SECTION 3 - Maintenance Operations

3.1 General Procedures

The information and instruction contained within Section 3 pertains only to RMH maintenance of aircraft carrying 9 or less passengers.

RMH concludes that two conditions must be met for an aircraft to be considered airworthy. These conditions are:

1. The aircraft conforms to its type design (type certificate). Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that are a part of the type certificate. Conformity would include applicable supplement type certificated and field approved alterations.
2. The aircraft is safe for operation. This refers to the condition of the aircraft with relation to wear and deterioration.

Note: Copies of forms referenced in this section are contained in GOM Appendix 5.

3.2 FAA Approved Aircraft Inspection Programs

RMH FAA Approved Aircraft Inspection Program (AAIP) General Procedures and the specific aircraft and engine model inspection programs are maintained as appendices to this manual. Refer to the Table Of Contents for a complete listing of programs. These programs are revised and approved individually. Only those programs appropriate to a specific make, model, registration number and/or serial number aircraft will be issued to the individual operations base. At the base, the program documents will be kept in the aircraft 3-ring binder to ensure its availability to ground or flight personnel as required.

3.3 Airworthiness Checks

RMH is primarily responsible for the airworthiness of it's aircraft, including airframes, engines, propellers, rotors, appliances, and required emergency equipment, and shall have it's aircraft inspected as prescribed in FAR Part 91.409 and shall, between required inspections, have discrepancies repaired as prescribed in FAR Part 43.

The signature of the mechanic or properly qualified pilot for the Daily Preflight/Postflight Airworthiness Check means that:

1. There are no open discrepancies that have not been properly deferred as outlined in this section.
   Perform the following:
   a. Review aircraft log book pages for the previous 7 days.
   b. Review delayed maintenance discrepancy page in the front of aircraft logbook. Check that any deferred items are within their established repair times as applicable (for repair time limits see MEL or refer to "Maintenance Procedures For Deferral Of Items Not On MEL" in this section).

2. A Daily Airworthiness Check for the specific aircraft has been completed.
   Perform the following:
   Review aircraft log book for appropriate entry.
3. The 3-ring binder for the specific aircraft or airframe and engine(s) has been reviewed for recurring ADs and SBs and that they are current as listed.
   Perform the following:
   The 3-ring binder(s) listing is checked for next due time of ADs/SBs and enough time remains for the intended flight(s) before the next due time of and AD or SB.
4. The computer Aircraft Status Report for the specific aircraft has been reviewed and no item is beyond its inspection interval, overhaul limit, or finite service life.
   Perform the following:
   a. The "aircraft due time" on the status report for each item is compared to the "current time" in the aircraft log book.
   b. Cycle, flight and calendar limits are checked by comparing the totals in the aircraft log book to the total when due on the status report.
5. Required inspections, not carried on the Aircraft Status Report, have been completed (i.e. special and /or additional inspections required as carried in aircraft 3 ring binder).
   Perform the following:
   a. Review 3 ring binder "recurring section" for these items and their due time and compare to the current "aircraft time".
   b. Review the AAIP and/or periodic inspection record in the 3 ring binder for the due time and compare it to the current "aircraft time".

A completed and signed off Daily Airworthiness Check is valid for **twenty four (24) hours** from the first flight following completion of the Daily Airworthiness check. Persons completing the Daily Airworthiness check should be able to verify the time of completion of the check and/or the first flight following completion of the check. Dispatch records, operations reports, etc. can be used for this purpose when the time information is documented. If not, an entry in the flight log shall be made.

A completed and signed off Daily Airworthiness Check is valid for **seven (7) days** if the aircraft does not fly. At the end of the seventh day another Daily Airworthiness Check must be completed and signed off.

3.4 Major Repair/Alteration Of Aircraft Or Components

When it has been determined by FAR 43, Appendix A, that a repair or alteration is "Major", a maintenance record entry will be completed.

Major repair or major alteration approvals will be handled in accordance with FAR 43, Appendix B, paragraph (a) or (b) with the following exception: A signed copy of FAA Form 337 will be retained in the aircraft 3-ring binder, the original and one other copy will be sent to Provo within 24 hours of completion of the work, to be filed in the aircraft permanent records. RMH will then forward the other copy to the local Flight Standards District Office.

