Attachment A:

Excerpts from
EWA Maintenance Policy & Procedures Manual

EMERY WORLDWIDE AIRLINES

MAINTENANCE

POLICY

AND

PROCEDURES

MANUAL

JANUARY 15, 2000

REVISION 21

MAINTENANCE MANUAL POLICY

I. EWA MAINTENANCE MANUAL POLICY — FAR 121.133, 121.135, 121.369

A. General and FAR Compliance — FAR 43.13(c), 43.16

Emery Worldwide Airlines (EWA) manages control of its Continuous Airworthiness Maintenance Program (CAMP), by the use of FAA approved/accepted maintenance manuals system.

EWA's CAMP manual consists of the Reliability Program, Inspection Program, and Time Limits manuals.

Maintenance manuals covering other requirements to support the EWA CAMP are: Maintenance Policies and Procedures, Weight and Balance, EWA Aircraft Maintenance Manual, Fueling Manual, and the Minimum Equipment List.

The purpose of each manual is listed below. Together these manuals make up the EWA CAMP and programs covering other maintenance in compliance with Federal Aviation Regulations 121 and 43.

The responsibility for the preparation of the Maintenance Manuals and the procurement of Manufacturer's Manuals lies with the Maintenance Programs and Publications Section of the Engineering Department.

B. Maintenance Policy and Procedures Manual

Designed to give instruction, policy, and procedures regarding day-to-day job functions and for the completion of routine paperwork. This manual contains:

1. A detailed description of the duties and responsibilities, with a listing ofjob responsibilities, by title for:

   a. Line and Heavy Maintenance Departments.

   b. Quality Control Department.

   c. Material Management Department.

   d. Engineering Department.

2. The detailed procedures for compliance with the Federal Aviation Regulations as required in the area of airworthiness release, tool and equipment calibration, maintenance analysis and surveillance, required inspection items, required reports, shift or work interruption records, aircraft/engine/component and appliance records retention, deferred maintenance item procedures, maintenance alerts, etc.

3. The policies of EMERY WORLDWIDE AIRLINES concerning standards of workmanship, method, techniques, and training.

C. Aircraft Maintenance Manual FAR 121.369, 43.13

Designed to provide basic quick-reference instructions and procedures for day-to-day maintenance and servicing of EMERY WORLDWIDE AIRLINES aircraft. This manual contains:

1. Detailed work cards for the accomplishment of engine build-up, engine change, engine trim, etc.

2. Standard practices and procedures for daily line maintenance.

3. The following manuals are incorporated into the EMERY WORLDWIDE AIRLINES Maintenance Manual by reference and through the authority of FAR 43.13 (a) "each person performing maintenance, alteration, or preventive maintenance on an aircraft, engine, or appliance shall use the methods, techniques, and practices prescribed in the current Manufacturer's Maintenance Manual or Instructions for Continued Airworthiness prepared by its manufacturer, or other methods, techniques, and practices acceptable to the Administrator" (reference Section II for specific manual use).

Douglas DC8/DC10 Maintenance Manual
Douglas DC8/DC10 IPC
Douglas DC8/DC10 Structural Repair Manual
Douglas DC8/DC10 Wiring Diagrams

Pratt & Whitney JT3/General Electric CFM-56 Maintenance Manual
Pratt & Whitney JT3/General Electric CFM-56 and CF6 Overhaul/Shop Manual
Pratt & Whitney JT3/General Electric CFM-56 and CF6 IPC

D. Inspection Program Manual

This Manual is contained in five volumes designed to provide assistance, instruction, and procedures for routine maintenance inspection checks as well as heavy maintenance inspections (C and D checks). This manual contains:

1. Volume I. - DC-8

   a. The policy and procedure for issuing and control of DC-8 routine inspection checks (i.e. Transit, Terminating, Service, and B Check).

   b. DC-8 Special Inspection cards for the accomplishment of special inspections when required by particular circumstances (i.e. overweight landing, aircraft lightening strike).

2. Volume II - DC-8

The Policy and Procedure for the issuing and controlling of routine heavy maintenance (C) Check.

3. Volume III - DC-8 and DC-10

a. The Policy and Procedure for issuing and control of routine heavy maintenance (D) check.

b. The Policy and Procedure for the Corrosion Prevention and Control Program incorporated into the Transit, Terminating, Service, B, C and D Check Program.

c. The Policy and Procedure for maintaining the Supplemental Structural Inspection Program. Incorporated into the Inspection Program Manual by reference is the Douglas Structural Inspection Program through the Douglas Structural Inspection Document (SID) L26-011.

d.. The JT3D-7, CFM 56-2 and CF6-6 Engine Maintenance Program.

