HIGHLIGHTS OF CHANGE

Revision: 7	Revision Date: 05 OCT 18
Manual: General Maintenance Manual	

Chapter/Page	Revision Description
Front Matter	Updated Cover, List of Effective, Record of Revision, and Highlights of Change pages in support of Revision 6.
Entire Manual	Entire manual reformatted. Changed all FAR references to 14 CFR throughout.
1.3	Definition standardization.
1.6.1	Revised assignment.
1.11.2	Revised for standardization.
2.7	Revised to standardized definition.
3.2.1	14 CFR Part reference standardization.
3.6	Definition standardized.
3.6.1	Changed for accuracy and clarification.
3.6.2	Changed for accuracy and clarification.
3.6.3	Changed for accuracy and clarification.
3.7	Changed or added reference for accuracy and clarification.
3.9	Changed for accuracy and clarification.
3.10	Changed for accuracy and clarification.
3.13	Changed for accuracy and clarification.
3.14	Changed for accuracy and clarification.
3.15	Removed section.
4.1.2	Changed procedure.
4.1.5	Added reference.
4.1.7	Changed for accuracy and clarification.
4.5	Changed for accuracy and clarification.
4.8	Changed for accuracy and clarification.
4.10	Corrected form reference.

4.12.5.1	Changed for model number accuracy.
5.1	Changed for accuracy and clarification.
5.2	Changed procedure.
5.4	Removed unnecessary duplicate processes or references.
5.5.1	Changed or removed references for accuracy.
5.5.3	Changed for accuracy and clarification. Repagination.
5.5.3.7	Revised process for accuracy and clarification.
5.7.1	Changed for accuracy and clarification.
5.7.2	Changed to clarify process.
5.8	Procedure changed or removed COI process.
5.9	Procedure changed or removed COI process.
5.9.1	Changed to definition.
5.9.2	Changed grammar and process for clarity.
5.9.3	Section renumbered due to removal of Carry Over Item (COI).
6.6	Changed for accuracy and clarification.
6.7	Changed for accuracy and clarification.
6.8	Changed first sentence for accuracy and clarification.
6.9	Changed for multiple aircraft, clarification.
6.12.2	Changed for accuracy and clarification. Repagination.
7.1	Changed for accuracy and clarification.
8.1	Changed for accuracy and clarification. Repagination.
8.9	Changed for accuracy and clarification.
8.14	Changed for accuracy and clarification.
9.1	Changed for accuracy and clarification.
9.4	Corrected spelling or grammar error, no content change.
9.8	Repagination.
10.2	Procedure changed or removed COI process.
10.6	Procedure changed or removed COI process.
10.7	Revised form.
10.8	Procedure changed or removed COI process.
10.25	Grammar edit clarification.

10.32	Procedure changed or removed COI process.
10.33	Procedure changed or removed COI process.
10.34	Procedure changed or removed COI process.
10.35	Procedure changed or removed COI process.
10.36	Procedure changed or removed COI process.
10.38	Procedure changed or removed COI process.
10.39	Procedure changed or removed COI process.

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General Maintenance Manual

Revision 7

Revision Date: 05 OCT 18

AA767 LLC
Atlantic City International Airport
Suite 114
Egg Harbor Township, NJ 08234

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RECORD OF REVISIONS

MANUAL:	ISSUED TO:

- Insert and remove pages as indicated on the Manual Revision Receipt
- Follow the guidance in Chapter 1 for the insertion and recording of manual revisions
- Review the Manual Revision Receipt for specific page replacement
- For missing pages, contact the Director of Operations

Revision Number	Revision Date	Initials	Supv Insp	Revision Number	Revision Date	Initials	Supv Insp
Orig	31 OCT 08						
1	17 FEB 09						
2	23 SEP 09						
3	15 OCT 09						
4	01 AUG 11						
5	01 OCT 14						
6	27 SEP 17						
7	05 OCT 18						

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LIST OF EFFECTIVE PAGES

TABLE OF CONTENTS

Chapter 6 Required Inspection Items (RII)

Chapter 7 Airworthiness Release

Chapter 8 Maintenance Training Program

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Chapter 1
Manual Administration

The purpose of this chapter is to provide guidance for the:

- Availability of this manual
- Compliance with this manual
- Revision of this manual
- Understanding of the manual formatting
- Application of standard symbols or methods

Note: The General Maintenance Manual is accepted by the FAA.

Note: Where a 14 CFR is referenced in this manual, compliance with the written procedures will be in compliance with the 14 CFR.

1.1 Primary User Maintenance Manual

A. The purpose of this manual is to outline the procedures that are used to comply with all 14 CFRs applicable to the maintenance of the AA767 aircraft.

B. The General Maintenance Manual (GMM) is a primary user manual for maintenance personnel.

C. This GMM provides policies and procedures that must be followed in performing maintenance, preventative maintenance, and alteration of AA767 airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment and parts thereof.

Note: A primary user manual is defined as a manual that contains the compiled general policies and procedures for the conduct of a user's assigned duties for a specific job category.

1.1.1 Living Document

To be effective, this manual must be a living document. It will be revised as the AA767's experience with maintenance issues matures. Revisions may be proposed by the AA767 personnel and any contractor personnel.

1.2 General Concept of this Manual

A. This manual provides a program that satisfies the requirements of 14 CFR Part 125 for aircraft maintained under an Approved Inspection Program.

B. Routine, non-routine, preventative maintenance and alterations are performed in accordance with the specifications listed in the manufacturer's maintenance manuals and FAA approved data.

C. FAA approved data includes, but is not limited to—

- Type Certificate Data Sheets
- Aircraft Specifications
- Supplemental Type Certificates
- Airworthiness Directives
- FAA Field Approvals (FAA Form 337)

- Manufacturers' FAA Approved Data
- Designated Engineering Representative Approved Data (FAA Form 8110-3)
- Designated Alteration Station Approved Data
- Appliance manufacturers' manuals

1.3 AVAILABILITY OF THIS MANUAL

A. The General Maintenance Manual must be available and accessible and must be used by AA767 flight, ground, and maintenance personnel in conducting its operations.

B. A controlled copy in a media acceptable to the responsible Flight Standards office will also be maintained onboard each aircraft operated by AA767 in a location accessible by the flight crew.

C. Any company or individual that requires access to the AA767 GMM, but does not have access to the manual, will be provided a copy by the Director of Maintenance.

D. A copy of this manual will be provided to the responsible Flight Standards office.

1.4 COMPLIANCE WITH THIS MANUAL

A. Each assigned user must comply with policies and procedures provided in this manual.

B. This manual must not be contrary to any applicable Federal regulations, foreign regulation applicable to AA767's operations in foreign countries, AA767's operating certificate, operations specifications, or General Operations Manual.

C. Should the user identify any policy or procedure that might not be consistent with the 14 CFRs, that information should immediately be communicated to their supervisor and the AA767 Director of Maintenance.

Note: Following the policies and procedures of this manual will ensure compliance with the Federal Aviation Regulations.

1.5 MAINTENANCE AND OWNERSHIP OF MANUAL

A. The General Maintenance Manual must be maintained in current status by the assigned user in accordance with the policies and procedures specified in this Chapter.

B. This manual is considered the property of the company and must be relinquished to AA767 Director of Maintenance in the event of the user's retirement, termination, transfer or contract termination.

C. The content of this manual is managed and updated by the Director of Maintenance and is the express property of AA767.

1.6 MANUAL DISTRIBUTION AND CONTROL

This chapter provides the procedures for following manual assignments, control and revisions.

1.6.1 ASSIGNMENT AND DISTRIBUTION OF MANUALS

A copy of all required manuals will be assigned and distributed to all appropriate areas of responsibility within the company including, but not limited to:

Manual No.	Position
Master (1)	Director of Maintenance
2	FSDO, AFG-300 EA17, Philadelphia, PA
3	Boeing 767, S/N 23402
4	Boeing 777, S/N 30867

1.6.2 MANUAL COPY CONTROL

A Manual Copy Control List will be kept on file at the main base of operations and will be maintained by the Director of Maintenance or designee. This list will contain the manual number assigned and the position distributed to.

Any other copies issued beyond the positions listed in paragraph 1.6.1 will be controlled. In the event there are reasons to provide uncontrolled copies they will be stamped as such.

1.6.3 MANUAL REVISIONS

Revisions to the General Maintenance Manual will be issued as required by changes in regulations, company policies, or procedures. Suggestions for changes may be made in writing to the Director of Maintenance.

Each manual revision will be numbered consecutively and each revised page will include the revision number and revision date. Distribution of revisions will be in accordance with the manual copy control list. A vertical line will be drawn in the left-hand margin next to the specific lines revised. Each revision will be accompanied by a Manual Revision Receipt (Form 10-001) which will indicate specific pages to be removed and specific pages to be added and will provide space for the recipient to sign for having revised the manual. Each revision will include a revised List of Effective Pages.

This revision is to be incorporated into the manual within ten (10) days of receipt of the revision by the appropriate position and/or individual the Manual is assigned to. Any deficiencies or mistakes should be reported immediately to the Director of Maintenance.

When a revision has been accomplished, the holder shall record the change on the Record of Revision, sign and date the Manual Revision Receipt and immediately mail it to the Director of Maintenance at:

AA767 LLC c/o POLARIS AVIATION SOLUTIONS
ATTN: DIRECTOR OF MAINTENANCE
ATLANTIC CITY INTERNATIONAL AIRPORT, SUITE 114
EGG HARBOR TOWNSHIP, NJ 08234

1.7 QUICK READER REFERENCE & COMPREHENSION FORMAT

This manual is set up in a style and format known as the “QRRC” format.

1.7.1 AN OUTLINE FORMAT

A. The QRRC format avoids the old-style presentation of text in large paragraphs. Those long and large paragraphs are difficult to read and obscure critical policies and procedures.

B. The QRRC format allows the reader to quickly see and reference the general headings and the text is presented in smaller bites for easier reading.

C. There are usually no more than three large headers to a page, with lower level headers separating out the documentation into an outline.

1.7.2 EASE OF READER COMPREHENSION

A. Readers can, at a glance, quickly comprehend the content of a page written in this format.

B. The QRRC approach is very beneficial to situations where users must ascertain policy and procedure guidance quickly. This is especially true where the readers are using digital files as their primary source of documentation.

1.8 RULES OF CONSTRUCTION

The following apply to the use of certain specific terminology within the text of all AA767 manuals–

1) **Gender** - In this manual, the male or female gender may be used in a generic sense to designate both sexes.

2) **Will, Shall and Must** - The words “will,” “shall,” and “must” are used in an imperative sense to state the requirement to accomplish the act prescribed. Compliance is mandatory.

3) **May** - The word “may” is used in a permissive sense to state authority or permission to do an act. Compliance is not mandatory.

4) **Includes** - The word “includes” means “includes, but is not limited to...”

5) **Refer to** - Where further discussion or reference is suggested, the notation *“Refer to....”* directs the reader to material located in another paragraph, chapter or manual. In these cases, the referenced location should be specific as to manual, chapter and paragraph.

6) **14 CFR or 14 CFRs**- Where used in this manual, this acronym will be an abbreviation for FAA regulatory requirement(s).

1.9 USE OF NOTES, CAUTIONS AND WARNINGS

These additions to the text are used to highlight or emphasize important points when necessary. They call attention of the user about safety and precautionary or additional information to make the job safe, easier and efficient.

1.9.1 NOTES

A. Notes provide amplified information, instruction, or emphasis.

B. Notes call attention to methods that enable a user to perform a job easier or wiser.

C. If a Note applies to consecutive procedural steps, it is placed under the topic heading for those steps.

Note: This is an example of a note. A note is identified and displayed like this and is generally located below to the discussion that it amplifies.

1.9.2 IMPERATIVE EMPHASIS NOTE

A. Imperative Emphasis Notes are used to emphasize the necessity to comply with the text provided.

B. This display is used when the text is important, but does not meet the criteria for a caution or warning.

Imperative Note: *This is an example of an “IMPERATIVE NOTE.” It is identified and displayed like this.*

1.9.3 CAUTIONS

A. Cautions are instructions about hazards that, if ignored, could result in damage to an aircraft component or system (see example).

B. Cautions specify methods and procedures that must be followed to avoid damage to equipment.

C. If the caution applies to consecutive subtasks/steps, it is placed before the first subtask/step.

D. If the caution applies to several, non-consecutive subtasks/steps, it is placed before the applicable subtask/step.

Caution

This is an example of a “CAUTION.” It is identified and displayed like this.

1.9.4 WARNINGS

Warnings are instructions about hazards that, if ignored, could result in injury, loss of aircraft control or loss of life (see example).

WARNING

THIS IS AN EXAMPLE OF A “WARNING.” IT IS IDENTIFIED AND DISPLAYED IN THIS TYPE OF BOX.

1.10 INTENTIONALLY BLANK

A. “This page intentionally left blank” will be printed on any page that contains no text or graphics. This will usually be the even page at the end of a chapter.

B. “The remainder of the page intentionally left blank” will be printed on any page that has more than ten lines of blank space at the bottom of the page.

C. The only exception to paragraph B is when “End of Chapter” or “End of Section” is printed immediately following the text.

1.11 OVERALL QUALITY & CONTENT OF MANUAL

1.11.1 RESPONSIBILITY

The Director of Maintenance is responsible and answerable for the quality and content of the General Maintenance Manual.

1.11.2 DELEGATED AUTHORITY

A. The Director of Maintenance has the authority to authorize revisions to this manual provided that these revisions are accepted by the responsible Flight Standards office prior to use in AA767 operations.

B. The Director of Maintenance may delegate the authority to propose and develop revisions to the content and procedures of this manual.

1.11.3 CONTENT CONSISTENCY ACROSS THE AA767 MANUAL SYSTEM

The Director of Maintenance is responsible for ensuring that this manual has been interfaced properly with the policy and procedures for parallel tasks that are performed by other specialties and included in other AA767 manuals

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Chapter 2
Organization and Communications

The purpose of this chapter is to provide the user an outline of the AA767 organization and the telephone, fax and E-mail contacts.

2.1 Company Contact Information

2.1.1 Company Name

The legal company name is “AA767, LLC.” For the purposes of the manual system, the shortened name “AA767” will be used to indicate the company.

2.1.2 General Telephone Numbers

The following telephone numbers and e-mail address will provide access to the business office, main operations base and main maintenance base.

- Telephone (845) 245-4404
- Fax (845) 245-4502
- AA767mx@polarisaviation.com
- AA767ops@polarisaviation.com

2.2 Company Address & Base Locations

2.2.1 Main Operations Base

Polaris Aviation Solutions, Inc.
Atlantic City International Airport
Suite 114
Egg Harbor Township, NJ 08234

2.2.2 Main Maintenance Base

AA767 c/o Polaris Aviation Solutions, Inc.
Atlantic City International Airport
Suite 114
Egg Harbor Township, NJ 08234

2.2.3 The FAA must be notified in writing at least 30 days in advance of any move of the main operations base, or main maintenance base.

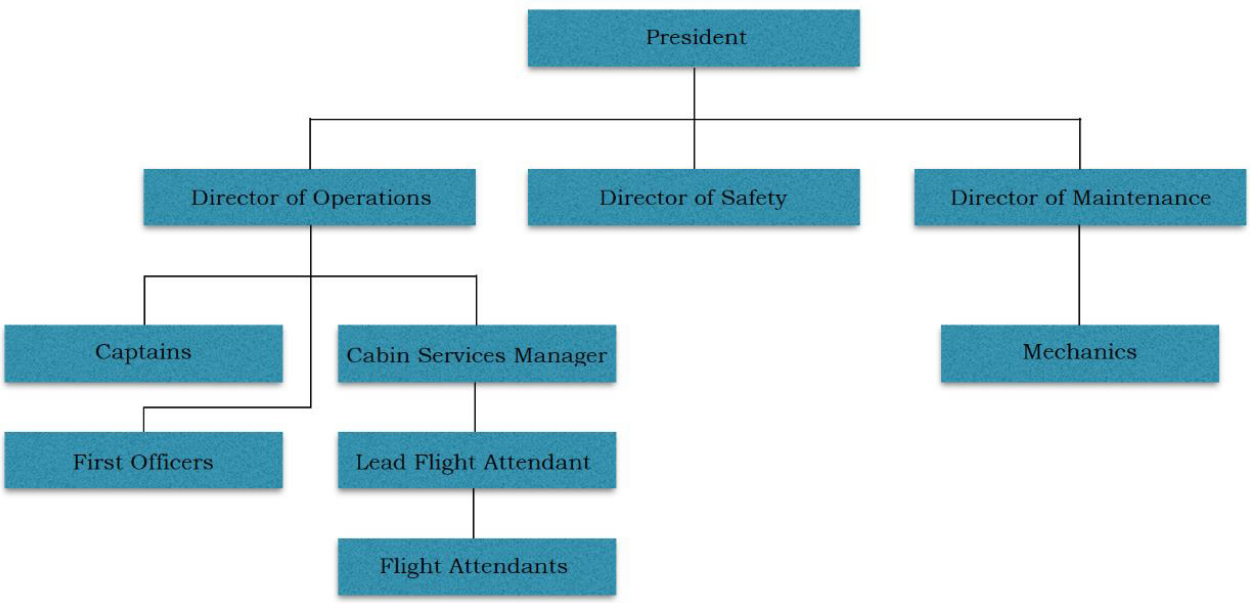
2.3 COMPANY ORGANIZATION CONTACTS

2.3.1 CONTACT INFORMATION

Name/Address	Position	Telephone Number	Email Address
Michael G. Santiago 52 Lawrenceville Street Jefferson, GA 30549	President	(650) 740-1514	msantiago@polarisaviation.com
Armando Orraca 15762 NW 4th Street Pembroke Pines, FL 33028	Director of Operations	(845) 287-3218	aorraca@polarisaviation.com
Julio Valdez 5873 NW 111th Ave Doral, FL 33178	Director of Safety	(305) 915-3508	jvaldez@polarisaviation.com
William Bergen 541 Resica Falls Road East Stroudsburg, PA 18302	Director of Maintenance	(570) 656-4395	bbergen@polarisaviation.com

2.3.2 ORGANIZATION CHART

The following chart depicts the organization of AA767–



2.4 ADMINISTRATIVE MANAGEMENT DUTIES AND RESPONSIBILITIES

This information is located in the AA767 General Operations Manual paragraph 2.5.

2.5 FLIGHT OPERATIONS MANAGEMENT DUTIES & RESPONSIBILITIES

This information is located in the AA767 General Operations Manual paragraph 2.6.

2.6 MAINTENANCE PERSONNEL DUTIES AND RESPONSIBILITIES

2.6.1 DIRECTOR OF MAINTENANCE

- **Reports To:** Director of Aviation
- **Responsible Area:** Maintenance Planning and Control, Hangar & Line Maintenance personnel and activities.
- **Authority Level:** Has the authority as applicable to accomplish his duties and responsibilities.

2.6.1.1 SUMMARY OF DUTIES & RESPONSIBILITIES

A. The Director of Maintenance reports to the Director of Aviation and is responsible for all aspects of the maintenance organization and for maintaining the company's aircraft and equipment to ensure continuous safety and airworthiness. Insures compliance with the approved maintenance programs, 14 CFR and company policies. His duties will include, but may not be limited to:

B. Administration and technical control of the overall maintenance organization. He establishes directly or through delegation, policies, procedures and standards to assure compliance with Federal Aviation Regulations as applicable to maintenance, maintenance records and continuous airworthiness of company aircraft.

C. Ensuring that all maintenance performed on aircraft, power plants, appliances and components is performed in accordance with the approved maintenance and inspection program. Develops and maintains the maintenance and inspection program in a current status.

D. Assures that aircraft, engines, appliances and components are maintained in the manner prescribed by the appropriate approved manuals, Airworthiness Directives, Service Bulletins and applicable parts of the 14 CFR. Insures that all applicable Airworthiness Directives and mandatory Service Bulletins are identified and required actions are complied with.

E. Ensures the capabilities of maintenance department employees and ascertain if there is a need for additional training. Coordinates the scheduling of any such identified training requirements.

F. Coordinates with departments within the company on matters relative to the operations, quality assurance, and maintenance and scheduling of aircraft. Promotes safety, morale, cooperation and efficiency.

G. Provides direction and guidance and establishes procedures for purchasing, repair, borrowing and lending of parts, materials and products.

H. Serves as the primary liaison to the FAA and corresponds with the Principal Inspectors on all matters. He will be consulted on matters of airworthiness and flight safety or concerning interpretation and implementation of current FAA requirements, policies and procedures as well as those of other pertinent federal authorities.

I. Reviews reports and information provided from maintenance efforts and takes the necessary action to improve the efficiency of the Maintenance Organization and reliability of the company's aircraft.

J. Establishes, implements and reviews company policies and procedures for the safe, efficient and reliable operation of company aircraft and equipment. Ensure the adherence and attention to all policies, procedures and required regulations. Review and adjust to reflect changing conditions, equipment, experience levels and personnel competence. Provide direction and guidance to ensure adequate maintenance coverage and equipment availability.

K. Reviews aircraft inspection requirements prior to scheduled maintenance events and monitors aircraft schedules. Coordinate maintenance planning to ensure adequate aircraft down time is available. Ensure that adequate information is available to coordinate parts in time to meet lead-time requirements for spare parts.

L. Ensures the development and provisions for accomplishing required and necessary training of personnel in the Maintenance Organization. Identifies training shortfalls in maintenance and oversees the setup and training of maintenance personnel.

M. Provides the coordination and authority to assure identified training requirements are presented, documented and retained in personnel training files. Has oversight of the Maintenance Training Program and retention of maintenance training records to ensure the condition, currency and retention of maintenance personnel training files.

N. Negotiates, secures and executes contracts with agencies required for aircraft and aircraft part and component repair, overhaul, modification, etc.

O. Prepares and submits Service Difficulty Reports

P. Ensures the proper accomplishment of the review and approval of all records relating to aircraft, engines, appliances/components and related equipment in the system and/or prior to acceptance. Retains aircraft records.

Q. Ensures the recording of Airworthiness Directives assigns and coordinates implementation with the responsible department.

R. Interacts with Maintenance Analyst (Flightdocs) tracking program to monitor the maintenance tracking program and to ensure the revision status is kept current.

S. Acts as a liaison between the company and any maintenance organizations accomplishing aircraft maintenance work. Audits, selects and approves vendor maintenance facilities.

T. Maintains close liaison with Flight Operations in order that the maximum benefits of operating experience are incorporated into all phases of maintenance.

U. Develops and maintains the General Maintenance Manual and assists with the development of Minimum Equipment List (MEL's) and administers the MEL deferment and tracking program.

V. Performs inspection of the work accomplished by airframe and powerplant mechanics or repairman. Accomplish "buy back" inspections of items previously rejected during inspection and releases the aircraft as airworthy in accordance with established procedures.

W. Executes proper form when components are replaced on the aircraft and reviews recorded entries to determine that maintenance and inspections have been properly cleared. Determines that items listed on the AA767 Aircraft Maintenance Log and appropriate forms have been signed prior to releasing the aircraft for return to service.

X. Establishes that calibrated tooling used in the accomplishment of maintenance is in suitable condition and in current calibration.

Y. Perform any other duties as assigned by the Director of Aviation.

Z. The Director of Maintenance may delegate all of his duties to qualified persons under his supervision. This does not however, relieve him of their overall responsibility.

2.6.1.2 QUALIFICATIONS REQUIRED

A. Hold a current Mechanic Certificate with an airframe and power plant rating.

B. Have three years experience in the past three years as a certified mechanic in maintaining aircraft in same category and class of aircraft operated by AA767.

C. Have at least one year of experience in a supervisory capacity maintaining the same category and class of aircraft operated by AA767.

2.6.2 MECHANIC

- **Reports To:** Director of Maintenance
- **Responsible Area:** Area assigned; aircraft, hangar, line, shop and the duties and responsibilities associated with that assignment.
- **Authority Level:** Has the authority of his applicable licenses/certificates in accomplishing duties and responsibilities.

2.6.2.1 SUMMARY OF DUTIES & RESPONSIBILITIES

A. Responsible to the Director of Maintenance for the accomplishment of all work assigned in accordance with policies, procedures, requirements and specifications established by the company, applicable government agencies and the manufacturers as contained in the approved Maintenance Program and its Manuals. In fulfilling this basic function, he will:

B. Perform all work assigned in accordance with approved company maintenance procedures. Properly record work performed and assumes responsibility for that work as indicated by his full signature and certificate number.

C. Ensure that manuals, microfilm, technical data, etc. used in testing, inspection, and/or repair of aircraft, engines, appliances or components are current and appropriate.

D. Immediately reports to the Director of Maintenance any recognized non-airworthy condition, non-compliance with the 14 CFR and/or any condition that he perceives as being unsafe or not airworthy.

E. Ensure that all work or inspection operations accomplished on any aircraft, appliance or component is being done so with the proper references, manuals, tooling and forms; and that all paperwork is completed as required.

F. Perform the requirements of aircraft logbook, maintenance forms and document completion and handling as detailed in the General Maintenance Manual.

G. Ensure accountability and signature for the elements of work accomplished and documents that work in the manner and fashion prescribed in the GMM. All maintenance actions will be recorded.

H. Responsible to perform and accomplish all phases of assignment in a safe, reliable and cost effective manner.

I. Responsible to help establish and assist in maintaining the cleanliness, security and safety of the workplace.

J. Maintain and protect the property and reputation of the company in a consistent and professional manner.

K. Performs inspection of the work accomplished by airframe and powerplant mechanics or repairman. Accomplish "Buy Back" inspections of items previously rejected during inspection and releases the aircraft as airworthy in accordance with established procedures.

L. Executes proper form when components are replaced on the aircraft and reviews recorded entries to determine that maintenance and inspections have been properly cleared. Determines that items listed on the AA767 Aircraft Maintenance Log and appropriate forms have been signed prior to releasing the aircraft for return to service.

M. Establishes that calibrated tooling used in the accomplishment of maintenance is in suitable condition and in current calibration.

N. May be assigned to perform RII inspections under the authority of the Director of Maintenance.

O. May be assigned to perform Flight Mechanic duties as required.

P. Perform other duties as assigned by the Director of Maintenance.

2.6.2.2 QUALIFICATIONS REQUIRED

Hold a current Mechanic Certificate with an airframe and power plant rating.

2.7 ASSIGNED FAA OFFICE

A. The Flight Standards office that has overall oversight and responsibility for the operating certificate of AA767 is:

Philadelphia Flight Standards District Office, AFG-300 EA17
2 International Plaza
Suite 110
Philadelphia, PA 19113

B. The telephone numbers for the Flight Standards District Office, AFG-300 EA17 are:

- 610.595.1500 (Telephone)
- 610.595.1519 (Fax)

End of Chapter

Chapter 3
Maintenance Recording

The chapter summarizes the maintenance recording policies and procedures for AA767.