3.5 Deferred Items

Except as provided in FAR 91.213 and 135.179 all instruments and equipment installed on an aircraft must be operational for the aircraft to be determined airworthy. MELs are published in accordance with FAR 91.213 and 135.179 and allows for operation of the aircraft, under specific conditions, with certain instruments and/or equipment inoperative.

MELs are specific to each operator as well as individual make and model of aircraft. The MEL must be approved by the FAA on operation specifications. A current copy of the MEL must be on-board the appropriate aircraft.

Refer to the individual MEL for a list of definitions and descriptions of the symbols used.

Items not on MEL and not affecting safety and airworthiness of the aircraft such as cosmetic discrepancies; floor coverings peeling, cigarette lighter inoperative, etc. may be deferred per the approved procedures contained in this section.

3.6 Malfunction Defect Report (MDR)

The Malfunction Defect Report FAA form 8010-4, is a tool which the operator can report defects or non-airworthy condition of an aircraft, power plant or propeller, or any component to the FAA. The FAA evaluates all reports with ADs, SBs, and product improvements as the final outcome.

All MDRs shall be sent to Provo for review and are forwarded to the FAA with a copy remaining at the company headquarters.

3.7 Mechanical Reliability Reports (MRR)

The requirements and procedures for MRRs are outlined in FAR 135.415. All information necessary to complete the MRR will be immediately supplied to the Director of Quality Assurance, who will prepare it and submit it to the Salt Lake City FAA FSDO.

FAR 135.415:

a. RMH shall report the occurrence 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 propeller feathering system or ability of the system to control overspeed during flight;

11) A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;
12) An unwanted landing gear extension or retraction or opening or closing of landing gear doors during flight.
13) Brake system components that result in loss of brake actuating force when the aircraft is in motion on the ground;
14) Aircraft structure that requires major repair;
15) Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer or the FAA; and
16) Aircraft components or systems that result in taking emergency actions during flight (except action to shutdown an engine).

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

c. In addition to the reports required by paragraph (a) of this section, RMH shall report any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in its opinion, the failure, malfunction, or defect has endangered or may endanger the safe operation of the aircraft.

d. RMH shall send each report required by this section, in writing, 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 to the FAA Flight Standards District Office charged with the overall inspection of RMH. Each report of occurrences during a 24-hour period must be mailed or delivered to that office within the next 72 hours. However, a report that is due on Saturday or Sunday may be mailed or delivered on the following Monday and one that is due on a holiday may be mailed or delivered on the next workday. For aircraft operated in areas where mail is not collected, reports may be mailed or delivered within 72 hours after the aircraft returns to a point where the mail is collected.

e. RMH shall transmit the reports required by this section on a form and in a manner prescribed by the Administrator, and shall include as much of the following as is available:
1) The type and identification number of the aircraft.
2) The name of the operator.
3) The date.
4) The nature of the failure, malfunction, or defect.
5) Identification of the part and system involved, including available information pertaining to type designation of the major component and time since last overhaul, if known.
6) Apparent cause of the failure, malfunction or defect (e.g. wear, crack, design deficiency, or personnel error).
7) Other pertinent information necessary for more complete identification, determination of seriousness, or corrective action.

f. RMH [the holder of a type certificate (including a supplemental type certificate), a Parts Manufacturer Approval, or a Technical Standard Order Authorization, or that is the licensee of a type certificate] need not report a failure, malfunction, or defect under this section if the failure, malfunction, or defect has been reported by it under 21.3 or 37.17 of this chapter or under the accident reporting provisions of Part 830 of the regulations of the National Transportation Safety Board.

g. No person may withhold a report required by this section even though all information required by this section is not available.
h. When RMH gets additional information, including information from the manufacturer or other agency, concerning a report required by this section, it shall expeditiously submit it as a supplement to the first report and reference the date and place of submission of the first report.

3.8 Mechanical Interruption Summary (MIS)

The requirements and procedures for MIS reports are outlined in FAR 135.417. All information necessary to complete the MIS will be immediately supplied to the Director of Quality Assurance who will prepare it and submit it to the Salt Lake City FAA FSDO.