4. Volume IV - DC-10

The Policy and Procedure for the DC-10 Service and A Check.

5. Volume V - DC-10

The Policy and Procedure for the DC-10 C Check.

E. DC-10 Workcard Database System

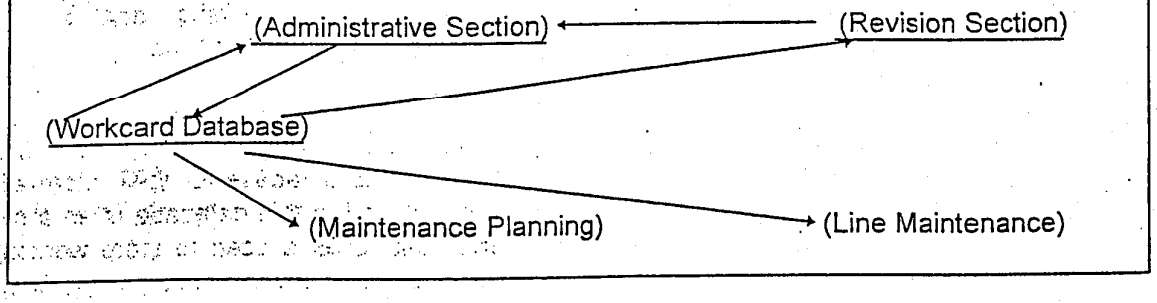
This Workcard Database has been created to standardized and streamline the workcard procedures for assigned EWA operational aircraft. This system is put together in five(5) sections; 1. The Workcard Database, 2. Administrative Section, 3. Revision Section, 4. Maintenance Planning, and 5. Line Maintenance. These ffve (5) sections can be described as follows:

1.	Workcard Database (Access Controlled)	This section includes all tables in which the workcards are kept. All other sections are linked to this database for their information. Also included in this database is an archive table, this table is used to store workcards after they have been revised (history file).
2.	Administrative Section (Maintenance Programs and Publications)	This section is used by the Manager of Maintenance Programs & Publications to administrator and update the workcards after proper approval has been obtained.

NOTE: Only the Manager of Maintenance Programs & Publications has access to this section. Changes and updates to the workcards can only be accomplished in this section.

3.	Revision Section	This section is used by the Engineering Department to perform revisions to the workcards. When a workcard is to be revised it is copied out of the Workcard Database and placed in a holding table. All revisions will be made to the workcard while it is in the holding table. After the workcard is approved it will be transferred to a upload table. The Manager of Maintenance Programs and Publications will then upload the workcard to the Workcard Database from the upload table, the workcard that was in the Workcard Database is then placed in a archive table for a history file.
4.	Maintenance Planning	This section will be used by Maintenance Planning to print workcards, checks, and tally sheets. This section has only print selections..
5.	Line Maintenance	This section will be used by Line Maintenance to print workcards, or checks that are to be performed by Line Maintenance. This section has only print selections.

DATA FLOW BY SECTION



F. Weight and Balance Manual

Provides policy and procedure for routine weighing of aircraft, cumulative weight changes, and flight operations weight notifications.

G. Minimum Equipment List (MEL)/Configuration Deviation List (CDL) Manual

The MEL is designed to provide the policy and procedure for inoperative equipment on an aircraft.

H. Time Limits Manual

Designed to maintain the time limit and overhaul intervals of components on the aircraft. Also identifies the maintenance inspection intervals for Emery Worldwide Airlines (EWA).

I. Fueling

Designed to provide the policy and procedure for aircraft fueling. Procedures for fueling aircraft are outlined in each specific aircraft type fueling manual and within this manual.

J. Structural Repair Manual (SRM)

This chapter represents the SRM as an approved manual to perform repairs. EWA will utilize this as a guide to properly identify repairs (major/minor) and determine the degree of documentation required for recertification, utilizing the Major/Minor Logic Diagram (Reference Chapter 4, Maintenance Authorizations). This is a FAA approved manual.

K. Maintenance Reliability Manual

Designed to provide a means of controlling the implementation of changes and/or improvements to EWA's continuous airworthiness maintenance program with the objective of achieving maximum levels of safety, performance, and reliability for the EWA fleet of aircraft.

L. Run-up Handbooks

The DC-8 and DC-10 Handbook sets forth specifications and limits for the operation of the Powerplant during ground run by Maintenance personnel. They reflect only the configuration of Emery Worldwide Airlines operated aircraft.