3.1 MAINTENANCE RECORD SYSTEM

A. To meet the requirements of 14 CFR Parts 125.249 (3)(B)(1)(2)(3) and 91.417, AA767 has established a system of records keeping which allows for the recording of maintenance, preventative maintenance and alteration. The chapter describes the method of recording maintenance information and for the retention of aircraft records.

B. Maintenance conducted by approved maintenance providers may be documented on the maintenance provider's forms at the discretion of the Director of Maintenance. The Director of Maintenance is responsible to ensure that forms used by these maintenance providers contain all information required by the AA767 forms systems. Copies of these forms must be forwarded for retention as outlined in this section.

3.2 AIRCRAFT MAINTENANCE LOG

Each aircraft operated by AA767 is provided with an Aircraft Maintenance Log binder which provides a method of recording or deferring mechanical irregularities and their correction as required by 14 CFR Part 125.73 (e) (f) and (g) and 125.407. This binder contains the forms required for checking the inspection status of the aircraft, proper reporting of mechanical irregularities and corrective actions, weight and balance information, and deferring a MEL item.

3.2.1 AIRCRAFT MAINTENANCE LOG FORM 30-001

A. The Aircraft Maintenance Log (Form 30-001) is the document that provides a method of reporting and recording mechanical irregularities that come to the attention of the Pilot-In-Command before, during or at the completion of flight. The log also provides the Pilot-In-Command the information required to determine that mechanical irregularities or defects that were previously reported have been corrected or that correction has been deferred per 14 CFR Part 125.73(g) and Section 5 of this manual.

B. This form also provides a record of compliance for Airworthiness Directives, Service Bulletins, manufacturer's recommended special inspections, work cards, service checks and documenting the completion of maintenance work packages.

C. The Aircraft Maintenance Log provide for the recording of total time in service for the airframe, engines and APU and is the document retained per 14 CFR Part 91.417(a)(2)(i). This document is also retained per 14 CFR Part 91.417(b) as a source document for the total time in service for the airframe, engines and APU (see records retention).

D. The log also provides for the documentation of Airworthiness/Maintenance release information or for making an appropriate aircraft log entry as required by 14 CFR Parts 125.411 and 125.407.

E. The form 30-001 Aircraft Maintenance Log is a bound multi-copy serialized form and is tail number specific.

The White copy: Is retained with the aircraft until the bound package is completed. When a new Aircraft Maintenance Log package is initiated, the old package will be retained in the aircraft until the first 10 pages of the new package are completed. At that time, the previously completed log package will be forwarded to the Director of Maintenance for Records retention. Retaining the Pink copies onboard the aircraft can allow the immediate disposition of a completed log package.

The Yellow copy: It is the responsibility of the Pilot in Command to have the yellow copy removed at the station where maintenance is performed and electronically transmitted to the Director of Maintenance for retention until the hard copy is received and filed at the Atlantic City facility. Once a copy is transmitted, the yellow copy will be forwarded to the Director of Maintenance by the most expedient and reliable method to be retained in the aircraft records file.

Note: AA767 normal practices will define reliable method as hand carried or FedEx overnight. AA767 will not ship aircraft records internationally. Records will be retained with the aircraft until returning to home base.

The Pink copy: May be left onboard the aircraft for flight crew reference or returned to the Director of Maintenance for disposition.

3.2.2 AIRCRAFT INSPECTION STATUS REPORT FORM 30-002

A. The Aircraft Inspection Status report form 30-002 is updated and kept as part of the aircraft maintenance log binder. Copies of each report are distributed to the Director of Maintenance and dispatch. The report provides a simplified method to ensure that the Pilot-In-Command, dispatch, and the mechanic releasing the aircraft are aware of any required airworthiness inspections due or coming due. A new form is initiated when the next due date of any item is updated. The Aircraft Inspection Status Report identifies the current inspection status of the aircraft and the time of the next inspection required by the inspection program under which the aircraft and its appliances are maintained per 14 CFR Part 125.73 (e) and 91.417(a)(2)(iv).

B. The Director of Maintenance or his designee will assure that the aircraft Inspection Status Form is current and up-to-date at the time of an airworthiness release.

3.3 MAINTENANCE WORK PACKAGE

A. A maintenance work package includes a Work Package Control Tally, Component Control Form, Maintenance Non-Routine Discrepancy Tally, Non-Routine Discrepancy Forms, work cards, task cards, and other instructional documents. Work packages for AA767 aircraft are filed with that aircraft's maintenance records according to Section 3.10.

3.3.1 MAINTENANCE NON-ROUTINE DISCREPANCY FORM 30-003

A. The Maintenance Non-Routine Discrepancy Form is issued to record maintenance discrepancies found during the compliance of a Work Package. The form may be used to record unscheduled maintenance discrepancies discovered during inspections, special inspections, or fleet campaign directives.

B. The form provides a method of documenting the removal and replacement of parts and components.

C. This form can be used to document partial work accomplished for a work card that does not have a step-by-step instructional task card attached.

D. Contract maintenance facilities may utilize their own non-routine maintenance recording form if all recording and retention requirements of Form 30-003 can be met.

3.3.2 WORK PACKAGE CONTROL TALLEY FORM 30-008

When starting an inspection or maintenance event, a Work Package Control Tally will be initiated that will specify the aircraft time and cycles, current date, and event type, and will list, for accountability, the documents that are required to complete the event.

3.3.3 WORK PACKAGE COMPONENT CONTROL FORM 30-009

A Component Control Form is used to track the installation and removal of line replaceable units (LRUs) within a work package.

3.3.4 MAINTENANCE NON-ROUTINE DISCREPANCY TALLY FORM 30-010

A Maintenance Non-Routine Discrepancy Tally Form is used for issuing and tracking the completion of Non-Routines generated in a work package.

3.4 FLIGHTDOCS MAINTENANCE TRACKING PROGRAM WORK CARDS

Work Cards are computer generated and provide a means to sign off and account for the completion of an individual aircraft inspection program task, other maintenance tasks, and component replacements. The Work Card will have referenced or attached the instructional information required to accomplish the maintenance or inspection task. This may include, but not limited to, a Task Card, the Aircraft Maintenance Manual task, an ICA, engineering report or authorization, an Airworthiness Directive or Service Bulletin. Together, the cards provide a method of recording the maintenance activity for an AIP task item as required by 14 CFR Part 43.9. The Work Cards that do not have the required instruction attached will have the instructional reference documented in the description of work. An Aircraft Maintenance Log Form 30-001 entry or Non-Routine Discrepancy Form 30-003 will be generated against the card to document any in-process inspection requirements or any discrepancies found.

3.5 INSPECTION COMPLIANCE

A. AA767 uses Flightdocs Maintenance Tracking Program. This program has its own reports and provides a means for tracking all inspection requirements on a calendar, aircraft flight hour, flight cycle, and out of cycle basis as outlined in each aircraft inspection program. The calendar inspection requirements are grouped together and tracked as an inspection event, i.e. 30 Day Service Check, Seven Day Check, A-Check, and C-Check. The Work Cards for each of these events are tallied together to form an Inspection or Work Package.

B. Inspections are documented on the Flightdocs Work Cards as outlined in Section 3.3 These cards are based on the Boeing Maintenance Planning Data, supplemental ICAs, and repair ICAs that have been incorporated into each aircraft inspection program.The Work Cards are used as the compliance record for updating the required task in the computer-based tracking system. To ensure that managers and maintenance personnel utilizing the Flightdocs Maintenance Tracking Program are familiar with the system, the vendor provides online tutorials and formal web based system training.

C. If an item has been identified as an RII, the letters “RII” are printed next to the inspector box. The RII may be pre-printed, written or stamped by the Director of Maintenance or other authorized personnel. Required inspection Items procedures are outlined in Section 6 of this manual.

D. If a discrepancy is discovered during an inspection task, the discrepancy and corrective action shall be recorded as a non-routine discrepancy by the approved maintenance provider’s method or on Form 30-003. The non-routine item must be clearly identified on the original generating Work Card and accounted for on the respective non-routine tally.

3.6 PARTS TAGS

A. Normally AA767 will use the parts tagging procedures of their approved maintenance providers. In cases where AA767 accomplishes minor maintenance task which requires tagging of parts, or at facilities where no other tagging system exists the following parts tagging procedures will apply.

B. AA767 utilizes a tagging system to determine the status of aircraft parts and components. The system uses a yellow tag to identify serviceable parts, a green tag to identify unserviceable parts, and a red tag to identify condemned parts.

C. The identification tag will be placed on all aircraft parts by maintenance personnel as they are removed. The tag will identify parts as being Serviceable, Repairable, or Condemned.

D. Each unserviceable part that is removed from an aircraft will be tagged with a green REPAIRABLE identification tag. The tagged part is then routed to AA767 for disposition.

E. The Director of Maintenance or his designee will forward the removed part to an approved vendor for overhaul or repair.

3.6.1 SERVICEABLE FORM 30-004 YELLOW TAG

The Serviceable tag is used to identify parts that are eligible for installation on AA767 aircraft. The completed tag indicates that the part has been inspected and found serviceable through a visual inspection and a review of accompanying paperwork. New parts received from a vendor or manufacturer may be accompanied by an invoice that provides the information required to make the eligibility determination. In addition, FAA Form, 8130-3, or equivalent, may be used to substantiate serviceability of new, overhauled or repaired parts.

3.6.2 REPAIRABLE FORM 30-005 GREEN TAG

A. This tag will be used to identify parts that have been determined to be unfit for further use until repaired. Components or parts removed from an aircraft or from another component will be inspected for condition and repairable tags will be attached to units needing repair or overhaul. This tag will be initiated by maintenance personnel as applicable. When a mechanic or inspector suspects or believes an item is not fit for further use or cannot be economically repaired, he will note the reason on the unserviceable parts.

B. It will be the responsibility of all personnel removing repairable parts to assure than a REPAIRABLE tag on a removed part is properly completed. He will also make certain that the part is properly protected and openings capped to prevent fluids from leaking.

3.6.3 CONDEMNED FORM 30-006 RED TAG

A. When a unit which has been routed back to AA767 for repair is determined to be not fit for further use or cannot be economically repaired, a Condemned tag will be completed and attached to the unit by the Director of Maintenance or designee. The unit will then be quarantined for disposition.

B. Unsalvageable aircraft parts, components, and materials will be marked and mutilated prior to disposal.

Note: Refer to section 9.10 of this manual for procedures for reporting suspected unapproved parts.

3.7 FAA FORM 337

The FAA Form 337 is the method utilized by AA767 for the recording of major repairs or alterations on all aircraft. Major repairs or alterations accomplished for AA767 by contract agencies will be recorded on the FAA 337 form. The form will be processed and retained in accordance with Advisory Circular, AC 43.9, as revised and 14 CFR Part 43, Appendix B.

3.8 AD CURRENT STATUS RECORD

The current status of applicable Airworthiness Directives (ADs) is maintained using the Flightdocs tracking program. Per the requirements of 14 CFR Part 91.417(a) (2) (v), the program provides for identification of the AD, method of compliance and identifies any recurring action and the time and date when the next action is required.

ATP.com provides AD Email Notification Service to keep the DOM or designee up-to-date on the latest FAA ADs on an as issued basis by email notification. Research for applicability and required associated compliance is determined upon receipt and review. Flightdocs provides notifications service. Flightdocs notification places the AD into a tracked item status with an OPEN disposition. The DOM or designee will determine the final AD disposition and if applicable associated time compliance requirements.

The next AD due will be documented on the AA767 Aircraft Inspection Status, Form 30-002. This allows the flight crew to have a method for quickly reviewing details regarding the compliance status to prevent any inadvertent over flight of an AD.

3.9 CURRENT STATUS OF LIFE LIMITED PARTS AND TIME SINCE OVERHAUL

The current status of life limited parts, required by 14 CFR Part 91.41 7(a)(2)(ii), and time since overhaul of items required to be overhauled, required by 14 CFR Part 91.417(a)(2)(iii), is tracked using the Flightdocs tracking program. This program is capable of generating job cards for the removal and replacement of life limited and time controlled parts. As the job cards are completed and input back into the computer program the status is automatically updated.

3.10 RECORDS RETENTION

Reference: 14 CFR Part 91.417(b) (1 - 3)

A. Retention and quality of aircraft maintenance records is the responsibility of the Director of Maintenance. Records for each aircraft are maintained by the Director of Maintenance or designee at the AA767 Main Base at Atlantic City Airport, Egg Harbor Township, NJ. The records are kept as follows.

Note: 14 CFR Part 91.417(c) AA767 will make all maintenance records required to be kept by this section available for inspection by the Administrator or any representative of the National Transportation Safety Board.

B. Each aircraft operated by AA767 will have a tail number/serial number specific maintenance record file. Each file will be grouped and retained in an annual, January - December divided, sub-file. The annual sub-files will consist of the Form 30-001 Yellow copy. Any work cards, task cards, and part certification data referenced on Form 30-001 will be retained in this sub-file or in the same manner. Two calendar year sub-files will be retained for ready review. Once two years has elapsed, the sub-files and all work packages for that year will be grouped together and boxed for storage.

C. The aircraft inspection status report form 30-002 will be retained as a part of the aircraft records. When a new 30-002 is initiated in the aircraft maintenance log binder, the old 30-002 is forwarded to the main base for retention in the aircraft maintenance records file for 90 days. The aircraft inspection status form is not the current inspection status of the aircraft, but serves as a history to substantiate the information on the current status form retained in the aircraft maintenance log binder.

D. The Maintenance Non Routine Discrepancy Form 30-003 may be retained in one of two ways. If the discrepancy form is generated to record partial work accomplished for a Work Card that is not a part of a Work Package it will be retained in the monthly record sub-file attached to the Work Card. If the discrepancy form is generated in support of an item within a Work Package, the form will be retained as part of the completed Work Package.

E. When parts or accessories are changed for scheduled or non-scheduled maintenance the substantiating data for the qualification of the part or accessory will be filed along with the maintenance record form on which the change was documented. This data may consist of FAA Form 8130-3, parts tags or any other data that was used to determine the fitness of the item being installed. This type of data will be retained for the same time periods as required for the document, supported by the addition of the substantiating data. (Form 30-001, 30-003 or job card as appropriate).

F. The records of the last complete overhaul of any airframe, engine, propeller, rotor or appliance shall be retained until the work is repeated or superseded by work of equivalent scope and detail.

Note: After completion, all records required by this section should be reviewed for proper completion and submitted as soon as possible, but must be submitted to the Director of Maintenance for retention within 10 working days.

G. Flightdocs tracking program job cards utilized to record non-routine or unscheduled maintenance, are retained as a part of the monthly record sub-file in the same manner as the as the 30-001 Aircraft Maintenance Log and Maintenance Non Routine Discrepancy Form 30-003. When job cards are used to record completed inspections, the cards will be retained until that specific inspection (1A for 1A, 2A for 2A) is repeated or superseded.

H. Compliance of "on aircraft" Airworthiness Directive (AD) action, including but not limited to, one-time or repetitive inspection, test, or terminating action is recorded on Form 30-001 for each aircraft and retained with that aircraft record as per the Form 30-001 entry. The current AD status is tracked within the Flightdocs tracking program, Aircraft Inspection Status, and ATP services per Chapter 3.8.

I. FAA Form 337, utilized by AA767 for the recording of major repairs or alterations to the airframe and currently installed engines and appliances, will be maintained as a part of the aircraft records file. The FAA Form 337(s) retained in this manner will provide the compliance required by 14 CFR Part 91.417(a)(2)(vi), or when consolidated in the file, provide the list of Major repairs/Alterations required by 14 CFR.

J. The current status of life limited parts, required by 14 CFR Part 91.417(a)(2)(ii), and time since overhaul of items required to be overhauled, required by 14 CFR Part 91.417(a)(2)(iii), is tracked using the Flightdocs tracking program. The current status of life limited parts may be verified at any time through computer access to the various data bases.

3.11 TRANSFER OF MAINTENANCE RECORDS

Reference: 14 CFR Part 91.417(B)(2)

When aircraft on the AA767 operations specifications are removed from the aircraft listing the records retained as outlined above and retained per the requirements of 14 CFR Part 91.417 (b) will be transferred with the aircraft.

3.12 MAINTENANCE RECORDS COMPLETION

Upon receipt of aircraft maintenance recording forms the Director of Maintenance or his designee will review the submissions for proper completion and compliance with Work Card, Aircraft Maintenance Log, Service Bulletins, Airworthiness Directives and RII recording procedures. Any discrepancies will be noted and corrected and the documents routed for retention in the appropriate aircraft records.

3.13 SERVICE DIFFICULTY REPORTS

Reference: 14 CFR Part 125.409

A. When a condition that requires reporting under 14 CFR Part 125.409 occurs, the Director of Maintenance or his designee will submit the report using the FAA SERVICE DIFFICULTY REPORTING SITE. The Director of Maintenance will access the database and submit the report using the instructions for submittal contained at the website. The report will be sent electronically covering each 24 hour period beginning at 0900 hours local time of each day and ending at 0900 hours local time on the next day. Each report of occurrences during a 24 hour period must be submitted in this manner within the next 96 hours. However, a report due on Saturday or Sunday submitted on the following Monday, and a report due on a Holiday may be submitted on the next workday.

B. Although 14 CFR Part 125.409 does not specify the exact events required to be reported, AA767 has elected to utilize the reporting criteria required under 14 CFR Part 121.703.

C. The Director of Maintenance or his designee shall report the occurrences or detection of each failure, malfunction, or defect in an aircraft concerning:

1) Fires during flight and whether the related fire-warning system functioned properly;
2) Fires during flight not protected by related fire-warning system;
3) False fire-warning during flight;
4) An exhaust system that causes damage during flight to the engine, adjacent structure, equipment, or components;
5) 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;
6) Engine shutdown during flight because of flameout;
7) Engine shutdown during flight when external damage to the engine or aircraft structure occurs;
8) Engine shutdown during flight due to foreign object ingestion or icing;
9) Shutdown of more than one engine during flight;
10) A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;
11) An unwanted landing gear extension or retraction or opening or closing of landing gear doors during flight;
12) Brake system components that result in loss of brake actuating force when the aircraft is in motion on the ground;
13) Aircraft structure that requires major repair;
14) Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer or the FAA; and
15) Aircraft components or systems that result in taking emergency actions during flight (except action to shut-down an engine).

16) Emergency evacuation systems or components including all exit doors, passenger emergency evacuation lighting systems, or evacuation equipment that are found defective, or that fail to perform the intended functions during an actual emergency or during training, testing, maintenance, demonstrations, or inadvertent deployments.

D. For the purpose of this requirement, during flight means the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.

E. In addition to the reports required above, the Director of Maintenance shall report any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in his opinion, the failure, malfunction, or defect has endangered or may endanger the safe operation of the aircraft.

F. The AA767 Director of Maintenance will transmit the reports required via the FAA SDR database. The reports shall include the following information:

1) The type and identification number of the aircraft.

2) The name of the operator.

3) The date, flight number, and stage during which the incident occurred (e.g., preflight, takeoff, climb, cruise, descent landing, and inspection).

4) The emergency procedure effected (e.g., unscheduled landing and emergency descent).

5) The nature of the failure, malfunction, or defect.

6) Identification of the part and system involved, including available information pertaining to type designation of the major component and time since overhaul.

7) Apparent cause of the failure, malfunction or defect (e.g., wear, crack, design deficiency, or personnel error).

8) Whether the part was repaired, replaced, sent to the manufacturer, or other action taken

9) Whether the aircraft was grounded.

10) Other pertinent information necessary for more complete identification, determination of seriousness, or corrective action.

G. The Director of Maintenance may not withhold a report required by this section even though all information required is not available.

H. When the Director of Maintenance gets additional information, including information from the manufacturer or other agency, concerning a report he shall expeditiously submit it as a supplement to the first report and reference the date and place of submission of the first report.

I. A report required by this section may be submitted by a certificated repair station at the discretion of the AA767 Director of Maintenance. AA767 remains primarily responsible for ensuring compliance with the reporting requirements and shall receive a copy of each report submitted by the repair station.

3.14 STRUCTURAL INSPECTION TASKS

Structural Inspection tasks contained in the applicable section of each aircraft's approved inspection program will be performed within the time interval required by that program. When defects are found AA767 will submit a completed Discrepant Structure Report, Form 30-007 to:

Philadelphia Flight Standards District Office, AFG-300 EA17
2 International Plaza
Suite 110
Philadelphia, PA 19113

Manager ACO FAA
Mail Stop: ANM-100-S
1601 Lind Avenue SW
Renton, WA 98055
FAX: (425) 917-6590

BOEING COMMERCIAL AIRPLANE GROUP
Attn: Director, Service Engineering Org: CP-01-130
Mail Stop: 110-SA46
2201 Seal Beach Blvd
PO Box 2515
Seal Beach, CA 90740-1515
FAX: (562) 797-2347

These defects will also be reported to the FAA via the SDR process per Paragraph 3.13 C item 13.

End of Chapter

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Chapter 4
Maintenance

4.1 MAINTENANCE CATEGORIES

4.1.1 GENERAL

A. AA767's *General Maintenance Manual* divides maintenance practices into different categories corresponding to the required maintenance actions outlined in this manual. The categories are:

1) Scheduled Maintenance;
2) Unscheduled Maintenance
3) Preventative Maintenance;
4) Major Alterations and Major Repairs;
5) Maintenance Practices;
6) Inspections

B. The Director of Maintenance is responsible for the maintenance, preventive maintenance, major alterations and major repairs of all aircraft operated by AA767. This includes airframes, engines, appliances, emergency equipment and parts.

C. The Director of Maintenance is responsible for the inspection of any maintenance, preventive maintenance, major alterations and major repairs of all aircraft operated by AA767. This includes airframes, engines, appliances, emergency equipment, and parts.

D. These responsibilities will be executed in accordance with the applicable manufacturers' maintenance manuals, FAA Regulations, and FAA accepted/approved AA767 manuals.

E. The efficient planning, scheduling, and controlling of the flow of company aircraft through maintenance facilities is basic to the overall maintenance plan.

F. In the event of a conflict between the AA767 procedures outlined in this manual and FAA Regulations, the FAA Regulations will prevail.

G. The maintenance administrative functions outlined in this manual are applicable to maintenance and inspections performed by both AA767 employees and contract personnel.

H. In accordance with 14 CFR 125.247(e)(3), AA767 is required to apply and utilize an inspection program for each aircraft in operation. Therefore; AA767 has developed a low utilization inspection program for each aircraft. These programs were developed using the requirements of the model specific Boeing Maintenance Planning Document, as revised. This GMM and each aircraft inspection program will define the aircraft maintenance schedule.

4.1.2 SCHEDULED MAINTENANCE

Scheduled maintenance such as preflights, service checks, and inspections of airframe, engines, and components are recorded using Flightdocs Work Cards and the Aircraft Maintenance Log. To preclude ever compromising the margin of safety, the aircraft inspection programs provide for and permit an essential and reasonable degree of flexibility for operational contingencies that may be encountered from time to time. However, the developed inspection programs fully reflect the basic requirements of the original manufacturer's systems and provides at all times for the continued airworthiness of each aircraft not withstanding the operational environment of the aircraft.

A. Preflight Check / 30 Day Service Check

1) Preflight Check

a) Accomplish before the first flight of the day or when an aircraft remains on the ground for twelve (12) hours or more.

b) Must be accomplished by an FAA certificated maintenance person with an Airworthiness Release.

2) 30 Day Service Check

a) Accomplished every 30 consecutive days from the most recent 30 Day Service Check.

b) Must be accomplished by FAA certificated maintenance personnel only along with an Airworthiness Release.

B. Seven Day Check

The Seven Day Check is to be accomplished on the seventh day only if the aircraft has not operated for six continuous days. This check must be accomplished by FAA certificated maintenance personnel only along with an Airworthiness Release.

C. Letter Checks, A-Check & C-Check

Letter Checks are accomplished in accordance with each aircraft specific inspection program. Letter checks will have multiple segments based on interval criteria specified within the program.

Each Letter Check segment will be accomplished in conjunction with the required lower checks as illustrated on the inspection schedule matrix within each program.

Letter checks must be accomplished by an organization in accordance with AA767 Maintenance Policy, Chapter 9.3 of this manual.

4.1.3 UNSCHEDULED MAINTENANCE

A. Unscheduled maintenance is performed in accordance with the instructions in this manual. In some cases, such as lightening strikes, overweight landings and engine changes, Work Cards may be available. All unscheduled maintenance, must be recorded in the maintenance log as required by 14 CFR 43.9.

B. The mechanic completes the Aircraft Maintenance Log and signs off each maintenance step or form that is completed.

4.1.4 PREVENTIVE MAINTENANCE

Preventive maintenance means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations.

4.1.5 MAJOR REPAIR OR ALTERATIONS

A. The Director of Maintenance or other maintenance personnel will determine if the repair or alteration is a major or minor repair based on 14 CFR Part 43 Appendix A and Advisory Circular, AC 43-210, as revised, Figure 3-2.

B. Major repair and alterations will be recorded on FAA Form 337 as referenced in Advisory Circular, AC 43.9-1, as revised. Certified repair stations may use their work order form to record major repairs in accordance with 14 CFR 43 Appendix B.

- The 337 can be an E337 electronic form that is forwarded to AFS-750.

C. All major repairs and alterations must be performed using FAA approved data including, but not limited to;

1) Manufacturer's FAA Approved Data,
2) Supplemental Type Certificates,
3) Airworthiness Directives,
4) FAA Field Approval (FAA Form 337),
5) Designated Engineering Representative Approved Data with FAA Form 8110-3 Statement of Compliance,
6) Designated Alteration Station Approved Data,
7) Appliance Manufacturer's Manuals.

4.1.6 MAINTENANCE PRACTICES

Procedures for maintenance, preventive maintenance, servicing and inspections for our aircraft are located in the following documents. The list of documents sets forth the priority of each document and the order they are to be followed:

1. FAA Regulations
2. AA767 Maintenance Alert Bulletins
3. AA767 AIP
4. AA767 GMM
5. Approved Engineering Authorizations
6. Supplemental System ICAs and CMMs
7. Manufacturer's Maintenance Manuals
8. Manufacturer's Standard Practice Manuals

4.1.7 MAINTENANCE ALERT BULLETINS

A Maintenance Alert Bulletin Form 40-003 is issued by the Director of Maintenance or his designee to immediately notify individuals, who perform maintenance on AA767 aircraft, of changes to the policies or procedures used to conduct such maintenance. A MAB can be used to distribute and make available for reference important maintenance information during the revision process of the applicable document. The instruction or intent of a MAB cannot be contrary to any FAA Regulation.

Issued MABs will be filed in the MAB Binder and maintained in the Main Maintenance Base. The binder will also include a MAB Master Listing Form 40-004 of all issued MABs. The Master Listing will include the MAB number, subject, date issued, date deleted and initialed accountability of review by all AA767 full-time maintenance personnel.

