XOJET authorized Technician or RII Inspector.

9. Procedures for Accomplishing RII Inspections

- 9.1. Technicians will notify Inspectors prior to starting work on an RII item. The assigned Inspector will then review the required reference material for that item. The Technician is responsible for knowing the required inspection stages.
- 9.2. Reference Material
- a) Inspection reference material may be found in one of four areas depending on the item being inspected.
 - General Maintenance Manual.
 - The associated work card for that item.
 - The approved inspection program for that aircraft.
 - Maintenance Instructions per that item's maintenance manual.
- 9.3. Stages of Inspection
- a) All inspections will be accomplished as follows:
 - The Technician assigned to the job will notify the Inspector prior to working on that item.
 - The Inspector will plan three stages: Pre-installation, In-Process and Final.
 - The Inspector will select one or more of the Inspection Methods per this Section, [Paragraph 3. "Inspection Methods"](#), as applicable.

- The stages of inspection will be determined by the Inspector using maintenance instructions and highlighting the planned inspection stages. It is permissible to identify stages of inspection by any means that will be easily recognizable by the technician performing the work.
- If special test equipment or instruments are required for the repair(s), the Inspector will verify the equipment or tool is properly calibrated.
- The inspection instructions detailing the stages will become part of the work package.

9.4. Notifying the Inspector

- a) The Technician is responsible for advising the Inspector when an item is ready for inspection.

10. RII Countermand / Override

- 10.1. The FARs require instructions and procedures to be established to prevent inspection decisions from being countermanded by persons other than supervisory personnel of the Inspection Department, or a person at that level of administrative control that has overall responsibility for the management of both the inspection functions and maintenance functions.
- 10.2. Persons other than the Director of Maintenance cannot countermand an Inspector's decision on a Required Inspection Item. A countermand decision must indicate in writing the reason for the countermand decision, and be filed with the maintenance work package. This action relieves the Inspector of all responsibility for that item. The Director of Maintenance cannot countermand an Inspector's decision if the Director of Maintenance has performed any of the work on the Required Inspection Item. If a dispute arises between the Director of Maintenance and the Inspector, reference this Section, [Paragraph 10.5. "Countermand Resolution"](#).
- 10.3. Prior to approving an aircraft for return to service, the authorized Inspector must inspect all Required Inspection Items. The Inspector will sign off each inspection when the item has been completed to standards.
- 10.4. If an item has not been completed to the Inspector's satisfaction, the Inspector will print "unsatisfactory" and a description in the discrepancy section of the Discrepancy Log or any appropriate inspection documents. The procedures for Reinspection of Work are then followed.

10.5. Countermand Resolution

- a) If the Inspector and the Director of Maintenance disagree on the disposition of a certain RII write-up, the President of XOJET, Inc. will have final authority and required action.

11. Reinspection Of Work Procedures

- 11.1. If an RII Inspector has found that an item of work performed is unsatisfactory or completed improperly, an “unsatisfactory” discrepancy annotation will be made in the Discrepancy Log or on the appropriate inspection documents. The Inspector then indicates:
 - a) That the new discrepancy is an RII item.
 - b) Any procedures or work to be accomplished to properly complete the original item.
 - c) Any additional work that may be required.

12. RII Listing General

- 12.1. The Required Inspection Items List designates items of maintenance and alterations that must be inspected by the RII Inspector whenever they are performed. Additionally, should any of these systems or components be disturbed to gain access to other components, their reinstallation must be handled as an RII.

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

NOTE: Final inspection is defined as an inspection of the final installation (prior to release for flight), operation, rigging, leak check, etc., as required by the Maintenance Manual or applicable work card.

13. RII List

- 13.1. Major alterations to the aircraft or any of its components.
- 13.2. Major repairs to the aircraft or any of its major structural components.

NOTE: Any repairs in the Reduced Vertical Separation Minimum (RVSM) critical skin area of RVSM aircraft will be a major repair.

- 13.3. Equipment affecting the Reduced Vertical Separation Minimum capabilities of the aircraft to include:
 - a) Air Data Computers
 - b) Transponders
 - c) Autopilot (Altitude Hold function and Altitude Alerter)
 - d) Static Ports
- 13.4. Flight Control Surfaces and Systems to include mechanical, hydraulic components, and servo control systems. If disturbed, check installation and security of wire bundles and connectors of fly-by-wire control systems:
 - a) Ailerons
 - b) Elevators
 - c) Flaps, leading edge and trailing edge
 - d) Flight Control tabs
 - e) Rudders
 - f) Slats
 - g) Spoilers and Speed Brakes
 - h) Stabilizers, horizontal and vertical
- 13.5. Landing Gear and Landing Gear Systems to include the installation, reconnection, or rigging the landing gear, drag strut, side strut, and all components of normal and alternate gear extension systems.
- 13.6. Installation, repair or adjustment affecting latching or locking mechanism of outward opening, non-plug type Pressurized Fuselage Doors.
- 13.7. Ram Air Turbine (RAT), Air Driven Generator (ADG) installation and/or stowage.
- 13.8. Engine or Auxiliary Power Unit (APU) installation.
- 13.9. Installation of an engine main fuel control/metering unit and/or an engine main fuel pump.
- 13.10. Installation of the Electronic Engine Control (EEC) on an engine.

- 13.11. Installation or adjustment of a component in the engine's Variable Stator Vane control system.
- 13.12. Installation of a complete Reverser Assembly (LH half and or RH half for pylon mounted reversers).
- 13.13. Two or more Pitot-Static system components are disturbed.
- 13.14. Two or more navigation systems are disturbed.
- 13.15. Two or more HF Systems are disturbed.

SECTION 7: Discrepancy Management

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1. Purpose and Responsibility

- 1.1. The purpose of this section is to provide instruction and guidance for individuals who must record, defer, or clear mechanical discrepancies. This section will assist the flight crews and maintenance personnel in determining if an inoperative or defective item leads to an un-airworthy condition and establishes procedures to follow in releasing an aircraft for further flight with an inoperative or defective item that is not of an un-airworthy nature.
- 1.2. The Director of Maintenance is responsible for the control and the quality of the Mechanical Discrepancies Process. Any questions regarding the Mechanical Discrepancies Process shall be directed to the Director of Maintenance.
- 1.3. The terms, irregularity and discrepancy will carry the same meaning in this section.
- 1.4. The aircraft must never be flown in an un-airworthy condition.
- 1.5. The policies and procedures in this Section are applicable to all XOJET aircraft.

2. Requirements And Procedures

- 2.1. The **Aircraft Binder** will be kept onboard the aircraft. The binder will remain under the control of Flight Operations and is reviewed by maintenance. The contents of the binders are composed of:
 - a) VOR Check (Form 106)
 - b) Aircraft Status Sheet (Form 108)
 - c) Airworthiness Release (Form 125)
 - d) Discrepancy Log (Form 130)
 - e) Condition Log (Form 140)
 - f) Empty weight and center of gravity determination
 - g) Radio Station Authorization
 - h) MEL/NEF/CDL Placards
- 2.2. The AFM will be in official paper or digitized format.
- 2.3. The RVSM, MEL, NEF and CDL manuals will be kept on the aircraft in digitized format.

- 2.4. The Discrepancy Log (Form 130) (Carbon Copy): Once completed needs to remain on the aircraft for 30 days after the last flight. The Captain will ensure the log is returned to Maintenance at the expiration of 30 days. The Form 130 will be retained as permanent aircraft records.
- 2.5. Paperwork corrections will have a single line strike through and must remain legible.
- 2.6. The Captain will ensure aircraft airworthiness as follows:
 - a) Review the Discrepancy Log for any deferred Minimum Equipment List (MEL), or Configuration Deviation List (CDL) items and/or past maintenance issues.
 - b) Review the Condition Log for any open NEF and Carry Over items.
 - c) Ensure the proposed flight(s) can comply with the MEL/NEF/CDL and Carry-Over requirements and shall not exceed any MEL/NEF/CDL and Carry-Over hour or calendar limitations.
 - d) Review the Discrepancy Log and Condition Log to **verify no open discrepancies by ensuring that the corrective action box is completed, signed and dated or a deferred item has not expired.**
 - e) Ensure the VOR has been checked within 30 days on the VOR Check (Form 106). If the check is due, the pilot performing the check will record the results in the next open block on the form.
 - f) Review the Aircraft Status Sheet to ensure the proposed flight(s) can be completed prior to the next maintenance due item.
 - g) Review the Airworthiness Release for a description of the most recent maintenance performed on aircraft maintained under a CAMP.
 - h) Prior to flight into RVSM airspace, review the Discrepancy Log and ensure that no open or deferred discrepancy indicates "Not RVSM Authorized".
- 2.7. It is a joint responsibility between the assigned Captain and Maintenance Control to ensure the required flight forms and documents are in the Aircraft Binder.
- 2.8. By accepting the aircraft, the Captain is attesting to have reviewed the Aircraft Binder and accepts the aircraft to complete the proposed flight(s).

3. Mechanical Discrepancies

- 3.1. Federal Aviation Regulations stipulate the Captain will enter or have entered on his behalf each mechanical discrepancy noted.
- 3.2. All discrepancies require the flight crew to contact Maintenance Control.
- 3.3. During Preflight or Post Flight of an aircraft, if a Technician or Pilot discovers a discrepancy, either the Technician or Pilot will write-up the discrepancy in the Discrepancy Log or Condition Log as required, and contact Maintenance Control. Then the procedures in this section will be followed to either defer or correct the discrepancy.
- 3.4. If a maintenance discrepancy is discovered following engine start, but before takeoff and the:
 - a) MEL/NEF/CDL procedure for that item requires a maintenance action, takeoff is prohibited. The corrective action must be completed and the discrepancy corrected or deferred and signed off as outlined in this section before departure.
 - b) MEL/NEF/CDL procedure for that item does NOT require a maintenance action and may be deferred in accordance with the MEL/NEF/CDL within the procedures and/or operating limitations (in the MEL/NEF/CDL). The flight may depart once the Captain has properly logged the discrepancy and contacted Maintenance Control. Maintenance Control will review the discrepancy, confirm it can be deferred and authorize the flight to depart without returning to the ramp. Prior to departure, the Captain will complete the Discrepancy Log or Condition Log as required.
 - c) Discrepancy is not listed in the MEL/NEF/CDL and Maintenance Control confirms the item is an airworthiness requirement. The aircraft will be required to return to the ramp until the discrepancy is corrected and signed off as outlined in this section.
 - d) If the flight crew can not contact Maintenance Control, the takeoff is prohibited.
- 3.5. Each discrepancy noted by the flight crew, while in flight, will be recorded on the Discrepancy Log or Condition Log as required at the end of that flight. The MEL is not intended for use while in flight; flight crews will refer to the abnormal checklist during this period of operation.
- 3.6. Prior to each flight the Captain will determine that each discrepancy is properly cleared or deferred. Ideally, all discrepancies should be cleared by correction of the mechanical irregularity.
- 3.7. Discrepancies found by Technicians during routine inspection and maintenance will be written up in the work order system. Then the procedures in this section will be followed to either defer or correct the discrepancy.