M. Maintenance Reference Figures Manuals

These manuals are a compilation of drawings (figures) of various sections or systems of the DC-8 and DC-10 aircraft. It may be used as a reference during maintenance on the aircraft.

N. Material Safety Data Sheet Manual

This manual contains information and instructions on the chemical and physical characteristics of a substance, its hazards and risks, the safe handling requirements and actions to be taken in the event of fire, spill, or overexposure, etc.

O. **UNS-1D Flight Management System Supplemental Manual**

This manual is prepared to assist maintenance personnel in the maintenance procedures of the Universal Avionics UNS-1D Flight Management System. This manual reflects the configuration as installed in Emery Worldwide Airlines operated aircraft only.

P. **UNS-1D FMS/GPS Wiring Diagram Supplement Manual**

This manual is a compilation of wiring diagrams for the FMS/GPS system installed on Emery Worldwide Airlines operated aircraft only.

Q. **IS&S Digital Air Data System Supplement Manual**

This manual is prepared to assist maintenance personnel in the maintenance procedures of the IS&S Digital Air Data System. This manual reflects the configuration as installed in Emery Worldwide Airlines operated aircraft only.

R. **IS&S Air Data System Wiring Diagram Supplement**

This manual is a compilation of wiring diagrams for the IS&S system installed on Emery Worldwide Airlines operated aircraft only.

S. **DC-10 Avionics Maintenance Supplemental Manual**

This manual is a compilation of the avionics system for the DC-10.

II. MANUFACTURER'S MAINTENANCE MANUAL PRACTICE POLICY

A. Policy

EMERY WORLDWIDE AIRLINES (EWA) has established the following policies for the usage of applicable manufacturer's maintenance manuals.

This policy is established specifically for the purpose of using the maintenance procedures and limits affecting EWA's DC-8 and DC-10 fleet.

B. Manufacturer's Maintenance Manuals

EWA will utilize the following Douglas Aircraft Maintenance Manuals, previous Operators' Manuals, FAA approved STC Manuals and OEM Manuals. Reference Section IV. for the Master Distribution of other Maintenance Manuals utilized by the company.

1. Douglas Manuals (DC-8)

a.	Douglas Aircraft Maintenance Manual 60 and 70 Series (Microfilm)	--	This manual is published/revised by Douglas Aircraft Company.
b.	Aircraft SRM (Microfilm)	--	EWA will utilize the Douglas Structural Repair Manual published/revised by Douglas.
c.	Aircraft Overhaul Manual (Microfilm)	--	EWA will utilize the Douglas Overhaul Manual published/revised by Douglas.
d.	Douglas Aircraft IPC 60 and 70 Series (Master) (Microfilm)	--	This manual is published/revised by Douglas Aircraft Company.
e.	Douglas Temporary Revision 60 Series Maintenance Manual	--	This manual is published/revised by Douglas.
f.	Douglas Temporary Revision IPC, O/H, SRM and 70 Series Maintenance Manual	--	This manual is published/revised by Douglas.

2. Douglas Manuals (DC-10)

a.	Maintenance Manual (Microfilm)	--	This manual is published/revised by Douglas.

b.	Illustrated Parts Catalog (Microfilm)	–	This manual is published/revised by Douglas.
c.	Series 10 SRM (Vol. I, II, & III) (Microfilm)	–	This manual is published/revised by Douglas.
d.	Wiring Diagram Manual CO (Microfilm)	–	This manual is published/revised by Douglas.
e.	Turn Around Fault Isolation Manual (TAFI)	–	This manual is published/revised by Douglas.
f.	Flight Environment Fault Indications Manual (FEFI)	–	This manual is published/revised by Douglas.
g.	Temporary Revision Manual	–	This manual is published/revised by Douglas.
h.	Chapter 34 DC-10 Maintenance Manual Supplement	–	This manual is published/revised by Douglas.
i.	DC-10-10 F(M) Maintenance Manual Supplement	–	This manual was published/revised by Aeronavali.
j.	DC-10-10 F(M) IPC Supplement	–	This manual was published/revised by Aeronavali.
k.	DC-10-10 F(M) Wiring Diagram Supplement	–	This manual was published/revised by Aeronavali.

C. Previous Operators

EWA also, maintains a limited reference library, of the following previous operator's manuals. These manuals include the previous operator's modification history providing an overall data source to EWA. Any changes will be included in EWA Aircraft Maintenance Manuals or Supplemental Manuals.