Once issued, the Director of Maintenance will distribute and verify that the bulletin has been filed and reviewed within 7 days of the date of issue. It is the responsibility of the Director of Maintenance to notify any maintenance provider of applicable MABs at the time of maintenance being performed.

The Director of Maintenence will review active MABs for incorporation and relevance. MABs, that impact a document controlled and or revised by AA767, are incorporated into the applicable document in accordance with the document's revision procedures, the bulletin will be deleted and removed from the binder. Documents not controlled by AA767, that are subject matters of a MAB, will be monitored by the Director of Maintenance for incorporation and relevance. If the Director of Maintenance determines the bulletin is no longer required, it will be removed from the binder. All Bulletins will remain on the Master Listing and documented as being deleted.

4.2 REMOVAL OF ALL PROTECTIVE COVERS ON SENSORY PORTS

A. Use the aircraft maintenance manual to identify sensory ports that will be identified with a red streamer and “Remove Before Flight” notification. However, during maintenance, painting, and pressure washing, these tags may be omitted. Refer to the AMM for guidance on the removal of covers and ports.

B. After each aircraft cleaning or maintenance, an inspection of all static ports, pitot tubes, and or any other aircraft sensory probe shall be performed for tape, moisture resistant paper, or covers. The blanking of any sensory port shall be recorded in the aircraft maintenance log.

4.3 AIRCRAFT CLEANING

The aircraft cleaning and maintenance inspection procedures are located in the *Aircraft Maintenance Manual*. These procedures should be carefully followed to prevent damage to the aircraft of flight controls.

WARNING

A CAREFUL INSPECTION OF ALL STATIC PORTS, PITOT TUBES AND ANY OTHER AIRCRAFT SENSORY PROBES SHALL BE MADE TO ENSURE THE SENSORY PORTS ARE FREE AND CLEAR OF COVERINGS OR DEBRIS.

WARNING

INCIDENTS HAVE OCCURRED WHEN CLEAR TAPE HAS BEEN USED TO BLANK PITOT-STATIC PORTS. EXAMINE EACH PORT CLOSELY TO ENSURE THAT BLOCKAGES ARE COMPLETELY REMOVED BEFORE FLIGHT. THE USE OF CLEAR TAPE FOR BLANKING PURPOSES IS NOT APPROVED BY AA767.

4.4 STORAGE OF AIRCRAFT

A. When a decision is made to store an aircraft, the Director of Maintenance shall consult with the Director of Operations to determine the type of storage required. The program established for storage will be determined in accordance with the specific Aircraft Maintenance Manual and developed aircraft inspection program.

B. The Director of Maintenance or his designee shall prepare the storage work package and schedule the initial storage tasks including any required repetitive checks. It is the responsibility of the Director of Maintenance to ensure the contracted storage/maintenance facility accomplish the requirements of the storage work package in accordance with this manual and the specific aircraft inspection program.

C. When a decision is made to return the aircraft from storage, the Director of Maintenance shall identify the required maintenance tasks and inspections. The work requirements shall include, but will not be limited to:

1) The performance of required inspections ADs, SBs, CPCPs, SSIDs, DMIs and any other open items.

2) It is the responsibility of AA767 to prepare the work package for compliance.

4.5 MAINTENANCE CHECK FLIGHTS

A. AA767 will not carry any passengers in any aircraft that has been maintained, rebuilt, or altered in a manner that may have appreciably changed its flight characteristics or substantially affected its operation in flight until a maintenance check flight is requested, conducted, and signed off in the aircraft maintenance logbook.

B. As per 14 CFR Part 91.407(a) the aircraft will be inspected and signed off as airworthy with a maintenance release, as required by 14 CFR Part(s) 43.9 and or 43.11, in order to perform the maintenance check flight.

C. Prior to accomplishing a maintenance check flight, the assigned flight crew shall be briefed by the Director of Maintenance, or a designee, on the conditions and reasons for the flight and how the performance or flight characteristics of the aircraft may have been affected,

D. Maintenance check flights shall be conducted subject to the following limitations:

1) Essential crew only;

2) VFR weather conditions;

3) During daylight hours;

4) No maintenance flight may be accomplished with passengers on board;

5) If cargo is on board, it must be verified that weight and CG limits will not adversely impact the maintenance check flight.

6) Maintenance flights must receive prior authorization from the Director of Maintenance and the Director of Operations or their designee.

E. The Director of Maintenance determines when a maintenance flight is required; however, a maintenance flight to verify airworthiness of the following items is mandatory:

1) Engines

(a) A maintenance check flight shall be accomplished following the replacement of one or more engines.

(b) Maintenance check flight rules apply equally to overhauled, repaired, loaner or replacement engines installed on AA767 aircraft.

2) Airframe

(a) A maintenance check flight is required after replacement of any major flight control surface such as flaps, ailerons, elevators, rudder, wing, vertical fin, or horizontal stabilizer.

3) Major Components.

(a) A maintenance check flight is required whenever a complete system or assembly consisting of several units or sub-units that if improperly installed, repaired or overhauled might affect the airworthiness of the aircraft or reliability of that system.

F. A request for a maintenance check flight should be entered as an open item on the Aircraft Maintenance Log. The following is an example:

1) “Aircraft requires maintenance check flight due to rigging of right aileron.”

2) Upon completion of the check flight, the following statement example clears the log:

3) “Maintenance check flight completed satisfactorily.”

4) If unsatisfactory: Enter “Maintenance check flight unsatisfactory.” and enter the discrepancy in the Aircraft Maintenance Log.

4.6 FLIGHT AND COCKPIT RECORDERS

4.6.1 COCKPIT VOICE RECORDERS

Reference: 14 CFR Part 125.227

A. 14 CFR Part 125.227 requires that AA767 not operate a large turbine engine powered airplane or a large pressurized airplane with four reciprocating engines unless an approved cockpit voice recorder is installed in that airplane and is operated continuously from the start of the use of the checklist (before starting engines for the purpose of flight) to completion of the final checklist at the termination of the flight.

B. In the event of an accident or occurrence requiring immediate notification of the National Transportation Safety Board under 49 CFR part 830 of its regulations, which results in the termination of the flight, the Director of Maintenance shall keep the recorded information for at least 60 days or, if requested by the Administrator or the Board, for a longer period. Information obtained from the record is used to assist in determining the cause of accidents or occurrences in connection with investigations under 49 CFR part 830. The Administrator does not use the record in any civil penalty or certificate action.

4.6.2 FLIGHT DATA RECORDERS

Reference: 14 CFR Part 125.225

A. 14 CFR Part 125.225 requires that AA767 not operate a large airplane type certificated after September 30, 1969, for operations above 25,000 feet altitude, nor a multiengine, turbine powered airplane type certificated after September 30, 1969, unless it is equipped with one or more approved flight recorders that utilize a digital method of recording and storing data and a method of readily retrieving that data from the storage medium.

B. Under normal operations AA767 shall keep the FDR recorded data until the airplane has been operated for at least 25 hours of the operating time specified in §125.227(a). A total of 1 hour of recorded data may be erased for the purpose of testing the flight recorder or the flight recorder system. Any erasure made in accordance with this paragraph must be of the oldest recorded data accumulated at the time of testing.

C. In the event that a Flight Data Recorder is replaced, the recorded data will be downloaded and retained by the Director of Maintenance until the aircraft has been operating for a period of at least 25 flight hours. If the data cannot be downloaded, the removed Flight Data Recorder will be tagged with a AA767 Green (Repairable) Tag and quarantined for a period of at least 25 flight hours. The AA767 Green tag will clearly annotated “Quarantined Hold Until Released by the AA767 Director of Maintenance.”

D. In the event of an accident or occurrence that requires immediate notification of the National Transportation Safety Board under 49 CFR 830 of its regulations and that results in termination of the flight, the certificate holder shall remove the recorder from the airplane and keep the recorder data prescribed by this section, as appropriate, for at least 60 days or for a longer period upon the request of the Board or the Administrator. AA767 will maintain a current copy of the Flight Data Recorder correlation report and in the event of an accident, provide the report to the FAA or the National Transportation Safety Board upon request.

4.7 WEIGHT AND BALANCE

Reference: 14 CFR 125.91(b)

4.7.1 GENERAL

A. The purpose of this chapter is to set forth methods, procedures, and responsibilities for maintaining weight and balance control of all aircraft operated by AA767 and for establishing the aircraft Basic Empty Weight (BEW).

B. Establishing Aircraft Weight and Balance (BEW) is required to be accomplished under the following conditions:

1) At least every 36 months.

2) If accumulated change to the weight and balance log exceeds plus or minus one half of one percent (0.5%) of the maximum landing weight, or the cumulative change in the CG position exceeds one half of one percent (0.5%) of the mean aerodynamic chord (MAC).

3) If the aircraft is new to the Operational Specifications and weight & balance records, do not reflect that the aircraft has been weighed in the last 36 months or after any modification that would change the weight characteristics of the aircraft.

C. Each aircraft, before being added to AA767 Operations Specifications, will undergo an aircraft conformity inspection and the initial empty weight and CG will be determined at that time.

D. The Director of Maintenance is responsible for maintaining a current weight and balance file for each aircraft. Each weight and balance file (BEW) will be kept current, filed in the maintenance files of the company, and will include the following:

1) A current equipment list as weighed

2) A copy of the current Weight and Balance Report Form

3) A copy of the Cumulative Weight and CG Change Form 40-001

4.7.2 CONTROLLING DOCUMENTS

Following are the controlling documents for AA767's Weight and Balance:

1) The Company's Operations Specifications "Aircraft Weight and Balance Control".

2) FAA approved Flight Manual appropriate to the type of aircraft.

3) Establishment of Operational Empty Weight (OEW) and Weight and Balance Control during flight operations including loading schedule instructions, are contained in the Company's Weight and Balance Manual.

4) Aircraft weighing instructions per appropriate Aircraft Maintenance Manual.

4.7.3 TERMS AND DEFINITIONS

The terms and definitions used in the AA767 weight and balance program are defined in the appropriate Aircraft Manufacturers' Weight and Balance Manual.

4.7.4 WEIGHING SCHEDULE

Per the requirement of 14 CFR Part 125.91, each aircraft will be weighed within a 36 month period and the aircraft empty weight and balance will be re-established. The next scheduled weighing is monitored using the Flightdocs tracking program.

4.7.5 AIRCRAFT WEIGHING PROCEDURE

The aircraft will be weighed on approved type weighing scales or weighing device of proper capacity. Each scale shall have been calibrated either by the manufacturer or an approved facility with traceability to the N.I.S.T.

4.7.6 PRE-WEIGHING

A. Conduct a complete inventory check of the airplane to determine that all required equipment for the empty weight is installed or properly accounted for. The manufacturers weighing checklist shall be used to ensure a consistent and thorough check.

B. All equipment not considered part of the basic weight should be removed. This includes but is not limited to blankets, coffee jugs, water in tanks, pillows, manuals, tool boxes, spare parts, etc. In other words, all items that are incidental to the operation of the aircraft should be removed.

C. Prepare aircraft fluids as required by the applicable manufacturer's weight and balance manual.

D. The aircraft should be thoroughly cleaned and dried before the actual weighing.

4.7.7 WEIGHING

A. Refer to each specific type aircraft, maintenance manual for detailed instructions regarding jacking and leveling.

B. The aircraft should ideally be weighed in a hangar with all doors closed. If it is necessary to weigh the aircraft outdoors, it must be weighed in zero wind conditions for reasons of safety and accuracy.

C. Weigh the airplane in accordance with approved means as outlined in each type aircraft manufacturer's weight and balance manual. Use the weighing forms provided in the appropriate aircraft manufacturer's weight and balance manual or vendor forms found to be equivalent by the Director of Maintenance.

4.7.8 INDIVIDUAL AIRCRAFT WEIGHT AND BALANCE CONTROL

Reference: AC 120-27, AS REVISED

The individual weight and balance of each aircraft will be re-established at the specific re-weighing periods. It will also be re-established by computing or re-weighing, whenever the cumulative changes to the empty weight exceed plus or minus one-half of one percent of the maximum landing weight or the cumulative change in C.G. position exceeds one-half of one percent of the C.G. range (Mean Aerodynamic Chord) (MAC).

4.7.9 RESPONSIBILITY FOR CURRENT AIRCRAFT EMPTY WEIGHT

A. The Director of Maintenance is responsible for current empty aircraft weight and balance.

Note: Weight changes of (plus or minus 5 pounds) must be recorded to maintain an effective weight and balance program. Changes to the aircraft weight will be recorded.

B. Prior to release of an aircraft that has undergone a repair or alteration affecting the weight and balance of the aircraft, the Director of Maintenance will ensure the following, as applicable:

1) If the cumulative weight change is less than plus or minus one-half of one percent of the C.G. range, weight and balance will be re-computed, record and filed on the Cumulative Weight and CG Change, Form 40-001. (No further action required).

2) When the cumulative weight change in the C.G. position exceeds plus or minus one-half of one percent of the C.G. Range, compute or re-weigh the aircraft as necessary to ensure safe operation. If the C.G. range is recomputed record the calculation on the Form 40-001. When re-weighing is accomplished record the weighing on the forms provided in the appropriate aircraft manufacturer's weight and balance manual or vendor forms found to be equivalent by the Director of Maintenance. (Forward changes to Director of Operations for recalculation of (OEW).)

3) When the cumulative weight changes is less than plus or minus one-half of one percent of the maximum landing weight, weight and balance will be re-computed, recorded and filed on the Cumulative Weight and CG Change, Form 40-001. (No further action required.)

4) When the cumulative weight change exceeds plus or minus one-half of one percent of the maximum landing weight, compute or re-weigh the aircraft as necessary to ensure safe operation. If the weight change is re-computed record the calculation on the Form 40-001. When re-weighing is accomplished record the weighing on the forms provided in the appropriate aircraft manufacturer's weight and balance manual or vendor forms found to be equivalent by the Director of Maintenance. (Forward changes to Director of Operations for recalculation of (OEW).)

C. Changes to the aircraft C.G., empty weight, or cumulative change to the aircraft weight and balance and their affect on (OEW) and the current loading schedule, is the responsibility of the Director of Operations. He will be responsible for prompt dissemination of information concerning changes in weight and balance to operations personnel.

4.8 FLIGHT PERMITS AND SPECIAL FLIGHT PERMITS

A. A Special Flight Permit may be issued by the FAA in order to ferry an aircraft that does not meet applicable airworthiness requirements, but is capable of safe flight, to a location where repairs can be performed. The Captain is responsible to notify the Director of Maintenance. The Director of Maintenance will determine if repairs can be made by an approved repair agency at the current aircraft location.

B. If repairs cannot be made at the current aircraft location and the aircraft must be flown to a location where repairs can be made, the Director of Maintenance shall:

1) During normal working hours, contact the respective FAA Flight Standards District Office having geographic responsibility for the area in which the aircraft is located.

2) After hours, contact the nearest Flight Service Station and request the contact number for the FAA Maintenance Inspector on duty, if available. Note that due to FAA reductions in the work force, an inspector may not be available during other than normal working hours; and,

3) Request issuance of a Special Flight Permit.

4) The Director of Maintenance must provide the following information to the FAA:

(a) Purpose of the flight;

(b) Proposed itinerary;

(c) Any special crew requirements to operate the aircraft;

(d) Reason for non-compliance with applicable airworthiness requirements; and,

(e) Other information considered necessary by the Administrator.

5) The following shall be complied with for AA767 ferry procedures:

(a) The Director of Maintenance shall determine that the aircraft can be safely flown to a location where maintenance or alterations can be performed by having appropriate inspections made by a FAA certificated mechanic and an entry made in the Aircraft Maintenance Log certifying the aircraft is capable of safe flight;

(b) Occupancy of this aircraft is limited to the required crew and other essential crewmember. Identification of required crew must be made at application for permit with the cognizant FAA FSDO;

(c) Carriage of other crewmembers and AA767 personnel may be authorized with the specific permission of the Director of Maintenance or Director of Operations when flight characteristics have not been altered appreciably or flight operations affected substantially;

(d) The operating weight of the aircraft must be the minimum necessary for safe flight considering adequate fuel reserves;

(e) Each operation shall be conducted in accordance with appropriate special conditions or limitations contained in the aircraft flight or Operating Manual;

(f) AA767 Director of Maintenance and Director of Operations will discuss and coordinate the need for additional flight limitations with the cognizant FAA permit issuing office;

(g) All Conditions and Limitations will be issued by the cognizant FAA issuing office and attached to the Special Airworthiness Certificate, FAA Form 8130-7;

(h) Any malfunctioning component or system shall be deactivated and placarded in such a way as to prevent accidental use which may endanger flight safety.

C. The aircraft may not depart until the Special Flight Permit from the FAA is delivered. The permit must be in written form; although email, fax, or telegram are acceptable. A verbal authorization is not acceptable. The authorization shall be carried on board the aircraft to the designated repair agency.

D. The Special Flight Permit may specify certain conditions and limitations that apply to the flight. The flight crew is required to comply with all special operating limitations imposed. At no time shall AA767 procedures supersede the conditions imposed by the FAA unless AA767 procedures are more restrictive.

4.9 Winter Operations

Winter operations require the aircraft be inspected prior to flight to ensure that control surfaces, wings, and empennage surfaces are free from ice and snow. The use of a de-icing agent (glycol) can be used if it is on the approved Boeing MSDS list for de-icing agents. All flight surfaces and controls shall be free and clear of ice or snow. For detailed Winter Operations and Guidelines, please refer to the Winter Operations Manual.

4.10 Off Wing Maintenance

All of the aircraft maintenance (OFF WING) necessary to return the item to a specific standard such as assemblies, components, landing gear, engines, etc., are to be maintained per the OEM's suggested maintenance procedures and guidelines. Any and all parts, assemblies, components, landing gear, engines shall require a current serviceable tag, overhaul documentation with back to birth information (if required), and/or FAA Form 8130 or equivalent in order to be reinstalled on the aircraft. The powerplant and APU maintenance requirement rules, with the exception of life-limited parts, the off-wing (In-shop/Detailed shop maintenance procedures) or off-airplane maintenance tasks are controlled in accordance with the recommendations established by the Manufacturer's Instructions for Continued Airworthiness.

4.11 Airworthiness Limitation Items/Fuel System Airworthiness Limitations

The Boeing Maintenance Planning Document, Airworthiness Limitations (AWL) Section for each aircraft is FAA approved and specifies maintenance required under Federal Aviation Regulation (14 CFR) 43.16, 91.403(c) and 125.507 unless an alternative program has been FAA approved. The Airworthiness Limitations may only be revised with the approval of the Seattle FAA Aircraft Certification Office (ACO).

SFAR 88 - Fuel Tank System Fault Tolerance Evaluation Requirements and Title 14 Code of Federal Regulations § 25.981 - Fuel Tank Ignition Prevention require maintenance instructions, and control limitations for certain fuel tank critical design configurations. Paragraph 2(a) of SFAR 88 and paragraph (b) of the new standard introduced by § 25.981 require certain design approval holders of Type Certificates (TCs) and Supplemental Type Certificates (STCs) of large transport airplanes to conduct a safety review of

the fuel tank systems. The purpose of the safety review is to identify design features that may result in development of ignition sources in the fuel tank systems. Fuel System AWLs are mandatory maintenance actions required to ensure that unsafe conditions identified by the safety review do not occur or are not introduced into the fuel tank system as a result of configuration changes, repairs, alterations, or deficiencies in the maintenance program throughout the operational life of the airplane.

An AWL may be an Airworthiness Limitation Instruction (ALI) or a Critical Design Configuration Control Limitation (CDCCL). CDCCLs are a means of identifying certain design configuration features intended to preclude a fuel tank ignition source for the operational life of the airplane. CDCCLs are mandatory and cannot be changed or deleted without the approval of the Seattle FAA ACO or applicable regulatory agency. The intervals for CDCCLs have not been established and must be reviewed when any maintenance in those sections is being performed. A critical fuel tank ignition source prevention feature may exist in the fuel system and its related installation or in systems that, if a failure condition were to develop, could interact with the fuel system in such a way that an unsafe condition would develop without this limitation. Strict adherence to configuration, methods, techniques, and practices as prescribed is required to ensure compliance with the CDCCL. Any use of parts, methods, techniques or practices not contained in the applicable CDCCL must be approved by the Seattle FAA ACO or applicable regulatory agency.

CDCCL items are contained in the Airworthiness Limitations Section/Appendix of each aircraft specific inspection program. AA767 is required to ensure these sections of the applicable aircraft inspection program are updated to the latest manufacturers' Maintenance Planning Data as required by the most current FAA Regulation.

Any maintenance performed in ATA Chapters 28 or 29 require maintenance personnel to coordinate with the applicable aircraft inspection program Airworthiness Limitations Section/Appendix for any CDCCL items. When the signoff of work performed is completed, reference must be made to reflect this section of the inspection program and the most current FAA regulation.

4.12 RVSM MAINTENANCE PROGRAM

4.12.1 GENERAL

A. The purpose of this section is to outline the procedures for initial and the continued airworthiness of aircraft operating in RVSM airspace. These procedures comply with FAA documents AC91-85, Authorization of Aircraft and Operations for Flight In reduced Vertical Separation Minimum Airspace, Title 14 Part 43 and Part 91 Appendix G and FAA Order 8900.1 Flight Standards Information Management System, Volume 4, Chapter 10.

B. All of the RVSM sections and procedures in this manual are a required element for RVSM operations. The aircraft AA767 operates in RVSM airspace are listed in Section 4.12.1 C.

C. AA767, LLC Aircraft Identification:

Aircraft/Model	Registration #	Serial Number	Initial Compliance Documents
B767-238	N673BF	23402	SB 767-53-0068 R2 SL 767-SL-02-011-D
B777-212ER	N777UK	30867	SB 777-53-0007 NSC 001 SL 777-SL-02-002-E

4.12.2 RESPONSIBILITIES

A. The Director of Maintenance will be the primary responsible authority for developing and monitoring RVSM maintenance requirements and procedures. The Director of Maintenance may delegate authority to other qualified individuals to complete these tasks. Changes to this program will be authorized only by the Director of Maintenance.

B. As revisions to the RVSM maintenance program are required, the Director of Maintenance or designee will submit the proposed revision per Chapter 1.6 of this manual.

C. The Director of Maintenance will ensure that the maintenance performed involving RVSM equipment, components, or airframe structural repair that affect airframe geometry, or skin surface contour (which may result in altimetry system error) are repaired and maintained in accordance with the documents stated in this chapter, the current Structural Repair Manual and/or Aircraft Maintenance Manuals, and all applicable and current Service Bulletins (SBs) and Service Letters (SLs).

D. The Director of Maintenance will ensure only maintenance technicians trained per Section 8.14 will perform inspections and maintenance on AA767 aircraft identified in Section 4.12.1C of this manual.

4.12.3 MAINTENANCE PROGRAM

A. AA767 conducts maintenance in accordance with 14 CFR Part 125.247 (a)(3) requirements. Maintenance and inspections are performed in accordance with an Aircraft Inspection Program that is FAA approved for each aircraft listed in Section 4.12.1C. The Aircraft Inspection Program (AIP) and this manual provide the acceptable maintenance practices for periodic inspections and maintenance that include RVSM components and systems.

B. Compliance of all required tasks is ensured by a computerized monitoring program. AA767 uses Flightdocs, Inc to monitor and record the compliance of the maintenance program.

4.12.3.1 INITIAL RVSM COMPLIANCE

A. Maintenance requirements listed in each Maintenance Planning Document, Aircraft Maintenance Manual, Aircraft Structural Repair Manual and component or modification Instructions for Continued Airworthiness (ICA), will be compiled and included in each AIP.

B. All maintenance documents have been updated to include RVSM requirements and inspection data. The required inspection has also been included in the AIP for each aircraft listed in Section 4.12.1C.

4.12.3.2 CONTINUED AIRWORTHINESS AND INSPECTION

A. Maintenance requirements listed in each Maintenance Planning Document, Aircraft Maintenance Manual, Aircraft Structural Repair Manual and component or modification Instructions for Continued Airworthiness (ICA), will be compiled and included in each AIP.

B. All scheduled RVSM inspection items, if any, will be listed in the AIP for each aircraft. These inspection items will be performed by qualified technicians as outlined in Section 4.12.6 of this manual.

C. All maintenance in structural areas critical to RVSM will be performed by qualified technicians outlined in Section 8.14. These areas are referenced in the Aircraft Maintenance Manual and or Aircraft Structural Repair Manual as per the initial compliance documents.

D. All maintenance performed on RVSM critical components listed in Section 4.12.5 and aircraft Pitot Static Systems will be performed by qualified technicians outlined in Section 8.14. Additionally, these items are Required Inspection Items and require procedures per Chapter 6 of this manual to be followed.

E. Pitot Static System calibration and leak checks will be accomplished using test equipment recommended by the OEM or RVSM equipment/system manufacturer.

F. Any modifications, repairs, or design changes that alter the initial RVSM approval will be subject to design review by the FAA. The Aircraft Maintenance Manual, Structural Repair Manual and initial compliance documents will be used as guidance.

G. Unscheduled maintenance of RVSM systems and components will be conducted in accordance with Section 5.10.

4.12.4 RVSM PARTS CONTROL

A. All replacement parts installed by AA767 and approved maintenance providers are inspected in accordance with Chapter 9.10 of this manual.

B. Inspectors performing these inspections are to be familiar with the RVSM CRITICAL COMPONENT LIST, Section 4.12.5 and ensure all part numbers are acceptable per the AIPC and AA767 ICAs, as revised. All part number discrepancies will be resolved prior to installing any RVSM part. Any changes to part data will require FAA engineering approval.

4.12.5 RVSM CRITICAL COMPONENT LIST

4.12.5.1 B767-238

A. Boeing Service Letter 767-SL-02-11-D, dated 16 February 2009, paragraph 1. a. 1)-4) provides the Avionics Requirements for the 767-200/-300 aircraft. AA767 will designate these requirements as the RVSM CRITICAL COMPONENT LIST as follows:

1) Altimetry/Air Data System

	Boeing P/N	Vendor P/N
Air Data Computers (2)	S242T210-206	4040800-906
Pitot Static Probes (4)	S233T912-1/-2/-3/-4	0856LU1/2/3/4
AOA Vanes (2)	S233T913-1, or -4	0861CAB, or 861FL
Primary Altimeters (2)	S231T101-1	4039892-904

2) Automatic Altitude Hold Control System

a) All Flight Control Computer (FCC), Flight Management Computer (FMC), and Mode Control Panel part numbers certified for the 767 airplane provide the required system performance for RVSM qualification. The automatic altitude control system performance, as it pertains to operation in RVSM airspace, is independent of actual FCC, FMC, and MCP part numbers installed on the airplane.