4. Categories of Discrepancies

- 4.1. All discrepancies will be categorized as one of the following categories:
- a) Un-airworthy Item
 - b) MEL Item
 - c) NEF Item
 - d) CDL Item
 - e) Carry-Over Item
 - f) Information Item
- 4.2. **Un-airworthy Item:** This category always requires maintenance corrective action before further flight. An item or discrepancy is considered un-airworthy when:
- a) It affects an aircraft's conformance to its type certificate (TC) design. A product conforms to its TC when its configuration and the components installed are as described in the drawings, specifications, and other data that are part of the TC, which includes Supplemental Type Certificates (STC), Airworthiness Directives (AD), and field approved alterations incorporated into the product.
 - b) It affects an aircraft's safe operations.
- 4.3. **MEL Item:** This category permits aircraft continued use with these items inoperative or removed. The item may be deferred in accordance with the MEL by the Captain or XOJET authorized maintenance personnel.
- 4.4. **NEF Item:** This category permits aircraft continued use with these items inoperative, damaged or removed. The item may be deferred in accordance with the NEF Program by the Captain or XOJET authorized maintenance personnel.
- 4.5. **CDL Item:** This category permits aircraft continued use with these items inoperative, damaged or removed. The item may be deferred in accordance with the CDL by the Captain or XOJET authorized maintenance personnel.
- 4.6. **Carry Over Item:** This category covers items not listed in the MEL/NEF/CDL and includes, but is not limited to, the following:
- a) Dents and cracks that are still within limits set forth in the Manufacturer's structural repair manual or the equivalent.
 - b) Removal for repair of optional equipment or equipment not required by the Type Certificate Design and Operating Rules.

- c) Fuel leaks that are within limits set forth in the Manufacturer's maintenance manuals or equivalent.
- d) Interim repairs approved by the manufacturer or a Designated Engineering Representative.

4.7. Informational Item:

- a) The item is considered informational only and the information does not indicate an un-airworthy condition exists (i.e. a switch that is fully functional but is starting to feel sloppy).
- b) Fault messages occur that when reset, normal system operation is restored.
- c) If an item is an informational item, the flight crew may contact Maintenance Control at their discretion and Maintenance Control will track it as a monitored item.
- d) If the item is determined to be airworthy, (i.e. no corrective action necessary) a description of the determination will be communicated to Maintenance Control verbally or via email. No log entry is required in the corrective action column of the Discrepancy Log. There is no requirement for an airworthiness release as there is no fault and no corrective action.

5. Discrepancy Log (Form 130) and Condition Log (Form 140) Discrepancy Recording Procedures

- 5.1. All mechanical discrepancies noted by the flight crew will be recorded on the Discrepancy Log or Condition Log as required:
 - a) The control number. The control number is issued by Maintenance Control.
 - b) The date that the discrepancy is initiated.
 - c) A description of the mechanical discrepancy will be as clear and descriptive as possible. Use as much space as necessary to give a complete description of the discrepancy. If more space is needed put an "X" through the next control number then use the next block for additional space. **The next Log page will be used for continuation of mechanical discrepancies.**
- 5.2. Once the discrepancy is entered in the Discrepancy Log or Condition Log as required, the Captain will contact Maintenance Control, for further instructions.
- 5.3. The Discrepancy Log (Form 130) will be used to control a deferred item's status for MEL and CDL items.

- 5.4. The Condition Log (Form 140) will be used to control a deferred item's status for NEF and Carry-Over items.
- 5.5. A copy of the Discrepancy Log or Condition Log will be kept in the Aircraft Binder and used by the flight crews to determine the status of deferred items.
 - a) Copies will also be forwarded to Maintenance Control in order to track all deferred items.
- 5.6. A new Discrepancy Log or Condition Log may be initiated at any time all items are closed, and the maintenance copy will be retained with the aircraft permanent records. Reference the instructions on the book of the Discrepancy Log or Condition Log to complete the log.
- 5.7. The white copy of the Condition Log will be removed when all items on the page are complete. Do not remove the page if any NEF or Carry-Over item remains open. The remaining blue sheet indicates all items on that sheet have been repaired.

6. Procedures For Clearing Discrepancies

- 6.1. Only XOJET authorized personnel are approved to correct a discrepancy and therefore complete the corrective action portion of the Discrepancy Log. Authorized persons include:
 - a) XOJET Maintenance personnel
 - b) FAA Certificated Technicians and FAA Certified Repair Stations authorized in accordance with the General Maintenance Manual
- 6.2. The assigned Captain may defer a discrepancy or complete an Info Item.
- 6.3. The corrective action portion will be completed as follows:
 - a) Ensure that the Discrepancy Log or Condition Log total time section is filled out.
 - b) Enter a description of the work performed to clear the discrepancy. Reference to a work order or other job record may be used for a more detailed description of the work performed.
 - c) Sign and enter the date the work was completed.
 - d) XOJET personnel will use their FAA Certificate A&P number for all aircraft signoffs except for aircraft on a Continuous Airworthiness Maintenance Program and listed on Ops Spec D072.

- e) XOJET personnel will use the XOJET Air Carrier number for aircraft signoffs for aircraft on a Continuous Airworthiness Maintenance Program and listed on Ops Spec D072. (Use of an FAA Certificate A&P number is also acceptable.)
 - f) Non-XOJET personnel will use their Company's FAA Certified Repair Station number if applicable, or their valid FAA Certificate A&P number for all signoffs.
- 6.4. All repairs must be coordinated through Maintenance Control. This may be done by telephone directly between Maintenance Control and the maintenance personnel performing the work, or through the Captain. The Captain will contact and debrief Maintenance Control on the current discrepancy. Maintenance Control will then arrange to have the personnel and parts necessary to perform the repair delivered to the location of the aircraft. Maintenance Control will ensure that the personnel performing any repairs are XOJET authorized FAA Certificated Technicians or FAA Certified Repair Stations and are thoroughly familiar with applicable XOJET General Maintenance Manual procedures as well as Aircraft Maintenance Manual procedures.
- 6.5. The white copy of the Discrepancy Log will be removed when all items on the page are complete. Do not remove the page if any MEL or CDL item remains open. The remaining green sheet indicates all items on that sheet have been repaired.
- 6.6. The white copy of the Condition Log will be removed when all items on the page are complete. Do not remove the page if any NEF or Carry-Over item remains open. The remaining blue sheet indicates all items on that sheet have been repaired.

7. Airworthiness Release (Form 125)

- 7.1. An Airworthiness Release is required for the following:
- a) Maintenance performed on aircraft maintained under a Continuous Airworthiness Maintenance Program.
- 7.2. The Captain will check the Aircraft Binder to ensure that an Airworthiness Release is issued for that aircraft, when required. The Airworthiness Release is entered in the appropriate block of the Airworthiness Release (Form 125).
- 7.3. Maintenance Control or an XOJET airworthiness release authorized FAA Certificated Technician will issue the Airworthiness Release per Section [SECTION 4: "General Maintenance Policies"](#), Paragraph [9](#).
- 7.4. The duration of an Airworthiness Release is until superseded by the next maintenance event requiring a new Airworthiness Release. Retain the two most current Airworthiness Releases in the Aircraft Binder; the remaining expired Airworthiness Releases are to be sent to Maintenance.

8. Minimum Equipment List (MEL), Nonessential Equipment And Furnishings (NEF), And Configuration Deviation List (CDL)

- 8.1. The approved MEL/NEF/CDL for each aircraft will be used in all cases to determine if and how operations, with certain required items or components inoperative or removed, may be continued. The MEL is approved by the FAA. The NEF is approved by the FAA through reference in the MEL section 25, and through the NEF program management found in the GMM. The CDL is approved through the Manufacturer's FAA Approved Flight Manual. The aircraft will be operated under any and all applicable conditions and limitations contained in the MEL/NEF/CDL. If an aircraft does not have an approved MEL/NEF/CDL assigned to it, all items of installed equipment must be operational for flight, unless they meet the requirements for carry-over items described in the Carry-Over Program section. The Director of Maintenance is responsible for the management and control of the MEL/NEF/CDL Programs.
- 8.2. The MEL/NEF/CDL are designed to provide coverage for individual failures in non-related systems. In the event of multiple discrepancies, even though each in itself may be permitted, coordination, communication and agreement shall be reached by the Captain, and the Director of Operations and the Director of Maintenance or their authorized designees. Consideration of the interrelationship of the discrepancies and good judgment must be exercised by personnel authorized to approve the aircraft for Return to Service.
- 8.3. Appropriate action must be taken to assure that no secondary hazard can be introduced by an inoperative item or item removed for repair. This action may include disconnecting and securing lines or electrical connections, deactivating and securing circuit breakers, securing valves or switches in specific positions, or inspecting the system or units for cause or mode failure. A careful review shall also be made to assure that such attention does not conflict with flight emergency procedures or Airworthiness Directives.
- 8.4. The MEL/NEF/CDL does not include every piece of equipment or system in the aircraft. When no specific mention of a unit or system is made in the MEL/NEF/CDL, it is necessary that the equipment be in place and operative unless it falls into the Carry-Over category identified in Paragraph [12](#).
- 8.5. When the indicating portion of an aircraft system or component is malfunctioning, it may be necessary to perform appropriate troubleshooting procedures to determine that the fault exists in the indicating system and not in the aircraft system or component, in order to properly apply the requirements of this section.
- 8.6. Should any doubt exist as to interpretation of MEL/NEF/CDL items, or the proper category of an item, assistance shall be obtained from the Director of Maintenance or the Director of Operations or their authorized designees.

- 8.7. An item that is inoperative, but required by special flight conditions, will be repaired before operating in those conditions.

9. MEL/NEF/CDL: Approving Aircraft For Return To Service With Inoperative Items

- 9.1. Aircraft may be approved for Return to Service in the various configurations allowed by the MEL/NEF/CDL. If an item is marked with an (O) or (M) the procedure to follow is either listed in the remarks column or in the location specified in the remarks column of the MEL/NEF/CDL.
- 9.2. Prior to any maintenance being accomplished by any non-XOJET personnel or organization, Maintenance Control will ensure that the person performing such maintenance is properly authorized, trained, certificated, and possesses the tools/equipment and current manuals required to perform such maintenance. Any person performing maintenance on an XOJET aircraft in the United States MUST be covered under an FAA approved Anti-Drug/Alcohol Program. For emergency maintenance ONLY, made by persons not covered under an FAA approved Anti-Drug/Alcohol Program, reference Section 2, [Paragraph 8, "Anti-Drug / Alcohol Program"](#), for details. In the event the personnel or organization are not suitable or qualified, then the aircraft will be considered at a place where repairs or replacement cannot be made.
- 9.3. Prior to an aircraft being approved for Return to Service with items deferred per the MEL / NEF / CDL, the following procedures will be accomplished:
- The Captain, in conjunction with Maintenance Control, will determine whether or not maintenance action is required in addition to that mandated by the MEL/NEF/CDL, and ensure prevention of secondary hazards.
 - Maintenance Control will ensure proper compliance with the (M) procedure in the remarks column of the MEL/NEF/CDL, when applicable.
 - Discrepancy Log (Form 130) - For **Discrepancies, MEL or CDL items**: If no maintenance action is required, the Captain will, or if maintenance action is required, Maintenance Control will enter or have entered the following in the deferral column of the Discrepancy Log:
 - Deferred By: Name
 - Check box: **MEL or CDL**
 - Record the MEL/CDL Item Number: ____ - ____ - ____
 - Circle the category: A B C D
 - Enter the required repair date
 - Condition Log (Form 140) - For **NEF or Carry-Over** items: If no maintenance action is required, the Captain will, or if maintenance action is required,

Maintenance Control will enter or have entered the following in the deferral column of the Condition Log:

- Deferred by: Name
- Check box: **NEF or Carry-Over**
- Record the NEF item number: ____ - ____ - ____
- Circle the Category: D, R or None
- Enter the required repair date, if applicable

e) Maintenance Control will review the discrepancy and confirm it can be deferred prior to dispatch following any use of the MEL/NEF/CDL.

- 9.4. For aircraft being approved for Returned to Service from an airport where XOJET maintenance personnel are not based and/or are not on duty and a maintenance action is required for the deferral, Maintenance Control may authorize a qualified maintenance person to accomplish required maintenance actions, including deferral procedures, via telephone, or Maintenance Control will direct the Captain in completion of (M) items not requiring specialized knowledge, skill, or requiring the use of special tools or test equipment.
- 9.5. It is the responsibility of the Captain to ensure the aircraft is not flown past the time listed in the "Required Repair Date" column of the Discrepancy Log or Condition Log and that the (O) procedures in the remarks column of the MEL/NEF/CDL (if applicable) are complied with prior to or during each flight until the discrepancies are corrected.
- 9.6. It is also the responsibility of the Captain to ensure that the (M) procedure is completed each time it is required, for those deferred items that require a repetitive maintenance function.