1. Douglas Aircraft (DC-8)

a.	UAL Maintenance Manual (Microfilm) 60/70 Series	–	This manual was published/revised by UAL. No further revision will be available.

b.	UAL Illustrated Parts Catalog Manual (Microfilm) 60/70 Series	–	This manual was published/revised by UAL. No further revision will be available.
c.	SAS Maintenance Manual 63 Series (Microfilm)	–	This manual was published/revised by SAS. No further revision will be available.
d.	SAS Illustrated Parts Catalog Manual 63 Series (Microfilm)	–	This manual was published/revised by SAS. No further revision will be available.
e.	Flying Tigers Maintenance Manual 60 Series (Microfilm)	–	This manual was published/revised by Flying Tigers. No further revision will be available.
f.	Flying Tigers Illustrated Parts Catalog Manual 60 Series (Microfilm)	–	This manual was published/revised by Flying Tigers. No further revision will be available.
g.	Aircraft Wiring Manual (Hard Copy and/or microfilm)	–	EWA will utilize the applicable operators hard copy wiring manual. Revision to this manual will be published/revised by EWA.

2. Douglas Aircraft (DC-10)

a.	Continental Maintenance Manual (600200) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.
b.	Continental Illustrated Parts Catalog Manual (600201) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.
c.	Continental Equipment List (600212) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.
d.	Continental Wiring Diagram Manual (610203) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.
e.	Continental Wire Listing (610228) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.

f.	Continental Wiring Hook-up Chart (610218) (Microfilm)	–	This manual was published/revised by Continental. No further revision will be available.

D. STC & OEM's MANUALS

1. Douglas Aircraft (DC-8)

ATA 21

a.	DC-8 Cockpit Air Conditioning and Heating System Maintenance Manual (62/63/71/73 Series)	–	This manual is published/revised by Tech Air Corporation.

ATA 25

b.	Pemco DC-8 Cargo System Manual and Extended Height Side Rail Kit (71/73 Series)	–	This manual was published/revised by Pemco.
c.	Pemco Cargo Handling System Manual P/N 50045-505-3	–	This manual was published/revised by Pemco.

ATA 34

d.	New Systems EO Engineering Order Manual (63 Series)	–	This manual is published/revised by New Systems EO
e.	Collins Electronic Flight Instrument System (EFIS) 85A Dual Flight Guidance System Maintenance/ Operation Manual (Acft. N105WP Only)	–	This manual is published/revised by Collins.
f.	Honeywell Windshear Maintenance Manual (62/63/73 Series)	–	This manual is published/revised by Honeywell.
g.	Safe Flight Windshear Warning Computer Manual (71 Series)	–	This manual is published/revised by ASM.
h.	Loral Digital Flight Data Recorders Eleven Parameters (62/63/71/73 Series)	–	This manual is published/revised by ASM.

i.	UNS-1D Flight Management System	–	This manual is published by Universal Avionics.
j.	UNS1 Operator's Manual	–	This manual is published by Universal Avionics.
	ATA 52		
k.	National Aircraft Service Cargo Vent Door (62/63/73 Series)	–	This manual is published/revised by National Aircraft.
	ATA 72		
l.	Engine Maintenance Manual (Microfilm)	–	EWA will utilize the Pratt & Whitney JT3/ General Electric CFM-56 and CF6 Maintenance Manuals published/revised by Pratt & Whitney and General Electric.
m.	Engine Illustrated Parts Catalog Manual (Microfilm)	–	EWA will utilize the Pratt & Whitney JT3/ General Electric CFM-56 and CF6 IPC Manuals published/revised by Pratt & Whitney and General Electric.
n.	Engine Overhaul Manual	–	EWA will utilize the Pratt & Whitney JT3/General Electric CFM-56 and CF6 Overhaul Manuals revised by Pratt & Whitney and General Electric.
o.	CFM56-2 IPC, SB, ESM, CP/SP, ITEM (CD-ROM)	–	EWA will utilize the CFM56 Manual (CD-ROM) revised by General Electric.
	ATA 77		
p.	Exhaust Gas Temperature Indicator Manual	–	This manual is published/revise by B&D Instruments and Avionics, Inc.
	ATA 78		
q.	Quiet Nacelle and A.D.C. Hushkit Manuals (62/63 Series)	–	This manual is published/revised by Quiet Nacelle, A.D.C., and Burbank.
r.	Hush Kit Manual - Stage III	–	This manual is published/revised by Burbank.