3) Altitude Alert System

a) All Altitude Alert Module part numbers certified for the 767 airplane provide the required system performance for RVSM qualification. The Altitude Alert System performance, as it pertains to operation in RVSM airspace, is independent of actual module part numbers installed on the airplane.

4) Air Traffic Control (ATC) Transponder

a) All ATC Transponder part numbers certified for the 767 airplane provide the required system performance for RVSM qualification. The ATC transponder performance, as it pertains to operation in RVSM airspace, is independent of actual module part numbers installed on the airplane. Any other equipment, that is equivalent in accuracy, is acceptable for RSVM.

B. Any non-Boeing modification is installed, which affects RVSM, it is the responsibility of AA767LLC to ensure the appropriate regulatory approval is obtained.

4.12.5.2 B777-218ER

A. Boeing Service Letter 777-SL-02-002-E, dated 13 September 2016, paragraph (a.) provides the Avionics Requirements for the 777 aircraft. AA767 will designate these requirements as the RVSM CRITICAL COMPONENT LIST as follows:

1) Altimetry/Air Data System

	Boeing P/N	Vendor P/N
Air Data/Inertial Reference Unit	S242W100-100	HG2060AD01
Secondary Air Data/Attitude Reference Unit	S242W200-100/-101/-102	HG2040AD01/02/03
Air Data Modules (2)	S242W300-100/-101	4071400-903/-904
Pitot Static Probes (4)	S233T912-1/-2/-5/-6	0856LU1/2/5/6
AOA Vanes (2)	S233T913-4	861FL
Input/Output Module (4)	S243W001-1201	4075500-902
Graphics Generator (2)	S243W001-1400/-1401	4075400-901/-902
Display Units (5)	S243W001-26XX	4073610-901/-903/-905/-911/ -915/-921/-923

2) Automatic Altitude Hold Control System

a) All Autopilot Flight Director Computer (AFDC), Flight Management Computing Function (FMCF), and Mode Control Panel part numbers certified for the 777 provide the required system performance for RVSM operations.

3) Altitude Alert System

a) All Altitude Alert System is part of the Warning Electronics System (WES). The Warning Electronic Unit, PN: 285W0015-101, provides the required system performance for RVSM operations.

4) Air Traffic Control (ATC) Transponder

a) All ATC Transponder part numbers certified for the 777 provide the required system performance for RVSM operations.

B. Any non-Boeing modification is installed, which affects RVSM, it is the responsibility of AA767LLC to ensure the appropriate regulatory approval is obtained.

4.12.6 QUALIFICATION OF RVSM MAINTENANCE PROVIDERS

A. Only properly trained AA767 maintenance technicians and FAA Part 145 certified repair stations will perform RVSM maintenance on all aircraft listed in Section 4.12.1C.

B. It is essential that any facility that does work on AA767 aircraft be made aware of the RVSM status and that only properly trained technicians are allowed to perform maintenance on RVSM critical areas, systems and components.

C. Training to qualify technicians will be conducted in accordance with Section 8.14 of this manual or an equivalent program approved by the Director of Maintenance.

D. All RVSM maintenance will be supervised by AA767 maintenance personnel to ensure that maintenance is conducted in accordance with this manual and all documents listed in Section 4.12.1

E. AA767 will ensure that the facility conducting the work is an appropriately rated FAA Certified Repair Station that meets the following requirements:

- Calibration of RVSM test equipment is current.
- Calibration of test equipment is traceable to appropriate standards.
- Repair Station personnel are trained in accordance with Section 8.14 or an equivalent program approved by the Director of Maintenance.
- The test equipment specified by the aircraft manufacturer/Type Certificate holder, or acceptable equivalents, will be available and used when required.
- Acceptable shop and maintenance practices are employed.
- Parts control and incoming inspection is adequate to meet the requirements of RVSM.
- The Repair Station has access to all up to date documents required to maintain RVSM airworthiness in accordance with this appendix and the aircraft AIP.
- Procedures as outlined in Chapter 6, Required Inspection Items, of this manual are to be followed when conducting maintenance on Pitot Static Systems or RVSM critical components.

4.12.6.1 AUDITING OF RVSM MAINTENANCE PROVIDERS

The Director of Maintenance, or designee, will audit all contract agencies and Certified Repair Stations to ensure the conformance of proper RVSM maintenance practices. Auditing will be accomplished prior to initial use and then repeated every 24 months in accordance with Section 9.4 and documented on Form 90-001 AA767 Repair Facility & Audit Checklist. This will ensure that all requirements of Section 4.12.6 E of this manual are met.

End of Chapter

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Chapter 5
Mechanical Irregularities

5.1 GENERAL

A. Federal Aviation Regulations require that the Pilot-in-Command shall enter, or have entered, each mechanical irregularity occurring during flight time.

B. Each irregularity (discrepancy) noted by the flight crew or a mechanic is recorded on the Aircraft Maintenance Log at the end of that flight. Instructions for recording discrepancies are contained in the Maintenance Recording chapter.

C. Regulations require that prior to each flight, the Pilot-in-Command shall determine that each discrepancy has been properly cleared or deferred.

D. Except as described in Section 4.8 of this manual: the aircraft will never be flown in an unairworthy condition. The following procedures are designed to assist the flight crew and maintenance department in determining if an inoperative or defective item leads to an unairworthy condition.

E. Procedures are included in the Chapter for the release of aircraft with certain inoperative equipment. See MEL information in sections to follow.

F. The Director of Maintenance shall be responsible for both initial and recurrent training in MEL procedures for all maintenance personnel as outlined in Chapter 8 of this GMM.

5.2 AIRCRAFT DISCREPANCIES

A. All discrepancies may be categorized as follows:

1) **Grounded**: This category always requires maintenance corrective action before further flight.

2) **Dispatch per the MEL**: Under this category, if there is a provision in the MEL for aircraft continued use with the item being inoperative, the item may be deferred in accordance with procedures in the MEL and the General Maintenance Manual. The AA767 MEL Control Form 50-004, is used to track open MEL deferred items.

B. The MEL does not include every item of equipment or system in the aircraft. When a component or system is not specifically listed in the MEL, the component or system must be operative.

C. If a question arises regarding an interpretation of MEL items, assistance shall be obtained from the Director of Maintenance or the Director of Operations.

D. An item that is inoperative, but required by special flight conditions, shall be repaired before operating in those conditions.

5.3 MINIMUM EQUIPMENT LIST (MEL)

Reference: 14 CFR 125.201

A. Federal Aviation Regulations require that all equipment installed on an aircraft, in compliance with the Airworthiness Standards and Operating Rules, be operative. However, the rules also permit the publication of a Minimum Equipment List (MEL) when compliance with certain equipment requirements does not violate the interests of safety under certain operating conditions.

B. AA767 utilizes a FAA approved (MEL) under the provisions of 14 CFR Part 125.201 for each make and model aircraft it operates which the Certificate Holder District Office (CHDO) has authorized for use via Operations Specifications.

C. A copy of the MEL is carried aboard each aircraft during all flight operations. The MEL sets forth those items that may be inoperative. It further states actions to be taken by Maintenance, Operations, or both prior to and during operation. The MEL may also set forth limitations that must be observed. For example, if the landing lights are inoperative, the MEL may limit operations to “Day VFR Only”.

5.4 MEL MANAGEMENT PROGRAM

A. The Director of Maintenance administers the MEL Management Program through his office located at the AA767 Main Base at Atlantic City Airport, Egg Harbor Township, NJ.

B. The Director of Maintenance or his designee distributes MEL control numbers, overseas the deferred maintenance tracking log and requests MEL extensions when required. The Director of Maintenance is responsible to coordinate aircraft, parts, and personnel to affect repairs of deferred items in a timely manner.

C. The MEL control number will consist of the “N” number of the aircraft followed by the last two digits of the year and the consecutive number of the item deferred for that year (673BF-07-001). The Director of Maintenance or his designee is responsible for the issuance of all MEL control numbers and for initiating a tracking report entry (Deferred Maintenance Tracking Log Form 50-002) to record the deferred item information.

D. When contacted for the issuance of a MEL, the Director of Maintenance or his designee will review the appropriate aircraft MEL to determine if the item is authorized to be deferred. If the item is authorized, the Director of Maintenance or his designee will review any (M) and/or (O) procedures and additional MEL items that may be required for dispatch. The person issuing the MEL will communicate all requirements to the pilot and or technician requesting the deferral. He will then issue the MEL control number(s) obtained from the MEL Control Number Log (Form 50-001) and complete and sign the AA767 Deferred Maintenance Tracking Log(s) (Form 50-002) as instructed in Section 10.35.

E. The Director of Maintenance will maintain a Deferred Discrepancy Record File. The file will contain MEL Control Number Logs (Form 50-001), Deferred Maintenance Tracking Logs (Form 50-002) and any MEL Extension Forms (Form 50-003).

F. The Director of Maintenance or his designee will review and monitor the Deferred Discrepancy Record file on a daily basis. This review will ensure that each item that has been deferred or that has been subsequently repaired during the previous 24 hours is properly entered on the MEL Control Number Log (Form 50-001) and the Deferred Maintenance Tracking Log (Form 50-002).

G. The Director of Maintenance or his designee will be responsible to ensure that all parts needed for deferred items have been ordered and that a firm delivery date exists and has been documented. Back order items will be reviewed on a daily basis to ensure that the delivery date has not been changed from the original date established. If the delivery date of the parts cannot be met by the vendor within the repair time limit, a new delivery date must be obtained and documented. Upon receipt of the parts, the Director of Maintenance or his designee will be responsible to coordinate the corrective action of the deferred item.

5.5 NON-ESSENTIAL EQUIPMENT AND FURNISHINGS (NEF)

5.5.1 GENERAL

The AA767 Non Essential Equipment and Furnishings Program (NEF) is essentially an extension of the regular MEL process. AA767 has elected to utilize the FAA NEF Universal list as the basis for deferment of NEF items.

The AA767 NEF program is based in part through the use of the following documentation:

- FAA Order 8900.1, Volume 4, Chapter 4, Section 4, and
- NEF Universal List

The AA767 NEF program will be notated via an entry in Chapter 25 ("Equipment/Furnishings") of AA767's approved MEL. The NEF procedures and processes, used to dispose of NEF items is located in the appropriate sections of the GMM and GOM manuals The FAA NEF Universal list will be enclosed as an appendix inserted in the back of each aircraft Approved MEL.

All NEF items deferred under the AA767 Approved NEF program will be treated as "D" category items as described in the MEL and will be repaired with in the 120 day time period required by the MEL definition of a "D" category item.

5.5.2 DEFINITION

Nonessential equipment and furnishings 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. These nonessential items may be installed in areas including, but not limited to, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas. NEF items are not items already identified in the MEL or CDL 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. The NEF process shall not provide for deferral of items within serviceable limits identified in the manufacture's maintenance manual or approved maintenance program such as wear limits, fuel/hydraulic leak rates, oil consumption, etc. Cosmetic items that are fully serviceable but worn or soiled may be deferred under an operators NEF process.

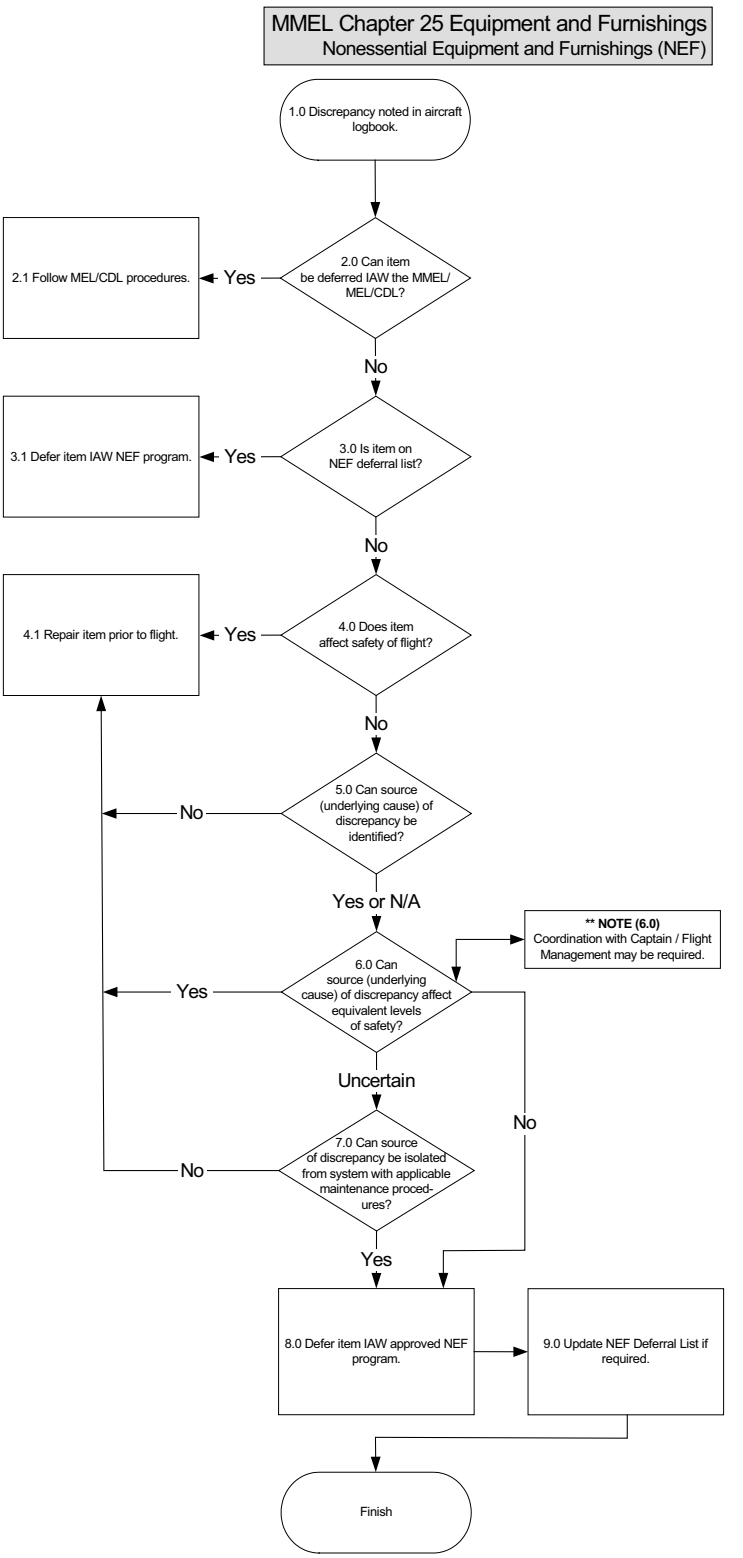
5.5.3 PROCESS

When an item is being evaluated for deferment as Non-essential Equipment and Furnishings, the item evaluation will be conducted by the flight crew and or maintenance personnel. The evaluation will be conducted by referencing the applicable aircraft AA767 MEL and Sections **5.5.3.1** thru **5.5.3.8**. Copies of the AA767 MEL and this document are carried aboard all aircraft operated as per the distribution processes of each document. The AA767 NEF program is embedded in the AA767 MEL and is available to all flight, maintenance and cabin crews.

If the decision is made to defer in accordance with the AA767 NEF program, the item is deemed a "Non-essential Equipment and Furnishings (NEF)" item. All instructions for a normal deferred item will be followed. The only difference being that:

1. The abbreviation "NEF" will be utilized instead of the ATA number.
2. The MEL Control Number will be designated with the letter "N", i.e. N673BF-11-001.

The deferral will be tracked in the Aircraft Deferred Maintenance Tracking Log (Form 50-002) and will be corrected within the 120 day limit of a "D" MEL item.


MMEL Chapter 25 Equipment and Furnishings
Nonessential Equipment and Furnishings (NEF)
1.0 Discrepancy noted in aircraft logbook.
2.0 Can item be deferred IAW the MMEL/ MEL/CDL?
Yes
2.1 Follow MEL/CDL procedures.
No
3.0 Is item on NEF deferral list?
Yes
3.1 Defer item IAW NEF program.
No
4.0 Does item affect safety of flight?
Yes
4.1 Repair item prior to flight.
No
5.0 Can source (underlying cause) of discrepancy be identified?
No
Yes or N/A
6.0 Can source (underlying cause) of discrepancy affect equivalent levels of safety?
** NOTE (6.0)
Coordination with Captain / Flight Management may be required.
Yes
Uncertain
No
7.0 Can source of discrepancy be isolated from system with applicable maintenance proced-ures?
No
Yes
8.0 Defer item IAW approved NEF program.
9.0 Update NEF Deferral List if required.
Finish

5.5.3.1 NOTE DISCREPANCY IN AIRCRAFT LOGBOOK

A. The inoperative, damaged or missing item must be identified and documented in the aircraft discrepancy logbook by:

1) Flight Crew

2) Maintenance personnel

5.5.3.2 CAN THE ITEM BE DEFERRED IN ACCORDANCE WITH (IAW) THE MEL/CDL?

A. If the inoperative, damaged, or missing item is listed in the MEL, then the deferral procedures for that item must be followed. If the item is a subcomponent of a primary system identified in the MEL, where no previous relief was authorized, the subcomponent may not be deferred in accordance with the NEF procedures.

B. Follow MEL procedures.

1) If the item is identified in another part of the MEL, then the procedures approved for the deferral of such item must be followed.

5.5.3.3 IS ITEM ON THE NEF DEFERRAL LIST?

A. Defer item IAW the NEF deferral program.

1) If the item is identified in the NEF deferral list, then the procedures approval for the deferral of such item shall be followed.

5.5.3.4 DOES THE ITEM AFFECT THE SAFETY OF FLIGHT?

A. 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 the following shall be followed:

1) The item **MAY NOT** be deferred and must be repaired prior to flight.

5.5.3.5 CAN SOURCE (UNDERLYING CAUSE) OF THE DISCREPANCY BE IDENTIFIED? (IF APPLICABLE)

A. 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 **5.5.3.6**, otherwise proceed to step 5.5.3.4 A 1).

5.5.3.6 CAN SOURCE (UNDERLYING CAUSE) OF DISCREPANCY AFFECT EQUIVALENT LEVELS OF SAFETY?

A. 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 system so as to alleviate any safety concern.

Note: In making this determination, very close coordination between the Flight Crew and maintenance personnel may be required.

B. If, after review, the source of the discrepancy could be considered a safety-of-flight concern, the item MUST be repaired prior to flight (step 5.5.3.4 A 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 **5.5.3.8**. If it cannot be determined or is uncertain that the source of the discrepancy is a safety-of-flight concern, then proceed to **5.5.3.7**.

5.5.3.7 Can Source (Underlying Cause) of Discrepancy Be Isolated from the System with Applicable Maintenance Procedures?

A. 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.

B. If the item cannot be safely isolated then the item must be repaired prior to flight

C. If isolated, the isolation of the source must pass the entire test identified in the evaluation process (**5.5.3.4 – 5.5.3.7**) for the item.

D. Submit revision to add items to the master NEF list, as applicable, to the responsible PI, with MEL oversight, for review within 90 days.

E. If source can be isolated then defer in accordance with approved NEF Program.

5.5.3.8 Defer Item IAW the Approved NEF Program

A. Defer the item if the item can be deferred IAW the NEF program.

5.5.4 Sample NEF Logbook Entry

Discrepancy					Corrective Action		
Item	1	Date	xx/xx/xxxx		Date	xx/xx/xxxx	
Coffee Maker Inop					Deferred Per NEF CAT D 120 Days		
					Authorized By J. Doe A&P xxx-xx-xxxx		
					Signature G. Guy		Cert&No.A&P xxx-xx-xxxx

Remainder Of This Page Intentionally Left Blank

5.6 MEL Deferral Extension

A. All MEL items are categorized with the following repair intervals or time limits.

- **CATEGORY A** - Items in this category shall be repaired within the time interval specified in the remarks column of the approved MEL.

  Note: No time extension is allowed on Category A Items.
- **CATEGORY B** - Items in this category shall be repaired within three (3) consecutive calendar days (72 hours), excluding the day the malfunction was recorded in the aircraft maintenance record/logbook. (For example: if the item were recorded at 10 a.m. on January 26, the 3 day interval would begin at midnight, January 26 and end at midnight, January 29.)
- **CATEGORY C** - Items in this category shall be repaired within ten (10) consecutive calendar days (240 hours) excluding the day the malfunction was recorded in the aircraft maintenance record/ logbook. (For example: if the item were recorded at 10 a.m. on January 26, the 10 day interval would begin at midnight, January 26 and end at midnight, February 5.)
- **CATEGORY D** - Items in this category shall be repaired within one hundred and twenty (120) consecutive calendar days (2880 hours) excluding the day the malfunction was recorded in the aircraft maintenance log/and or record.

  Note: No time extension is allowed on Category D Items.

B. If circumstances exist where the repair time limit cannot be met, AA767 may extend the repair deadline for category (B) or (C) items only. AA767 is authorized to use a continuing authorization for deferral extensions. If a deferral extension is used the Form 50-003 will be filled out and kept in the Deferred Discrepancy Record file, The FAA PMI in the Flight Standards District Office at Philadelphia, PA, must be notified within 24 hours of this deferral extension. AA767 realizes after review of the extension, the FAA may deny the extension if it feels the procedure has been abused or managed poorly, at which point the aircraft is grounded. The AA767's request for extension of MEL time limits a copy of the 50-003 form will be sent to the FAA PMI at the Philadelphia FSDO.

5.7 Requesting Deferment Under a MEL

5.7.1 Aircraft at Their Home Base

A. The flight crew will record any discrepancy in the aircraft logbook and notify maintenance of the mechanical irregularity.

B. If the item cannot be cleared at that time and is a MEL item, the mechanic shall contact the Director of Maintenance or his designee who will issue a MEL Control Number and document the MEL Control Number Log (Form 50-001) in accordance with **Section 10.33**.

C. The mechanic will then make an entry in the Aircraft Maintenance Log in the "Corrective Action" block, stating that the item has been deferred in accordance with MEL ATA code # i.e. (33-3-2), category of the MEL, and the time limit for the deferral. He will then enter the name of the Director of Maintenance or maintenance designee authorizing the MEL. The mechanic then will affix his signature and A&P number below the deferred entry.

D. The mechanic will enter the MEL deferral action in the Aircraft MEL Control Form (50-004) located with the Aircraft Maintenance Log. The form will be completed in accordance with the instructions per **Section 10.39**.

E. The mechanic will placard the flight deck using Aircraft MEL Placard (Form 50-005) completed per **Section 10.40**. Once completed the placard will be placed in accordance with the MEL reference. If the MEL does not specify a location, it will placed conspicuously in the flight deck or adjacent to the unit involved.

Note: If any item that is required for RVSM is MEL'd, a separate MEL Deferred Placard must be filled out stating that the aircraft is not RVSM qualified until the component or aircraft is returned to service.

F. Also, if the failed unit or system is part of a multiple system, personnel must insure that the placard entry indicates which part of the multiple system is inoperative.

5.7.1.1 SAMPLE AIRCRAFT MAINTENANCE LOG ENTRY TO SHOW DISCREPANCY AND MEL DEFERMENT ACTION

Discrepancy is to be entered by the pilot or person discovering condition. Corrective Action is to be entered by the person deferring item under MEL.

Discrepancy		Corrective Action		
No. 1		No. 1		
Lt Taxi Light Inop		Deferred Per MEL 33-3-2 CAT C 10		
		Days		
		Authorized By John Do		
		Director of Maintenance		
By	Date xx/xx/xx	Tech	Cert No.	Date

5.7.2 AIRCRAFT AT STATIONS OTHER THAN HOME BASE

A. The flight crew will record any discrepancy in the aircraft logbook and notify maintenance of the mechanical irregularity.

B. The Director of Maintenance or his designee shall be responsible for determining if the defect is of a grounding nature, deferrable through the use of the MEL, or if the aircraft must be operated under a ferry permit to return to its home base or a maintenance facility.

C. If the defect is deferrable and contains a (M) procedure in the MEL, no matter how simple the (M) procedure may be, the Director of Maintenance or his designee shall be responsible for coordinating the necessary actions.

D. If the defect is an item that may be operated under the MEL and contains an (O) procedure only, in the MEL, the Director of Maintenance or his designee will complete the 50-001 and 50-002 forms and issue the Flight Crew a MEL control number and the deferred item category and time limitation.

E. The Pilot in Command will make entries in the Aircraft Maintenance Log under "Corrective Action" stating the MEL ATA code # i.e. (33-3-2), category of the MEL, and the time limit for the deferral the item is "Deferred Per MEL" (ATA Code # (i.e. 33-3-2) and authorized by the Director of Maintenance or his designee) along with his/her signature, certificate number, and type.

F. The Pilot will enter the MEL deferral action in the Aircraft MEL Control Form (50-004), located with the Aircraft Maintenance Log. The entry will be made in accordance with **Section 10.39**.

G. The Pilot in Command will placard the flight deck using Aircraft MEL Placard (Form 50-005) completed per **Section 10.40**. Once completed the placard will be placed in accordance with the MEL reference. If the MEL does not specify a location, it will placed conspicuously in the flight deck or adjacent to the unit involved.

Note: If any item that is required for RVSM is MEL'd, then a separate MEL Deferred Placard must be filled out stating that the aircraft is not RVSM qualified until the component or aircraft is returned to service.

H. Also, if the failed unit or system is part of a multiple system, personnel must insure the placard entry indicates which part of the multiple system is inoperative.

5.8 CLEARING MEL DEFERRED ITEMS

The following steps shall be followed to clear an MEL deferred item:

1) The mechanic clearing an item that has been deferred by the MEL procedures clears the open discrepancy and enters the corrective action in the "Corrective Action" box of the Aircraft Maintenance Log.
2) The mechanic updates the Aircraft MEL Control Form, Form 50-004, located with the Aircraft Maintenance Log, by completing the "Corrected" section, entering the date, station where the corrective action took place, his signature and A&P or CRS certificate number, and the closeout log page number.
3) The mechanic then removes and discards the Deferred Placard installed on the aircraft.
4) The mechanic will then notify the Director of Maintenance or his designees of the MEL close out.
5) The Director of Maintenance or his designee receiving the notification that a MEL has been cleared will update the Deferred Discrepancy Record File to show the corrective action and close the MEL item.

5.9 RVSM COMPLIANCE

5.9.1 GENERAL

A. The purpose of this section is to outline the procedures for reporting and correcting airworthiness issues that affect the ability of aircraft to operate in RVSM airspace. These procedures must be complied with when performing maintenance on the aircraft listed in Section 4.12.1C of this manual.

B. Section 4.12.5 contains the RVSM Critical Component List. Discrepancies on any of these components or systems may render the aircraft unfit for RVSM Operations. The AA767 MEL, as revised, will identify any component or system that if deferred, will affect the RVSM COMPLIANT status of the aircraft.