10. MEL/NEF/CDL: Deferral Extensions And Corrective Action

- 10.1. It is not the intention of the MEL/NEF/CDL to allow for operations with any item inoperative for indefinite periods of time. It is the policy of XOJET to correct deferred discrepancies as soon as procurement of maintenance personnel, parts, special tools/ equipment or facilities allows. Maintenance Control is responsible to ensure all opened deferred items are corrected within the times specified by the repair interval designator (A, B, C, D or R) as specified in the MEL or as designated in the NEF/CDL.

NOTE: R items will be rectified at the next scheduled refurb of the aircraft paint or interior.

- 10.2. The Director of Maintenance or designee **is not** authorized to extend MEL Category A and D repair intervals, nor CDL repair intervals. DOM or designee **is** authorized to

approve an extension to the repair intervals of MEL Category B and C items, and NEF Category D and R items for the following reasons:

- a) Maintenance personnel, parts, special tools/equipment or facilities not available to perform repairs.
- b) When the maintenance personnel, parts, special tools/equipment or facilities are available and for scheduling convenience, Maintenance Control will schedule the repairs as soon as practicable.
- c) Factors beyond the control of XOJET.
- d) NEF Items may be extended for scheduling convenience.

10.3. MEL/NEF Extension (Form 510) containing all pertinent information (including scheduled repair date) shall be prepared and a copy attached to the Discrepancy Log or Condition Log in the Aircraft Binder.

10.4. If an extension to a discrepancy repair time is required, the original deferred maintenance item entry in the Discrepancy Log or Condition Log will be changed as follows:

- a) In the Corrective Action block, write “Scheduled repair interval extended”
- b) The person completing the entry will complete the Corrected By and Certificate Number blocks
- c) Enter the date the extension is being made in the Date of Corrective Action block
- d) A new entry will then be made in the Discrepancy Log or Condition Log as follows:
 - Enter the control number assigned to the original discrepancy and enter the date that the item was originally written up by the pilot or technician
 - Enter a complete description of the discrepancy as originally entered
 - Enter a new expiration date in the Required Repair Date block
- e) Attach a copy of the MEL/NEF Extension (Form 510) to the Discrepancy Log or Condition Log

10.5. The Director of Maintenance or designee shall notify the FAA Principal Maintenance Inspector of each extension, including pertinent details, within 24 hours of such extension.

10.6. After repairs have been made, the person approving the aircraft for Return to Service shall complete the Discrepancy Log per this Section, Paragraph [12](#).

11. MEL/NEF/CDL: Placarding

- 11.1. Each inoperative item must be placarded to inform and remind the crewmembers and maintenance personnel of the equipment condition. Placard instructions are in the MEL/NEF/CDL and appropriate placards in the Aircraft Binder.
- 11.2. Some items cannot be placarded (i.e. external paint discrepancies and minor cosmetic items); therefore, it is acceptable to not apply a placard and only make reference to the discrepancy in the Discrepancy Log or Condition Log.

12. Carry-Over Program

- 12.1. Due to the availability of maintenance personnel, parts, special tools/equipment or facilities, it becomes necessary at times to carry-over certain discrepancies found during maintenance or pilot reported discrepancies that are not of an airworthy nature and **NOT** listed in the MEL/NEF/CDL.
- 12.2. Carry-Over Items are not intended to be used as an alternative to an MEL/NEF/CDL. It is unlikely that an item will meet the criteria for an MEL/NEF/CDL item and also meet the criteria for a Carry-Over item. Only the Director of Maintenance or designee are authorized to determine and approve Carry-Over Items.
- 12.3. Carry Over Item: This category covers items not listed in the MEL/NEF/CDL and includes, but is not limited to, the following:
 - a) Dents and cracks that are still within limits set forth in the Manufacturer's structural repair manual or the equivalent.
 - b) Removal for repair of optional equipment or equipment not required by the Type Certificate Design and Operating Rules.
 - c) Fuel leaks that are within limits set forth in the Manufacturer's maintenance manuals or equivalent.
 - d) Interim repairs approved by the manufacturer or a Designated Engineering Representative.
- 12.4. Fuel leaks, because of their nature must have a "Correct By" time or date, with a time limit established to re-inspect them to ensure that they remain within limits. This time limit will be established by the Director of Maintenance or designee per the Manufacturer's Maintenance Manual.
- 12.5. If a discrepancy is to be carried-over, the Maintenance Technician will obtain approval per item [12.2.](#) above and will make an entry in the Condition Log. The Carry-Over block in the Condition Log will be checked. The discrepancy description will include

the reference to the authorization used to determine airworthiness. (i.e. "Carry-Over Item, dent within limits of the structural repair manual.")

- 12.6. Authorization to initiate a Carry-Over item is limited to XOJET authorized maintenance personnel. However, if at a location where authorized maintenance personnel are not available, the Captain will contact Maintenance Control. Once Maintenance Control has obtained approval from the Director of Maintenance or designee that the item is a Carry-Over Item, the Captain will be instructed in the completion of the Condition Log.
- 12.7. The Condition Log will be used to control the status of a Carry-Over Item. The Condition Log will be kept in the Aircraft Binder for use by the flight crews to determine the status of Carry-Over items. The Carry-Over item(s) will be entered into Computerized Maintenance Program (CMP) by Maintenance Control to track the deferral(s). A new Condition Log may be initiated at any time all items are completed, and the superseded copy will be returned to maintenance and retained with the aircraft permanent records. Reference the instructions on the book of the Condition Log to complete the log.
- 12.8. As with deferred items, it is XOJET's policy to correct Carry-Over Items as soon as procurement of maintenance personnel, parts, special tools/equipment or facilities allows; however, exceptions may be approved as determined by the Director of Maintenance, or designees.
- 12.9. All open Carry-Over Items will be reviewed or corrected during the next major inspection (other than pre or post flights) unless specifically authorized by the Director of Maintenance, or designees.

13. Controls (Discrepancy Management)

- 13.1. All deferrals must be kept in the Aircraft Binder and documented in the Discrepancy Log for MEL/CDL items, or the Condition Log for Carry-Over and NEF items. **Maintenance Control or Return to Service authorized maintenance personnel must sign the Airworthiness Release at the time a discrepancy is deferred by non-XOJET, Inc. personnel.** The Captain has the final authority to decline a flight if he feels that the safety of the flight would be compromised.
- 13.2. The Captain will ensure that the Discrepancy Log or Condition Log is properly filled out, that any discrepancies have been properly cleared or deferred, and that the aircraft has a valid Airworthiness Release, when required.
- 13.3. If the Captain and Maintenance Control are unable to agree on the corrective action or deferral of an item or discrepancy, it must be referred to the Director of Operations or Director of Maintenance for clarification.

- 13.4. The Captain and Maintenance Control are responsible to determine that the flight can be conducted safely under the conditions anticipated using the MEL/NEF/CDL and Carry-Over. Under no circumstances shall a flight be released with less operative equipment than that required by the MEL/NEF/CDL and Carry-Over.
- 13.5. The Captain may require equipment over and above that specified in the MEL/NEF/CDL and Carry-Over, if in the Captain's judgment, it is needed for the conditions under which the flight is to be operated.
- 13.6. Maintenance Control is responsible for ensuring Deferred Maintenance Items are corrected within established time limits. However, the Captain is ultimately responsible for the documented maintenance status of the aircraft.
- 13.7. Maintenance Control will maintain a listing of all open MEL/NEF/CDL and Carry-Over items on XOJET's fleet. This may be done manually or tracked electronically. This listing will be reviewed daily to ensure MEL/NEF/CDL and Carry-Over items are cleared prior to their scheduled expiration. Maintenance Control has the responsibility to ensure that all maintenance personnel, parts, special tools/equipment and facilities are available to clear MEL/NEF/CDL and Carry-Over items prior to the item's scheduled expiration.
- | 13.8. The Director of Maintenance or designee shall ensure that Maintenance Control and XOJET maintenance personnel are properly trained in the procedures for Mechanical Discrepancies.
- | 13.9. The Chief Pilot or designee shall ensure that all crew members are properly trained in the procedures for Mechanical Discrepancies.
- | 13.10. The Director of Maintenance or designee will ensure retained copies of the Discrepancy Log and Condition Log are reviewed before they are filed with the permanent Aircraft Records in order to monitor:
 - a) MEL/NEF/CDL and Carry-Over category codes, extensions, initiation dates, and completion dates.
 - b) Proper entry of discrepancies and corrective actions.
 - c) Proper entry of Informational Items, Carry-Over Items and MEL/NEF/CDL Items.

14. Process Measurement (Discrepancy Management)

- | 14.1. Quality Assurance shall audit each delivered Discrepancy Log and Condition Log copy when received to ensure that all mechanical discrepancies are properly recorded in accordance with the procedures found in this section.

- 14.2. Quality Assurance shall perform periodic audits of the mechanical discrepancy process per the XOJET Internal Evaluation Program.

15. Interfaces (Discrepancy Management)

- 15.1. The Director of Operations, Director of Maintenance, and Maintenance Control Manager, will work together to resolve problems arising from improper, incorrect, or incomplete log entries. They will each provide guidance and direction to their subordinates to immediately cure such problems.
- 15.2. The Director of Maintenance will immediately communicate to the appropriate department any discrepancies discovered on Log pages.
- 15.3. Maintenance Control must interface with XOJET Approved Maintenance Vendors to ensure that XOJET's procedures regarding Mechanical Discrepancies are followed.

16. Nonessential Equipment And Furnishings (NEF) Program

- 16.1. Introduction
- a) XOJET has a Nonessential Equipment and Furnishings policy and procedures program based in part through the use of the following documentation:
 - FAA Order 8900.10, Volume 4, Chapter 4,
 - MMEL Global Change GC-138 (PL-116), and
 - NEF Universal List (attachment to PL-116)
 - b) XOJET's NEF program is approved by the governing FSDO/CHDO via an entry in each aircraft specific or fleet MEL in Chapter 25. The NEF procedures and processes used to dispose of NEF items are described in this section.
 - c) Although the NEF program is listed under Chapter 25, it may address other nonessential items in other ATA chapters.
- 16.2. Definition
- a) Nonessential equipment and furnishings (NEF) are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that if inoperative, damaged or missing have no effect on the aircraft's ability to be operated safely under all operational conditions.

- b) These nonessential items may be installed in areas including, but not limited to:
 - Passenger compartment
 - Flight deck area
 - Service areas
 - Cargo areas
 - Crew rest areas
 - Lavatories
 - Galley areas
- c) NEF items are not items already identified in the MEL, CDL or Carry-Over Program of the applicable aircraft. They do not include items that are functionally required to meet the certification rule or for compliance with any operational rule.
- d) XOJET's NEF process shall **NOT** provide for deferral of items within serviceable limits identified in the Manufacturer's Maintenance Manual or operator's approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc. These items will be deferred in accordance with XOJET's Carry-Over Program.
- e) Cosmetic items that are fully serviceable but worn or soiled may be deferred under the NEF process.

