

# C-4 AIRCRAFT MANAGEMENT

## Summary

Discrepancies      Repeats

## Staffing

Position - Aircraft Maintenance Officer (AMO) held position:                      Year(s)                      Month(s)  
Logistics Specialty Track:

## Mission and Staffing Notes

<u>Y/N/R/NA</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
01	Has the wing/region published a supplement to CAPR 130-2?	Compliance is determined by comparing the wing's/region's published supplements/OIs with CAP/DA records located in <a href="https://www.gocivilairpatrol.com/members/publications/approvedsupplementsand-ois-by-region">https://www.gocivilairpatrol.com/members/publications/approvedsupplementsand-ois-by-region</a> NOTE: If supplement is not marked correctly, see D-4 question 1.	(Discrepancy): [xx] (C4 Question 01 and 1b) Wing/Region failed to publish supplement to CAPR 130-2 IAW CAPR 130-2 para 4.	
a)	Was the supplement to CAPR130-2 updated at least annually?		(Discrepancy): [xx] (C4 Question 01a) Wing/Region failed to update their supplement to CAPR 130-2 at least annually IAW CAPR 130-2 para 4.	
b)	Was it approved per the regulation prior to implementation?			

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02 a) Does the Wing/Region AMO or their representative inspect each corporate aircraft within the proceeding 365 days?

b) Was the CAPF 71 or CAPF 71G uploaded to AMRAD?

Compliance is determined by running the AMRAD CAPF 71 report for all assigned aircraft for the wing/region.

(Discrepancy): [xx] (C4 Question 02 a) Wing/Region failed to provide evidence of having completed a CAPF 71 or CAPF 71G inspection of all wing/region aircraft within the proceeding 365 days, IAW CAPR 130-2 para 10.4.6.

(Discrepancy): [xx] (C4 Question 02 b) Wing/Region failed to provide evidence of uploading to AMRAD the completed CAPF 71 or CAPF 71G, IAW CAPR 130-2 para 10.4.6.

03 Does the wing/region utilize the AMRAD System located in eServices to record all aircraft inspections, discrepancies and time change items IAW CAP regulations?

a) Are engine TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?

b) Are propeller TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?

c) Are propeller governor TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?

d) Are the Left & Right Magneto Inspections TTAF, Tach times and dates completed and due recorded and not overdue in AMRAD and logbooks?

e) Do TTAF and TACH time in AMRAD match WMIRS & logbook?

f) Does Annual Inspection completed date in AMRAD matches logbook and is next Annual due date correctly entered in AMRAD?

g) Does 100hr Inspection completed date, TACH and TTAF times in AMRAD matches logbook and are the next 100hr due Tach and TTAF times correctly entered in AMRAD

Verification based on a review of aircraft discrepancies, inspections and time change items in AMRAD when compared to CAPFs 71 and logbooks.a. Compare AMRAD report with aircraft engine and airframe logbooks.

A to F. Compare AMRAD report with aircraft engine and airframe logbooks. G. Compare AMRAD report with airframe logbooks and calculate the next 100hr Inspection Date.

H. Compare date in AMRAD to the most recent wash date in the airframe logbook.

I. Verify all 100hr inspections since the previous Compliance Inspection were also recorded in the airframe logbook as Annual Inspections.

(Discrepancy): [xx] (C4 Question 03) Wing/Region failed to utilize AMRAD located in eServices IAW CAPR 130-2 para 7.5.

h) Is Aircraft wash date recorded and is it current?

i) Have all 100hr Inspections since last CI been signed off in the logbooks as Annual Inspections per CAPR 130 - 2 para 10.2?

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04 Does the wing/region keep a current certificate of insurance identifying the liability insurance coverage for all facilities performing maintenance on wing/region assigned aircraft?