RMH shall mail or deliver, before the end of the 10th day of the following month, a summary report of the following occurrences in multiengine aircraft for the preceding month to the FAA Flight Standards District Office charged with the overall inspection of the certificate holder: (negative reports are not required)

1. Each interruption to a flight, unscheduled change of aircraft enroute, or unscheduled stop or diversion from a route, caused by known or suspected mechanical difficulties or malfunctions that are not required to be reported under 135.415.
2. The number of propeller featherings in flight, listed by type of propeller and engine and aircraft on which it was installed. "Propeller featherings for training, demonstration or flight check purposes need not be reported."

3.9 Pilot Procedures

3.9.1 Engine Power Assurance Checks

All company operated helicopters will have power assurance checks accomplished in accordance with the procedures set forth in the appropriate Aircraft Flight Manual, Engine/Aircraft Manufacturer Bulletin, or FAA Airworthiness Directive (as revised). Power assurance checks shall be performed at intervals stated within the aforementioned documents. Those helicopters that do not have documentation stating an interval for performance of power assurance checks, shall have power assurance checks performed each 25 flight hours (+ or - 5 hours). Additional checks may be necessary when engine condition is questionable or when an engine/engine component or associated engine instrument/airframe instrument used for determining engine performance has been altered or replaced. The figures and results for the power assurance checks will be logged in the appropriate section of the aircraft logbook.

In the event engine(s) do not meet minimum power requirements, repeat the check to eliminate any errors. If the second check confirms that the engine(s) fail to make minimum power, the aircraft will be removed from service. Further tests will be conducted by maintenance personnel to determine the condition of the engine(s). Under no circumstances will an aircraft be returned to service until it meets the minimum power requirements as specified in the appropriate flight manual, engine/aircraft manufacturer bulletin, or Airworthiness Directive (as revised).

3.9.2 MEL Deferral

An inoperative component may have its maintenance deferred if the Captain verifies that the MEL allows the deferral. An "(M)" in the Remarks or Exceptions column of the MEL indicates specific maintenance functions that must be performed by an appropriately

rated mechanic, unless otherwise authorized, prior to the item being deferred. Therefore, the Captain may not defer an item marked with an (M) in the MEL.

Prior to the next Daily Airworthiness Check an appropriately rated mechanic will physically inspect the item to verify its status. The mechanic will correct the discrepancy or contact the appropriate Technical Support Representative with the information necessary to complete the deferral procedures.

If the MEL indicates the item may be deferred, the Captain will perform the following:

1. Make an entry on the current page of the log book in a manner similar to the following:
   "Widget INOP
   Authorized per MEL chapter XX item X
   Category X
   Signature, Certificate Type, Certificate Number, Date"
2. If required by the MEL, place an "INOP" placard in accordance with the instructions in the MEL.

3.9.3 Airworthiness Checks

The Captain may not begin a flight unless it is determined that the inspections required by FAR 91.409 have been complied with. The RMH log book, MEL (if applicable) and GOM are required to be on board the aircraft during any FAR Part 135 operation.

During the pilot preflight check the Captain will review the RMH aircraft log book to determine there are no open discrepancies and, for those aircraft requiring a Daily Preflight/Postflight Airworthiness Check (DPPAC), ensure the DPPAC is still valid.

Additionally, the Captain will review the necessary records for the "due time" of the next inspection, AD and/or SB compliance, overhaul limits and finite service life limits to ensure enough time remains for the intended flight(s).

In the event of any discrepancy, the Captain will contact maintenance personnel immediately to correct the discrepancy prior to flight.

Pilots will perform their preflight check using either the FAA approved checklist, the DPPAC, or the flight manual as early as possible during their duty period but prior to the first flight of the period. The preflight check is valid until the end of that duty period.

If a single pilot is anticipated for that day, the Pilot's Preflight signature location near the bottom of the logbook page may be used. Refer to the sample logbook page in GOM Appendix 5. Otherwise, the Multiple Signature block will be used in a manner similar to the following: "Signature, Certificate Type, Certificate Number, Date". A new dated signature is required for each preflight check whether or not the aircraft has flown since the last check by that pilot.