2. Douglas Aircraft (DC-10)

	ATA 25	
a.	DC-10-10F/30F Cargo Handling Systems –	This manual was published/revised by ANCRA.
	ATA 72	
b.	Engine Illustrated Parts & Catalog –	EWA will utilize the General Electric CF6-6 IPC Manual published/revised by General Electric.

X. SHIFT CHANGE OR WORK INTERRUPTION RECORD FAR 121.369 b(9)

A. Policy

A Shift Change or Work Interruption record book will be maintained at each maintenance station where more than one shift is utilized.

1. This Shift Log will be maintained in a loose leaf type book and it will be the responsibility of the Maintenance Manager/Supervisor or their designee, and Inspectors in Quality Control, prior to the end of their shift, to enter all pertinent information that may be of value to the next shift in continuing the services on aircraft at that facility. This must be done to help ensure that all maintenance, alterations, repairs and inspections which are not completed (due to shift changes or other work interruptions) are properly completed before the Aircraft is released for service. Each log will run from 0800 of one day to 0800 of the following day.

2. Emergency information and information regarding part removals, swaps and procurement will be entered in this log.

3. All information on flight delays or flight interruptions will be entered in this log.

B. Procedure

To assure continuity of work, the Mechanics and Inspectors must comply with the following procedures at each shift change, or if they must leave a partially completed job or inspection, or if a job requires additional work.

CAUTION:	EVERY POSSIBLE PRECAUTION MUST BE TAKEN TO PRECLUDE THE POSSIBILITY OF WORK BEING LEFT INCOMPLETE - THIS IS OF THE UTMOST IMPORTANCE.

1. Transfer of Work When Routine Forms are Used

   a. When the Mechanic or Inspector must leave a job or inspection they will insure that they have properly signed-off all work they completed.

   b. If the Mechanic or Inspector must leave a job or inspection before they have completed all the work or inspection specified by a sign-off item, they will write a Discrepancy Item to indicate the status of the work with a reference to the form and item number containing the original instructions. After the Discrepancy Item is written, the Mechanic or Inspector will enter the Discrepancy Item number following the sign-off block on the original maintenance or inspection form. This permits the Mechanic or Inspector to sign-off the item and work they have performed and at the same time indicate that additional work is required.

2. Transfer of Work When Only a Discrepancy Item is Used

a. The Mechanic leaving a job will, without fail, will enter appropriate descriptive remarks on a Discrepancy Item to identify the job so that the relief Mechanic can properly identify the progress of the job.

b. Further, the Mechanic leaving the job will, whenever possible, contact the relief Mechanic regarding the status of the job.

c. Inspectors are also responsible for contacting the relief Inspector, at shift change or any other time they leave a job, to brief the relief inspector on the status of the work in progress.

d. It will be the responsibility of the off-going Maintenance Representative or Shift Supervisor to keep abreast of the status of all incomplete jobs. This will enable a briefing to be given to the oncoming Shift Supervisor or Maintenance Representative as to the status of the incomplete job.

3. Transfer of Work When a Maintenance Manual Procedure is Used

a. When a Mechanic or Inspector must leave a job or inspection before all the work outlined in a Manual procedure is completed, a Discrepancy Item must be written to indicate the status of the job.

b. One Discrepancy Item will be originated to indicate the work already completed. This will be accomplished by specifying the Maintenance Manual Document being used to accomplish the job. This statement will further identify the specific portion of the work completed.

Example: Disc: Replace CSD per MM 24-11-09/901.

Action: Steps 1 through 3.B. have been completed.

The Mechanic and, where applicable, an Inspector will clear this Discrepancy Item to indicate the work which has been completed.

c. Another Discrepancy Item will be written to indicate the work remaining to be completed.

Example: Complete replacement of CSD per MM24-11-09/901.

III. CONTRACT MAINTENANCE — FAR 121.365, 121.367

A. Policy

1. This section outlines the system and policies by which EMERY WORLDWIDE AIRLINES evaluates Contract Agents/Vendors and controls Contract Maintenance Services performed by these organizations. These services consist of routine inspections, overhauls, servicing of aircraft and components at scheduled inspection periods, overhaul and repair of components, accessories and appliances, non-routine maintenance and repairs.

2. The Maintenance Contract Agency/Vendor shall be responsible to EMERY WORLDWIDE AIRLINES for all work performed on its aircraft, engines, components, accessories and systems. Only competent authorized personnel of the Contracting Agency/Vendor shall be permitted to perform maintenance and inspections. Adequate personnel shall be provided who are qualified to perform or supervise the work as specified in current approved manuals. Contract Agency personnel will follow all the applicable EMERY WORLDWIDE AIRLINES procedures when completing the required paperwork as detailed within this chapter and other applicable chapters of the Maintenance Manuals. Contract Agency/Vendor personnel will follow the same procedures as those called-out for EMERY WORLDWIDE AIRLINES mechanics unless noted otherwise.

