



NY Wing Supplement 1

CAPR 66-1

2 Jan 2012

Operations

CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

This supplement amplifies the procedures for CAP Aircraft Repair and Maintenance as required by CAPR 66-1 dated 1 February 2010, through change 5 20 April 2011, paragraph 4. Add subparagraphs as follows to paragraph 4.

A. Routine tire pressure checks

1. Aircraft tire pressure will be measured with a gauge within seven days of the flight and recorded on the attached form which will be the first page in each aircraft binder. No flight will be initiated unless the tire pressures have been measured within seven days and are within the limits on the attached form or any visual inspection suggests that pressures may not be proper. New pressures after adjusting will be recorded.

B. Consolidated maintenance

1. Normal 100 hour/annual inspections will be performed at a designated consolidated maintenance facility. Other repairs beyond minor items and mid cycle oil changes will be done at these shops if the aircraft can be flown. Only Wing level aircraft maintenance personnel will make appointments with and be the point of contact with consolidated maintenance facilities.

C. Local maintenance/repair estimated UNDER \$200.00

2. The local maintenance officer will coordinate mid cycle oil changes, maintenance and repair if the estimated cost is less than \$200.00. Complete the online maintenance request at <http://nywcap.org/Maintrqst4.htm> which will be sent to NYWG/DOM when submitted.
3. The maintenance facility will be instructed to FAX the invoice to NHQ/CAP, Attention: Gary Schneider at 334-953-1668 or email to gschneider@capnhq.gov . FAX is the preferred method.
4. If additional items are found and/or repair cost will run over the original estimate or more than \$200.00, the repair must be approved by the NYW/DOM. Notify NYW/DOM with new cost estimate who will in turn contact NHQ for the approval to continue with the repairs.

D. Local maintenance/repair estimated OVER \$200.00

1. NYW/DOM must be contacted as soon as possible by email or phone and he/she will contact NHQ and get input on the repairs. If the aircraft cannot be moved, NHQ will usually approve the repair. If the aircraft can be moved, NHQ may request that it be put back together, if it was disassembled, and then taken to one of the consolidated maintenance facilities and the investigator paid for the work performed.
2. All work over \$200 must be preapproved by NHQ through NYW/DOM.

E. All repairs

1. If parts are required they must be approved by NHQ through NYW/DOM. Part numbers must be supplied. Parts are supplied by Civil Air Patrol Maintenance at their discretion. A shop service charge may be added per NHQ guidelines.

F. When maintenance/repair has been completed

1. Check in with the office and pick up the aircraft keys and maintenance logs. Check the maintenance logs for the proper sign off.
2. For a mid cycle oil change, fill in the date and hours the oil change was done on the cover page of the Aircraft Information File (three ring binder) according to the information recorded in the maintenance logs which must be checked for proper sign off by the service personnel.
3. All Tach hours and dates that have changed will be given to the Group Maintenance Officer who will update WMIRS maintenance data and forward to the NYW/DOM.
4. Verify that all items listed on the cover page of the AIF with the aircraft when it was left at the maintenance facility are accounted for and present (control lock, pitot cover, cowl plugs, chocks, survival kit, covers and/or sun screens, tow bar, etc).
5. Return the aircraft to service in WMIRS.
6. Personnel that have permissions to update or close out discrepancies in WMIRS are the Wing Maintenance Officer and assistant, and the Director of Operations.

G. Specific procedures for the Group Maintenance Officer

1. Check all fuel receipts, maintenance times and dates, and the pilot's entries in WIMRS. Maintenance flight sorties must have a descriptive comment identifying the type of maintenance performed or crew transport for maintenance of the tail number and type of maintenance performed.
2. Computer generate a new front cover sheet for the flight log in the aircraft using the times and dates supplied by the pilot that returned the aircraft. Email a copy of the completed form to NYW/DOM. If there is a weight and balance change the new weight and balance must be included in the POH, a copy added to the AIF, and sent to the NYW /DOM.
3. All aircraft must be dropped off and picked up during business hours. If this is not possible, arrangements will need to be made with the maintenance facility.

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