3.9.4 Obtaining Service And Maintenance

The Captain of an aircraft that requires maintenance, preventive maintenance, or servicing at a place where previous arrangements have not been made will coordinate those requirements through the Director of Maintenance (DOM) at 801-375-1124.

Maintenance and inspections away from the home base may be conducted by persons as authorized under FARs 43, 65, and 145, provided they are under an FAA approved anti drug and alcohol prevention program and the DOM has determined that such

persons are qualified and have the necessary technical data, and that the maintenance or inspection is done in accordance with the manufacturer's recommendations and/or an RMH FAA AAIP.

3.9.5 Maintenance/Inspection Recording

It is mandatory under FAR 43.16 for each operator to maintain a record of all hours and cycles on all gas turbine engines. It is the responsibility of each Captain to accurately enter or have entered, all engine cycles as defined by the appropriate engine manufacturer, in the aircraft log book. In the case where components are replaced by number of flights and/or landings, each Captain is required to maintain an accurate record of the number of flights/landings and enter, or have them entered in the aircraft logbook.

3.9.6 Recording Mechanical Irregularities

Mechanical irregularities that come to the attention of the Captain before, during, or after completion of a flight will be entered by the Captain in the "discrepancy" column of the RMH aircraft log book.

3.9.7 Conducting Operational Check Flights

Operational check flights may be required to verify proper system operation following maintenance. Pilots will conduct these flights in accordance with the procedures in the appropriate maintenance manual. If the operation check is completed successfully the pilot will make an entry in the current logbook page in a manner similar to the following:

Operational Check Flight Completed. No discrepancies noted. Aircraft returned to service
Signature, Certificate Type, Certificate Number, Date

3.10 Mechanic Procedures

3.10.1 Maintenance/Inspection Recording

All maintenance records for aircraft operated by RMH, with the exception of the current and one previous aircraft log book, the 3-ring binder and AAIP, are maintained and updated on a regular basis at company headquarters in Provo, Utah. Each aircraft operates with a current aircraft logbook for maintenance and inspection entries. It also has an aircraft or airframe and engine 3-ring binder(s) maintained at its program base location that contains the following information:

1. A compliance listing of the applicable FAA ADs for the particular airframe, engine, propeller, rotor, and each item of required emergency equipment. This report is updated as new directives and bulletins or revisions are received.
2. A complete listing of the applicable recurring ADs. The purpose of this listing is to provide maintenance personnel and pilots with a work aid for determining the next compliance due date and/or time. This work aid is updated at each recurring AD compliance.
3. Copies of all ADs applicable to the subject airframe, engine, propeller, rotor, and each item of required emergency equipment.
4. A compliance listing, recurring list and copies of recurring manufacturers bulletins applicable to the subject airframe, engine, propeller, rotor, and each item of required emergency equipment as elected to be complied with by RMH.
5. The applicable airframe, aircraft or engine AAIP.
6. Copies of FAA form 337 that apply to the aircraft, airframe, and engine.

7. RMH GOM Appendix 1 (AAIP General Procedures), GOM Appendix 1.J (Emergency/Medical Equipment), and GOM Appendix 1.P (Avionics). Item 7) pertains to the airframe 3-ring binder only and will not be found in the engine 3-ring binder(s).

RMH uses a company aircraft logbook. Each log page in the logbook consists of two parts. The white page (page 1) is retained in the log as the original and the pink page (page 2) is removed as the copy, and is forwarded to the Records Department at the RMH principal business offices in Provo, UT.

Each person performing maintenance or inspections will make entries in the aircraft logbook in accordance with FAR 43.9 or 43.11 as applicable. Abbreviations may be used if the intent of the entry is immediately discernible and the entry meets the FAA requirements.

Each 7 days the mechanic sends the pink copies of these log book pages along with associated component tags, etc., to the RMH principal business offices in Provo, UT for processing where information such as; component replacements due to overhaul or time life limits, inspections, servicing, etc., that are documented in the aircraft log book, component tags, etc., are transcribed to the appropriate permanent historical records and into the company central computer system by the Aircraft Records department.