3. Instructions, procedures, and service forms will be furnished to the Contract Agency/Vendor by Maintenance Control and/or Production Planning if needed for the service to be performed.

4. When major repairs or alterations are accomplished by a Contract Agency, Air Carrier, or person, the work must be inspected at the place of accomplishment by an authorized inspector or Maintenance Representative of EMERY WORLDWIDE AIRLINES. A Form 337 shall be prepared by the Contract Agency, Air Carrier, or person performing the work.

5. The organization structure of all contact agencies who will perform inspections of Required Inspection Items must provide for separation of the inspection functions from the maintenance functions below the level of administrative control at which overall responsibility for the management of both functions is exercised.

6. Each such agency/vendor must maintain a list of all persons who are trained, qualified, and approved to inspect required inspection items. The individuals must be identified by name, occupational title, and the inspections that the individual is authorized to perform. All persons so authorized shall be informed in writing as to the extent of their responsibilities, authorities, and inspection limitations. This list must be up-to-date and made available to EMERY WORLDWIDE AIRLINES upon request. (See in this Chapter a list of items that have been designated as "Required Inspection Items").

7. A person may not inspect a Required Inspection Item if he/she performed the maintenance or alteration of the item.

B. EWA Vendor Request and Evaluation Procedures

1. The Department Director will submit the attached EWA Vendor Request Form MEO94 to the Director of Quality Control. The request is to be accompanied by specific information to substantiate and justify the requested action. Typical information is to include, but not limited to the following:

   - Specific reasons why the vendor is desired to be added or needed to replace a vendor or vendors currently utilized.
   - Specific components, parts, part numbers and/or appliances intended to be serviced by the vendor.
   - Other major air carriers that utilize the vendor for the same items.

2. The Director of Quality Control will forward the Vendor Request Form MEO94 and Quality Control Evaluation Form MEO95, to the Manager of Reliability.

3. The Manager of Reliability will perform an audit of the current approved vendors in use to determine the number of other vendors they are supplying service in these areas. The Manager of Reliability will forward the request and recommendations to the Manager of Quality Control.

4. The Manager of Quality Control will review the vendor request, by checking if the vendor is listed on the unapproved vendor list, research any open issues of FAA investigation, or advise if any known conditions of non-compliance of safety or FAR's requirements. The Manager of Quality Control will forward his findings to the Director of Quality Control.

5. The Directors of Quality Control, Engineering, and Material Management will determine a recommendation to approve or disapprove the vendor based on all presented substantiation, and sign the form accordingly.

6. The Director of Quality Control will forward it to the Manager of Quality Control for filing and to perform required incorporation procedures. The Vendor List will be revised accordingly and a copy of the Vendor Request sent to the Requesting Director and the Materials Department.

5. Each Contract Agency/Vendor that is not listed as a C.A.S.E. vendor will be inspected each twenty-four (24) calendar months. Reinspection of such facilities will be scheduled should the Director of Quality Control determine it is warranted.

E. C.A.S.E. -- Vendor Performance Monitoring (FAR 121.373)

1. EWA has become a sustaining member of the Coordinating AGENCY FOR SUPPLIER EVALUATION (hereafter referred to as C.A.S.E.). C.A.S.E. is a non-profit organization, operated exclusively by and for the mutual benefit of its membership. The organization provides an organized system for distributing vendor and supplier approval and surveillance data to its members. This data is transmitted to the C.A.S.E. Data Center by the members of this association.

2. C.A.S.E. has been approved by the FAA as an acceptable means of vendor surveillance and analysis compliance per FAR 121.373 (a).

3. Membership and participation in the Air Carrier Section of C.A.S.E. provides air carriers with a means to exchange audit and quality control information and to share vendor and supplier technical audit workload. C.A.S.E. provides a method of maintaining continuing analysis and surveillance of vendors and suppliers at reduced manpower and cost. This is accomplished by standardization of reporting, sharing information, and sharing the burden of on-site visits with other air carriers who have acceptable vendor surveillance programs.

This information is shared through the C.A.S.E. Register, a publication listing various vendors and suppliers and their capabilities as approved initially by a C.A.S.E. on-site audit. This register is published and revised periodically by the C.A.S.E. Data Center, as the data is supplied and updated by C.A.S.E. members. Vendors are added to and removed from the register as a result of the continuing analysis and surveillance of these organizations, as accomplished by the C.A.S.E. Association membership.