Maintenance on RVSM components and systems will only be conducted by repair stations and technicians that meet the requirements of Section 4.12.6

5.9.2 PROCEDURES FOR REPORTING AND CORRECTING RVSM DISCREPANCIES

A. Any malfunction that affects the RVSM operation will be recorded in the Aircraft Maintenance Log, Form 30-001. Once the discrepancy is entered the RVSM COMPLIANT NO block will be checked.

B. Once the discrepancy is corrected the technician will finish the corrective action with the statement "Aircraft is RVSM COMPLIANT."

C. If the discrepancy is not corrected prior to the next flight and can be deferred in accordance with this manual, Chapter 5.4, MEL Management Program, the technician will make the proper deferral entry and finish the entry with the statement "Aircraft is RVSM NON COMPLIANT".

D. Until the discrepancy/deferral is cleared; the RVSM non compliance statement will be carried forward to the first DISCREPANCY BLOCK on each successive maintenance log page. The statement will read, “Note: Aircraft is RVSM NON COMPLIANT. Reference MEL Control Number XXXXX-XX-XXX.” and the RVSM COMPLIANT NO block will be checked.

E. Once proper corrective action has been taken; the discrepancy/deferral will be cleared per Chapter 5.8 of this manual. The technician will finish the CORRECTIVE ACTION BLOCK with the statement, “Aircraft is RVSM COMPLIANT”.

5.9.3 RVSM PLACARD

A. Anytime the aircraft is in a NON COMPLIANT STATUS, the Director of Maintenance, or designee, will place a placard the flight deck AIRCRAFT is RVSM NON COMPLIANT.

B. The flight deck will remain placarded until the corrective action is taken and the aircraft has been properly returned to RVSM COMPLIANT status in accordance with Section 5.10.2.

End of Chapter

Chapter 6
Required Inspection Items (RII)

6.1 GENERAL

A. The purpose of this Chapter is to set forth methods, procedures, and responsibilities for the Required Inspection Item (RII) Program. The program applies to aircraft operated by AA767 under an approved inspection program. RII items are critical items that require an inspection by an authorized inspector who has not accomplished any of the work that is to be inspected.

B. 14 CFR Part 125.249 requires that this manual contain a designation of the items that must be inspected (required inspections), including at least those which if improperly accomplished could result in a failure, malfunction, or defect endangering the safe operation of the airplane. RII are required to be inspected after maintenance and/or alteration and prior to the release of an aircraft for flight.

C. A RII is an item or system where a discrepancy or malfunction may cause a potential problem that can significantly alter the airworthiness of an aircraft. Such items are also considered crucial to flight safety if servicing or maintenance is not correctly performed. If, during the accomplishment of a required inspection, the area or item inspected does not meet the requirements of that inspection, the re-accomplishment of the inspection requirements will also be accomplished as an RII inspection. This procedure is commonly known as a “Buy Back”. (14 CFR Part 125.249(3)(iv).)

6.2 REQUIRED INSPECTION ITEMS (RII) LIST

A. The list on the following pages is the AA767 Required Inspection Item (RII) List as required by 14 CFR Part 125.249(3)(ii).

B. All maintenance personnel approving work for return to service or authorized to sign an Airworthiness Release or to revalidate an Airworthiness Release are required to be thoroughly familiar with this list and the requirements of this section and must periodically review the list for current revisions. All other personnel are encouraged to review and be familiar with RII requirements.

C. Any qualified, authorized RII inspector may designate an item that is not on the Required Inspection List as an RII at his discretion if there is reason to believe that the working condition and/or skill level of personnel involved justify an inspection of the work by an inspector. In these cases the same procedures for clearing a RII item apply.

D. When an item designated as a Required Inspection Item is removed or displaced to facilitate other maintenance, the reinstallation requires a RII inspection. Additionally, any non-routine item that is written as a result of a RII is considered a part of the original inspection and as such is also considered to be a RII item.

6.3 REQUIRED INSPECTION ITEM (RII) INSPECTORS

Reference: 125.251

A. AA767 RII Inspectors are selected and awarded the position by skill level, experience and attitude. The daily assignment of these Inspectors encompasses the full variety of inspection types and processes.

Note: 14 CFR Part 125.251(b) No person may perform a required inspection if that person performed the item of work required to be inspected.

B. Prior to conducting RII inspections, each inspector must be appropriately certificated, properly trained, qualified, and authorized to conduct such inspections.

6.4 INSPECTOR QUALIFICATIONS

A. The following requirements must be met prior to any person being authorized to conduct RII Inspections:

1) Hold a valid FAA Airframe and Powerplant certificate or a Repairman certificate appropriate to the inspection to be performed.

2) Be thoroughly familiar with the requirements of AA767 General Maintenance Manual, applicable to identifying, conducting, and recording of Required Inspection Items.

B. Be currently trained, qualified, and authorized in the policy and procedures for conducting RII Inspections by the AA767 Director of Maintenance or his designee.

6.5 REQUIRED INSPECTOR (RII) AUTHORIZATION

RII Required Inspection Authorization is issued through the use of the RII AUTHORIZATION Form 60-001. The Form 60-001 is issued by the Director of Maintenance after he has determined that the applicant meets AA767 requirements for certification, training, and possesses the qualification required to conduct RII Inspections. The Form 60-001 will indicate the name of the authorized inspector, position title, type and certificate number(s) of the certificate(s) held, and indicate the ATA chapters the inspector is authorized to inspect, along with any restrictions to the authorization. Upon receipt of the inspection authorization, the RII Inspector being authorized will acknowledge that he understands his limitations and responsibilities by signing the Employee Signature Block and entering the date. The Inspector will copy the Form 60-001, retain the copy for his records, and return the original to the Director of Maintenance for retention.

6.6 CONTRACT AGENCIES OR OTHER CERTIFICATED OPERATORS

A. Only appropriately certificated, properly trained, qualified, and authorized persons may be used to perform required inspections (RII) and only AA767 can authorize these persons. Although these persons may perform their duties under the authority of an FAA certified repair station, it is the person that AA767 arranges RII authority with. While performing RII inspections for AA767 they must follow the procedures outlined in this manual.

B. It is the responsibility of the Director of Maintenance to determine that the maintenance organization of the contract agency:

1) Is adequate to perform the work intended.

2) Followed the procedures outlined in this manual.

3) Maintains a current list of persons; trained, qualified, and authorized to perform RII inspections. These people must be identified by name, occupational title, and the inspections they are authorized to perform.

4) Notifies in writing each person authorized to perform RII inspections, of his responsibilities, authorities, and limitations. (See above: Required Inspector (RII) Authorization).

C. The Director of Maintenance or his designee will conduct and record training as needed to insure that the contracting agencies or other certificated operators understand the procedures outlined in this manual.

D. The Director of Maintenance or his designee will conduct and record training as needed to insure that individuals already authorized are notified of any procedural changes made since that authorization and before the 24 month requalification period.

E. Contract agencies or other certificated operators authorized to perform RII inspections on AA767's aircraft are contained on the list of authorized repair facilities. The list of authorized repair facilities is maintained in the maintenance office of AA767 at the Atlantic City Airport NJ.

F. If an RII inspection is required at a facility which has not been previously authorized, and the facility has properly trained and qualified personnel, the Director of Maintenance may authorize that facility to perform RII inspections on AA767's aircraft. The facility will then be added to the list of authorized repair facilities as soon as practicable.

6.7 IDENTIFYING REQUIRED INSPECTION

A. When maintenance is performed on company aircraft operated under the approved aircraft inspection program, it is the responsibility of the Director of Maintenance or designee assigned to the aircraft to identify Required Inspection Items. All items listed in this section as Required Inspection Items for applicable aircraft must be identified and cleared as outlined in this section.

B. Prior to the accomplishment of maintenance, the items listed per paragraph 6.9 as RII, will be designated as such on AA767 Aircraft Maintenance Log entries and AA767 Non-Routine Discrepancy Form entries. These entries will be identified by placing an “x” in the RII block of the corrective action.

C. Prior to accomplishment of maintenance, the items listed per paragraph 6.9 as RII, will be designated as such on Inspection Forms, Work Cards and Task Cards for each applicable aircraft. The Director of Maintenance or his designee will identify these items by stamping, printing, or typing “RII” or “Required Inspection Item” next to the applicable task description, maintenance item or procedure step and card signature block.

D. In process inspection steps, as described in paragraph 6.10, will be identified per item C of this paragraph.

E. Prior to the aircraft's return to service, the Director of Maintenance or designee will again review the items listed as RII to ensure accuracy and compliance.

6.8 METHODS OF RII INSPECTION

Reference: 125.249(3)(Iii)

Reference the table below to apply required inspection methods to RII items listed in the table located in section 6.9, OK to install, Rig/Adjust, and Final Installation columns.

METHOD	INSPECTIONS
1	Perform GVI of installation area for corrosion, defects, or FOD. Inspect component, connections (electrical connectors, lines, and fittings) for damage and proper gaskets, o-rings, and seals IAW installation instruction and standard practices manual.
2	Verify conformance to specifications per standard practices, structural repair, and or applicable engineering instructions materials, fasteners, and installation tolerances. Ensure all in-process installation inspections are followed.
3	Verify critical in-process installation measurements, adjustments, and rigging processes IAW applicable installation instruction.

METHOD	INSPECTIONS
4	Perform required pressure and or leak checks IAW the applicable installation instruction.
5	Perform final GVI of area of access, component for security, proper hardware, and safety requirements. Ensure all required operational checks have been accomplished IAW installation instructions.

6.9 LIST OF RII ITEMS

A. RII Inspections are required anytime any of the following maintenance items are accomplished, including the removal and replacement of the items for other maintenance.

Required Inspection Items	OK to Install	Rig/ Adjust	Final Install	Aircraft Effectivity
ATA – 22 AUTO PILOT				
Actuating units and/or assemblies	1	3	4,5	B767, B777
Cables, pulleys, linkages, hinges, rods, etc.	1	3	5	B767, B777
ATA – 24 ELECTRICAL				
IDG	1		4,5	B767, B777
Back-up Generator	1		4,5	B777
ATA - 25 EQUIPMENT / FURNISHINGS				
Escape Slides, Entry Door	1		5	B767, B777
Escape Slides, Over-Wing	1	3	5	B767
ATA – 26 FIRE PROTECTION				
Engine, APU, and Wheel Well Fire Detection Elements.	1		5	B767, B777
Engine, APU, and Cargo Fire Extinguishing Bottles, Lines, and Squibs.	1		5	B767, B777
ATA – 27 FLIGHT CONTROLS				
Primary Flight Controls- Ailerons, Rudder, Stabilizer, Elevators and their actuators.	1	3	4,5	B767, B777
Secondary Flight Controls- Flaps, Slats, Spoilers and their actuators	1	3	4,5	B767, B777
Flight Control actuation control cables, pulleys, hydraulic actuators and/or electrical actuators	1	3	4,5	B767, B777
ATA – 28 FUEL				
Fuel Tank Close-Up upon Completion of Work	1		4,5	B767, B777
ATA – 29 HYDRAULICS				
RAT	1	3	4,5	B767, B777

Required Inspection Items	OK to Install	Rig/ Adjust	Final Install	Aircraft Effectivity
ATA – 32 LANDING GEAR				
Nose/Main Landing Gear Assembly	1	3	4,5	B767, B777
Landing Gear Actuators	1	3	4,5	B767, B777
Steering Actuators	1	3	4,5	B767, B777
ATA – 34 NAVIGATION				
Pitot Static Lines, Ports, and Tubes	1		4,5	B767, B777
ATA – 49 APU				
APU Assembly	1		4,5	B767, B777
ATA – 51 STRUCTURES				
Any alteration/repair appreciably affecting structural strength or flight characteristics	1		2,5	B767, B777
ATA – 52 DOORS				
Passenger Entry and Cargo Doors	1	3	4,5	B767, B777
Emergency Exits	1	3	4,5	B767
ATA – 53 FUSELAGE				
Structural Repairs to the Pressure Vessel of the Aircraft	1		2,4,5	B767, B777
ATA – 54 PYLONS				
Pylon	1	3	4,5	B767, B777
ATA – 55 STABILIZER				
Stabilizers	1	3	5	B767, B777
ATA – 56 WINDOWS				
All Windows	1	3	4,5	B767, B777
ATA – 57 WINGS				
Any alteration/repair appreciably affecting structural strength or flight characteristics	1		2,5	B767, B777

Required Inspection Items	OK to Install	Rig/ Adjust	Final Install	Aircraft Effectivity
ATA – 71 ENGINES				
Engine Removal and Replacement	1	3	4,5	B767, B777
ATA – 73 ENGINE FUEL AND CONTROL				
Fuel Control Unit	1	3	4,5	B767, B777
Fuel Pump (Engine)	1		4,5	B767, B777
Fuel Nozzle	1	3	5	B767, B777
Accessory Drive	1	3	4,5	B767, B777
ATA– 78 THRUST REVERSERS				
Thrust Reverser Halves	1	3	5	B767, B777

B. If any of the above items are entered on AA767 Forms (work orders, flight log sheets, log books) they will be marked RII and signed by the appropriate individuals.

6.10 CONDUCTING REQUIRED INSPECTIONS

A. In process inspections will be determined by task cards, maintenance manual, or Director of Maintenance. This is to recognize that inspections cannot all be performed at job completion and that certain maintenance tasks must be inspected at intermediate stages of completion to ensure satisfactory outcome.

B. RII Inspectors conducting required inspections will conduct the inspection during the progress of work or after the completion of the work as required by the item being inspected and signed off as inspected, prior to any further working commending. Items in enclosed areas that require inspections for critical adjustment (cable tension, proper installation), etc., must be inspected prior to closing the area.

C. If a RII is performed by a facility working more than one shift where the inspection may be interrupted; a turnover procedure must be followed, per paragraph 9.8 of this manual, to ensure inspection continuity.

6.11 RECORDING THE INSPECTION OF A REQUIRED INSPECTION ITEM

This section is issued to ensure that all (RII) Inspectors are aware of the proper procedures for recording Required Inspections. The (RII) must be recorded as follows:

A. All AA767 maintenance items (Inspection Forms, Work Cards and Task Cards) that have an inspection step ("checked by" or "inspected by") that involves maintenance reflected in the RII list must have this space signed by an authorized RII Inspector. Work Cards or Task Cards that do not itemize in process inspection items in the task must have those items marked per paragraph 6.7 and signed off by the mechanic performing the task and the authorized RII inspector. Job Cards or Work Cards that do not have the procedure within the card itself must have an attached copy of the maintenance manual procedure with these in process inspections marked per paragraph 6.7 and signed off per this paragraph. The RII Inspector must be qualified to perform the specific required inspection item. The person signing off as an RII Inspector must not be the same person that performed any of the work to be inspected.

B. Any Aircraft Logbook or Non Routine discrepancy entered by a flight crew member or by maintenance personnel which results in a repair, component change, or other maintenance action identified as a required inspection item, must be signed off by the mechanic completing the corrective action and by a qualified, authorized RII Inspector who performed the required inspection of the work. Any RII items that require in process inspections must have those inspections documented with separate discrepancies that are designated per paragraph 6.7 and signed off per this paragraph. The RII Inspector shall:

   1. Place an "X" in the RII box.
   2. Sign the Inspector block with the Inspector's name and certificate number.

6.12 INSPECTION BUY-BACK POLICY

Reference: 14 CFR Part 125.249(A)(3)(Iv)

6.12.1 GENERAL

The following outlines the company's procedures to use when an authorized RII Inspector or assigned one-time RII designee must reject a repair, corrective action item, event, or an area.

6.12.2 PROCEDURE

A. When the check of a repair, corrective action item, event, or an area by an assigned RII Inspector or authorized one-time RII designee discloses that rejection is required, the following applies:

   1) Mark a single red line through the mechanic sign-off, enter "REJ", sign, and date in red ink.
   2) Enter the following in the corrective action box for the discrepancy which was found unacceptable:
      - "FOUND UNACCEPTABLE" SEE _____ (enter reference/details here) _____"

B. Open a new discrepancy and write the unsatisfactory condition and reference the original discrepancy number.

C. If a log page entry, proceed to the next open log page and initiate a new write-up describing the original discrepancy and the reason the corrective action was rejected. Include a reference to the original log page and item number. The statement of item (2) above, that was entered for original item will then be updated to include the reference to the new log page and item number.

D. Any required inspection item or routine maintenance item issued on printed forms that has been found unsatisfactory by the inspector, will be marked within the item, including an explanation as to the difficulty experienced, i.e.: “Out of Limits”, “Improperly Safetied”. A write-up will be made to reflect the item and the difficulty found. Upon satisfactory correction of the item, the inspector will approve the non-routine or required inspection item.

Note: If an additional item is written, it must reference the original required inspection item so that the two (2) items will not lose their identity.

6.13 TEMPORARY - ONE TIME RII AUTHORIZATIONS

A. The Director of Maintenance may delegate qualified A&P Mechanics, certificated repairmen, or U.S. Certificated Foreign Repair Stations to accomplish specific inspection functions (RII). These authorizations are for specific tasks and it is the responsibility of the Director of Maintenance to ensure the person receiving the authorization is appropriately trained, qualified, and aware of the limitations imposed. The Form 60-001 will be the method of documenting and transmitting such authorizations. When used to transmit a one time authorization, the form will be annotated in the restrictions block as a “ONE TIME AUTHORIZATION”.

B. The form may be initiated by the Director of Maintenance or his designee. Once signed by the Director of Maintenance, the form is transmitted to the individual by fax or e-mail. The acknowledgement is signed, returned, and filed in the Director of Maintenance's files.

C. In the event the Director of Maintenance is not on site, the Director of Maintenance may authorize the delegation by telephone. The form shall be noted as such by stating in the restrictions block, “TELEPHONE AUTHORITY ISSUED BY” and the signature of the person issuing the authority on the behalf of the Director of Maintenance. The Director of Maintenance is responsible to acknowledge the telephone authorization by signing, dating, and filing the 60-001 form upon returning to his normal place of work.

Note: While performing duties required by this procedure, the person authorized will carry a copy of the authorization and is responsible to the Director of Maintenance for the performance of the task.

6.14 PERSONNEL AUTHORIZED TO PERFORM RII INSPECTIONS

Reference: 14 CFR Part 125.251

The Director of Maintenance will maintain a list of personnel authorized to perform (RII) inspections at the AA767 maintenance office at the Atlantic City Airport, Egg Harbor Township, NJ. The list will be kept in memo form and will indicate the name, occupational title, and the (RII) inspections the individual is authorized to perform. A separate list will be maintained for each contract agency that conducts (RII) inspections for AA767. The approval for a RII Inspector will stay in effect for 24 calendar months from the date of issue at which time that RII Inspector must be renewed by the Director or Maintenance or designee.

End of Chapter

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Chapter 7
Airworthiness Release

This section describes the procedures required for the preparation of an Airworthiness Release (AWR) 14 CFR Part 125.411. The procedures pertain to all aircraft operated by AA767 and maintained under an aircraft inspection program approved by the Administrator.

7.1 AIRWORTHINESS RELEASE

Reference: 14 CFR 125.411

A. AA767 may not operate an aircraft after maintenance, preventive maintenance, or alterations are performed unless an Aircraft Log Entry (FORM 30-001) is prepared by AA767 personnel or persons with whom AA767 arranges for the performance of maintenance, preventive maintenance, or alterations.

B. Except as described in paragraph E of this chapter, the airworthiness release block of the Aircraft Maintenance Log (FORM 30-001) is required to be signed off whenever any maintenance, preventive maintenance, or alterations are performed on the aircraft. All Airworthiness Release entries are to be annotated by FAA certificated, AA767 trained and authorized maintenance personnel.

- If work is performed by a non-certificated person, it must be inspected by and signed for by a certificated mechanic. When the maintenance is performed outside the United States, the aircraft release and log entry will be signed by the AA767 authorized mechanic/engineer selected by the repair station. FAA approved foreign repair stations' authorized airworthiness release personnel are required to sign-off the airworthiness release block at the completion of all work performed.

C. Only certificated maintenance personnel authorized by AA767 may sign an Airworthiness Release. The release is prepared in accordance with the procedures set forth in this manual.

D. By signing the release, the mechanic certifies the following:

1) The work was performed in accordance with the AA767 General Maintenance Manual and the aircraft specific approved inspection program.

2) All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed.

3) No known condition exists that would render the aircraft unairworthy, and

4) So far as the work performed is concerned, the aircraft is in condition for safe operation.

E. THE COMPLETE SIGNATURE OF A AA767 AIRWORTHINESS RELEASE AUTHORIZED CERTIFICATED MECHANIC IN THE AA767 AIRCRAFT MAINTENANCE LOG, FORM 30-001, CORRECTIVE ACTION MECHANIC'S SIGNATURE BLOCK CONSTITUTES CERTIFICATION of the above, complying with 14 CFR 125.411. If the mechanic doing the work is not an AA767 AWR authorized mechanic, then the work must be countersigned by an AA767 Airworthiness Release authorized mechanic in the Airworthiness Release block of the outbound Aircraft Maintenance Log.

F. If after an airworthiness release is executed and a mechanical irregularity is encountered by flight crew members or other personnel, they will be entered in the Aircraft Maintenance Log. After correction and/or disposition of the discrepancy an entry describing the corrective action will be entered in the Aircraft Maintenance Log. The individual who has completed and entered the corrective action shall enter his full signature, certificate type, and certificate number in the “MECHANIC” and “CERT” blocks of the form. The mechanic signing off the corrective action block may not necessarily be the same individual signing the airworthiness release. If indeed the mechanic doing the work is not an AA767 AWR authorized mechanic, then the work must be counter signed by an AA767 Airworthiness Release authorized mechanic in the Airworthiness Release block of the outbound Aircraft Maintenance Log.

7.2 AUTHORIZATION FOR AIRWORTHINESS RELEASE

To be an authorized mechanic able to sign airworthiness releases for AA767 the person performing the release must be documented as having that authority on an Airworthiness Release Authorization Form 70-002. The AA767 Director of Maintenance or his designee grants this authority by completing and signing the Form 70-002.

7.3 QUALIFICATION FOR AIRWORTHINESS RELEASE

The Director of Maintenance or his designee will determine by an interview and examination of their qualifications if Airworthiness Release authorization is to be granted. To be considered for Airworthiness Release Authorization, a person must be certificated A&P mechanic or repairman, trained per Section 8.11, and be familiar with AA767 General Maintenance Manual Policies and Procedures, Maintenance and Inspection Manuals, and the sections of the Federal Aviation Regulations pertaining to aircraft maintenance and inspection. The person must have adequate knowledge (by virtue of previous experience, on-the-job-training, or attendance of training classes) of the aircraft type on which he is assigned to perform the release. In addition, any person authorized Airworthiness Release Authority for an aircraft under AA767 the 14 CFR Part 125 Certificate must be familiar with determining that all RII items are properly identified and completed per the procedures outlined in Chapter 6 (Required Inspection Items Policies).

7.4 TEMPORARY ONE-TIME AIRWORTHINESS RELEASE AUTHORIZATIONS

A. The Director of Maintenance may delegate qualified A&P Mechanics, certificated repairmen, or U.S. Certificated Foreign Repair Stations to accomplish one-time Airworthiness Release Authorizations. It is the responsibility of the Director of Maintenance to ensure the person receiving the authorization is appropriately trained, qualified, and aware of the procedure for releasing an aircraft to service. Temporary one-time Airworthiness Release authorization does not require complete comprehensive AA767 AWR training as in the case of full term AA767 AWR authorized mechanics. Authorization is based on supporting data provided by the candidate and a final determination made by the Director of Maintenance after a thorough interview process. The Form 70-002 will be the method of documenting and transmitting the One-Time Airworthiness Release Authorization in the appropriate block outlined in Chapter 10.

B. The form may be initiated by the Director of Maintenance or his designee. Once signed by the Director of Maintenance, the form is transmitted to the individual by fax or e-mail. The acknowledgement is signed, returned, and filed in the Director of Maintenance's files along with copies of the supporting data. A copy of the form will also be attached to the work order and returned to the Director of Maintenance for filing.

Note: While performing duties required by this procedure, the mechanic authorized will carry a copy of the authorization and is responsible to the Director of Maintenance for the performance of the task.

Chapter 8
Maintenance Training Program

This chapter addresses the maintenance training requirements for AA767.

8.1 GENERAL

A. The training and qualification of certificate holders performing the maintenance, preventative maintenance, rebuilding, or alterations on behalf of AA767 will be determined by an audit conducted by the Director of Maintenance or his designee.

B. The training of Airframe and Powerplant mechanics directly in the employ of AA767, must meet the requirements of this section and be documented in training records maintained by the Director of Maintenance.

C. Training will be conducted for all persons granted special authorization by AA767. This training will insure that all personnel meet the special requirements of 14 CFR Part 125, i.e. GMM RII, Airworthiness Release and Special Authorizations, and will be documented by the Director of Maintenance on Form 80-001. When special authorization training is conducted for certified maintenance provider a qualified individual within the maintenance provider's organization may be granted “train the trainer” authority, to conduct special authorization training on behalf of AA767.

8.2 RESPONSIBILITIES

A. The Director of Maintenance is responsible for ensuring that the training requirements of this manual for regulated employees are met, and that all assigned regulated personnel receive the necessary training required for achieving and maintaining accuracy, qualification, and authorization in the functions they perform.

B. Director of Maintenance is responsible for ensuring that all RII Inspection personnel receive the necessary training required to achieve and maintain currency and qualification in the functions they must perform. Further, the Director of Maintenance is responsible for maintaining the authorization status of inspection personnel.

8.3 DEFINITIONS

Trained: To have successfully completed special instruction and/or practice. State of employee after specific knowledge has been imparted to the trainee by a trainer or instructor. “Trained” does not automatically imply “Qualified”.

Qualified: Having met the proficiency requirements for a specific position or task. Being “Qualified” does not necessarily imply the individual is “Authorized”.

Authorize to approve or permit a person to perform a task or function: Authorizations are maintained on rosters, as specified in the GMM, as well as in the training record of the person being granted the authorization.

Indoctrination: To familiarize newly hired personnel with Regulations, Safety, Security, and Company Policy and Procedures relating to the area of operation for which the person is employed.

Formal Training: Training, regarding regulated functions of AA767, conducted in a structured environment, with a set syllabus and class curriculum, taught by a qualified instructor.

OJT: On-The-Job training.

Recurrent Training: Training conducted on a recurrent basis to ensure that knowledge of information required for proficiency in the related task is maintained.

8.4 INDOCTRINATION TRAINING

Consists of a classroom lecture designed to familiarize Maintenance and Inspection personnel with Regulations, Safety, Security, and Company Policies and Procedures relating to the area of operation for which the person is employed.

8.5 INITIAL TRAINING

A. Initial training may be required when new equipment is introduced into the fleet or when new personnel are employed or transferred to equipment that they have not previously been trained to utilize or maintain.