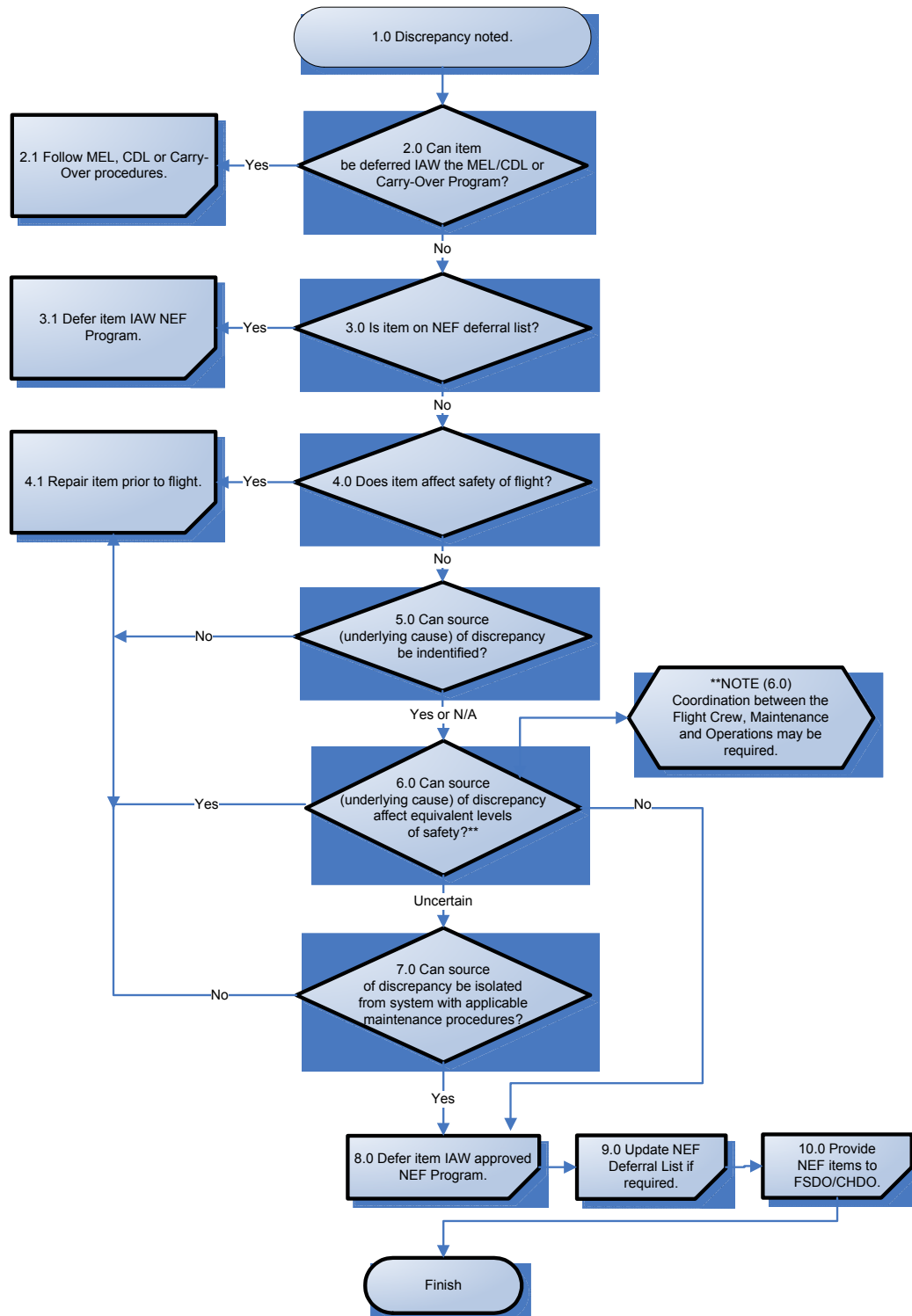
16.3. Program Specifics

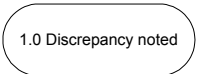
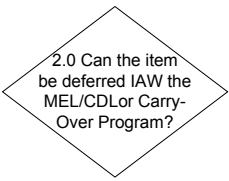
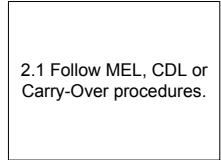
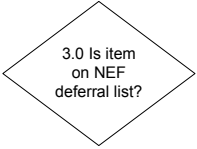
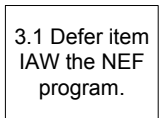
- a) An NEF List has been developed and NEF items are tracked through the use of the aircraft's Condition Log.
- b) The NEF List includes the following procedures for each NEF item:
 - Maintenance Procedure
 - Operation Procedure
 - Placarding Procedure
- c) The NEF Item evaluation process shall include the following items:
 - Is the item required for the operational rules in which the aircraft is operated?
 - Does it create the potential for fire/smoke or other hazardous conditions?
 - Could it have an adverse effect on other required systems or components?
 - Does its condition potentially affect the safety of crew, passengers, or service personnel?
 - Could it have a negative impact on emergency or abnormal procedures?
 - Does it create additional workload for the crew at critical times of flight or flight preparation?
 - Crewmembers may need to evaluate the deferred NEF on a flight-by-flight basis.

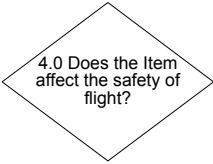
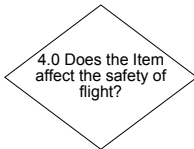
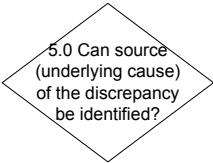
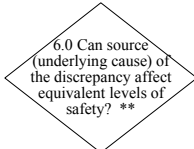
NOTE: The above evaluation process must be accomplished for the damaged, inoperative, or missing items at its face value, and also for the underlying cause of the discrepancy.

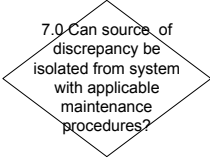
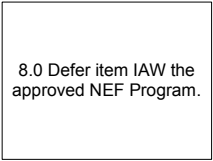
- d) NEF items are designated as R items and should be repaired within seven hundred seventy-five (775) days, excluding the day the malfunction was recorded in the Mechanical Discrepancy Log. However, NEF Items may be extended for scheduling convenience.
- e) The NEF List will be maintained in the aircraft MEL binder or the Electronic Flight Bag.
- f) The aircraft's MEL has incorporated the requirements of MMEL Global Change GC-138 (PL116) in ATA chapter 25.
- g) If a discrepancy is discovered that is not covered by the aircraft's MEL, CDL, NEF List or XOJET's Carry-Over Program, the flight crew, with the assistance of the Director of Maintenance or delegates, may perform the NEF Item evaluation process to determine if the discrepancy can be added to the NEF List. The discrepancy must meet the intent of the NEF Item evaluation process or it will require the issue to be resolved before further flight.
- h) Only the Director of Maintenance delegates may approve a new NEF item.
- i) Within 30 days XOJET will provide all new items that have been added to the NEF List to the governing FSDO/CHDO for review. This review is not to be conceived as a requirement to approve the NEF items. It is merely a means to provide oversight to ensure the program is effective. This is accomplished by sending a paper copy or electronic copy of the updated NEF list to the governing FSDO/CHDO.

16.4. NEF Item Evaluation Process



1.0. Discrepancy noted. The inoperative, damaged or missing item must be identified and documented by:	
	1. Flight Crew; or 2. XOJET maintenance personnel; 3. Technicians and Repair Stations authorized in accordance with the General Maintenance Manual.
2.0. Can the item be deferred in accordance with the MEL, CDL, or the Carry-Over Program?	
	1. If the inoperative, damaged, or missing item is listed in the MEL, CDL, or the Carry-Over Program, then the deferral procedures for that item must be followed. If the item is a subcomponent of a primary system identified in the MEL, CDL, or the Carry-Over Program where no previous relief was authorized, the subcomponent <u>may not be deferred</u> in accordance with the NEF procedures.
2.1 Follow MEL, CDL or Carry-Over Procedures	
	1. If the item is identified in another part of the MEL, CDL, or Carry-Over Program then the procedures approved for the deferral of such item must be followed.
3.0 Is item on the NEF deferral list?	
	1. Is the item on the NEF list? If yes, then follow the NEF deferral procedures in step 3.1. (Items that are not previously on the NEF list should proceed to step 4.0.)
3.1 Defer item IAW the NEF deferral program.	
	1. If the item is identified in the NEF deferral list, then the procedures approved for the deferral of such item shall be followed.

4.0 Does the item affect the safety of flight?	
 4.0 Does the Item affect the safety of flight?	1. Is it obvious from a maintenance or operational perspective that the item, in and of itself, could have an adverse effect on the safe conduct of flight? If there is an obvious safety-of-flight issue, then the inoperative, damaged, or missing item may not be deferred and step 4.1 shall be followed.
4.1 Repair item prior to flight.	
 4.0 Does the Item affect the safety of flight?	1. The item may not be deferred and must be repaired prior to flight.
5.0 Can source (underlying cause) of the discrepancy be identified? (If applicable)	
 5.0 Can source (underlying cause) of the discrepancy be identified?	1. Can the source of the discrepancy be identified? This step may or may not apply to the item under consideration. If the source can be identified, then proceed to step 6.0, otherwise proceed to step 4.1.
6.0 Can source (underlying cause) of discrepancy affect equivalent levels of safety?	
 6.0 Can source (underlying cause) of the discrepancy affect equivalent levels of safety? **	1. If the source (underlying cause) of the discrepancy affect equivalent levels of safety, then it must be determined if it can be isolated from all other systems so as to alleviate any safety concern. NOTE: In making this determination, very close coordination between the flight crew, maintenance and operations personnel may be required. 2. If, after review, the source of the discrepancy could be considered a safety-of-flight concern, the item <u>must</u> be repaired prior to flight (step 4.1). If the source of the discrepancy is not a safety-of-flight concern, then defer the item in accordance with the approved NEF procedures in step 8.0. If it cannot be determined, or is uncertain that the source of the discrepancy is a safety-of-flight concern, then proceed to 7.0.

7.0 Can source (underlying cause) of discrepancy be isolated from the system with applicable maintenance procedures?	
	1. If applicable, the source (underlying cause) of the discrepancy must be isolated from all other systems so as to alleviate the safety-of-flight concern. 2. If the item cannot be safely isolated, the item must be repaired prior to flight (step 4.1). 3. If isolated, the isolation of the source must pass the entire test identified in the evaluative process (steps 4.0-7.0) for the item. 4. If source can be isolated, proceed to step 8.0.
8.0 Defer item IAW the approved NEF program.	
	1. Defer the item, after completing the previous 8 steps, the item can be deferred IAW the NEF program.** NOTE: Before an item can be deferred as an NEF item, the NEF program evaluation process for determining shall be followed if an item can be considered an NEF. Although NEF items are not safety-of-flight items, they have not been evaluated through the normal AEG review process and therefore require the concurrence of the flight crew, Maintenance and Operational personnel, if applicable. NEF items are not deferred under the authority of an airframe and powerplant certificate but rather the item is deferred under the NEF program. **Only the Director of Maintenance or designee may approve a new NEF item. The evaluation process shall determine items such as: a) Is the item required for the operational rules in which the aircraft is operated? b) Does it create the potential for fire/smoke or other hazardous conditions? c) Could it have an adverse effect on other required systems or components? d) Does its condition potentially affect the safety of passengers, crew or service personnel? e) Could it have a negative impact on emergency or abnormal procedures?

	f) Does it create additional workload for the crew at critical times of flight or flight preparation? g) Crewmembers may need to evaluate the deferred NEF on a flight-by-flight basis. NOTE: The above evaluation process must be accomplished for the inoperative, damaged, or missing items at its face value, and also for the underlying cause of the discrepancy.
9.0 Update NEF deferral list as required.	
9.0 Update NEF Deferral List as required.	1. XOJET will continually add items to the NEF list as they see fit.
10.0 Provide NEF items to governing FSDO/CHDO.	
10.0 Provide NEF items to CHDO.	1. XOJET will provide the items placed in the NEF program to the governing FSDO/CHDO for review. This review is not to be conceived as a requirement to approve the NEF items. It is merely a means to provide oversight to ensure the program is effective. This is accomplished by sending a paper copy or electronic copy of the updated NEF list to the governing FSDO/CHDO.



SECTION 8: Maintenance Training

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NOTE: Maintenance performed on XOJET, Inc. aircraft shall be conducted in accordance with the policies and procedures of the General Maintenance Manual. The Director of Maintenance is responsible for ensuring the maintenance performed will be conducted and documented in accordance with XOJET doctrine.