4. Procedures and standards have been established in the C.A.S.E. Program for the purpose of guiding and directing the functions of the C.A.S.E. Association's Air Carrier Section, in accordance with the Statement of Principles and Bylaws of the Association.

Since the concept of this program approval is such that it is based on an individual's experience, EWA will send a representative to the C.A.S.E. conferences and train auditors according to C.A.S.E. guidelines.

The C.A.S.E. manual and register will be maintained under separate cover in the offices of the Quality Control Department.

In order to standardize its reporting format, EWA will perform all vendor inspections using the format and guidelines of the C.A.S.E. program, including specialized services and services performed at foreign facilities. This will supply the auditors with a standardized system of inspection criteria and paperwork.

F. Contract Maintenance by Agencies Listed in This Manual

1. It will be the responsibility of the Maintenance Department, in cooperation with the Flight Control and Maintenance Records Department, to make prior arrangements for planned maintenance to be performed on aircraft when away from the maintenance stations maintained by EMERY WORLDWIDE AIRLINES.

2. Contract Maintenance may be performed by an appropriately rated certificated repair station, appropriately certificated air carrier, certificated manufacturer, or appropriately certificated mechanic and will normally be done by agencies with whom working agreements have been negotiated as listed in this chapter.

3. It will be the responsibility of the EMERY WORLDWIDE AIRLINES Maintenance Representative to see that the necessary maintenance has been done satisfactorily and that all paper work, including signing of the Aircraft Maintenance Log has been properly accomplished.

G. Contract Maintenance by Agencies Not Listed in This Manual

In accordance with the provision of this manual, unplanned maintenance at points where previous contracts have not been established, may be performed by appropriately licensed mechanics, qualified repair stations, manufacturers or air carriers, to return the aircraft to service.

1. In this case, the Pilot-in-Command has the authority to make on-the-spot arrangements for this maintenance after first determining that the person or agency performing said maintenance is properly certificated and qualified. Such maintenance must be performed in accordance with instructions contained in the EMERY WORLDWIDE AIRLINES manuals. The Pilot-in-Command will notify Maintenance Control of this maintenance as soon as practical.

2. It will be the responsibility of the Pilot-in-Command to see that the paperwork, including signing of the Aircraft Maintenance Log (sample log reference in this chapter) has been properly accomplished.

H. Performance of Maintenance, Repairs, and Alterations

1. All maintenance, repairs and alterations performed by a contract agency shall be done in accordance with the following instructions:

a. Where EMERY WORLDWIDE AIRLINES has published approved Maintenance Manuals, Overhaul Manuals and Maintenance Authorizations, then such work will be performed in accordance with the applicable publication, which shall be furnished where necessary to the Contract Agency.

b. Where EMERY WORLDWIDE AIRLINES has not published specific instructions, then such work will be performed in accordance with the manufacturer's current specifications and publications and current Federal Aviation publications as applicable to the work being performed.

2. All work will be performed in such a manner that all requirements of current Federal Aviation Regulations are met. This includes accomplishment or verification of accomplishment of all applicable airworthiness directives.

I. EWA Providing Contract Maintenance for Other Air Carriers

1. Policy

EWA, on occasion or as required to support its own operation, will provide maintenance personnel to perform contact maintenance on other Air Carriers.

The Air Carrier shall be responsible to EWA personnel contracted to perform specific tasks to meet the FAR requirements of 121.375, Maintenance and Preventative Maintenance Training Program:

> "Each certificate holder or person performing maintenance or preventative maintenance functions, including inspection personnel, shall have a training program to ensure that each person is fully informed about procedures, techniques, and new equipment in use and is competent to perform assigned duties."

2. Procedure

The Director of Quality Control will assure all contract maintenance performed by EWA is in accordance with the applicable FARs. Quality Control will assure proper training is provided and documented in the individuals training records.

XXII. SHORT-TERM ESCALATION

FAR 119.37 & 119.49

A. General

It is Emery's policy to adhere to the time limits or maintenance intervals in its Operation Specifications and Manual, however, there are times when due to an act of God or the emergence of some unforeseen shortage or deficiency when there will be a need to adjust these intervals. Short-Term Escalations may be permitted ONLY UNDER CONTROLLED CONDITIONS, and without affecting SAFETY.

