ATTACHMENT 4

AIRWORTHINESS GROUP CHAIRMAN'S FACTUAL REPORT

DCA12FA024

AAR Airlift General Maintenance Manual Excerpt with Procedures for Documenting Unscheduled, Non-Routine Work

(2 pages)

If an item requires an RII inspection, the Inspector who inspects the item will place his signature in the space provided if the item inspected was found satisfactory.

All defects found and additional maintenance actions required during the maintenance/inspection visit must be documented in accordance with the procedures found in the non-routine section of this manual.

When all work has been accomplished, the Lead Mechanic and the person issuing he airworthiness release will ensure that all required actions have been accomplished. The completed Work Order Package will then be forwarded to QC/Records for their action and permanent file.

In the case of computer unavailability this procedure will be accomplished manually.

NON-ROUTINE WORK PROCEDURES

Non-routine (unscheduled) procedures will mimic those of routine procedures except that these items will be added to the Work Order package as the discrepancies are found as a result of maintenance or inspections or as a result of flight operations.

If a discrepancy is generated in the flight log, the mechanic will enter the work performed including the maintenance manual reference if a specific manual procedure/test/adjust was used to troubleshoot/repair the problem. If no reference is available, enough information will be listed to verify adequacy of the corrective action. The mechanic completing the corrective action will sign his name and A&P number in the corrective action block.

PROCEDURES

During a maintenance/inspection visit any discrepancies found as a result may be recorded on the Maintenance Task Card in the same manner as done for routine/scheduled items. Dependent upon circumstances (e.g. remote operations outside of the continental U.S.) discrepancies may also be documented in the flight log book or on a Non-Routine Work Record (form F2-MTX-3010). Discrepancies should be manually written and entered into the maintenance computer system after the package has been returned to the records section.

Occasionally a non-routine item can become a job too large for logbook documentation and maintenance or inspection personnel will initiate other means (WinAir task cards or Non-Routine Work Record) of recording numerous discrepancies. When this occurs, the person who generates the work package will make a discrepant entry into the logbook, with the statement (or similar) "Work package opened on (date)." When all items have been completed and prior to an airworthiness release, maintenance personnel will sign off the work package in the logbook with the statement (or similar) "Work package reviewed, all discrepancies completed."

Logbook NEXT MAINTENANCE DUE block

The NEXT MAINTENANCE DUE block is used to inform both operations and maintenance of the next scheduled maintenance. The reason for the block is mostly for the crew to ensure they will not over fly any maintenance for compliance with FAR 135.71. In order to ensure maintenance is captured and tracked, we will use the NEXT MAINTENANCE DUE block to record any scheduled maintenance (the only exception being daily requirements).

Further, we are to record the next maintenance due by the three tracking methods in the block.

- The next maintenance item due by flight hours (one item)
  Example*: Pressure limiting valve – 21104.9 hrs.*
- The next maintenance item due by cycles (one item)
  Example: *SID - 20,000 NDT – 35129 cyc.*
- The next maintenance item due by calendar (one item)
  Example: *Overpressure discharge indicator – 5/30/2008*

Since airframe flight hours, cycles and dates are in the log book it will be easy to determine the pacing item for maintenance. Lead Technicians and Supervisors will be responsible to check the maintenance due forecast and record maintenance that is next on the forecast. Anyone signing an airworthiness release or making a logbook entry will also be responsible to verify the next maintenance item due is entered properly. This may include component changes, airworthiness directives or other scheduled items.