B. The Director of Maintenance will determine the extent of initial training required, dependent on the type of new equipment or the new employee's previous experience or training. The Director of Maintenance may award equivalency for prior training, subject to parameters set forth in this section.

C. The employee is responsible for providing written evidence of prior training acceptable to the Director of Maintenance for consideration of equivalency. The Director of Maintenance may award equivalency based on his review of written verifiable evidence of prior training, such as:

   1) Document showing evidence of completion of training of the same type and method for the desired equivalency, or

   2) Document indicating successful completion of a test of the type administered at the conclusion of the course for the desired equivalency.

D. If equivalency is awarded, the substantiating documentation will be placed in the training record of the employee to indicate the completion of the required training.

E. If initial training is required, the Director of Maintenance will determine the method of training required and course requirements. If a determination that formal training is required, the Director of Maintenance will request the training through the company.

8.6 INITIAL AIRCRAFT FAMILIARIZATION TRAINING

Initial Aircraft Familiarization Training is training or experience reviewed by the Director of Maintenance to show that the employee has been trained on aircraft systems and components. This evaluation may be based on previous employment history, documented training previously accomplished, or formal training. Acceptance of this training will be documented in the individuals training file or maintenance provider audit file by the Director of Maintenance.

8.7 INITIAL REQUIRED INSPECTION (RII) TRAINING 14 CFR PART 125.249

Required inspection training is the responsibility of the Director of Maintenance and will be conducted by the Director of Maintenance or his designated representative. The training will encompass the method of conducting (RII) inspections, identification of required inspection items, and recording requirements as described in the RII section of this manual. Training will be documented on Form 80-001 and a copy will be kept in the training file at the main base of operation. Each person authorized for RII will be issued a Form 60-001.

8.8 FORMAL TRAINING

Formal training is normally conducted through contract with aircraft/engine manufacturers, Flight Safety, or other qualified agencies. This training is conducted to a set syllabus and class curriculum reviewed by the Director of Maintenance and found appropriate to the task being trained.

8.9 RECURRENT TRAINING

A. Normal Recurrent Aircraft Familiarization Training will be conducted every 24 calendar months for full time employed AA767 maintenance personnel.

B. When required, recurrent training may be conducted through On-The-Job Training, Formal Classroom Training, or Lecture and will be conducted for the identified AA767 Maintenance employees covering material within the scope of his assigned duties. Training may include applicable General Maintenance Manual changes, Maintenance Program changes, “RII”, and Special Authorizations as applicable to the employee's assignment. A qualified Contract Agency may conduct recurrent training if required.

C. Recurrent Training, conducted under the authority of the Director of Maintenance, covering the required inspections items, will be conducted once every 24 calendar months. Training is to include all information as outlined in RII section of this manual and will be documented on Form 80-001. In addition, Form 60-001 will be reissued by the Director of Maintenance.

D. Recurrent training will be conducted every 24 calendar months to provide cockpit procedures on taxiing and engine run-up to authorized personnel. AA767 flight crew member, Technical Instructors, or other qualified and/or authorized maintenance personnel may provide this training.

E. The maintenance recurrent training will be tracked in the FOSNT Computer Program which will include:

1) Name of employee, position title, FAA Airman's Certificate type and number.
2) Type of training received.
3) Date training received.
4) Date next recurrent training is due (24 months from date training received).

8.10 SPECIAL AUTHORIZATIONS

Critical skills or special authorizations such as (RII) inspector or run-up and taxi, etc., will be authorized only after a determination has been made that the person being authorized is appropriately trained, qualified, and in receipt of a properly completed Forms 60-001 and 70-001.

8.11 AIRWORTHINESS RELEASE

Airworthiness release authority may be granted to maintenance personnel assigned duties on aircraft maintained under the AA767 Approved Inspection Program. Prior to granting airworthiness release authority, the Director of Maintenance or his designee will conduct a lecture on the requirements of 14 CFR Part 125.411 and GMM sections related to the release and procedures for completion of required forms. The training will be documented on Form 70-001 and a copy will be kept in the training file at the main base of operation.

8.12 Engine Run-Up and Taxi

The Director of Maintenance may grant Engine Run-up and Taxi authority to qualified certificated mechanics after completion of a factory training course or equivalent training conducted by AA767 flight crew members, Technical Instructors, or other qualified and/or authorized maintenance personnel. The training will be documented on Form 70-001 and a copy will be kept in the training file at the main base of operation.

8.13 Maintenance Training Records

A. Maintenance training records for directly employed regulated personnel will be maintained by the Director of Maintenance at the maintenance main base at Atlantic City International Airport, Egg Harbor Township, NJ.

B. Records of audits establishing the training for employees at Authorized Repair Facilities are maintained as a part of the Authorized Repair Facilities' qualification file maintained by the Director of Maintenance as per section 9.4.

C. The Director of Maintenance will maintain a maintenance training record for each regulated employee directly employed by AA767. The training record will be constructed as followed and contain the following items:

1) Each record will be identified with the name of the employee, position title, FAA Airman's Certificate type and number.

2) Maintenance Training Summary Form 80-001.

3) A copy of each Airman's Certificate held.

4) Copies of any formal training certificates.

5) Copies of Form 70-001 showing any special authorizations granted.

6) Copies of Form 60-001 showing (RII) authorization and limitations.

D. Copies of non direct AA767 employee Form 70-001 and Form 80-001 will be maintained in the RII/Special Authorization File per item A. of this section.

8.14 RVSM Training Requirements

The Director of Maintenance will ensure that all supervisors, inspectors, and technicians directly performing maintenance on RVSM systems are properly trained using on-the-job training (OJT), subject matter lecture, computer based training (CBT), and other training methods acceptable to the administrator.

8.14.1 RVSM Training Requirements

A. RVSM training will include:

- Familiarization of 14 CFR Part 91.706, 14 CFR Part 91, Appendix G and Advisory Circular No. 91-85, Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum Airspace.
- Familiarization of RVSM avionics systems and Pitot Static system installed on all aircraft listed in Section 4.12.1C of this manual.
- Inspection techniques and use of test equipment associated with those RVSM avionics systems and Pitot Static systems.
- RVSM critical airframe areas on all aircraft listed in Section 4.12.1C.

- Inspection techniques of airframe geometry and proper skin surfacing contouring in RVSM critical areas.
- The latest revisions to all manufacturers' technical data, supplemental data and parts effectivity as it pertains to RVSM systems and components.
- AA767 General Maintenance Manual, Chapter 4.12, AA767 RVSM Maintenance Program, AA767 Chapter 5.10 RVSM Compliance, AA767 GMM, Chapter 6, Required Inspection Items and AA767 MEL familiarization.

B. AA767 will maintain records of all training for full-time and part-time employees and contractors as required per Chapter 8 of this manual.

C. Approved maintenance providers will be responsible to maintain and make available all training records at the request of AA767. It is the responsibility of the Director of Maintenance that all maintenance providers provide and document the proper training for RVSM maintenance. This is accomplished through the qualification processes in accordance with Section 4.12.6 of this manual

D. AA767 will ensure that any person directly supervising, inspecting or maintaining RVSM systems has been trained within the preceding 24-month period.

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Chapter 9
Maintenance/Inspection Program Administration

Reference: 14 CFR 125.249(a)(3)(i)

9.1 GENERAL

A. The training and qualification of certificate holders performing the maintenance, preventative maintenance, rebuilding, or alterations on behalf of AA767 will be determined by an audit conducted by the Director of Maintenance or his designee and must qualify as one or more of the following:

B. The holder of a mechanic certificate may perform maintenance, preventive maintenance, and alterations as provided in 14 CFR Part 65.

C. The holder of a repairman certificate may perform maintenance, preventive maintenance, and alterations as provided in 14 CFR Part 65.

D. A person working under the supervision of a holder of a mechanic or repairman certificate may perform the maintenance, preventive maintenance, and alterations that his supervisor is authorized to perform, if the supervisor personally observes the work being done to the extent necessary to ensure that it is being done properly and if the supervisor is readily available, in person, for consultation. However, this paragraph does not authorize the performance of any inspection required by Part 91 or Part 125 of this chapter or any inspection performed after a major repair or alteration.

E. The holder of a repair station certificate may perform maintenance, preventive maintenance, and alterations as provided in 14 CFR Part 145.

F. The holder of an air carrier operating certificate or an operating certificate issued under 14 CFR Part 121 may perform maintenance, preventive maintenance, and alterations as provided in 14 CFR Part 121.

G. All aircraft operated by AA767 are maintained under tail number specific approved inspection programs. Compliance of these programs is tracked and updated by Flightdocs.

9.2 MAINTENANCE CONCEPT

AA767 utilizes a Director of Maintenance to provide for the planning, scheduling, accomplishment of maintenance, preventive maintenance and alteration of aircraft listed on the AA767 Operations Specifications. The Director of Maintenance will coordinate the day-to-day maintenance activities required to maintain the associated aircraft.

9.3 AA767 MAINTENANCE POLICY

A. It is the policy of AA767 that maintenance accomplished on AA767 aircraft will be performed by authorized appropriately rated 14 CFR Part 145 Certificated Repair Stations or 14 CFR Part 121 air carriers maintaining aircraft of the same type as operated by AA767.

B. Minor maintenance activities, not requiring special equipment or tooling, and inspection up to the level of the 7 day check, may be accomplished by a certified Airframe and Powerplant mechanic trained and documented by AA767.

C. Routine circumstances may require the use of certificate holders with ratings noted in Chapter 9.1 (B&C) for either Scheduled or Unscheduled Maintenance. If their previous experience predicates the need to document AA767 aircraft experience it will be noted on Form 80-001 with specific tasks accomplished.

9.4 QUALIFICATION OF MAINTENANCE PROVIDERS

A. Prior to authorizing maintenance providers to perform work on AA767 aircraft, the Director of Maintenance or his designee will verify their qualification by audit using AA767 Repair Facility and Vendor Audit Checklist, Form 90-001.

B. Once authorized, a follow-up audit will be conducted once every 24 months if it is determined the vendor will be added to the Approved Maintenance Provider List. If 24 months has expired since the last vendor audit and it is determined their services will be required a new audit will be conducted prior to using that facility.

C. The audit will determine if:

1) The provider is appropriately rated or in the case of a 14 CFR 121 air carrier maintaining aircraft of the same type as operated by AA767.

2) The provider has organization adequate for the work to be performed.

3) The provider has adequate facilities for the maintenance to be performed.

4) The provider has an approved calibration system and adequate special tooling.

5) The provide has qualified personnel to perform the required task.

6) The provider has adequate turnover procedures to ensure that work interruptions do not adversely affect required inspections and to ensure required inspections are properly completed before the airplane is released to service.

7) The provider has appropriate technical data for the task assigned. All Boeing related data will be provided to the vendor as required.

8) The provider has adequate incoming inspection procedures to ensure that parts being placed on AA767 aircraft meet certification requirements and are airworthy.

D. At the time of initial audit and at each 24 month audit, AA767 will provide training as required for RII and special authorizations which will be accomplished by the maintenance provider.

Note: For certificated maintenance providers/facilities that do not perform substantial maintenance, the audit can be conducted as a “Desk Audit”. The AA767 Repair Facility and Vendor Audit Checklist, Form 90-001, can be transmitted to the facility electronically or by mail, completed by the vendor and returned to the Director of Maintenance for review.

E. Upon successful completion of the required audits, the maintenance provider will be added to the AA767 Approved Maintenance Provider List, Form 90-002. The Form 90-002, the most current Form 90-001, along with copies of FAA Air Agency Certificates, FAA OPS Specs showing Ratings and Limitations or Capabilities List, and FAA Drug and Alcohol Plan approval letters are compiled and maintained by the Director of Maintenance at Atlantic City Intl. Airport, NJ and are available upon request. A copy of the AA767 Approved Maintenance Provider List, Form 90-002 will also be maintained in Appendix D of this manual in accordance with 14 CFR Part 125.249(a)(2), as described in paragraph F, below.

F. At each revision (i.e. addition, deletion, or change) to Form 90-002, the Director of Maintenance will forward a copy of the latest revision, in a format acceptable to the FAA, to all manual holders listed in Section 1.6.1. Each manual holder will insert a copy of the most current revision into Appendix D and discard the superseded version. A copy of the revised AA767 Approved Maintenance Provider List, Form 90-002 will be forwarded to each manual hold by the last day of the month, when a change is made.

Note: SUBSTANTIAL MAINTENANCE is defined as any activity involving a "C" check or greater maintenance visit; any engine maintenance requiring case separation or tear down; any major alterations or major repairs performed on airframes, engines, or propellers; and/or the painting of aircraft.

9.5 MINOR MAINTENANCE ACTIVITIES, NOT REQUIRING SPECIAL EQUIPMENT OR TOOLING

A. When minor maintenance activities, not requiring special equipment or tooling, and inspection up to the level of the 7 day check, are accomplished by certified Airframe and Powerplant mechanic, the Director of Maintenance will determine if the mechanic is properly trained, has adequate tooling, equipment, and technical data to perform the task.

B. The AA767 aircraft has onboard technical data disks which are maintained in current status through a Boeing Technical Data subscription. This system provides the appropriate technical data required for the performance of routine scheduled or unscheduled maintenance.

9.6 SCHEDULED MAINTENANCE PLANNING

A. The Director of Maintenance serves as the central point of maintenance planning. It is his responsibility to conduct a 30 day review of the maintenance requirements for each aircraft and coordinate the accomplishment of the required tasks in accordance with the specific inspection program.

B. As required scheduled maintenance items are identified, the Director of Maintenance will establish the time, method, and facility at which the due item will be accomplished. This planning will insure the timely completion of due items and that facilities identified are properly qualified within the AA767 system. It is the responsibility of the Director of Maintenance to obtain the necessary job cards and maintenance documentation required for the accomplishment of scheduled events. The work packages may be provided in hard copy or downloaded from the computer system as necessary.

9.7 UNSCHEDULED MAINTENANCE

The Director of Maintenance will be notified of unscheduled maintenance requirements either directly by the flight crew or AA767 maintenance personnel. The Director of Maintenance or his designee will coordinate the repair of the discrepancy or defer the item using the MEL procedures described in this manual.

9.8 TURNOVER LOG PROCEDURES

Reference: 14 CFR Part 125.249(a)(3)(vii)

A. To prevent the possibility of items being overlooked when shift or personnel changes occur during the course of scheduled or unscheduled maintenance, it will be the responsibility of maintenance personnel supervising or performing scheduled or unscheduled maintenance to see that a proper turnover of required inspections other maintenance and alterations that are not completed as a result of work interruptions are properly completed before the aircraft is released to service. If any turnovers are

required they will be recorded on the AA767 Aircraft Maintenance Non Routine Discrepancy Form 30-003 that will be kept on board the aircraft with the Aircraft Maintenance Log Form 30-001.

B. At contracted maintenance facilities it will be the responsibility of the contracted maintenance vendor's supervisor over the particular aircraft to insure that a proper turnover of incomplete items is accomplished. Certificated Repair Stations under 14 CFR Part 145 and 14 CFR Part 121 Air Carriers may utilize the turnover procedures described in their procedures manual. The means of these turnover procedures will be confirmed to exist and accepted by prior audit by the AA767 maintenance person assigned to the aircraft. If there are no procedures at the MRO then AA767 procedures, forms and processes will be followed.

C. If minor maintenance activities, not requiring special equipment or tooling, and maintenance or inspection require turnover, a written status of maintenance activity will be generated and placed in the AA767 Aircraft Maintenance Non Routine Discrepancy Form 30-003 until the task has been successfully completed.

9.9 CALIBRATED TOOLING AND PRECISION TEST EQUIPMENT

A. Any Calibrated Tooling and Precision Test Equipment in the possession of AA767 maintenance personnel will be identified by name, part number, and serial number, will be tracked by the Flightdocs to be calibrated not to exceed the manufacturer's recommended frequency and tested to NIST. There will be a sticker affixed by the vendor as to the calibration date, work order number, and the next due date. The supporting documentation for the calibration will be attached to the Flightdocs Task Card and maintained on file at the main base of operation.

B. A list will be maintained by the Director of Maintenance or designee indicating the manufacturer, part number, serial number and frequency of calibration.

C. Any tools requiring calibration that are not calibrated must be labeled “For Reference Only” by affixing a label from a label making machine to the tool indicating that the tool is for “For Reference Only” and may not be used to determine the airworthiness of work performed.

9.10 PARTS PROCUREMENT AND INCOMING INSPECTION PROCEDURES

A. Parts for AA767 aircraft are normally procured through approved maintenance providers accomplishing maintenance on the AA767 aircraft. These parts will be accepted through the maintenance provider's normal incoming inspection procedures that have been verified by AA767 through audit.

B. In cases where parts are procured directly by AA767 for the performance of minor maintenance task, it is the responsibility of all personnel procuring parts and supplies for installation on AA767 aircraft to ensure that items purchased are only purchased from suppliers who can substantiate the authenticity of the parts or materials being supplied.

C. The mechanic accomplishing the task will conduct an incoming inspection and coordinate with the Director of Maintenance to determine the standards for acceptance of the part. The Director of maintenance will notify the mechanic conducting the inspection of:

1) The Part number and nomenclature

2) Quantity to be received

3) The quality of the part (New, Overhauled, etc.)

4) Appropriate certification documents (Form 8130-3, Manufacturer's Certification, etc.)

D. After verification of the above items, the mechanic will conduct a visual inspection of the part to determine its' suitability for installation. Once approved for installation, a Yellow Serviceable Tag (Form 30-004) will be attached to part following the instructions referenced in this GMM Chapter 10, 10.10.

If the part is not suitable for installation upon inspection, either a Green Repairable Tag (Form 30-005) will be attached to the part following the instructions referenced in this GMM Chapter, 10, 10.12; or a Red Condemned Tag (Form Number 30-006) will be attached to the part following the instructions referenced in this GMM Chapter 10, 10.14.

E. When the installation is completed, the mechanic will forward all documents used to qualify the part along with the completed maintenance entries to the Director of Maintenance for records retention.

F. If parts are rejected, the Director of Maintenance will be notified to determine disposition. If parts are identified as Suspected Unapproved Parts, the part will be quarantined and the director will report the issue per the requirements of Advisory Circular 21-29.

End of Chapter

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Chapter 10
GMM Referenced Forms

The following forms are referenced in the GMM. Procedures for completion of the forms are provided to ensure the quality of form completion.

10.1 Changing Forms

The forms described are incorporated within the GMM. Changes to forms should be accomplished by submitting revisions to the form and GMM to the assigned Principal Maintenance Inspector at the Philadelphia Flight Standards District Office.

10.2 AA767 List of Applicable Forms

Form Number	Title
10-001	AA767 Manual Revision Receipt
30-001	AA767 Aircraft Maintenance Log
30-002	AA767 Aircraft Inspection Status Form
30-003	AA767 Aircraft Maintenance Non Routine Discrepancy Form
30-004	AA767 Serviceable Yellow Tag
30-005	AA767 Repairable Green Tag
30-006	AA767 Condemned Red Tag
30-007	AA767 Discrepant Structure Report
30-008	AA767 Work Package Control Tally
30-009	AA767 Work Package Component Control
30-010	AA767 Maintenance Non-Routine Discrepancy Tally
40-001	AA767 Aircraft Cumulative Weight and CG Change Form
40-002	RESERVED
40-003	AA767 Maintenance Alert Bulletin
40-004	AA767 Maintenance Alert Bulletin Master Listing
50-001	AA767 MEL Control Number Log

Form Number	Title
50-002	AA767 Deferred Maintenance Tracking Log
50-003	AA767 MEL Extension Form
50-004	AA767 Aircraft MEL Control Form
50-005	AA767 Aircraft MEL Placard Form
60-001	AA767 Required Inspection Item Authorization
70-001	AA767 Letter of Authorization
70-002	AA767 Airworthiness Release (AWR) Authorization
80-001	AA767 Maintenance Training Summary
90-001	AA767 Repair Facility & Vendor Audit Check List
90-002	AA767 Approved Maintenance Provider List

10.3 MANUAL REVISION RECEIPT FORM 10-001

MANUAL REVISION RECEIPT

The enclosed revision is for a specific AA767 Manual. This revision is to be made by the appropriate assigned person of the Manual. Please do not delay making revisions. Please sign and return this manual revision notice within 10 days to:

AA767 LLC c/o POLARIS AVIATION SOLUTIONS
ATTN: DIRECTOR OF MAINTENANCE
ATLANTIC CITY INTERNATIONAL AIRPORT
SUITE 114
EGG HARBOR TOWNSHIP, NJ 08234

MANUAL TITLE _____ **(1)** _____.

CONTROL COPY _____ **(2)** _____.

REVISION NUMBER _____ **(3)** _____.

DATE OF ISSUANCE: _____ **(4)** _____.

CHAPTER REFERENCE	PAGES	INSTRUCTIONS
(5)	(6)	(7)

Manual Assignment: _____ **(8)** _____.

Manual received, read and understood by:

Name: _____ **(9)** _____.

Signature: _____ **(10)** _____.

Date: _____ **(11)** _____.

FORM 10-001
REV 1

10.4 INSTRUCTION FOR COMPLETING MANUAL REVISION RECEIPT FORM 10-001

TO BE COMPLETED BY AA767:

1) Enter Manual Title
2) Enter Control Copy Number
3) Enter Revision Number
4) Enter Date of Issuance of Revision
5) Enter Chapter Reference
6) Enter Page Numbers to be Affected
7) Enter Instructions to Remove or Replace
8) Enter Manual Assignment Position/Name

TO BE COMPLETED BY PERSON ACCEPTING REVISION:

9) Print Name of Person Accepting Revision
10) Sign Name of Person Accepting Revision
11) Enter Date Revision Completed

10.5 AIRCRAFT MAINTENANCE LOG FORM 30-001

AA767 AIRCRAFT MAINTENANCE LOG

FROM	TO	TIME ALOFT	LDG
(1)	(2)	(3)	(4)
TOTAL		(5)	(6)

TIME IN SERVICE

	AC HOURS		AC LDGS	ENG #1 TSN		ENG #1 CSN	ENG #2 TSN		ENG #2 CSN	APU TSN		APU CSN
FWD	(7)		(8)	(9)		(10)	(11)		(12)	(13)		(14)
TODAY	(15		(16)	(17)		(18)	(19)		(20)	(21)		(22)
TOTAL	(23)		(24)	(25)		(26)	(27)		(28)	(29)		(30)

RVSM COMPLIANT (47) YES ☐ NO ☐

VOR CHECK VOT ☐ GRD ☐ AIR ☐

STATION_____NAV#1_____NAV#2_____ (31)

AIRWORTHINESS RELEASE: i certify that this aircraft has been inspected in accordance with it's approved aircraft inspection program and has been found airworthy and is in a condition. for safe operation. CERT #_____ GMT_____

SIGNATURE_____ (32) DATE_____

REMARKS (33)

DISCREPANCIES

(34)

(35)

DISCOVERED BY (36) DATE (37)

#

DISCOVERED BY DATE (5)

#

DISCOVERED BY DATE

CORRECTIVE ACTION

(38)

(39)

TECHNICIAN (40) CERT # (41) DATE (42)

RII (43) INSPECTOR (44) CERT # (45) DATE (46)

#

TECHNICIAN CERT # DATE

RII INSPECTOR CERT # DATE

#

TECHNICIAN CERT # DATE

RII INSPECTOR CERT # DATE

TRIP # (48) DATE (49) PIC NAME (51) PIC SIGNATURE (52) (50) 00000

FORM 30-001
REV 1

NEXT PAGE # ☐ (53) LAST ☐

10.6 INSTRUCTIONS FOR AIRCRAFT MAINTENANCE LOG FORM 30-001

1) Enter station departed
2) Enter station arrived
3) Enter time aloft
4) Enter number of landings
5) Enter total time aloft
6) Enter total landings
7) Enter aircraft hours brought forward from previous log
8) Enter aircraft landings brought forward from previous log
9) Enter #1 engine hours since new brought forward from previous page
10) Enter #1 engine cycles since new brought forward from previous page
11) Enter #2 engine hours since new brought forward from previous log
12) Enter #2 engine cycles since new brought forward from previous log
13) Enter APU hours since new brought forward from previous log
14) Enter APU cycles since new brought forward from previous log
15) Enter aircraft hours today
16) Enter aircraft landings today
17) Enter #1 engine hours today
18) Enter #1 engine cycles today
19) Enter #2 engine hours today
20) Enter #2 engine cycles today
21) Enter APU hours today
22) Enter APU cycles today
23) Enter total of blocks 7 & 15
24) Enter total of blocks 8 & 16
25) Enter total of blocks 9 & 17
26) Enter total of blocks 10 & 18
27) Enter total of blocks 11 & 19
28) Enter total of blocks 12 & 20
29) Enter total of blocks 13 & 21
30) Enter total of blocks 14 & 22
31) Enter VOR check performed
32) Complete airworthiness release as per GMM Chapter 7 to include certificate type and number, GMT, signature, and date
33) Enter any remarks
34) Enter discrepancy number
35) Enter aircraft discrepancies
36) Enter signature of person initiating discrepancy
37) Enter date discrepancy entered
38) Enter corrective action number
39) Enter corrective action
40) Enter signature of technician correcting discrepancy
41) Enter certificate type and number of technician correcting discrepancy
42) Enter date discrepancy corrected
43) Place **X** if RII
44) Enter signature of inspector inspecting corrective action
45) Enter certificate type and number of inspector inspecting corrective action
46) Enter date inspection accomplished
47) Document current RVSM status
48) Enter trip number
49) Enter date of trip
50) Enter aircraft registration (N#) number
51) Print name of pilot-in-command
52) Enter signature of pilot-in-command
53) When replacing the bounded log pages mark NEXT on the last page and write the first log page number of the new set of bound pages. On the first log page of the new set mark LAST and write the last page number from the previous set of log pages.

Note: Previous revisions of Form 30-001 are still acceptable and will be used until depleted.