1. Maintenance Training Policy

- 1.1. All maintenance personnel will be properly trained in the procedures and techniques necessary to perform their duties. In the case of Technicians that hold an FAA certificate (A, P, A&P, etc.) there is no specific training required beyond that which might be required for special tools or maintenance procedures and practices specific to a certain aircraft.
- 1.2. In the case of un-certificated Technicians, XOJET has a requirement to provide continued oversight of all maintenance activities and to conduct specific maintenance training for the performance of maintenance duties. The specific training may be limited to certain areas, such as hydraulics, electrical, engines, composites, etc., such that each Technician has a different training need and expectation.
- 1.3. The Director of Maintenance is responsible to ensure that training is scheduled, as necessary, for XOJET Maintenance personnel to become familiar with procedures and techniques on aircraft which are maintained by XOJET.
- 1.4. Company training is performed to ensure XOJET Maintenance personnel are familiar with and use the procedures outlined in this Manual with respect to the duties they are assigned and authorized to perform. Qualified individuals selected by the Director of Maintenance will perform such training, based on their knowledge and experience level.
- 1.5. It is the responsibility of the Director of Maintenance to ensure all maintenance personnel are adequately trained to perform their assigned duties.
- 1.6. The Director of Maintenance will maintain training records generated for all Technicians trained performing work on XOJET aircraft. Maintenance training records will be stored in the Quality Management system.
- 1.7. All XOJET Maintenance personnel will receive initial company training upon employment and recurrent training annually. Such training may include review and reinforcement of XOJET policies and procedures. It may also include training on aircraft, engines, shop safety, or other technical subjects. Training may be in the form of classroom, on-the-job training, self-paced instruction through various media, or any combination thereof.

2. Vendor Maintenance Training

2.1. There shall be no distinguishing difference between the work performed by either in-house maintenance or Vendor maintenance. To ensure proper compliance with maintenance procedures and proper documentation, all applicable forms will be completed to XOJET standards. It is the responsibility of the Director of Maintenance to ensure proper documentation. The DOM or designee will reference the Approved Vendor List (AVL) located in the Quality Management system to ensure that the Technician or Repair Station has the proper training and experience when performing work on XOJET aircraft.

2.2. FAA Certified Repair Station (Approved Vendor)

a) An FAA Certified Repair Station contracted to perform maintenance will be qualified by XOJET's Director of Maintenance or designee to perform maintenance on XOJET aircraft, and to ensure repair station personnel are properly trained on XOJET's General Maintenance Manual and proper completion of XOJET forms.

NOTE: The Director of Maintenance may authorize certain Repair Stations the flexibility of accepting completed work to be documented on that Repair Station's forms.

b) At the completion of training the Director of Maintenance or designee will complete:

- Master Training Record for the Technician (Form 573)
- Required Inspection Item Authorization (Form 571), as required.
- List of Authorized Inspection Personnel (Form 578), as required.

c) The Director of Maintenance or designee will ensure that the person designated to oversee the maintenance is fully trained and maintains the qualification and authorization to hold that position. The DOM is responsible for all the training records required for the authorized person assigned to XOJET aircraft for that Repair Station.

2.3. FAA Certificated Technician (Approved Vendor)

a) Applies to persons certificated under 14 CFR Part 65.

b) The Director of Maintenance or designee will provide Technicians and Inspectors training to XOJET standards when conducting training. Much like qualifying a Repair Station, the Director of Maintenance or designee will ensure the Technician to be trained:

- Has satisfactory knowledge of XOJET aircraft.
- Is knowledgeable regarding applicable sections of the General Maintenance Manual policies and procedures.
- Understands the responsibilities of properly completing XOJET documentation.

- c) The recording of training of any person or company that is contracted to perform maintenance on XOJET aircraft will be completed procedurally as outlined above in Paragraph [2.1.](#)
- d) If the Technician has no specialized training but the individual holds an FAA Mechanic's Certificate appropriate to the work being performed, the Director of Maintenance or designee may authorize the Technician to perform certain tasks appropriate to the Technician's skills.

2.4. One-Time Work Authorization

- a) In the case of a facility where there are no XOJET trained or authorized Technicians, the Director of Maintenance or designee may authorize an FAA Certificated Technician or FAA Certified Repair Station limited or one-time authorization to perform a specific maintenance function(s) for XOJET aircraft in need of maintenance. Maintenance Control will coordinate with the DOM or designee to facilitate the approval process, as well as ensure applicable forms and documentation are returned to the DOM or designee. The DOM has the final authority to grant or deny a Technician or Repair Station authorization to perform maintenance on XOJET aircraft.
- b) If the work required is not an RII, forms to be faxed will include:
 - Applicable section of this Manual and Aircraft Manuals.
 - Limited Authorization to Perform Maintenance (Form 570).
- c) If an RII is involved, in addition to the above:
 - Complete the Required Inspection Item Authorization (Form 571).
- d) In all cases the applicable forms completed by the Technician or Repair Station will be returned to the Director of Maintenance or designee, to include:
 - A copy of the Technician's or Repair Station's certificates.
 - All Maintenance Authorization Forms.

NOTE: It is not required to generate a Master Training Record for one-time authorizations. The Form 570 will be attached to the work order in the computerize Maintenance tracking system.

3. Required Inspection Items

- 3.1. Technicians authorized to inspect these Required Inspection Items (RII) are designated as Inspectors and are qualified to perform RII inspections. Inspector's duties are to

inspect the work that has been completed to ensure that the work has been accomplished in accordance with:

- a) XOJET's policies and procedures as outlined in [SECTION 6: "Required Inspection Items \(RII\)"](#).
- b) Accepted maintenance procedures and standards.
- c) XOJET Forms or accepted maintenance documentation is completed properly and will ensure standards for:
 - Work Order Signoffs
 - Log Book Entries
 - Approval for Return to Service

3.2. RII Training

- a) The DOM or designee is responsible for training Required Inspection Items Inspectors and will oversee:
 - Required training
 - Proper Identification of required RII inspection items
 - Supervision of the work performed by the Inspector
 - Proper completion of accurate recordkeeping
- b) The DOM or designee will:
 - Complete the RII Authorization (Form 571) to document the Inspector's training and satisfactory completion to XOJET standards.
 - Add the new inspector to the List of Authorized Inspection Personnel (Form 578).
- c) Inspectors that have received the required training will receive an annual recurrent training / review of XOJET RII procedures and policies. Recurrent Training will be annotated on the Required Maintenance Training Form (Form 572a).

4. Training Recording

- 4.1. All maintenance personnel are trained in the contents and use of the General Maintenance Manual, policies and procedures. Completed maintenance training is documented by the Director of Maintenance or designee and the completion of training is documented on Required Maintenance Training Form (Form 572a) and entered into the designated Technician's, Inspector's or Repair Station's Maintenance Training Records.

4.2. Training Forms

- a) Specific XOJET maintenance training and authorization forms include:
- Required Maintenance Training Form (Form 572a)
 - Non-Compulsory Maintenance Training Form (Form 572b)
 - Aircraft Specific Maintenance Training Form (Form 572c)
 - System, Software & Equipment Training Form (Form 572d)
 - Event Details Report
 - Required Inspection Authorization (Form 571)
 - Airworthiness Release Authorization (Form 562)
 - List of Personnel Authorized to Sign an Airworthiness Release (Form 579)
 - List of Authorized Inspection Personnel (Form 578)
 - Limited Authorization to Perform Maintenance (Form 570)

4.3. Maintenance Training Form Completion

- a) XOJET maintenance training is documented utilizing specific XOJET forms dependant on the specific training performed. When maintenance / inspection training is completed, each specific training event will be recorded and records will include:
- Name and certificate number of trainee.
 - Date of completion.
 - All maintenance training successfully completed.
 - Name of trainer and/or organization.
 - A specific listing of all maintenance performance authorizations.
 - Satisfactory completion signature of the trainer and/or organization.
 - Certifying signature of the Director of Maintenance or designee.
 - Training hours completed.

4.4. Maintenance Training File

- a) Along with the appropriate XOJET maintenance training form(s), the Director of Maintenance or designee will complete a maintenance training file housed in the Quality Management system for each authorized Technician or Repair Station. The Director of Maintenance or designee maintains training records on all approved Technicians, Inspectors, and Vendors. The records file is used to document and corroborate the completed training. The file includes but is not limited to the following items:
- Authorizations issued by the Director of Maintenance.
 - Required Inspection Item Authorizations.

- Copies of certificates and/or letters issued for factory training.
- Copies of certificates and/or letters issued for specialized or aircraft specific training.
- A copy of the employee's Mechanic's Certificate or Repairman Certificate.
- A copy of the employee's resume, as needed.
- Previous employer training records, as needed.

4.5. Disposition of Maintenance Training Records

- a) The Director of Maintenance or designee will maintain employee records and keep them available for review. Technician Training Records are kept as part of the Technician's permanent training record and kept on file for at least one year after termination of the Technician's employment. These records are maintained in the office of the Director of Maintenance or designee.

5. Required Training Items

- 5.1. The Director of Maintenance is responsible for ensuring all Technicians or Repair Stations are properly trained before being authorized to perform work on XOJET aircraft. XOJET Technicians, both in-house and Vendors, all have different backgrounds and experience levels. Due to limited size and scope of the current XOJET operation, the DOM will determine the required training for each new Technician or Repair Station trained to XOJET standards. All Technicians considered for full, part-time, or limited use shall be proficient in:

- a) XOJET manuals
- b) XOJET Forms
- c) XOJET policies and procedures

- 5.2. The following type of training is documented on individual training records and shall be signed by the Instructor, the Director of Maintenance or designee.

a) **Initial Training (XOJET Maintenance Personnel)**

- May include but is not limited to:
 - i. General Maintenance Manual
 - ii. XOJET Forms
 - iii. Anti-Drug / Alcohol Program
 - iv. Required Inspection Items policies and procedures
 - v. Airworthiness Release

- vi. Approval for Return to Service
- vii. Record keeping
- viii. RVSM Maintenance
- ix. Safety

b) Annual Recurrent (XOJET Maintenance Personnel)

- May include but is not limited to:
 - i. A review of the General Maintenance Manual
 - ii. XOJET Forms and any changes
 - iii. Record Keeping procedures and any changes
 - iv. New procedures
 - v. Reviews of any FAA actions in the past year
 - vi. Required Inspection Items and Buy-back procedures
 - vii. RVSM Maintenance
 - viii. Safety

c) Initial and Annual Recurrent (Approved Maintenance Vendor)

- May include but is not limited to:
 - i. General Maintenance Manual, as applicable to work performed
 - ii. XOJET Forms, as required
 - iii. Required Inspection Items policies and procedures, as required
 - iv. Airworthiness Release, as required
 - v. Approval for Return to Service
 - vi. RVSM Maintenance, as required

d) Additional Training (XOJET Maintenance Personnel)

- Aircraft specific training program identified by the DOM.



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SECTION 9: Continuing Analysis and Surveillance System (CASS)

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The Continuing Analysis and Surveillance System (CASS) is XOJET, Inc.'s quality assurance program. The CASS is regulated by FAR 135.431 and is mandated for aircraft operated under 135.411(a)(2) and elective for aircraft operated under 135.411(a)(1). XOJET has established a Continuing Analysis and Surveillance System to gauge the performance and effectiveness of the inspection, maintenance, preventive maintenance, and alterations program.

1. CASS Introduction

- 1.1. The Director of Maintenance is responsible for the Continuing Analysis and Surveillance System (CASS). The CASS consists of two basic functions. The first is the Audit Function that monitors the administrative aspects of maintenance on XOJET aircraft. The second is the Performance Analysis Function that monitors the mechanical performance aspects of XOJET aircraft. The purpose of the CASS program is to ensure the adequacy of the maintenance program by identifying and correcting problems or potential problems as they arise. The computerized Quality Management System (QMS) is used to administer the CASS program.