The updated information is retrieved from the computer bank via the printed Aircraft Status Report. The appropriate section of the Report is disseminated bi-monthly to maintenance personnel as necessary. The complete report provides company operations and maintenance with accurate assessment of inspections, servicing and component replacements requirements on a fleet-wide basis.

When normal cycle counts or flight hours exceed the average normal counts encountered on a particular aircraft, it is the responsibility of the mechanic to contact the appropriate Technical Support Representative to inform them of the excessive amount of cycles/hours encountered (i.e. when excessive starts/hours are used for trouble shooting, balancing, etc.). This ensures the cycle limit and/or hour limits on aircraft components are being monitored not only by the mechanic but the Technical Support Representatives for accurate replacement schedule(s).

3.10.2 Procedures For Reviewing And Correcting Aircraft Log Books

The Daily Aircraft Log book provides a record of maintenance, inspections, and AD/SB compliance and is used to substantiate airworthiness. It is essential that this record be totally accurate. To assist in insuring accuracy and to provide a method of making corrections the following procedures will be followed:

1. Procedure for Correcting Maintenance Entries as required by FARs or Company Policy:
   a. Aircraft Records personnel will review the pink sheets and input the necessary information into the computer to update the aircraft status reports.
   b. As the Records person reviews the pink sheets they will also check for proper compliance with current Federal Aviation Requirements and company policy. Errors found will be entered on the Logbook Corrective Action Form.
   c. The appropriate mechanic is contacted as necessary for corrections.
   d. A Quality Assurance Inspector will periodically review a cross-section of the pink sheets to ensure FAA compliance.

2. Procedure for Correcting Airframe, Engine and Cycle Count Errors:
   a. During initial pink sheet review, mathematical errors found in airframe and engine times or cycle counts will be noted and logged by aircraft "N" number.
   b. When an error is found, Aircraft Records sends a Logbook Correction Form, noting the error and when it was made, to the mechanic.
   c. Upon receipt of a Logbook Correction Form, the mechanic makes the proper entry into his current daily logbook page to correct the discrepancy.

3.10.3 MEL Procedures

The following procedures will be complied with whenever the deferral of a maintenance item is required:

The mechanic on duty will review the MEL and determine that the item in question can be deferred. If the item can, in fact, be deferred in accordance with the MEL, the mechanic will contact a Technical Support Representative to request the deferral. At the time of the request the mechanic will provide the following information:

1. Aircraft registration number, serial number, and when appropriate, the aircraft total time.
2. Item to be deferred.
3. Reason for the deferral.
4. MEL chapter and item number.
5. MEL category.
6. List of parts and tools required to make the repair.
7. Any special information that the Technical Support Representative should know to ensure that the deferral is properly done and all of the items required to make the repair are shipped to the aircraft.

If the Technical Support Representative determines all of the requirements of the MEL are met and the mechanic has provided all of the necessary information, a Deferred Maintenance Form (DMF) will be initiated and a Deferred Maintenance Control Number (DMCN) will be issued to the mechanic.

Note: A discrepancy CANNOT be transferred to the delayed maintenance discrepancy (DMD) sheet without a DMCN. If a repair does not require parts the mechanic must still contact a Technical Support Representative and follow the MEL procedures for the discrepancy to be transferred.

The mechanic will complete the discrepancy side of the Delayed Maintenance Discrepancy (DMD) sheet, in the front of the logbook, in a manner similar to the following:

Widget inop. Reference log page XXXXX
Authorized per MEL chapter XX item X
Category X RMH DMCN XXXXX-XXXX

The mechanic will enter the date, signature and certificate type and number in the appropriate column. The discrepancy on the daily logbook page will be cleared in a manner similar to the following:

Date XX/XX/XX ACTT XXXX.X
This item transferred to DMD sheet
#XXXXX, discrepancy #X
Ace Mechanic A&P 12345678

Note: Restrictions, as listed in the "Remarks or Exceptions" column of the MEL, for each item must be followed during the deferral period.

When required by the MEL, deferred items will be placarded with an "INOP" placard in accordance with the MEL. When the component or system is repaired, the "INOP" placard will be removed. An adequate supply of "INOP" placards must be available in each aircraft. Additional placards can be obtained locally or from the Parts Department.