1. Short-Term Escalation may be used in the event a time limitation cannot be met due to manpower, adverse weather conditions, part shortages, i.e., manufactures schedule or repair facility delays due to strike, lack of raw material, test equipment down, or other conditions, which are beyond Emery's control.

2. Short-Term Escalation must not be used indiscriminately to cover up POOR MAINTENANCE PRACTICES or MAINTENANCE PROGRAM SHORTCOMINGS or POOR MANAGEMENT. It must not be used repetitively, to in effect, constitute a fleet time extension.

3. Escalation of maintenance check limits under this authority cannot apply to more than one aircraft in each instance.

4. Short-Term Escalation is provided for the purpose of allowing scheduling of time limited functions to be performed in conjunction with other scheduled functions when their specified accomplishment times are different but are still within reasonable proximity to one another.

B. Limitations and Prohibitions

The authority for approval of Short-Term Escalation procedures is provided in FAR 119.37 and FAR 119.49.

Short-Term Escalation for Emery's aircraft is subject to the limitations and prohibitions contained in part "D" of Emery's Operation Specifications and information contained herein.

	Aircraft Make/Model & Allowable Extention
Type of Checks	DC-8 (All Series)
"B" Check	"15" hours time in service
"C" Check	"73" calendar days

Power plants and power plant components or accessories - 10% not to exceed 500 hours time-in-service.

Airframe components, accessories and appliances - 10% Not to exceed 500 hours time-in-service.

Note:	An individual item may be escalated to a higher figure by an extended short-term escalation predicated on justification presented to the assigned FAA principal airworthiness inspector (maintenance or avionics, as applicable) and subject to approval before exceeding the current short-term escalation limitations.

Emery Worldwide Airlines will only use a Short-Term Escalation after carefully analyzing the history of the aircraft and its components. A review will include but is not limited to:

1. Previous inspections results, operational history and appropriate reliability data;

2. Supplemental/additional inspections that may be needed to ensure continued airworthiness during the escalation;

3. Items not covered by the escalation. The escalation must not cause these items to exceed their maintenance intervals;

4. Previous escalation history for indications of abuse.

When a Short-Term Escalation has been approved the amount of the escalation must be subtracted from the time of the next regularly scheduled inspection.

The following are not authorized for Short-Term Escalations:

1. Extend a maintenance or an inspection interval to position an aircraft for a check or inspection.

2. Allow higher check time utilization when a lower check will expire before the higher check.

C. Initiating the Short-Term Escalation

1. Maintenance Planning shall prepare the MAINTENANCE INTERVAL SHORT-TERM ESCALATION AUTHORIZATION FORM (MEO49) identifying the following information:

   a. Date

   b. Aircraft registration number

   c. Aircraft type

   d. Station

   e. Reason for the escalation

   f. Duration of the escalation

   g. Description of maintenance to be deferred

   h. Operating history (how the authorization is to be JUSTIFIED)

   i. Authorizations

2. The Maintenance Planning Department Supervisor will submit the completed form to the Maintenance Review Board for approval.

D. Approval

A Short-Term Escalation must be approved by the Director of Quality Control and one other member of the Maintenance Review Board, or their designees, which is comprised of the following:

1. Director of Maintenance

2. Reliability Manager

3. Quality Assurance Manager

4. Quality Control Manager

Upon approval, the Manager Quality Assurance will issue the approved Short-Term Escalation Form (MEO49) along with a Transmittal Sheet, to the Manager Aircraft Records. The Manager Aircraft Records, after entering the necessary information in the computer system, will fax or mail a copy of the form to Maintenance Planning.

After the deferred task is completed, the Manager Aircraft Records or his designee will complete the "DEFERRED TASK COMPLETED" portion of the form and sign it. Then he will forward it to the Manager Quality Assurance, who in turn will forward it to the Director of Quality Control to be submitted to the FAA.

E. Control

The Director of Quality Control will be responsible for forwarding a copy of EACH escalation when approved and another copy after the deferred task is completed and closed, to the assigned Certificate Holding District Office in care of the Principal Airworthiness Inspector (Maintenance or Avionics).

Maintenance Planning will be responsible for ensuring that the work is planned and scheduled within the allotted time interval. Maintenance will be responsible for ensuring accomplishment of the work within the time period scheduled by Maintenance Planning.

Aircraft Records will be responsible to keep a copy of the completed Short-Term Escalation Form until the next similar maintenance is accomplished.

F. Responsibility for Short-Term Escalation

The Director of Quality Control will ensure that the Short-Term Escalation Privilege is not abused. Furthermore, repetitive abuse will be cause for REVOCATION of the Short-Term Escalation Privilege.