2. Review Meetings

- 2.1. The Director of Maintenance is in charge of the CASS program and will be responsible for monitoring the CASS data. He will encourage and solicit feedback from other members of the organization. The meeting will be held once a month to review CASS activities; however, if schedule conflicts arise, the meeting will be rescheduled at the earliest opportunity not to exceed 8 weeks from the previous meeting. Attendance of the review meeting in person or by other means (including delegation) shall include at least the following personnel:
 - a) Director of Operations
 - b) Director of Maintenance
 - c) Director Safety and Quality Assurance

3. Updating Manuals

- 3.1. One of the objectives of the XOJET CASS program is to continually identify needed changes in XOJET policy and procedures to reflect the changes that occur per:
 - a) FAA Advisory Circulars

- b) Best XOJET Practices
 - c) Industry Standards
- 3.2. XOJET management will review the identifiable changes from CASS meetings and change XOJET documents accordingly, or issue XOJET bulletins until such time as changes are incorporated into XOJET manuals. XOJET documents include the General Operations Manual and the General Maintenance Manual.

4. Reporting Suspected Problems

- 4.1. Should any maintenance activity or event that could affect the safe operation of XOJET aircraft come to the attention of any person, whether in maintenance, flight operations or an outside source, they shall immediately inform the Director of Maintenance and log a Nonconformance in the Quality Management System (QMS). In the absence of the Director of Maintenance, the information will be passed on to one of the following persons starting at the maintenance division, and passed on to flight operations:
- a) Director Safety and Quality Assurance
 - b) Chief Pilot
 - c) Director of Operations

5. Audit Function

- 5.1. The Audit Function monitors the following:
- a) All work completed.
 - b) Administrative responsibility ensuring that such work as major repairs and alterations are classified correctly and accomplished with approved data.
 - c) Supervisory aspects of the maintenance program to ensure that vendors are properly authorized and qualified.
- 5.2. Items used to perform an audit include, but are not limited to the following items:
- a) A tear down report.
 - b) Forms and tags for completeness.
 - c) Life Limited or Time Replacement parts control.
 - d) Inspections performed within assigned time limits.

- e) Airworthiness Directives and Service Bulletin control.
 - f) Tool Calibration control.
- 5.3. The objective of the Audit Function is to examine all aspects of the maintenance program and determine:
- a) Effectiveness of the maintenance program.
 - b) Effectiveness of maintenance records.
 - c) Effectiveness and adherence to XOJET policies.
 - d) Facility Capabilities.
- 5.4. Discrepancies discovered will determine the overall effectiveness of the maintenance program. Corrective action in order to counter highlighted flaws, weaknesses or recordkeeping issues will be made by revising the applicable sections of the maintenance program.
- 5.5. The computerized Quality Management System (QMS) identifies, schedules and tracks all audit functions.
- 5.6. The Director of Maintenance is responsible for determining that all Auditors are properly trained and qualified for the intended audit function.

6. Internal Audit

- 6.1. The purpose of this audit is to ensure that XOJET operates within the policies and procedures established in the General Maintenance Manual and applicable Federal Regulations. Additionally, the audit is used to identify any deviation from these procedures and correct them as soon as practicable.
- 6.2. The computerized Quality Management System (QMS) identifies, schedules and tracks all internal audits.

7. Maintenance Vendor Audit

- 7.1. The purpose of this audit is to ensure that all Maintenance Vendors operate within the policies and procedures established in the General Maintenance Manual and applicable Federal Regulations. Additionally, the audit is used to identify any deviation from these procedures and correct them as soon as practicable.

- 7.2. Reference Section [SECTION 4: “General Maintenance Policies”](#), Paragraphs [10.](#) and [11.](#) for Approved Maintenance Vendor and Limited Authorization to Perform Maintenance audit requirements.
- 7.3. The computerized Quality Management System (QMS) identifies, schedules and tracks all Maintenance Vendor audits.

8. Completion of the Maintenance Vendor Facility Audit Form

- 8.1. The audit function is implemented by periodic facility audits. Audits are recorded on the Maintenance Facility Audit (Form 575). Either the Director of Maintenance or qualified designee may complete this form; however, it is the DOM’s responsibility to ensure all entries are complete and accurate.
- 8.2. The completed form with any proposed corrective actions are filed in the maintenance office and will be reviewed at the next scheduled CASS meeting.

9. Performance Analysis Function

- 9.1. The Performance Analysis Function of Surveillance and Analysis serves to monitor, with the intent to correct deficiencies such as the occurrence of repeated component or system failures or excessive repeated discrepancies. These failures are generally related to:
 - a) An incorrect overhaul or replacement interval.
 - b) An incorrect inspection frequency.
 - c) An incorrect overhaul or repair procedure used by a vendor facility.
 - d) An incorrect maintenance procedure used by a repair facility.

10. Sources Of Data Collection

- 10.1. The sources of data collection include but are not limited to:
 - a) FOS
 - b) MEL/NEF/CDL Deferred Discrepancy Write-Ups.
 - c) Carry-Over Item Write-Ups.

- d) Service Difficulty Reports.
- e) Mechanical Interruption Summary Reports.
- f) Engine Condition Trend Monitoring Data.
- g) CAMP Avionics Inspection Reports.
- h) Paperwork Corrections.
- i) Nonconformance Reporting.
- j) Suggestions to XOJET.
- k) Manufacturer's recommendations.
- l) Measuring and Test Equipment Reports.

11. Data Errors

- 11.1. The most common data errors are the incorrect summations of aircraft times and cycles. Careful review of entries is critical to the accurate tracking of many aircraft times, cycles and component overhaul and/or replacements.
- 11.2. Aircraft discrepancies, maintenance and inspection entries are reviewed by maintenance personnel prior to being filed with the aircraft records. Excessive repeat discrepancies or improper crew documentation procedures should be tracked and evaluated during the CASS meetings.
- 11.3. Maintenance management will review any reported discrepancies and recommend any corrective action(s).

12. MEL/NEF/CDL/Carry-Over Deferred Discrepancies

- 12.1. Aircraft deferred discrepancies are reviewed for correctness and proper deferral procedures. Excessive repeat discrepancies that are found are forwarded to the Director of Maintenance or a designee. Special emphasis will be placed on verifying:
 - a) Only qualified discrepancies are deferred.
 - b) Required Repair Dates are entered correctly.
 - c) Compliance with (O) and (M) procedures and associated entries on the Discrepancy Log or Condition Log to correct for each deferred item.

- d) Paperwork is forwarded in a timely manner to the proper department and in the proper sequence to allow tracking of an uncorrected discrepancy.
- e) MEL/NEF/CDL/CARRY-OVER discrepancy time extensions are valid, tracked and monitored.
- f) MEL/NEF/CDL/CARRY-OVER discrepancies are properly corrected, cleared and associated paperwork is forwarded to the maintenance department in a timely manner.

13. Service Difficulty Report

- 13.1. The Internet Service Difficulty Report (iSDR) or Service Difficulty Report (Form 8070-1) is completed and submitted to the CASS committee by the Director of Maintenance or a qualified designee.
- 13.2. The CASS committee will audit all submitted reports for content and accuracy and make recommendations that would improve reporting requirements. The committee will determine through submitted reports any:
 - a) Cause for a malfunction and emergency measures executed.
 - b) Recommendations that may help to reduce or eliminate recurrence of a malfunction.
 - c) Proper precautionary or emergency action(s) associated with the Failure and/or Defect were executed.
 - d) Written descriptions are accurate to the Nature or Cause of Failure and/or Defect.
 - e) Compliance or noncompliance with Airworthiness Directives, Service Bulletins, STCs and PMAs.

14. Mechanical Interruption Summary Report

- 14.1. The Mechanical Interruption Summary Report (Form 509) is completed by either the Director of Maintenance or authorized designee, and submitted to the CASS committee by the Director of Maintenance or a qualified designee.
- 14.2. The CASS committee will audit all submitted reports for content and accuracy and determine any course of action to improve maintenance and/or operational procedures.

15. Engine Condition Trend Monitoring Data

- 15.1. The Engine Condition Trend Monitoring Data is reviewed by either the Director of Maintenance or authorized designee, and submitted to the CASS committee by the Director of Maintenance or a qualified designee.
- 15.2. The CASS committee will audit all submitted data for content and accuracy and determine any course of action to improve maintenance and/or operational procedures.

16. CAMP Avionics Inspection Reports

- 16.1. The CAMP Avionics Inspection Reports are reviewed by either the Director of Maintenance or authorized designee, and submitted to the CASS committee by the Director of Maintenance or a qualified designee.
- 16.2. The CASS committee will audit all submitted reports for content and accuracy and determine any course of action to improve maintenance and/or operational procedures.

17. Paperwork Corrections

- 17.1. The Director of Maintenance or a qualified designee will submit copies of any corrected paperwork to the CASS committee. The CASS committee will audit the submitted reports for content and accuracy and make recommendations that would improve reporting requirements. Additionally, the committee will determine through submitted reports:
 - a) Proper procedures are followed for the correcting of errors in XOJET paperwork and/or computerized tracking.
 - b) Authorized and qualified personnel performed the corrections.
 - c) Paperwork corrections are properly forwarded and tracked.

18. Nonconformance Reporting

- 18.1. The Nonconformance Reporting is used to track deviations from XOJET standard practices. The reporting is also designed to document and track any non-standard practices that may arise which are not covered by procedures as outlined in XOJET

Manuals. The Director of Maintenance or a designee forwards the reporting to the CASS committee.

- 18.2. The CASS committee will audit all submitted reports for content and accuracy and determine any course of action to improve maintenance and/or operational procedures. Additionally, the committee will determine through submitted reports:
 - a) Proper procedures are followed for the reporting of maintenance or operational deviations.
 - b) Reported deviations are properly documented during the deviation, forwarded and tracked.
 - c) Recommendations that may help to reduce or eliminate recurrence of XOJET deviations.
- 18.3. At any time during XOJET inspections or day-to-day operations, the Director of Maintenance or designee will submit a Nonconformance report for XOJET policy deviations to the XOJET Quality Management System (QMS), or submit a self-disclosure for FAA Regulation deviations to the Sacramento FSDO.

19. Suggestions To XOJET

- 19.1. All suggestions forwarded are used by XOJET to improve safety and efficiency, and reduce operating and maintenance costs. The Director of Maintenance or a designee forwards this information to the CASS committee.
- 19.2. The CASS committee will audit the submitted suggestions and make appropriate recommendations that would improve:
 - a) Safety
 - b) Efficiency
 - c) Operating Practices
 - d) Maintenance Practices
 - e) Capital Expenditures
 - f) Reporting Requirements

20. Manufacturer's Recommendations

- 20.1. All Manufacturer's recommendations are reviewed by XOJET to improve safety and efficiency, and reduce operating and maintenance costs. The Director of Maintenance or a designee forwards this information to the CASS committee.