Run the AMRAD Maintenance Facility Insurance Report for the wing/region. Compare this to the maintenance shops used in the wing/region

(Discrepancy): [xx] (C4 Question 04) Wing/Region failed to keep a current Certificates of Insurance for all of the maintenance facilities performing maintenance on wing/region aircraft IAW CAPR 130-2 para 16.  
NOTE: List all of the facilities with missing Certificates of Insurance.

<p>05 Is CAP aircraft documentation maintained IAW applicable 14CFRs and CAP regulations?</p>	<p>(all) Determined during aircraft inspection using inspection checklist. NOTE: use 14CFR 91.213 and Aircraft AFM/POH to determine required equipment.</p>	<p>(Discrepancy): [xx] (C4 Question 05a) Wing/Region failed to ensure required scheduled maintenance on assigned aircraft was accomplished IAW CAPR 130-2 para 10. (Use bullet points to explain what maintenance was not done.)</p>
<p>a) Is required scheduled maintenance on assigned aircraft accomplished?</p>	<p>If an aircraft needs to be grounded inspector will follow CAPR 130-2 and 70-1</p>	<p>(Discrepancy): [xx] (C4 Question 05b) Wing/Region failed to ensure required logbook entries for the 100 hour/annual inspection done in</p>
<p>b) Are required logbook entries made for the 100 hour/annual inspection made, ADs and/or Mandatory Service Bulletins on assigned aircraft accomplished?</p>	<p>requirements for grounding the aircraft, placing the red placard in the aircraft and completing the AMRAD Discrepancy entry.</p>	<p>___ 20__ on N___ reflected (AD compliance check)(and/or Mandatory Service Bulletins as listed on CAP website _____ were accomplished during inspection IAW CAPR 130-2 para 10.</p>
<p>c) Are inspection certification of its pitot-static, transponder, and altimeter systems accomplished as required and documented in the logbooks?</p>	<p>n) Determined by contacting CAP/LGM and obtaining a list of software that was issued to the aircraft.</p>	<p>(Discrepancy): [xx] (C4 Question 05c) N___ exceeded 24 months between inspection for and certification of its pitot -static, transponder, and altimeter systems IAW CAPR 130 -2 para 10.4 and 14CFR Part 43. - List the dates between each inspection -</p>
<p>d) Are ELT batteries replaced before exceeding the replacement date specified by the battery manufacturer?</p>		
<p>e) Is the weight and balance (W&amp;B) forms accurate in the POH? Do all other W&amp;Bs in the AIF, Log Book, and any Wing/Region pilot aids match?</p>		
<p>f) Was the corrosion control accomplished?</p>		<p>(Discrepancy): [xx] (C4 Question 05d) The ELT battery on N___ had not been replaced prior to exceeding the replacement date specified by the battery manufacturer (and the aircraft flew with the expired battery) IAW CAPR 130 -2 para 10.4.4. -This aircraft is grounded pending replacement of the ELT battery.</p>
<p>g) Are FAA Form(s) 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance) documented in the maintenance logs?</p>		
<p>h) Are logbook entries accurate and mid -cycle oil change completed?</p>		

- i) Are required logbook entries made for the ELT transmitter check as within the last 12 months as required per FAR 91?
- j) Are required logbook entries made for each aircraft modifications (mounts, tail strike plate etc.) and is NHQ approval documented for each modification?
- k) Does the aircraft have a complete set of logbooks?
- l) Are logbooks stored away from the aircraft?
- m) Are logbooks stored in a manner that ensures they are safe, secure, and free from damage, loss or theft?
- n) Is all aircraft software present and in good operating condition?

(Discrepancy): [xx] (C4 Question 05e) Wing/Region failed to ensure the weight and balance forms were accurate in the POH, AIF, Log Book and any Wing/Region pilot aids IAW CAPR 130 -2 para 7 and 14CFR 23.1583. -List the POH, Log Book and AIF weight and balance dates, weights and moments.