10.7 AIRCRAFT INSPECTION STATUS FORM 30-002

AA767 AIRCRAFT INSPECTION STATUS		
Aircraft N #: (1)	Date: (2)	
A/C Hours: (3)	Aircraft Cycles: (4)	
Inspection Type	**Due**	
14 CFR Part 91.411 & 91.413 Checks	(5)	
Weight & Balance	(6)	
Next AD-Flight Hours: (7)	**(8)**	
Next AD-Cycles: (9)	**(10)**	
Next AD-Calendar: (11)	**(12)**	
Life Vest	**Crew: (13)**	**Pax: (14)**
ELTs/14 CFR Part 91.207		
Fixed	(15)	
Removable	**Pos. 1: (16)**	**Pos. 2: (17)**
Life Rafts		
Left Doors	**L1: (18)**	**L2: (19)**
	L3: (20)	**L4: (21)**
Right Doors	**R1: (22)**	**R2: (23)**
	R3: (24)	**R4: (25)**
Supplemental	(26)	
Engine Inspection		
Inspection Type	**Due**	
(27)	**LT: (28)**	**RT: (29)**
Airframe Inspection		
Inspection Type	**Due**	
30 Day Service Check	(30)	
(31)	**(32)**	
Remarks **(33)**		
Form 30-002 **Rev 3.**		

10.8 INSTRUCTION FOR COMPLETING AIRCRAFT INSPECTION STATUS FORM 30-002

1) Enter aircraft registration number
2) Enter the date of form completion
3) Enter the aircraft total time
4) Enter the aircraft total cycles
5) Enter the date 14 CFR 91.411 & 91.413 Checks are due
6) Enter the date next aircraft weighing is due
7) Enter the next Airworthiness Directive (AD) due by flight hours
8) Enter the aircraft flight hour the AD listed per item 7 is due
9) Enter the next Airworthiness Directive (AD) due by cycles
10) Enter the aircraft cycles the AD listed per item 9 is due
11) Enter the next Airworthiness Directive (AD) due by date
12) Enter the date the AD listed per item 11 is due
13) Enter the date Crew Life Vests are due
14) Enter the date Passenger Life Vests are due
15) Enter the date 14 CFR 91.207 fixed type ELT Check is due
16) Enter the date 14 CFR 91.207 removable type ELT Check, position 1, is due
17) Enter the date 14 CFR 91.207 removable type ELT Check, position 2, is due
18) Enter the date Emergency Escape Slide/Raft recertification, position L1, is due
19) Enter the date Emergency Escape Slide/Raft recertification, position L2, is due
20) Enter the date Emergency Escape Slide/Raft recertification, position L3, is due
21) Enter the date Emergency Escape Slide/Raft recertification, position L4, is due
22) Enter the date Emergency Escape Slide/Raft recertification, position R1, is due
23) Enter the date Emergency Escape Slide/Raft recertification, position R2, is due
24) Enter the date Emergency Escape Slide/Raft recertification, position R3, is due
25) Enter the date Emergency Escape Slide/Raft recertification, position R4, is due
26) Enter the date Supplemental Life Raft recertification is due
27) Enter the type of next engine inspection due
28) Enter the date the next inspection for the Left Engine is due
29) Enter the date the next inspection for the Right Engine is due
30) Enter the date the next 30 Day Service Check is due
31) Enter the type of next airframe inspection due
32) Enter the date the next airframe inspection is due
33) Enter any remarks to communicate any additional information to the flight crew

10.9 AIRCRAFT MAINTENANCE NON ROUTINE DISCREPANCY FORM 30-003

AA767 AIRCRAFT MAINTENANCE NON ROUTINE DISCREPANCY FORM

WO #_____ (1) AIRCRAFT N #_____ (2) DATE_____ (3) PAGE__(4)__OF_____

DISCREPANCY

ITEM NO (5)	BY (6)	DATE (7)
	(8)	

CORRECTIVE ACTION

PN OFF (9)	SN OFF (10)	PN ON (11)	SN ON (12)	DATE (13)	M/H (15)	HRS (16)	LDG (17)
		(14)					
RII (18)							
MECH (19)	CERT NO (20)	INSP (21)	CERT NO (22)				
PN OFF	SN OFF	PN ON	SN ON	DATE	M/H	HRS	LDG
RII							
MECH	CERT NO	INSP	CERT NO				
PN OFF	SN OFF	PN ON	SN ON	DATE	M/H	HRS	LDG
RII							
MECH	CERT NO	INSP	CERT NO				

ITEM NO	BY	DATE

FORM 30-003
REV 1

10.10 Instructions for Aircraft Maintenance Non Routine Discrepancy Form 30-003

1) Enter work order number
2) Enter aircraft registration (N#) number
3) Enter date form is initiated
4) Enter page ___ of _____Pages
5) Enter item number
6) Enter signature of person initiating discrepancy
7) Enter date of discrepancy
8) Enter discrepancy
9) Enter part number of part removed
10) Enter serial number of part removed
11) Enter part number of part installed
12) Enter serial number of part installed
13) Enter date of corrective action
14) Enter corrective action
15) Enter man hours
16) Enter aircraft hours
17) Enter aircraft landings
18) Place **X** if RII
19) Enter signature of mechanic correcting discrepancy
20) Enter certificate number of mechanic correcting discrepancy
21) Enter signature of inspector inspecting the corrective action
22) Enter certificate number of inspector inspecting the corrective action

10.11 SERVICEABLE YELLOW TAG FORM 30-004

SERVICEABLE

PART NAME: (1) SER # (2)

PART # (3) DATE (4)

ACFT MODEL (5) ACFT N # (6)

HOURS (7) CYCLES (8)

REMARKS: (9)

MECHANIC/INSPECTOR (10)

Form 30-004
Rev Org

AA 767 LLC

10.12 Instructions for Serviceable Yellow Tag Form 30-004

1) Enter part name
2) Enter part serial number
3) Enter part number
4) Enter the date
5) Enter aircraft model
6) Enter aircraft registration (N#) number
7) Enter aircraft or part hours as appropriate
8) Enter aircraft or part cycles as appropriate
9) Enter condition of part (New, Overhauled, etc.)
10) Enter Mechanic/Inspector, completing tag, signature

10.13 REPAIRABLE GREEN TAG FORM 30-005

REPAIRABLE

PART NAME: (1) SER # (2)

PART # (3) DATE (4)

ACFT MODEL (5) ACFT N # (6)

HOURS (7) CYCLES (8)

REMARKS:

(9)

MECHANIC/INSPECTOR (10)

Form 30-005
Rev Org

AA 767 LLC

10.14 Instructions for Repairable Green Tag Form 30-005

1) Enter part name
2) Enter part serial number
3) Enter part number
4) Enter the date
5) Enter aircraft model
6) Enter aircraft registration (N#) number
7) Enter aircraft or part hours as appropriate
8) Enter aircraft or part cycles as appropriate
9) Enter condition of part (reason for removal)
10) Enter Mechanic/Inspector, completing tag, signature

10.15 CONDEMNED RED TAG FORM 30-006

CONDEMNED

PART NAME: (1) SER # (2)

PART # (3) DATE (4)

ACFT MODEL (5) ACFT N # (6)

REMARKS:

(7)

MECHANIC/INSPECTOR (8)

Form 30-006
Rev Org

AA 767 LLC

10.16 Instructions for Condemned Red Tag Form 30-006

1) Enter part name
2) Enter part serial number
3) Enter part number
4) Enter the date
5) Enter aircraft model
6) Enter aircraft registration (N#) number
7) Enter condition of part (Scrap etc.)
8) Enter Mechanic/Inspector, completing tag, signature

10.17 DISCREPANT STRUCTURE REPORT FORM 30-007

1. REPORT DATA: ATA INDEX:_____ REPORT NO.:_____
DATE:_____

2. AIRCRAFT DATA: MODEL:_____ SERIAL NO._____ REG. NO._____
TOTAL TIME:_____ TOTAL CYCLES_____ DATE OF MFG._____

3. COMPONENT DATA: NAME:_____ P/N:_____ S/N:_____

IPC/DWG REF:_____ SRM REF:_____

(If known) TIME SINCE NEW:_____ CYCLES SINCE NEW:_____
TIME SINCE OVHL:_____ CYCLES SINCE OVHL:_____

4. REPAIR DATA: ☐ PLANNED ☐ COMPLETED

4A. ACTION: _____
_____
_____

4B. REFERENCES ASSOCIATED WITH INSPECTION/REPAIR: (SPECIFY NO., PAGE, FIGURE, ETC.)

SB_____ AD_____ MPD_____
IPC_____ SRM_____ OTHER_____

5. SERVICE BULLETINS INCORPORATED IN AREA OF DISCREPANCY:

SERVICE BULLETIN	SECTION	DATE INCORPORATED	TOTAL TIME/CYCLE AT INCORPORATION
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____
_____	_____	_____	_____/_____

6. INSPECTION DATA: (COMPLETE KNOWN INFO., CHECK APPROPRIATE ITEMS FOR DISCREPANT STRUCTURE)

CURRENT INSPECTION INTERVALS (FLIGHT) _____ _____ _____ _____
CORRESPONDING INSPECTION LEVELS _____ _____ _____ _____

6A.

WHEN DISCOVERED	*6B. INSPECTION LEVEL*	*6C. DETECTION METHOD*
☐ SCHEDULED MAINT.	☐ WALK-AROUND	☐ VISUAL
☐ OVERHAUL	☐ GENERAL VISUAL	☐ MAG. VISUAL
☐ UNSCHEDULED	☐ EXTERNAL SURVEILLANCE	☐ DYE PENETRANT
☐ SPECIAL/DIRECTED (AD, SB, ...)	☐ INTERNAL SURVEILLANCE	☐ ULTRASONIC
☐ SYMPTOM (FUEL/PRESS. LEAK, ...)	☐ DETAILED	☐ X-RAY
☐ RELATED FLEET EXPERIENCE	☐ SPECIAL	☐ LOW FREQ. EDDY CURRENT
☐ ACCIDENT INVESTIGATION	☐ OTHER_____	☐ HIGH FREQ. EDDY CURRENT
☐ OTHER_____		☐ BORESCOPE
		☐ MAGNETIC PARTICLE
		☐ TAP TEST
		☐ OTHER_____

7. DISCREPANCY DESCRIPTION: _____
_____
_____
_____

Attach sketch, photos, and text as required to describe defect and specific location. When applicable, give details of associated discrepancies on the same airplane, related experience with this discrepancy on any airplane, and previous modification(s) to the discrepant structure.

10.18 Instructions for Discrepant Structure Report Form 30-007

1) Enter Report Data
2) Enter Aircraft Data
3) Enter Component Data
4) Enter Repair Data
   a. Enter Action Taken
   b. Enter References Associated with Inspection Repair
5) Enter Service Bulletins incorporated in area of discrepancy
6) Enter Inspection Data
   a. Enter when discovered
   b. Enter inspection level
   c. Enter detection method
7) Enter Discrepancy Description

10.19 AA767 Work Package Control Tally Form 30-008

AA767

AA 767
WORK PACKAGE CONTROL TALLY

Page_(1)_of____

AIRCRAFT _____(2)_____ A/C HOURS ____(3)____ A/C LANDINGS ____(4)____ LOG PAGE _____(5)_____

WORK ORDER ____(6)____ WORK ORDER DATE _____(7)_____ TYPE CHECK_____(8)_____ STA __(9)__

ITEM	FORM/WORK CARD NUMBER	ITEM DESCRIPTION	COMP	INSP
(10)	(11)	(12)	(13)	(14)

ALL ITEMS ARE SIGNED OFF AS COMPLETE AND HAVE BEEN REVIEWED FOR ACCOUNTABILITY

SIGN _____(15)_____ DATE _____(16)_____ GMT _____(17)_____

THIS WORK PACKAGE CONTAINS AN ITEM(S) THAT IS A REQUIRED INSPECTION ITEM YES_(18)_ NO_(19)_

INSPECTOR _____(20)_____ CERT NO _____(21)_____DATE _____(22)_____

Form 30-008
Rev Org

10.20 INSTRUCTIONS FOR AA767 WORK PACKAGE CONTROL TALLY FORM 30-008

1) Enter current page number of page total.
2) Enter aircraft registration number.
3) Enter airframe total hours.
4) Enter airframe total landings.
5) Enter log page number that the work package was opened.
6) Enter work order number. Generally AA 767 work order numbers are the created by the year and Julian date, i.e. January 1, 2011 would be 2011001.
7) Enter the date the work order was created.
8) Enter type of check, i.e. 1A-Check, 2C-Check or Non Routine.
9) Enter the location where the work package was completed.
10) Enter the item number starting with “1”.
11) Enter the form or work card number.
12) Enter the form or work card title or description.
13) The technician completing the task enters his initials and the date of completion.
14) If the task has a inspection requirement, the inspector enters his initials and date of final inspection.
15) The individual who verifies all parts of the work package are properly signed off and accounted for enters his signature. The individual is not signing for the work being performed.
16) Enter the date of signature in item 15.
17) Enter the GMT time of the signature in item 15.
18) If the work package contains an inspection item(s) place a “X”. Items 20-22 must then be completed.
19) If the work package does not contain an inspection item(s) place a “X”. Items 20-22 are not applicable. (N/A)
20) The inspector verifying correct inspection signatures enters his signature, if applicable.
21) The inspector signing item 20 enters his certificate type and number, if applicable.
22) Enter the date of the signature in item 20, if applicable.

10.21 AA767 Work Package Component Control Form 30-009

AA767

AA767 WORK PACKAGE COMPONENT CONTROL FORM

Page (1) of ___

AIRCRAFT ____ (2) ____ LOG PAGE ____ (3) ____ WORK ORDER ____ (4) ____ WORKORDER DATE ____ (5) ____

ITEM	GENERATING ITEM	NOMENCLATURE	POS	PART NUMBER OFF	SERIAL NUMBER OFF	PART NUMBER ON	SERIAL NUMBER ON
1	(6)	(7)	(8)	(9)	(10)	(11)	(12)
2							
3							
4							
5							
6							
7							
8							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Form 30-009
Rev Org

10.22 INSTRUCTIONS FOR AA767 WORK PACKAGE COMPONENT CONTROL FORM 30-009

1) Enter current page number of page total.
2) Enter aircraft registration number.
3) Enter log page number that the work package was opened.
4) Enter work order number from Form 30-008.
5) Enter the work order date from Form 30-008.
6) Enter the generating item of the component removal and or replacement.
7) Enter the component nomenclature.
8) Enter the position of the component or “only”.
9) Enter the part number of the removed component.
10) Enter the serial number of the removed component.
11) Enter the part number of the installed component.
12) Enter the serial number of the installed component.

10.23 NON-ROUTINE DISCREPANCY TALLY FORM 30-010

AA767

AA767 MAINTENANCE
NON ROUTINE DISCREPANCY TALLY

Page (1) of____

AIRCRAFT (2) LOG PAGE (3) WORK ORDER (4) WORK ORDER DATE (5)

ITEM	ISSUED	COM-PLETE	ITEM	ISSUED	COM-PLETE	ITEM	ISSUED	COM-PLETE	ITEM	ISSUED	COM-PLETE
0001	(6)	(7)	0031			0061			0091		
0002			0032			0062			0092		
0003			0033			0063			0093		
0004			0034			0064			0094		
0005			0035			0065			0095		
0006			0036			0066			0096		
0007			0037			0067			0097		
0008			0038			0068			0098		
0009			0039			0069			0099		
0010			0040			0070			0100		
0011			0041			0071			0101		
0012			0042			0072			0102		
0013			0043			0073			0103		
0014			0044			0074			0104		
0015			0045			0075			0105		
0016			0046			0076			0106		
0017			0047			0077			0107		
0018			0048			0078			0108		
0019			0049			0079			0109		
0020			0050			0080			0110		
0021			0051			0081			0111		
0022			0052			0082			0112		
0023			0053			0083			0113		
0024			0054			0084			0114		
0025			0055			0085			0115		
0026			0056			0086			0116		
0027			0057			0087			0117		
0028			0058			0088			0118		
0029			0059			0089			0119		
0030			0060			0090			0120		

ALL NON ROUTINES ARE SIGNED OFF AS COMPLETE AND HAVE BEEN REVIEWED FOR ACCOUNTABILITY

SIGN (8) DATE (9)

Form 30-010
Rev Org

10.24 INSTRUCTIONS FOR AA767 MAINTENANCE NON-ROUTINE DISCREPANCY TALLY FORM 30-010

1) Enter current page number of page total.
2) Enter aircraft registration number.
3) Enter log page number that the work package was opened.
4) Enter work order number from Form 30-008.
5) Enter the work order date from Form 30-008.
6) The technician issuing the non routine enters his initials.
7) The technician completing the non routine enters his initials.
8) The individual who verifies all non routines are properly signed off and accounted for enters his signature. The individual is not signing for the work being performed.
9) Enter the date of signature in item 8.

10.25 Cumulative Weight and CG Change Form 40-001

AA767 Aircraft Cumulative Weight & CG Change Form

Aircraft Make & Model:_____(1)_____ Date:_____(2)_____

Aircraft N No.:_____(3)_____

	Item	+/-	Weight	Arm	Moment	% MAC
Start	(4)					
	(5)	(6)	(7)	(8)	(9)	(10)

RECALCULATION SUMMARY

New Empty Weight*	(11)
New Empty Weight CG	(12)
Empty Weight % MAC**	(13)
Calculated By	(14)
Checked By	(15)
Reweighing Required* **	YES ☐ NO ☐ (16)

* Reweigh is required if the cumulative change exceeds +/- 1/2 of 1% (0.5%) of the maximum landing weight.
B767-200: 1,390 lbs. B777-200: 2,300 lbs

**Reweigh is required if the cumulative change exceeds +/- 1/2 of 1% (0.5%) of the %MAC.

Reference AA767 GMM Chapter 4.7 Weight & Balance

CG IN % MAC CALCULATION

B767-200ER

$$\% \text{ MAC} = \frac{\text{CG in IN} - 913.2}{237.5} \times 100$$

B777-200ER

$$\% \text{ MAC} = \frac{\text{CG in IN} - 1174.5}{278.5} \times 100$$

Form 40-001
Rev 2

10.26 Instructions for Cumulative Weight and CG Change Form 40-001

1) Enter aircraft make and model
2) Enter date
3) Enter aircraft “N” number
4) Enter starting weight, arm, and moment from previous weighing/calculation
5) Enter item added/removed
6) Enter (+) or (-) for item added/removed
7) Enter weight for item added/removed
8) Enter arm for item added/removed
9) Enter moment for item added/removed
10) Enter new % MAC after change

11) Enter new empty weight plus
12) Enter new empty weight CG
13) Enter new empty weight % of MAC
14) Enter signature of person accomplishing the calculation
15) Enter the signature of person checking the calculation
16) Enter “Yes” or “No” to indicate if reweighing is required

Forward copies of new calculation to Director of Operations, aircraft logbook, and aircraft weight and balance file.

10.27 Reserved

10.28 MAINTENANCE ALERT BULLETIN FORM 40-003

MAINTENANCE ALERT BULLETIN

AA767

Subject: (1)	MAB No. (2)
	Date: (3)

(4)

Form 40-003
Rev Org

10.29 INSTRUCTIONS FOR MAINTENANCE ALERT BULLETIN FORM 40-003

1) Enter Subject Title
2) Enter MAB number
3) Enter date of issue
4) MAB body: to include the specific details of the alert bulletin and any instruction or figures needed for reference

10.30 MAINTENANCE ALERT BULLETIN MASTER LISTING FORM 40-004

MAINTENANCE ALERT BULLETIN MASTER LISTING

AA767

Page: (1)of__

MAB Number Subject Issue Date Date Removed	Employee Name Review MAB. Initial and date.					
	(2)					
(3)	(4)					

Form 40-004
Rev Org

10.31 INSTRUCTIONS FOR MAINTENANCE ALERT BULLETIN MASTER LISTING FORM 40-004

1) Enter current page number.
2) Enter name of employee.
3) Enter MAB number, Subject Title and issue date of the MAB. The date once the MAB is removed from the MAB Binder.
4) The employee will enter his or her initials and date once the MAB has been reviewed.

10.32 MEL CONTROL NUMBER LOG FORM 50-001

AA767 MEL CONTROL NUMBER LOG

AIRCRAFT "N" NUMBER _____

MEL CONTROL #	DATE ISSUED	EXP DATE	LOG PAGE #	DATE CLEARED	LOG PAGE #	SIGNATURE

Form 50-001
Rev 2

10.33 INSTRUCTIONS FOR MEL CONTROL NUMBER LOG FORM 50-001

1) Enter aircraft registration (N#) number
2) Enter MEL control number. MEL control numbers run consecutively for each aircraft and are comprised of the aircraft N# (673BF), the current year (-11) and the next sequential number associated with the forementioned aircraft (-001, -002, …). Items deferred per the MEL under the NEF will be designated with the letter “N” (ie: N673BF-11-001).
3) Enter the date issued
4) Enter the expiration date
5) Enter the log page number on which the item was deferred

10.34 DEFERRED MAINTENANCE TRACKING LOG FORM 50-002

AA767 DEFERED MAINTENANCE TRACKING LOG

AIRCRAFT N # _____

MAKE: _____ MEL CONTROL #: _____

MODEL: _____ ISSUED BY: _____

DEFERRED ITEM INFORMATION:

DATE: _____ AIRCRAFT TOTAL TIME: _____

TIME: _____ LOG PAGE: _____

DISCREPANCY: _____

_____

MEL ATA CODE: _____ CATEGORY: _____ TIME LIMIT:_____

REASON FOR DEFERRAL: _____

PARTS P.O. NUMBER: _____

MEL EXTENSION NEW TIME LIMIT: _____ DATE: _____

DATE CLEARED: _____ LOG PAGE NO.:_____

CORRECTIVE ACTION: _____

_____

_____

_____

_____

_____

Form 50-002
Rev 2

10.35 Instructions for Deferred Maintenance Tracking Log Form 50-002

1) Enter aircraft registration (N#) number.
2) Enter aircraft make.
3) Enter MEL control number. MEL control numbers run consecutively for each aircraft and are comprised of the aircraft N# (673BF), the current year (-11) and the next sequential number associated with the fore mentioned aircraft (-001, -002, …). Items deferred per the MEL under the NEF will be designated with the letter “N” (ie: N673BF-11-001).
4) Enter aircraft model.
5) The Director of Maintenance or designee issuing the MEL control number and completing the DDR will sign his name.
6) Enter date item deferred.
7) Enter aircraft total time.
8) Enter time and day of deferral.
9) Enter Log page number of discrepancy.
10) Enter the discrepancy being deferred.
11) Enter ATA code of item deferred (34-1, etc.).
12) Enter category (i.e.: B-3 days).
13) Enter time limit.
14) Enter reason for deferral (parts, time, etc.).
15) If reason for deferral is parts, purchase order number on which replacement parts have been ordered.
16) If a deferred item cannot be replaced or repaired per category time limit and an extension has been approved, enter new time limit.
17) Enter extension date if applicable.
18) When repair of the deferred item has been completed, the maintenance representative will enter date that the item was cleared.
19) Enter log page where the item was cleared.
20) Enter corrective action along with the name and certificate number of the Director of Maintenance or designee closing the MEL item.

10.36 MEL EXTENSION FORM 50-003

AA767 MEL EXTENSION FORM

DEFERRAL EXTENSION

DATE REQUESTED: _____(1)_____ REQUESTED BY: _____(2)_____

AIRCRAFT N # : _____(3)_____ MEL ATA #: ____(4)_____ MEL CONTROL #: _____(5)_____

DATE ORIGINALLY DEFERRED: _____(6)_____

DELIVERY DATE FOR PARTS (MM/DD/YY): _____(7)_____

SCHEDULED DATE OF REPAIRS (MM/DD/YY):_____(8)_____

DISCREPANCY AS RECORDED ON AIRCRAFT MAINTENANCE LOG: _____(9)_____

_____

_____

_____

JUSTIFICATION OF EXTENSTION: _____(10)_____

_____

_____

_____

LIMIT OF EXTENSION: _____(11)_____

DIRECTOR OF MAINTENANCE APPROVAL: _____(12)_____

NOTIFY THE CHDO OF THIS EXTENSION APPROVAL IN ACCORDANCE WITH OPERATIONS SPECIFICATIONS D095 PARA (e).

Form 50-003
Rev 1

10.37 INSTRUCTIONS FOR MEL EXTENSION FORM 50-003

1) Enter date extension requested
2) Enter the name of the requestor
3) Enter aircraft registration (N#) number
4) Enter the MEL ATA code
5) Enter the MEL control number
6) Enter the date MEL was originally deferred
7) Enter the deliver date for parts if applicable
8) Enter the scheduled repair date
9) Enter the discrepancy as recorded on the Aircraft Maintenance Log
10) Enter the justification for the extension
11) Enter the limit of the extension
12) Enter the signature of the Director of Maintenance

10.38 AIRCRAFT MEL CONTROL FORM 50-004

AA767 AIRCRAFT MEL CONTROL FORM

AIRCRAFT N#:_____

MEL CONTROL NUMBER	ORIGINAL LOG PAGE NUMBER	ENTERED		DISCREPANCY SUMMARY	MEL CAT	EXP. DATE OF CAT	CORRECTED		SIGNATURE AND CERTIFICATE NUMBER	CLOSE OUT LOG PAGE NUMBER
		DATE	STA				DATE	STA		

Form 50-004
Rev 2

10.39 Instructions for Aircraft MEL Control Form 50-004

1) Enter aircraft registration (N#) number
2) Enter the assigned MEL control number
3) Enter the original Aircraft Maintenance Log page where MEL was issued
4) Enter date MEL was issued
5) Enter Station where MEL was issued
6) Enter a brief description of the discrepancy
7) Enter MEL Category
8) Enter expiration date of the MEL

10.40 AIRCRAFT MEL PLACARD FORM 50-005

INOP (1)
MEL
CONTROL # (2)
Form 50-005
Rev Org

10.41 INSTRUCTIONS FOR AIRCRAFT MEL PLACARD FORM 50-005

1) Enter ATA code of item deferred (34-1, etc.)
2) Enter MEL control number

Place placard on or near the inoperative item.

10.42 REQUIRED INSPECTION ITEMS (RII) AUTHORIZATION FORM 60-001

AA767 Required Inspection Item Authorization

Authorization for Required Inspection Items/Scope of Inspection

Federal Aviation regulation requires that AA767 notify an employee that he is authorized by the company to accomplish the inspection of Required Inspection Items (RII) and/or Scope of Inspection. These items require inspection by a person other than the one accomplishing the work.

This is to certify that (Name) _____(1)_____ (Title) _____(2)_____

who is the holder of (Mechanics/Repairman Certificate Number) _____(3)_____

with a _____(4)_____ rating, has been authorized as an RII Inspector. The

company considers you qualified, trained and authorized to accomplish the inspection of

Required Inspection Items within the scope of Inspection for which you are certificated.

Qualifications and Restrictions. If any

ATA Code – Indicate Authorization: (5)

_____ 1. Chapter 22 (Auto Pilot)
_____ 2. Chapter 24 (Electrical)
_____ 3. Chapter 25 (Equipment)
_____ 4. Chapter 26 (Fire Protection)
_____ 5. Chapter 27 (Flight Controls)
_____ 6. Chapter 28 (Fuel Systems)
_____ 7. Chapter 29 (Hydraulics)
_____ 8. Chapter 32 (Landing Gear)
_____ 9. Chapter 34 (Navigation)
_____ 10. Chapter 49 (APU)
_____ 11. Chapter 51 (Structures)
_____ 12. Chapter 52 (Doors)
_____ 13. Chapter 53 (Fuselage)
_____ 14. Chapter 54 (Nacelle/Pylon)
_____ 15. Chapter 55 (Stabilizers)
_____ 16. Chapter 56 (Windows)
_____ 17. Chapter 57 (Wings)
_____ 18. Chapter 72 (Powerplant)
_____ 19. Chapter 73 (Engine Fuel Control)
_____ 20. Chapter 78 (Thrust Reversers)

****REFERENCE AA767 GMM CHAPTER 6 FOR ITEM LIST**

Restrictions:
_____(6)_____

_____
This is to acknowledge that I have read the above and understand my responsibilities and restrictions

_____(7)_____ _____(8)_____
Employees Signature Date
_____(9)_____ _____(10)_____
Authorized By: Director of Maintenance/Designee Date

Expires 24 months from date of issue.