21. Measuring and Test Equipment Control Program

- 21.1. Action Required Following Finding of Out-of-Tolerance Condition:
- a) The CASS Committee will be notified when equipment is found exceeding calibration tolerance by the Quality Control Department. The Director of Maintenance or his designee will investigate to determine what, if any, actions are required as a result of the out of tolerance condition.
- 21.2. The CASS committee will audit the submitted notifications and make appropriate recommendations that would improve:
- a) Safety
 - b) Maintenance Practices



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SECTION 10: Special Flight Permit

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1. Special Flight Permit

- 1.1. When authorized through Operations Specifications D084, XOJET is approved to issue Special Flight Permit with continuing authorization for aircraft listed in Operations Specifications D085 in accordance with the limitations specified in FAR 21.197(c) and Operations Specifications D084. A copy of D084 is carried electronically by each crewmember. Specifically, XOJET may issue Special Flight Permits to ferry an aircraft which does not meet applicable airworthiness requirements for type of operation, but which may be flown safely to a base where the necessary repairs, maintenance or alterations can be performed per the requirements of FAR 21.197(a)(1). The responsibility and authority for the issuance of a Special Flight Permit will lie with the Director of Maintenance. The DOM may delegate the authority to execute the Special Flight Permit, but not the responsibility for issuance, to the Vice President Technical Services and Reliability, or any Maintenance Control personnel.
- 1.2. Special Flight Permits issued in accordance with this section do not meet the requirements of ICAO Annex 8 and require the notification of local authorities when the aircraft is located outside the United States.
- 1.3. A Special Flight Permit will be issued for ferrying of aircraft with, but not limited to, the following discrepancies:
 - a) Aircraft damage that does not require interim repairs
 - b) Aircraft damage that requires interim repairs
 - c) Landing gear down operations, unless allowed by the AFM
 - d) Landing gear door removed, unless allowed by the AFM
 - e) System(s) inoperative beyond the limits of the MEL, but otherwise capable of safe flight
 - f) Aircraft operation with flaps in full up position, unless allowed by the AFM
 - g) Compliance with an airworthiness directive unless the airworthiness directive states otherwise or it is determined that the aircraft cannot be moved safely
- 1.4. Special Flight Permit flight data recorders and cockpit voice recorders:
 - a) XOJET may ferry an aircraft with an inoperative flight recorder or cockpit voice recorder from a place where repair or replacement cannot be made to a place where they can be made (FAR 91.609(a)(1)).
 - b) XOJET may ferry a newly acquired aircraft from the place where possession of it is taken to a place where the flight record or cockpit voice recorder is to be installed (FAR 91.609(a)(4)).

2. Obtaining a Special Flight Permit (Form 508)

- 2.1. Contact Maintenance Control by telephone.
- 2.2. The maintenance or flight crew representative at the aircraft will give Maintenance Control the details of the discrepancy including the following:
 - a) Registration Number of the aircraft.
 - b) Location of the aircraft.
 - c) Nature and extent of discrepancy or damage.
 - d) Interim maintenance/repairs required for safe flight.
 - e) Date of intended flight.
 - f) Flight crew names.
- 2.3. An XOJET authorized FAA Certificated Technician or FAA Certified Repair Station will inspect the aircraft sufficiently to ensure it is safe for the intended flight and report findings to Maintenance Control.
- 2.4. The Certificated Mechanic may only certify work for which he or she is employed, qualified, authorized and trained to perform.
- 2.5. Maintenance Control will ensure that aircraft requiring interim repairs are done so using practices and/or data acceptable to the Administrator.
- 2.6. Maintenance Control will then confer with the appropriate Maintenance and Flight Operations personnel to determine any operational restrictions and limitations that would be required for the safe operation of the flight. Consideration will be given to the following areas for possible operating limitations as dictated by the nature of the flight:
 - a) Aircraft performance
 - b) Operational equipment requirements as required for the safe operation of the flight
 - c) Aircraft weight and balance limitations
 - d) Fuel distribution limitations
 - e) Maneuvers from which the aircraft would be limited
 - f) Restrictions on the use of certain flight equipment as necessary
 - g) Meteorological conditions to be avoided
 - h) Weather minimums appropriate to the aircraft operational condition
 - i) Airspeed limitations as required by aircraft condition

- j) Inspection required if specified meteorological, weather or airspeed conditions are inadvertently encountered and/or exceeded
 - k) The flight must be conducted per the special conditions or limitations described in the Ferry Permit and Ops Spec D084.
- 2.7. When it is determined the aircraft is safe for the intended flight, the authorized Technician will make an entry in the Discrepancy Log stating that the aircraft has been inspected and has been found safe for the intended flight in accordance with the Special Flight Permit.
- 2.8. Maintenance Control will ensure a completed copy of the Special Flight Permit will be faxed to the crew and inserted into the Discrepancy Log for the trip to be conducted.

3. Issuance Limitations

- 3.1. Aircraft involved in an accident or incident (as defined in NTSB Part 830) will not be ferried prior to being released by the NTSB and the local FAA District Office.
- 3.2. Aircraft requiring compliance with an Airworthiness Directive prior to further flight will not be ferried prior to compliance with the AD, unless that AD specifically permits the issuance of a Special Flight Permit under FAR 21.197 and FAR 39.23.
- 3.3. Only flight crewmembers and persons essential to operations of the aircraft will be carried on board during the Ferry Flight when the characteristics may be appreciably changed.
- 3.4. XOJET is authorized to issue Special Flight Permits with continuing authorization for aircraft listed in Operations Specification D085 in accordance with the limitations specified in FAR 21.197(c) and Operations Specification D084 for aircraft which do not meet applicable airworthiness requirements for type of operation, but which may be flown safely to a base where the necessary repairs, maintenance or alterations can be performed per the requirements of FAR 21.197(a)(1).
- 3.5. Special Flight Permits for circumstances not defined in paragraph 3.4 shall be obtained and issued in accordance with 14 CFR 21.197 and 21.199 by the local FSDO.

4. Responsibility

- 4.1. The Director of Maintenance has the responsibility for ensuring proper preparation of the aircraft for ferry flight.
- 4.2. It will be the responsibility of the flight crew to ensure that the flight is conducted in accordance with:
 - a) XOJET's General Operations Manual
 - b) The FAA Approved Aircraft Flight Manual (AFM)
 - c) All limitations as set forth in the Special Flight Permit Authorization
 - d) Safe operating procedures

5. Disposition Of The Special Flight Permit

- 5.1. A copy of the Special Flight Permit will be retained in the Discrepancy Log during the flight. The original Special Flight Permit will be kept with the permanent records of the aircraft.

6. Notification to the Administrator

- 6.1. A copy of the Special Flight Permit will be forwarded to XOJET's FAA Principal Maintenance Inspector as a courtesy.



SECTION 11: Parts and Materials

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1. Approved Parts

- 1.1. XOJET, Inc. will only use approved parts. A part that has received a formal FAA approval is considered an approved part and is identified as parts which have met one of the following requirements (Reference AC 21-29C):
- a) Produced in accordance with a Parts Manufacturer Approval (PMA) issued under Part 21, Subpart K.
 - b) Produced in accordance with a Technical Standard Order Authorization (TSOA) issued by the Administrator under Part 21, Subpart O.
 - c) Produced during the Type Certificate (TC) application process under Part 21, Subpart B, or the Supplemental Type Certificate (STC) application process under Part 21, Subpart E, prior to the issuance of the certificate; subsequently determined to conform to the approved TC or STC data [Refer to Section 21.303 (b)(1)].
 - d) Produced under a TC without a separate production authorization, and an Approved Production Inspection System (APIS) in accordance with Part 21, Subpart F.
 - e) Produced under a Production Certificate (PC) (including by a licensee if produced under PC authority), in accordance with Part 21, Subpart G.
 - f) Produced in accordance with an approval under a bilateral airworthiness agreement under Part 21, Subpart N.
 - g) Approved in any other manner acceptable to the Administrator [Section 21.305(d)].
 - h) Produced as standard parts that conform to established industry or U.S. specifications.
 - i) Produced by an owner or operator for the purpose of maintaining or altering their product.
 - j) Fabricated by a repair station or other authorized person during repair/alteration in accordance with an STC or Field Approval, (which is not for sale as a separate part), in accordance with part 43 and AC 43-18, Fabrication of Aircraft Parts by Maintenance Personnel.
 - k) Fabricated by a qualified person in the course of a repair for the purpose of returning a product to service (which is not for sale as a separate part) under Part 43.

2. Parts and Material Handling Procedures

2.1. Stored Parts

- a) The Director of Maintenance or designee of XOJET will ensure all approved parts not in use will be stored according to the following guidelines in order to maintain safe operating conditions until time of use:
 - Properly and clearly marked bins, shelves, and other areas will be used to store parts.
 - Proper protective packages and packing will be used to protect parts from dirt, moisture and foreign objects during handling and storage.
 - Parts and supplies received will be routed for distribution to Technicians.
 - Serviceable and unserviceable parts will be properly segregated and clearly marked.
 - The Base Maintenance Manager will be responsible for the rotation of all parts.
 - The date of last shop visit or date when item was received will be used for rotation purposes.
 - The Base Maintenance Manager is responsible for and shall ensure that all consumable items with shelf lives are properly identified with an expiration date. Items that do not expire will be marked as such to avoid confusion and maintain consistency in labeling.
 - The Base Manager shall ensure through periodic inspection of local stock that any expired items are removed from inventory and properly disposed of.

2.2. Parts Transactions

- a) If a serviceable component is removed from an aircraft or a major component from an aircraft that is out of service, the following procedures are used:
 - The Technician removing the component completes the SERVICEABLE parts tag. Include all applicable data such as aircraft registration number or major component identification number to identify where component originated.
 - An entry is made on the Aircraft Maintenance Log stating what item was removed, the part number, the serial number if applicable, and the reason. Example: "Removed serviceable number two inverter for use on aircraft, N123TJ, P/N 1234, S/N 56-789. John Adams, A&P Cert. 123456789 and Date".
 - The Technician installing the component on the aircraft completes the remaining applicable areas of the serviceable parts tag and enters the pertinent data to identify the source of the component on the Aircraft Maintenance Log. Example: "Installed serviceable number two inverter from N567JB, P/N 1234, S/N 56-789. John Adams, A&P Cert. 123456789 and Date." The tag is placed in the permanent records.

- If the part is returned to the original aircraft, the reverse of the entries and tags are completed.

2.3. Receiving Procedures

- a) Compare parts with the vendor's invoice and/or packing list with the XOJET Purchase Order to ensure receipt of the correct part number, serial number (if applicable) and quantity ordered.
- b) Visually inspect each part for evidence of poor workmanship and shipping damage.
- c) Check serial number against the vendor invoice and serviceable tag. Any discrepancy will be cause for rejection.
- d) When life limited items are received, inspect packaging and dates. The expiration date, hours, cycles or any other limitation will be entered onto the Life Limited Parts List.
- e) When any suspected unapproved parts are received, XOJET will notify the Sacramento Flight Standards District Office immediately. Parts will be handled in accordance with Advisory Circular 21-29C.
- f) The receiving inspector will attach a copy of the qualifying documentation, as defined in the table in [Paragraph 2.5.](#), to material placed into inventory. Lots will be segregated using this receiving documentation.
- g) Material that does not have qualifying documentation that conforms to the requirements of [Paragraph 2.5.](#) will be quarantined until such time as qualifying documentation is received or the material is disposed of.

2.4. Storage and Handling Time Limits

- a) Parts in original sealed containers from the manufacturer or distributor will be stored in accordance with manufacturer's recommendations.
- b) O-rings, hydraulic packings and other packings and gaskets in stock will be properly stored and shall be considered serviceable provided they do not exceed manufacturer's shelf life.
- c) New or overhauled accessories properly packaged, which contain seals as listed above, shall not exceed manufacturer's shelf life.
- d) The Life Limited Parts List will be tracked by XOJET for the Life Limited Parts in stock. This list will be updated once a month.

2.5. Aircraft Parts Documentation Requirements

- a) The following chart is used in the receiving and identification process of aircraft parts. The purpose of this chart is to identify the minimum documents the part supplier must provide. Individual receivers or organizations may require further traceability or additional documentation.