In the case that the necessary parts and/or tooling have not reached the mechanic 3 days prior to the end of the deferral period, for category "C" and "D" items and the morning of the 3rd day for category "B" items, it is the responsibility of the mechanic on duty to contact the appropriate Technical Support Representative in Provo, UT and notify them of the situation. This will ensure parts and/or tooling have been shipped or, allow sufficient time to apply for an extension to the deferral.

A copy, (photo copy is acceptable), of the DMD sheet MUST be sent in weekly with the log book pink sheets whenever there is an open deferred discrepancy.

When the deferred item has been corrected, the mechanic will enter the corrective action on the correction side of the DMD sheet. The entry will be in accordance with the requirements of FAR 43.9. An additional entry on the daily logbook page is not necessary.

After the deferred item has been corrected, it is the responsibility of the mechanic to contact the appropriate Technical Support Representative with the date and aircraft total time when the discrepancy was corrected. The Technical Support Representative will remove the DMF from the display board and record the correction.

3.10.4 MEL Management Program

1. The mechanic on duty will review the MEL to verify the item can be deferred. The mechanic will contact a Technical Support Representative and advise them of the item requiring deferral. The mechanic will provide the pertinent information regarding the deferral (reference previously listed required information) and when appropriate, the time an item was deferred. The Technical Support Representative will issue a DMCN. The mechanic will transfer the item from the logbook page to the DMD page in the front of the logbook (refer to deferred items in this section for additional information). The DMF will contain aircraft S/N, Date, Item to be deferred, deferral authorization, DMCN, and date deferral expires.
2. Open DMF copies will be posted in the Logistic Support Center to allow visual review by a Technical Support Representative for the number of deferred items (per aircraft and overall), duration of deferrals and periodic review by maintenance management personnel. The Technical Support Representative (s) will review each deferred item to determine the reason for any delay in repair, length of any delay, and the estimated date the item will be repaired. The Technical Support Representative maintains constant communications with the parts and purchasing departments, support shops, vendors (as applicable) to assure prompt, efficient support of the aircraft.
3. When necessary repairs are completed, the mechanic will make a log entry in accordance with FAR 43.9 on the corrective action side of the DMD sheet clearing the item, **(an additional entry on the daily log book page is not necessary)**. Once the item is cleared the mechanic will contact a Technical Support Representative and notify them of the correction. The Technical Support

Representative will record the correction in the computer file for the aircraft and remove the DMF from the display board.

4. If parts are back ordered or otherwise unavailable, the Technical Support Representative will notify the DOM for a deferral extension. Extensions are approved to the maximum repair interval for category B and C items as specified in the approved MEL only. If the deferral is extended, the DOM will notify the FAA Flight Standards District Office of the extension to the MEL. For request beyond 100% extension granted by the DOM, a written request will be submitted to the FAA Flight Standards District Office. Approval is granted pending ruling by the RMH FAA Principal Maintenance Inspector. After review and if approved, a copy of the approval will be sent to the aircraft location as verification for extension.
5. Time intervals from deferral to repair are as specified in RMH Operations Specifications Part D.

3.10.6 Maintenance Procedures For Deferral Of Items Not On MEL

Those items, which can be deferred, are items not affecting the safety and airworthiness of the aircraft such as cosmetic discrepancies, floor coverings peeling, cigarette lighter inoperative, etc. The procedures for handling those items are as follows:

The mechanic maintaining an aircraft having to defer a discrepancy that is not a grounding or safety of flight item, or item required when the aircraft was type certificated and an item for which he cannot find an acceptable criteria or limit listed in the maintenance manual, will contact a Technical Support Representative and advise them of the discrepancy. The Technical Support Representative will then contact the DOM and request authorization to defer the item.

1. If the DOM approves the deferral of that discrepancy, the Technical Support Representative will contact the mechanic advise him that authorization has been granted. At this time the mechanic will provide the following information to be recorded on the DMF:
   a. Aircraft registration number, serial number, and the aircraft total time
   b. Item to be deferred.
   c. Reason for the deferral.
   d. List of parts and tools required to make the repair.
   e. Any special information that the Technical Support Representative should know to ensure that the deferral is properly done and all of the items required to make the repair are shipped to the aircraft.