Form 60-001
Rev 1

10.43 INSTRUCTIONS FOR COMPLETING RII AUTHORIZATION FORM 60-001

A. The (RII) Authorization Form 60-001 is utilized to convey the (RII) authorization to the person being designated. The form also serves at the acknowledgement that the designee understands the limits and restrictions to that authority. The form is completed by the Director of Maintenance or his designee as follows:

1) Enter the name of the mechanic or repairman being authorized.
2) Enter the job title (i.e.: Maintenance Technician, etc.).
3) Enter the certificate number of the mechanics or repairman certificate held.
4) Enter the type of certificate held (i.e.: Airframe and Powerplant, Repairman).
5) Check or place an X by the ATA chapters authorized.
6) Enter any restrictions. When form is used for a one time authorizations enter (“One Time”). Enter Date.
7) The employee designated signs indicating understanding of authority and restrictions.
8) Enter date of Employee Acknowledgement.
9) Signature of Authorizing Official (Director of Maintenance/Designee).
10) Enter Date of authorization.

B. The Director of Maintenance is responsible to acknowledge the telephone authorization by signing block 9, dating block 10, and filing the 60-001 form upon returning to his normal place of work.

Note: In the event the Director of Maintenance is not on site, the Director of Maintenance may authorize the delegation by telephone. Block 6 of the form shall be noted as such by stating in the restrictions block, “Telephone Authority Issued By” and the signature of the person issuing the authority on the behalf of the Director of Maintenance.

10.44 LETTER OF AUTHORIZATION FORM 70-001

AA767 LETTER OF AUTHORIZATION

This is to certify that the person listed below has been granted the following Special Authorizations:

NAME (1) **CERTIFICATE NUMBER** (2)

Authority	Date	Certifying Official
Airworthiness Release	(3)	(4)
Engine Run-Up		
Aircraft Taxi		
Towing/Marshalling		
Refuel/Defuel		

Director of Maintenance Certification	(5)
Date	(6)

Form 70-001
Rev Org

10.45 INSTRUCTIONS FOR COMPLETING LETTER OF AUTHORIZATION FORM 70-001

1) Enter the name of person being granted the authorization
2) Enter the type and certificate (A&P 136-26-2244)
3) Enter the date of the authority
4) Enter the name of the certifying official
5) Enter signature of the Director of Maintenance authorizing the authorities
6) Enter the date signed by the Director of Maintenance

10.46 AA767 AIRWORTHINESS RELEASE (AWR) AUTHORIZATION FORM 70-002

AA767 Airworthiness Release (AWR) Authorization

Authorization for Airworthiness Release

Federal Aviation regulation requires that AA767 notify an employee that he is authorized by the company to accomplish an Airworthiness Release.

This is to certify that (Name) _____(1)_____ (Title) _____(2)_____ who is the holder of

(Mechanics/Repairman Certificate Number) _____(3)_____ with an Airframe & Power Plant rating, has been

granted Airworthiness Release authorization. The company considers you qualified, trained and authorized to accomplish

the Airworthiness Release.

This authority is restricted to "ONE TIME USE" : YES ☐ NO ☐ (4)

I understand the responsibilities vested in me by this authority:

_____(5)_____ _____(6)_____
Employees Signature Date

_____(7)_____ _____ (8)_____
Authorized By: Director of Maintenance/Designee Date

Expires 24 months from date of issue.

Form 70-002
Rev Original

10.47 INSTRUCTIONS FOR AA767 AIRWORTHINESS RELEASE (AWR) AUTHORIZATION FORM 70-002

1) Enter the name of the mechanic or repairman being authorized.
2) Enter the job title (i.e.: Maintenance Technician, etc.).
3) Enter the certificate number of the mechanics or repairman certificate held.
4) Enter the type of authority by marking the appropriate block.
5) The employee designated signs indicating understanding of authority and restrictions.
6) Enter date of Employee Acknowledgement.
7) Signature of Authorizing Official (Director of Maintenance/Designee).
8) Enter Date of authorization.

10.48 MAINTENANCE TRAINING SUMMARY FORM 80-001

AA767 Maintenance Training Summary

Name: _____(1)_____ Job Title: _____(2)_____ FAA Certificates: _____(3)_____

Course Title/MPD/MM REF.	Method of Training	Completion Date	Training Time Total Hours	Instructor/Supervisor	Certificate Issued
(4)	(5)	(6)	(7)	(8)	(9)

Form 80-001
Rev 1

10.49 Instructions for Completing Maintenance Training Summary Form 80-001

1) Enter name of employee/contractor
2) Enter employees job title
3) Enter type of FAA certificates held (A, P, A&P, Repairman or NA)
4) Enter title of course completed/MPD/AMM Reference
5) Enter method of training (Formal, OJT, Equivalent Credit)
6) Enter course completion date
7) Enter training time total hours
8) Enter name of instructor/AA767 Representative
9) Enter YES or NO for certificate issued

10.50 REPAIR FACILITY & VENDOR AUDIT CHECK LIST FORM 90-001 (PAGE 1 OF 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

This form is to be completed in accordance with AA767 General Maintenance Manual Chapter 9.4 for the purpose of qualifying and approving a maintenance repair facility and/or vendor. Complete this form in it's entirety. For items and and questions not related to the provider's operation, annotate as "N/A".

DESK AUDIT. THIS FACILITY/VENDOR QUALIFIES TO PERFORM A DESK AUDIT IAW AA767 GMM CHAPTER 9.4. YES___NO___

SUPPORTING DOCUMENTATION. THE FOLLOWING DOCUMENTS HAVE BEEN OBTAINED AND/OR ATTACHED FOR REVIEW:

FAA AIR AGENCY CERTIFICATE: YES___NO___ FAA OPS SPECS RATINGS & LIMITATIONS: YES___NO___

FAA DRUG & ALCOHOL APPROVAL LETTER: YES___NO___ FAA DRUG & ALCOHOL PROGRAM NUMBER:_____

COMPANY INFORMATION

COMPANY :_____

FAA REPAIR STATION NUMBER:_____

EASA CERTIFICATE NUMBER:_____

ADDRESS:_____

CITY:_____STATE:_____ZIP CODE:_____

PHONE NUMBER:_____FAX NUMBER:_____

CONTACT E-MAIL ADDRESS:_____

KEY PERSONNEL

MANAGING REPRESENTATIVE:_____TITLE:_____

QUALITY ASSURANCE REPRESENTATIVE:_____TITLE:_____

INSPECTION DEPT REPRESENTATIVE:_____TITLE:_____

COMPLETED BY:_____TITLE:_____

SIGNATURE:_____DATE:_____

This audit expires 24 months from completion date. Upon completion of this form please forward along with the required documents to:
AA767 Director of Maintenance
Polaris Aviation Solutions, Inc.
Atlantic City Int'l Airport Suite 114
Egg Harbor Township, NJ 08234

Form 90-001
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10.50 REPAIR FACILITY & VENDOR AUDIT CHECK LIST FORM 90-001 (PAGE 2 OF 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

CERTIFICATES	
ARE CERTIFICATES DISPLAYED IN A PUBLIC AREA?	YES___NO___
GENERAL	
DO YOU ONLY PERFORM WORK FOR WHICH YOU ARE RATED ON OPS SPECS?	YES___NO___
DO YOU DEAL IN NON-AIRCRAFT PARTS?	YES___NO___
IF YES, ARE NON-AIRCRAFT PARTS, WORK ORDERS AND OTHER MAINTENANCE ACTIVITIES ADEQUATELY SEGREGATED TO PREVENT COMMINGLING?	YES___NO___
DO YOU MAINTAIN A FILE OF AUDIT FINDINGS AND CORRECTIVE ACTIONS FOR THREE YEARS?	YES___NO___
IF YES, ARE THESE RECORDS ACCESSIBLE?	YES___NO___
ARE BACK-UP PEOPLE IDENTIFIED, BY TITLE, FOR ALL PROGRAMS REQUIRING IT?	YES___NO___
DO YOU OBSERVE DUTY-TIME LIMITATIONS?	YES___NO___
QUALITY CONTROL	
IS THERE AN ESTABLISHED QUALITY CONTROL PROGRAM?	YES___NO___
IS THERE A CURRENT QA MANUAL?	YES___NO___
DOES THE MANUAL DETAIL DUTIES, RESPONSIBILITIES AND REPORTING RELATIONSHIPS OF THE QA DEPARTMENT ?	YES___NO___
ARE QA MANUALS CURRENT AND AVAILABLE TO EMPLOYEES?	YES___NO___
IS THERE AN INTERNAL AUDIT AND SURVEILLANCE FUNCTION?	YES___NO___
DOES IT ENSURE APPROPRIATE CORRECTIVE ACTION?	YES___NO___
DO YOU HAVE AN ORGANIZATION ADEQUATE TO PERFORM THE WORK INTENDED?	YES___NO___
DO SUPERVISIORS HAVE AN FAA AMT OR FAA REPAIRMAN'S CERTIFICATE?	YES___NO___
IS THERE AN ESTABLISHED PROCEDURE TO PROVIDE CORRECTIVE ACTION FOR DISCREPANCIES NOTED DURING REPAIR AND OVERHAUL?	YES___NO___
IS THERE A MAINTAINED LIST OF "SUBCONTRACTED" MAINTENANCE ACTIONS AND APPROVED VENDORS FOR THOSE FUNCTIONS?	YES___NO___
DO YOU ENSURE THAT SUBCONTRACTOR QUALITY MEETS CUSTOMER SPECIFICATIONS AND LEGAL REQUIREMENTS?	YES___NO___
DO YOU MAINTAIN CERTIFICATION ON SUB-CONTRACT WORK?	YES___NO___
DO YOU HAVE A PROCEDURE FOR REPORTING DEFECTS OR UNAIRWORTHY CONDITIONS TO THE CUSTOMER AND AND THE FAA?	YES___NO___
INSPECTION	
ARE INSPECTORS PROPERLY TRAINED?	YES___NO___
IS THERE PROPER SEPERATION OF MAINTENANCE AND INSPECTION RESPONSIBILITIES?	YES___NO___
DOES REPAIR STATION ROSTER IDENTIFY ALL SUPERVISIORY AND INSPECTION PERSONNEL?	YES___NO___
IS THERE AN EMPLOYMENT SUMMARY FOR ALL PERSONNEL LISTED ON THE ROSTER?	YES___NO___
IS THERE AN ACCEPTABLE RECEIVING INSPECTION SYSTEM?	YES___NO___
IS THERE AN ACCEPTABLE PROCEDURE TO IDENTIFY CUSTOMER PARTS?	YES___NO___
IS TRACEABILITY MAINTAINED ON ALL PARTS?	YES___NO___

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Page 2 of 6

10.50 REPAIR FACILITY & VENDOR AUDIT CHECK LIST FORM 90-001 (PAGE 3 OF 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

INSPECTION

DO YOU DEAL WITH ANY RAW MATERIAL?	YES___NO___
IF YES, ARE ACCEPTABLE SAMPLING PROCEDURES ADEQUATE TO ENSURE QUALITY?	YES___NO___
IS THERE AN ACCEPTABLE SYSTEM FOR CONTROLLING INSPECTION AND PRODUCTION STAMPS?	YES___NO___

TECHNICAL DATA CONTROL

DO YOU HAVE THE REQUIRED SHOP MANUALS AND SPECIFICATIONS TO PERFORM THE REPAIR/OVERHAUL IN ACCORDANCE WITH CUSTOMER SPECIFICATIONS?	YES___NO___
ARE THERE ESTABLISHED APPROVE PROCEDURES CONTROLLING DEVIATIONS FROM OEM SPECIFICATIONS?	YES___NO___
IS THERE A SYSTEM TO ENSURE TECHINCAL DATA IS CURRENT?	YES___NO___
ARE THERE RECORDS OF MANUAL REVISIONS?	YES___NO___
ARE MANUALS UP TO DATE?	YES___NO___
ARE COMPONENT OVERHAUL MANUALS PROPERLY IDENTIFIED AND AVAILABLE TO MECHANICS?	YES___NO___
IS TECHNICAL DATA STORED IN A MANNER THAT WILL PROTECT IT FROM DIRT AND DAMAGE?	YES___NO___
IS THERE A SPECIFIC INDIVIDUAL, BY TITLE, RESPONSIBLE FOR THE TECHNICAL DATA PROGRAM?	YES___NO___

SHELF LIFE PROGRAM

IS THERE A DOCUMENTED SHELF LIFE PROGRAM?	YES___NO___
DOES THE PROGRAM LIST PARTS AND MATERIALS THAT HAVE SHELF LIFE LIMITS?	YES___NO___
DOES THE PROGRAM ASSIGN PROGRAM RESPONSIBILITY BY TITLE?	YES___NO___
DOES EACH SHELF LIFE ITEM HAVE SHELF LIFE EXPIRATION DATE DISPLAYED?	YES___NO___
IS THERE AN ADEQUATE SYSTEM TO ASSURE THAT NO ITEM WILL BE USED ISSUED OR USED PAST ITS EXPIRATION DATE?	YES___NO___

TOOLS AND TEST EQUIPMENT CALIBRATION

IS THERE A TOOL CALIBRATION PROGRAM?	YES___NO___
IS THERE A PERSON, BY TITLE, RESPONSIBLE FOR THE TOOL CALIBRATION PROGRAM?	YES___NO___
ARE ALL CALIBRATED TOOLS IN USE LISTED ON THE TOOL CALIBRATION LIST?	YES___NO___
ARE STANDARDS USED TRACEABLE TO NIST OR OTHER NAA AUTHORITY?	YES___NO___
IS THERE A SYSTEM TO IDENTIFY EACH TOOL IN THE PROGRAM, ITS CALIBRATION FREQUENCY AND ITS CALIBRATION DUE DATE?	YES___NO___
IS THERE A PROCEDURE FOR CONTROLLING AND/OR PREVENTING OUT-OF-SERVICE CALIBRATION AND DUE-FOR-CALIBRATION TOOLS AND EQUIPMENT FROM BEING USED?	YES___NO___
IS THERE A PROCEDURE TO CONTROL THE CALIBRATION OF PERSONAL TOOLS?	YES___NO___

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10.50 REPAIR FACILITY & VENDOR AUDIT CHECK LIST FORM 90-001 (PAGE 4 OF 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

TOOLS AND TEST EQUIPMENT CALIBRATION

DO RECORDS SHOW THE FOLLOWING:

THE DATE LAST CALIBRATED?	YES___NO___
IDENTIFY THE INDIVIDUAL OR VENDOR THAT PERFORMED THE CLABRATION OR CHECK?	YES___NO___
THE NEXT CALIBRATION DUE DATE?	YES___NO___
CONTAIN A CALIBRATION CERTIFICATE FOR EACH ITEM CALIBRATED BY AN OUTSIDE AGENCY?	YES___NO___
RECORD DETAILS OF ADJUSTMENTS AND REPAIRS?	YES___NO___
PART NUMBER AND SERIAL NUMBER OF THE STANDARD USED TO PERFORM THE CALIBRATION?	YES___NO___

TRAINING

IS THERE A DOCUMENTED TRAINING PROGRAM?	YES___NO___
DOES IT INCLUDE ALL MECHANICS, INSPECTORS AND TECHNICAL SUPERVISORS?	YES___NO___
IS FORMAL OJT TRAINING DOCUMENTED?	YES___NO___
ARE TRAINING RECORDS FOR MECHANICS, INSPECTORS AND SUPERVISORS AND RETAINED FOR TWO YEARS AFTER THE PERSON LEAVES THE COMPANY?	YES___NO___

RVSM CERTIFICATION STATUS

ARE ALL RVSM REPAIRS COMPLETED BY RVSM TRAINED/CERTIFIED TECHNICIANS?	YES___NO___
ARE RVSM MAINTENANCE TRAINING RECORDS AVAILABLE FOR INSPECTION?	YES___NO___
IF YES, HAVE THESE RECORDS BEEN REVIEWED BY AA767 MAINTENANCE REPRESENTATIVES?	YES___NO___
IS ALL RVSM EQUIPMENT AND TOOLING IN WORKING CONDITION AND HAVE BEEN PROPERLY CALIBRATED TO NIST STANDARDS WITHIN THE PRECEEDING TWELVE (12) MONTHS AND IS THAT DOCUMENTATION OF CALIBRATION AVAILABLE FOR INSPECTION?	YES___NO___
HAVE ALL RELATED DOCUMENTS RELATING TO AIRWORTHINESS OF RVSM SYSTEMS, MODIFICATIONS OR REPAIRS BEEN PROVIDED TO AND REVIEWED BY THE REPAIR FACILITY TO ENSURE CONFORMITY TO THE MANUFACTURER'S SERVICE BULLETINS, SERVICE LETTERS AND THE AA767 FAA APPROVED RVSM MAINTENACE PROGRAM AND GENERAL MAINTENANCE MANUAL?	YES___NO___
IS THE PARTS CONTROL PROGRAM ADEQUATE TO MEET RVSM REQUIREMENTS?	YES___NO___
HAVE THE MECHANICS, INSPECTORS AND TECHNICAL SUPERVISORS BEEN PROVIDED FAMILIARIZATION TRAINING ON THE AA767 GMM, CHAPTER 6, RII PROCEDURES?	YES___NO___

HOUSING AND FACILITIES

IS THE FACILITY OF ADEQUATE SIZE TO HOUSE ALL NECESSARY TOOLING, EQUIPMENT, MATERIAL AND PARTS TO PERFORM WORK?	YES___NO___
DOES THE FACILITY ADEQUATELY PROTECT PARTS AND MATERIALS AND CUSTOMER UNITS FROM DAMAGE, THEFT AND CONTAMINATION?	YES___NO___
IS THE ENVIRONMENT APPROPRIATE TO PROTECT WORKERS SO THE QUALITY OF WORKMANSHIP IS NOT IMPAIRED BY PHYSICAL EFFICENCY?	YES___NO___
IS THERE ADEQUATE LIGHTING?	YES___NO___
ARE STORAGE FACILITIES SEPERATE FROM SHOP AND WORK AREAS?	YES___NO___

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10.50 REPAIR FACILITY & VENDOR AUDIT CHECK LIST FORM 90-001 (PAGE 5 OF 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

HOUSING AND FACILITIES	
DO SHIPPING AND RECEIVING AREAS HAVE ADEQUATE SPACE, LIGHTING, SHELVING, SECURITY AND FIRE PROTECTION?	YES___NO___
IS THERE ADEQUATE AND APPROPRIATE STORAGE SPACE TO SAFELY STORE CUSTOMER'S SHIPPING CONTAINERS AND PROTECT THEM FROM DAMAGE?	YES___NO___
IS THE WORK AREA, INCLUDING THE SUPERVISOR'S OFFICE CLEAN?	YES___NO___
SAFETY/SECURITY/FIRE PROTECTION	
IS THERE ADEQUATE SECURITY FOR CUSTOMER PARTS IN OUR POSSESSION?	YES___NO___
IS THE SECURITY SYSTEM REVIEWED PERIODICALLY BY MANAGEMENT OR AN OUTSIDE VENDOR?	YES___NO___
ARE FIRE PROTECTION DEVICES INSPECTED PERIODICALLY?	YES___NO___
ARE FIRE STATIONS IDENTIFIED AND EXTINGUISHERS IN SERVICEABLE CONDITION?	YES___NO___
ARE FIRE LANES, DOORS AND FIRE EXTINGUISHERS CLEAR OF OBSTRUCTION?	YES___NO___
ARE SAFETY GUARDS IN PLACE ON POWER EQUIPMENT?	YES___NO___
STORAGE	
ARE PARTS AND MATERIALS PROPERLY IDENTIFIED AND PROPERLY STORED?	YES___NO___
IS THERE A QUARANTINE AREA FOR REJECTED PARTS AND MATERIALS AWAITING DISPOSITION?	YES___NO___
DO PARTS IN BINS MATCH PART NUMBERS IN BINS?	YES___NO___
ARE PARTS AND MATERIALS PROPERLY PROTECTED FROM DAMAGE AND DETERIORATION?	YES___NO___
ARE FLAMABLE, TOXIC OR VOLATILE MATERIALS PROPERLY IDENTIFIED AND STORED?	YES___NO___
ARE SENSITIVE PARTS AND EQUIPMENT (O-RINGS, ESD, ETC.) PROPERLY PACKAGED, IDENTIFIED AND STORED TO PROTECT FROM DAMAGE AND CONTAMINATION?	YES___NO___
ARE OXYGEN HIGH PRESSURE BOTTLE CORRECTLY IDENTIFIED AND STORED?	YES___NO___
WORK PROCESSING	
IS THERE ADEQUATE TOOLING AND TEST EQUIPMENT TO PERFORM THE WORK?	YES___NO___
FOR ALL EQUIPMENT USED:	YES___NO___
IS THERE AN OPERATING MANUAL AND MAINTENANCE MANUAL FOR THE EQUIPMENT?	YES___NO___
DO WE PERFORM MAINTENANCE AND SERVICING?	YES___NO___
DO WE MAINTAIN MAINTENANCE AND SERVICING RECORDS FOR TWO YEARS?	YES___NO___
DO WE LIST APPLICABLE EQUIPMENT IN THE CALIBRATION PROGRAM?	YES___NO___
FOR NON-OEM SPECIFIED EQUIPMENT, IS THE EQUIPMENT PROPERLY QUALIFIED?	YES___NO___
ARE MECHANICS, INSPECTORS AND SUPERVISORS PROPERLY TRAINED, AUTHORIZED AND CERTIFIED FOR THE WORK THEY PERFORM?	YES___NO___
ARE ADEQUATE TOOLS AND CURRENT MANUALS AVAILABLE OR AT THE MECHANICS WORKSTATIONS?	YES___NO___
ARE CUSTOMERS' PARTS PROPERLY IDENTIFIED THROUGHOUT THE MAINTENANCE ACTIONS AND IN STORAGE?	YES___NO___
IS A WORK TURNOVER PROCEDURE USED?	YES___NO___
DOES THE SHOP SEGREGATE SERVICEABLE FROM UNSERVICEABLE COMPONENTS?	YES___NO___

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10.50 Repair Facility & Vendor Audit Check List Form 90-001 (Page 6 of 6)

AA767 REPAIR FACILITY AND VENDOR AUDIT CHECK LIST

WORK PROCESSING

IS THERE ADEQUATE PROTECTION OF PARTS IN WORK?	YES___NO___
ARE SMOKING, EATING AND DRINKING FORBIDDEN IN THE WORK AREA?	YES___NO___
IS THERE A WRITTEN PROGRAM TO ENSURE UNITS ARE PROTECTED FROM CONTAMINATION?	YES___NO___
ARE FLUID AND DISPENSING CANS AND SERVICING UNITS PROPERLY IDENTIFIED?	YES___NO___
ARE WORK RECORDS COMPLETE, IN ORDER AND LEGIBLE?	YES___NO___
DO WORK RECORDS CONTAIN:	
THE DESCRIPTION OF WORK PERFORMED OR REFERENCE TO DATA ACCEPTABLE TO THE ADMINISTATOR?	YES___NO___
THE DATE OF COMPLETION OF THE WORK PERFORMED?	YES___NO___
THE NAME OF THE PERSON PERFORMING THE WORK?	YES___NO___
THE NAME OF THE PERSON INSPECTING THE WORK?	YES___NO___
THE NAME OF THE CERTIFIED MECHANIC OR REPAIRMAN WHO PERFORMED OR SUPERVISED THE WORK?	YES___NO___
THE SIGNATURE OF THE PERSON RETURNING THE ARTICLE TO SERVICE?	YES___NO___
ARE ALL TEST RECORDS AND INSPECTION RECORDS IN THE WORK PACKAGE?	YES___NO___
DO RECORD KEEPING SYSTEMS AND RETENTION TIMES MEET FAR REQUIREMENTS?	YES___NO___
DO RETURN-TO-SERVICE DOCUMENTS MEET CUSTOMER AND FAR REQUIREMENTS?	YES___NO___

SHIPPING

ARE COMPONENTS RETURNED TO AN APPROPRIATE SHIPPING CONTAINER OR AS SPECIFIED BY THE CUSTOMER?	YES___NO___
DO WE VERIFY THAT THE IDENTIFYING DATA ON THE PARTS TAG AND THE DATA PLATE MATCH?	YES___NO___

SCRAPPED PARTS

IS THER E A DOCUMENTED PROCEDURE TO ASSURE THAT SCRAPPED PARTS ARE EITHER RETURNED TO THE CUSTOMER OR MUTILATED BEYOND REPAIR?	YES___NO___
IS THERE AN INDIVIDUAL, BY TITLE, RESPONSIBLE FOR VERIFYING THAT MUTILATION IS ACCOMPLISHED?	YES___NO___
DO YOU RECORD PART NUMBERS AND SERIAL NUMBERS FROM LIFE-LIMITED PARTS WHEN DESTROYED?	YES___NO___
ARE RECORDS OF SCRAPPED LIFE-LIMITED PARTS KEPT FOR AT LEAST FIVE (5) YEARS?	YES___NO___

Form 90-001
Rev 1
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10.51 APPROVED MAINTENANCE PROVIDER LIST FORM 90-002

AA767 APPROVED MAINTENANCE PROVIDER LIST

LIST LAST REVISED ON:_____(1)_____ REASON:_____(2)_____

NAME	ADDRESS	CERTIFICATE NO.	SERVICE PROVIDED	AUDIT DATE	AUDIT DUE DATE
(3)	(4)	(5)	(6)	(7)	(8)

Form 90-002
Rev 1

10.52 Instruction for Completing Approved Maintenance Provider List Form 90-002

1) Enter the date of current list revision
2) Enter reason for list revision
3) Enter the maintenance provider
4) Enter the address of the maintenance provider
5) Enter certificate number for the maintenance provider
6) Enter the service provides (Airframe Maintenance, Powerplant Maintenance, etc.)
7) Enter the date the last qualifying audit was completed
8) Enter the date next audit is due

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Appendix A

Reserved

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Appendix B

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Appendix C

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Appendix D
AA767 Approved Maintenance Providers

D.1 GENERAL

A. This appendix maintains a list of persons whom AA767 has arranged for the performance of inspections under 14 CFR part 125. This list is required by 14 CFR part 125.249(a)(2).

B. The qualification, documentation, and revision processes for the approval of maintenance providers is described in Section 9.4 of this manual.

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