PART SUPPLIER	PART CONDITION	STANDARD HARDWARE	COMMERCIAL HARDWARE	LIFE LIMITED	TIME CONTROLLED	REPAIRABLE	EXPENDABLE
TC / PC HOLDER	NEW / REBUILT	A, G or H	A, G or H	A, B or C	A, B or C	A, B or C	A, B or C
TSOA, PMA, STC	NEW / REBUILT	A, G or H	A, G or H	B, C or G	B, C or G	B, C or G	B, C or G
FAR 121 / FAR 135 AIR CARRIER	NEW	E or G	E or G	B, E or G	B, E or G	B, E or G	B, E or G
	REPAIRED			B, E or G	B, E or G	B, E or G	B, E or G
	OVER-HAULED			B, E or G	B, E or G	B, E or G	
FAR 145 REPAIR STATION & MFR	NEW	G	G	G	G	G	G
	REPAIRED			B or F	B or F	B or F	B or F
	OVER-HAULED			B or F	B or F	B or F	
FOREIGN CARRIER	NEW	C	C	C	C	C	C
	REPAIRED			C	C	C	C
	OVER-HAULED				C	C	
FOREIGN MFR	NEW / REBUILT			C & D	C & D	C & D	C & D
SUPPLIER	NEW	G	G	G	G	G	G
	REPAIRED			G + B, E or F	G + B, E or F	G + B, E or F	
	OVER-HAULED				G + B, E or F	G + B, E or F	

- A) Shipping Ticket, Packing List, Certification of Conformity, Invoice, etc., from the Type Certificate (TC) or Production Certificate (PC) holder/licensee with TC/ PC number listed
- B) FAA Form 8130-3
- C) JAA/EASA Form One and/or Transport Canada Form 24-0078
- D) Production Approval Holder (PAH) Written Authorization
- E) FAR 121 / 135 Air Carrier Serviceable Tag
- F) FAR 145 Repair Station Serviceable Tag
- G) Part or Material Certification
- H) Acceptable Certification of Conformance for commercial materials or parts

3. Suspected Unapproved Parts Notification

- 3.1. It is the responsibility of the Director of Maintenance to notify the Sacramento FSDO of Suspected Unapproved Parts (SUP) using Suspected Unapproved Parts Notification (FAA Form 8120-11). Instructions for completion of the form are on the back of the form.

4. Maintenance Parts Tags

- 4.1. Maintenance Parts Tags are a basic record for FAR requirements and service analysis data on aircraft assemblies and components. These tags are used for identification, removal and installation information, repair record and disposition of principle aircraft parts. It is important that all entries are legible and accurate, and each entry appears clearly on the tag. Maintenance Parts Tags are classified and completed as follows:

a) White Tag (Form 550): Parts Removal and Identification Tag

- Enter Aircraft Registration Number.
- Enter Work Order and Item Numbers.
- Enter Part Name.
- Enter Part Manufacture / Model Number.
- Enter Part Number.
- Enter Serial Number, if applicable.
- Enter location removed from.
- Enter removed by name and date.
- Enter discrepancy noted (Yes or No).
- List Work Order Discrepancy Item Number(s) if different from above.
- Enter all discrepancies cleared by (Technician Signature & Certificate #).
- Enter inspected by (Inspectors Stamp).
- Enter date of final inspection.
- Enter any comments.

b) Yellow Tag (Form 551): Serviceable

- Enter Work Order and Item Numbers.
- Enter Part Name.
- Enter Part Manufacturer and Model Number.
- Enter Part Number.
- Enter Part Serial Number, if applicable.
- Enter Part TSN, CSN, TSO, CSO, as applicable.

- Enter Next Inspection Due / Shelf, as applicable.
- Check off Inspected, Repaired, Overhauled, Tested, as applicable.
- Check off Serviceable as removed and removed from aircraft, as applicable.
- Enter Work Performed / Reason Removed Details.
- Enter Date, Technician Signature and Certificate Number.
- Enter Inspector Stamp.

c) Green Tag (Form 552): Repairable

- Enter Aircraft Registration Number and Serial Number.
- Enter Aircraft Total Time, Total Cycles.
- Enter Work Order and Items Numbers.
- Enter Part Name.
- Enter Part Manufacturer and Model Number.
- Enter Part Number.
- Enter Part Serial Number, if applicable.
- Enter Part TSN, CSN, TSO, CSO, as applicable.
- Check off Scheduled, Unscheduled, Other as applicable.
- Check off Troubleshooting, Modification, Warranty, as applicable.
- Enter Discrepancy / Reason Removed (Include fault codes).
- Enter Date and Technician Signature.

d) Red Tag (Form 553): Rejected

- Enter Work Order and Items Numbers.
- Enter Part Name.
- Enter Part Number and/or Model Number.
- Enter Part Serial Number, if applicable.
- Enter reason part is rejected.
- Enter Date and Technician Signature.

4.2. Removals and Installations

- a) The technician detaches Maintenance Parts Tag from unit installed, placing the tag in the work order file.
- b) After parts replacements are completed, all unserviceable parts will be placed in their designated area and tagged identifying their condition.

5. Disposition Of Unserviceable Components

- 5.1. Parts found out of limits of repair will be red-tagged and discarded by the Director of Maintenance or designee. Parts found unable for return to service but within limits of repair will be serviced in the following manner:
- a) All parts, components and rotables removed from an aircraft, either scheduled or unscheduled, will be returned to the parts department.
 - b) Units to be returned to the parts department will be properly tagged and placed in the designated area.
 - c) All repairable components will include a detailed description of the reason for removal. This will include all troubleshooting methods and findings as well as any crew or technician observations of the discrepancy and modes of failure.
 - d) The parts clerk will ship the units to an approved vendor for overhaul or repair and request and receive a tear down report for failed parts.
 - e) Before the unit is sent to the overhaul vendor, maintenance will assist in removing all hardware. Hardware will be inspected for condition to determine if it can be reused.
 - f) The hardware will be boxed / bagged and identified for the specific unit, using name and serial number of the component.
 - g) Upon return from the vendor after overhaul or repair, the unit will have hardware installed and inspected.

6. Life Limited Parts FAR 43.10

- 6.1. Life limited parts are controlled by the computerized maintenance program for that aircraft, and Life Limited Parts are tracked as follows:
- a) Parts will be tracked and controlled via the computerized maintenance program.
 - b) Aircraft times and cycles are automatically transferred to FOS. The Director of Maintenance or his designee will use the times posted in FOS to ensure that company aircraft do not fly past life limited component intervals as tracked in the computerized maintenance program.
 - c) When removed, the Part Number and Serial Number will be written on the Work Order Discrepancy Form.
 - d) When a part or component is removed it will be tagged per XOJET procedures in this Section, [Paragraph 4, "Maintenance Parts Tags"](#), depending on the part's status.
 - e) When a part has reached its mandatory replacement limit, the part will be marked as rejected and segregated from other parts.



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SECTION 12: Weight and Balance

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1. Weight Control Procedures (General)

- 1.1. Multi-engine aircraft operated by XOJET, Inc. are weighed every 36 calendar months to determine the aircraft's empty weight and corresponding center of gravity positions.
- 1.2. It is the responsibility of the Director of Maintenance to monitor and record all weight changes in the equipment list affecting the aircraft. The DOM ensures that the new weight and center of gravity are entered into any of the forms used by the crewmembers, Dispatch and Flight Operations personnel.
- 1.3. The results of an actual weighing or the re-established weight as described above are recorded on Weighing Results (Form 541), Changes of Basic Empty Weight (Form 542), or equivalent electronic form. One copy is retained in the Aircraft Binder and one in the XOJET maintenance department as part of the aircraft's permanent records. A current Weight and Balance and current Equipment List will be maintained in the Aircraft Flight Manual, as required.
- 1.4. Weighing Procedures
 - a) Use the aircraft specific weight and balance forms from the aircraft's AFM, Maintenance Manual, Manufacturer's Weight and Balance Manual or electronic equivalent. You may only use forms referenced in the GMM if the aircraft specific forms do not exist.
 - b) Review the weighing instructions in the aircraft AFM, Maintenance Manual or Weight and Balance Manual.
 - c) Weigh the aircraft according to the manufacturer's instructions.
 - d) Determine the new weight and center of gravity.
 - e) Make the entries onto the appropriate weight and balance forms and be sure that a copy of the new forms are in the AFM and available to the crewmembers.
 - f) Make an entry in the aircraft's inspection program to track the next weighing schedule.
 - g) File a copy of the weighing records with the aircraft's permanent records maintained by the Director of Maintenance and kept in XOJET's maintenance department.

2. Scales

- 2.1. XOJET will ensure that scales used for weighing are properly calibrated and used in accordance with the manufacturer's instructions. Scales are calibrated by the manufacturer or other certifying agency within one year prior to weighing an aircraft. Reference Load Cell Calibration (Form 545).

3. Substituting Aircraft Specific Forms

- 3.1. The forms used in XOJET's General Maintenance Manual may be used only when the aircraft being weighed does not have an aircraft specific set of weight and balance forms as part of the AFM or as part of their weight and balance records set. The Director of Maintenance reviews the aircraft specific forms and determines that they contain all of the information required by this Section to determine and properly record the aircraft weight and balance information. An equivalent electronic form may be used in lieu of paper forms.

4. Weighing Checklist (Form 540)

- 4.1. Prior to actual aircraft weighing, the Weighing Checklist (Form 540) is completed in its entirety by XOJET's Maintenance department.
- 4.2. The completed Weighing Checklist is retained in XOJET's Maintenance department until the aircraft is reweighed.
- 4.3. If aircraft weighing is being performed by a repair facility, it is acceptable to use their weighing checklist, provided their checklist includes updating of the equipment checklist.

5. Procedures For Weighing Aircraft

- 5.1. The aircraft Manufacturer's Maintenance Manual, AFM or Weight and Balance Manual weighing procedures are to be followed in weighing XOJET aircraft.

6. Aircraft Weight And Balance

- 6.1. The Aircraft Weight and Balance is a two form process and is used each time an aircraft is weighed. The first form is titled Weighing Results (Form 541), and is used to document the actual weighing of the aircraft. The second form is titled Changes of Basic Empty Weight (Form 542), and is used to compute/document the establishment of the aircraft basic empty weight. It is the responsibility of the Director of Maintenance to verify the actual weighing and completion of Forms 541 and 542.

- 6.2. If aircraft weighing is being performed by a repair facility, it is acceptable to use their Aircraft Weight and Balance or equivalent forms.
- 6.3. Forms 541 and 542 are maintained by the Director of Maintenance and kept as part of the aircraft permanent records in XOJET's maintenance department.
- 6.4. Instructions for form completion are found on the back of Forms 541 and 542.

7. Determination Of Basic Operating Weight (Form 543)

- 7.1. Once the aircraft has been weighed and a Basic Empty Weight has been established and computed, it is necessary to compute a Basic Operating Weight (BOW). Form 543 aids in the computing of a BOW. Instructions for completion of Form 543 are found on the back of the form.

8. Weight And Balance / Equipment Change List (Form 544)

- 8.1. Weight and balance must be re-established whenever Basic Operating Weight is altered. The purpose of the Weight and Balance/Equipment Change List (Form 544) is to provide a record of changes to an aircraft's weight and balance, data on current basic operating weight and center of gravity location brought about by modification, alteration, repairs or changes in configuration.
- 8.2. This form is initiated and is kept current by the Director of Maintenance, who is responsible for the accuracy of its contents. A copy is entered in the Aircraft Binder and one copy is retained in XOJET's maintenance department as part of the aircraft's permanent records. A current Weight and Balance and current Equipment List will be maintained in the Aircraft Flight Manual, as required.
- 8.3. Instructions for completion of Form 544 are on the back of the form.



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Appendix 1: XOJET, Inc. Continuous Airworthiness Maintenance Program (CAMP)

The Continuous Airworthiness Maintenance Program (CAMP) is found in the FAA approved CAMP Manual(s) developed for each aircraft fleet type. Copies of the CAMP Manual(s) can be found in the office of the Director of Maintenance or designee.



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Appendix 2: XOJET, Inc., Reduced Vertical Separation Minimums (RVSM) Maintenance Procedures Manual

The Reduced Vertical Separation Minimums (RVSM) Maintenance Procedures Manual is found in the FAA approved RVSM Manual(s) developed for each aircraft fleet type. Electronic copies of the RVSM Manual are kept on the Electronic Flight Bag (EFB) and in the office of the Director of Maintenance or designee.



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