   The Technical Support Representative will then issue a DMCN for the deferral. The mechanic will clear the discrepancy with the following or similarly worded entry in the *aircraft logbook:*

   Date ___/___/___ ACTT_____
   This item does not affect safety or airworthiness
   of the aircraft and is authorized by _____
   of RMH to be transferred to DMD sheet #_____
   Reference RMH DMCN #_____
   Ace Mechanic, A&P 12345678

On the DMD sheet the following or similarly worded entry should be used:

Widget inop. Reference log page _____
Authorized per _____ of RMH. ACTT_____
RMH DMCN _____.
The date, signature and certificate type and number are entered into the appropriate blocks of the DMD sheet)

2. The deferred discrepancy will then be required to be appropriately corrected within 25 flight hours or 7 calendar days, since the delay of the discrepancy, which ever occurs last.
3. If the time limits cannot be met as specified above due to extenuating circumstances, the Technical Support Representative will contact the DOM for extension authorization. Each case will be handled on an individual basis and all information pertinent to the discrepancy will be reviewed prior to approving any extension. This extension information will be entered in the aircraft logbook with the delayed discrepancy. Any additional extension beyond the 100% granted by the DOM will require FAA approval.

3.11 Aircraft Fuel Servicing

As a minimum, the following procedures will be employed when servicing RMH operated aircraft with fuel:

1. Entrances to refuel areas shall be posted with "No Smoking" signs. Smoking or open flames within 50 feet of refueling operations are prohibited.
2. At least one portable fire extinguisher (conforming to NFPA 10 standards) with a rating of at least 20-B:C will be immediately available (two required on tank trucks).
3. Aircraft fuel servicing vehicles shall be positioned so that a clear path of egress from the aircraft is maintained.
4. Access to the emergency fuel shutoff control shall be kept clear at all times.
5. Leaking or malfunctioning fuel servicing equipment shall be removed from service.
6. The valve (typically in the fuel nozzle) that controls the flow of fuel to an aircraft shall have an operational dead man control.
7. Passengers, except critical medical patients, are not allowed to remain onboard the aircraft during fuel servicing. When a patient remains on board, at least one qualified person trained in emergency evacuation procedures shall be in the aircraft at or near a door.
8. Aircraft weather radar shall not be operated while the aircraft is undergoing fuel servicing.
9. Fuel servicing shall not be performed while an onboard engine is operating.
10. Fuel servicing shall not be performed while any electrical supply is connected to the aircraft or any electrical tools are operated in the vicinity. Photographic equipment shall not be operated within 10 ft of the aircraft.
11. Fuel servicing shall be suspended where there are lightning flashes in the immediate vicinity.
12. Prior to making any fueling connection to the aircraft, the fueling equipment shall be bonded to the aircraft by use of a cable.
13. When fueling over wing (not pressure servicing), the nozzle shall be bonded with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is

metallically connected to the tank filler port. The bond connection shall be made before the filler cap is removed.

14. The local fire department shall be notified if a fuel spill covers 10 ft in any direction or a total 50 ft^2 area.

Refer to NFPA 407, Standard for Aircraft Fuel Servicing, for additional information.

3.12 Night Vision Goggles

3.12.1 Night vision goggles will be maintained in accordance with the manufacturer's requirements (See the Operator's Manual for the specific device being used). For RMH operations, references in the manual to "the maintainer" are to be considered references to the manufacturer. All required maintenance will be performed by the manufacturer.

3.12.2 Each set of night vision goggles will be accompanied by an RMH NVG Log (See GOM Appendix 5). The ASM will ensure the goggles and their respective log are stored in a manner which allows access to the logs by anyone authorized use of the goggles.

3.12.3 The ASM will return to the manufacturer any goggle set which fails the operator checks or exceeds the next inspection due date.

3.12.4 The ASM will ensure goggles returned from the manufacturer are issued a new NVG Log, which reflects the current inspection status. Once superseded, the old NVG log may be destroyed.

Intentionally

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