



CAP AIRCRAFT REPAIR & MAINTENANCE PROCEDURE

This instruction prescribes the procedures for CAP Aircraft Repair and Maintenance, as follows:

A. ESTIMATES & PARTS:

- **If a repair is estimated to be UNDER \$200.00 or are approved for local repair:**
- The local maintenance officer can approve the repair.
- Send NYW/DOM an online maintenance request at: <http://nywcap.org/Maintqrst4.htm>.
- Make the appointment with a local shop and start repairs.
- If additional repairs are found and repair cost will run over the original estimate (be more than \$200.00), the repair must be approved by the NYW/DOM. Notify the NYW/DOM with new cost estimate. NYW/DOM will in turn contact NHQ for the approval to go ahead with the repairs.
- Instruct the shop to email the invoice to gschneider@capnhq.gov. or fax it to NHQ, Attention: Gary Schneider Fax # 334-953-1668

- **If a repair is estimated to be OVER \$200.00:**
- NYW/DOM must be contacted as soon as possible by email or phone. NYW/DOM will then call NHQ and get its input on the repairs.
- As a general rule, if the aircraft cannot be moved, NHQ will approve the repair. If the aircraft can be moved, NHQ may request that it be put back together, if it was disassembled; and that it be taken to one of NY Wing's consolidated maintenance shops.
- The investigator will be paid for the investigation of the problem and for any labor involved.

- **All repairs:**
- All repairs -if parts are required- must be approved by NHQ through NYW/DOM. Be sure to supply part numbers.
- Parts are supplied by Civil Air Patrol Maintenance at their discretion. A service charge may be added and will have to be approved by NYW/DOM.

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B. ACTIONS TO TAKE:

WHEN AN AIRCRAFT BREAKS

1. If the aircraft is not flyable, GROUND the Aircraft and post the squawk and serviceability of the aircraft in WIMRS.
2. Go to : <http://nywcap.org/Maintrqst4.htm> and fill out the online maintenance request.
3. Follow the procedure for repair estimates above. If \$200.00 or more, contact the NYW DOM at 585- 233-6406. It will be his decision as to whether the aircraft is fixed in place or taken to the Consolidated Maintenance Facility.
4. The NYW DOM or his designee will contact the maintenance facility for an appointment.
5. At the time of the appointment the pilot will be issued a flight release and the mission number for the flight. Be sure a list of repairs is printed from the WMIRS web site and given to the Maintenance Facility.
6. Upon completion of the flight, the appropriate form on WIMRS will be filled out online.

WHILE THE AIRCRAFT IS IN THE SHOP

1. If additional repairs need to be added to the list, email them to the NYW/DOM
2. All contact to the Consolidated Maintenance Facility is done through the NYW/DOM or his assistant. Local maintenance shops should contact the local maintenance officer.
3. **Remember:** Aircraft maintenance is not instant. The aircraft is ready when it is ready. Don't Bug the Shop; that is not your job.

WHEN THE AIRCRAFT HAS BEEN REPAIRED OR MAINTENANCE HAS BEEN ACCOMPLISHED

1. The appropriate flight release and mission number will be issued to the pilot.
2. Upon arrival at the Maintenance Facility the pilot will check in with the office and pick up the aircraft keys and maintenance logs.
3. If this was a mid cycle oil change fill in the Date and hours the oil change was done on the front of the Flight Log. You may get this information from the maintenance logs when you check them for the proper sign off by the service personnel.

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B. ACTIONS TO TAKE (Con't):

4. If this was any other kind of maintenance or repairs, check the maintenance logs for the proper sign off. If the aircraft requires a test flight, you are allowed to fly the aircraft and do the test. Check with the Mechanic on what test he needs and what information he wants. If you don't feel comfortable flying a test flight the Maintenance shop is allowed to make the flight by CAPR 66-1.
5. After the flight give the information to the maintenance personnel. If he approves, he will sign-off the repairs.
6. Before the return flight a very thorough pre flight should be done. Use the checklist. Check all screws and fasteners. Be sure to go over the list to be assured that the all repairs were completed and signed off in the maintenance logs, engine and airframe. If there was any weight changes (something added or taken away) make sure the new weight and balance forms are in the aircraft. You may have to check the Flight log book, POH or the maintenance logs for them. If you don't find them check with the Maintenance Supervisor.
7. Before start up, make a list of any times and dates that may have changed I.E. pitot static, corrosion protection, annual inspection or any other item on the front of the flight log book. This list must be given to the Group Maintenance Officer who will forward it to the NYW/DOM.
8. If the aircraft needs fuel make sure you put the aircraft flight time, mission number, pilots name on the fuel.
9. Upon return to base, fuel the aircraft as required and again put the aircraft flight time, mission number and pilots name on the fuel receipt and turn in all paperwork: list of times and dates of changes to the front of the flight book, fuel receipts, flight times and the NYWing sortie reporting log for reimbursable missions completed.
10. Enter the flight in WIMRS along with the fuel receipts.
11. **REMEMBER: THE AIRCRAFT, IF GROUNDED, WILL HAVE TO BE RELEASED TO FLY IN THE WMIRS MAINTENANCE SECTION BEFORE YOU WILL BE ABLE TO ENTER A SORTE.**

The Wing Personnel that are able to release an aircraft are:

- James H. Pierson
- Bill Hughes
- John Corcacas

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B. ACTIONS TO TAKE (Con't):

REQUIREMENTS FOR THE MAINTENANCE FLIGHT

1. No Form 5's or Form 91 check rides will be given on maintenance flights.
2. No observer or scanner training will be done on maintenance flights.
3. The pilot must be a mission rated pilot; i.e. mission pilot or mission transport pilot.
4. No extra people will be carried on the maintenance flights. The chase plane shouldn't be more than a C-172, if it is available.

Remember: This is not training money, it is maintenance money. If you violate any of the items above, your flying privileges may be revoked by the NYWG/CC.

The purpose of these flights are for Maintenance Transport. If you want a Form 5 and it is not one that can be paid for out of training funds, it is a C-17.

AFTER REPAIRS ARE DONE

1. If times or dates are changed on the front cover, a copy of that cover and the invoice for repairs will need to be sent to NYW/DOM.
2. Return the aircraft to service.

C. SPECIFIC PROCEDURES FOR THE GROUP MAINTENANCE OFFICER:

1. Check all fuel receipts, maintenance times and dates, and the pilots' entries into WIMRS.
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 flew the mission. Email a copy of the completed form to the NYW/ DOM. If there is a weight and balance change: a copy will need to be attached to the POH, flight book and a copy sent to the NYW /DOM.
3. Submit all paper work for the flight to LTC Bill Hughes. This paperwork needs to be in his hands no later than 7 days after the flight. If it is not in his hands your group will be charged for the flight. All aircraft must be dropped off and picked up during business hours. If that is not possible, arrangements will need to be made with the Shop.