(Discrepancy): [xx] (C4 Question 05f) Wing/Region failed to ensure corrosion control was accomplished on N\_\_\_\_ IAW CAPR 130 -2 para 10.4.5.

(Discrepancy): [xx] (C4 Question 05g) Wing/Region failed to ensure that all FAA Form(s) 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance) were documented in the maintenance logs for N\_\_\_\_ for (describe the repair or alteration) IAW CAPR 130 -2, para 6.5 and 14CFR part 91-417.

(Discrepancy): [xx] (C4 Question 05h) Wing/Region failed to ensure the (airframe) (engine) (propeller) logbooks for N\_\_\_\_ had logbook entry for the mid-cycle oil change completed on \_\_/\_\_/\_\_\_\_ IAW CAPR 130-2 para 7.1.

(Discrepancy): [xx] (C4 Question 05i)  
Wing/Region failed to ensure the  
(airframe) (engine) (propeller)  
logbooks for N\_\_\_\_ had a logbook  
entry for the ELT transmitter check  
completed within the last 12 Months  
IAW CAPR 130 -2 para 10.4.4.

(Discrepancy): [xx] (C4 Question 05j)  
Wing/Region failed to ensure the  
(airframe) (engine) (propeller)  
logbooks for N\_\_\_\_ had a logbook  
entry for the \_\_\_\_\_ modification  
and/or no CAP/LGM approval was  
available for this modification (list  
each missing modification as a  
separate discrepancy) IAW CAPR  
130 -2 para 17.

(Discrepancy): [xx] (C4 Question  
05k) Wing/Region failed to ensure  
that aircraft N\_\_\_\_ has a complete set  
of logbooks IAW CAPR 130 -2 para  
7.1.1.

(Discrepancy): [xx] (C4 Question 05l)  
Wing/Region failed to ensure that  
aircraft logbooks were not stored in  
N\_\_\_\_ IAW CAPR 130 -2 para 7.1.2

(Discrepancy): [xx] (C4 Question  
05m) Wing/Region failed to ensure  
that the logbooks for aircraft N\_\_\_\_  
were stored in a manner that ensures  
they are safe, secure, and free from  
damage, loss or theft IAW CAPR  
130-2 para 7.1.2.

(Discrepancy): [xx] (C4 Question 05n) Wing/Region failed to ensure that all software issued to aircraft N\_\_\_\_\_ was kept secure, usable and undamaged IAW CAPR 130-2 para 5.10.

<p>06 Are CAP aircraft maintained IAW applicable 14CFRs and CAP regulations?</p>	<p>(all) Determined during aircraft inspection using inspection checklist.</p>	<p>(Discrepancy): [xx] (C4 Question 06a) In Aircraft (N____), wing/region failed to ensure that placards were installed IAW CAPR 130-2 para 15. - List by aircraft tail number the missing placards.</p>
<p>a) Are required aircraft placards installed?</p>	<p>f) Determined during aircraft inspection using inspection checklist.</p>	<p>(Discrepancy): [xx] (C4 Question 06b) In Aircraft (N____), wing/region failed to ensure fire extinguisher was serviceable/properly secured IAW CAPR 130-2 para 14.2.</p>
<p>b) Are required aircraft fire extinguishers serviceable/properly secured?</p>	<p>NOTE: There are no regulatory tire pressure tolerances. If during the inspection an aircraft tire is found to not be in safe working order, then the discrepancy will be listed as a</p>	<p>(Discrepancy): [xx] (C4 Question 06c) In Aircraft (N____), wing/region failed to ensure aircraft CO detector (select a statement from the following bullets) - had an installation date written on the detector IAW CAPR 130 -2 para 14.4 - was properly installed IAW CAPR 130 -2 para 14.4. The detector was installed in a plastic holder that prevented proper airflow preventing it to perform its designed function. - was current IAW CAPR 130 -2 para 1 4.4. - It had a manufacturer's expiration date of ____/____ and was out of date. -was replaced in January ____ IAW CAPR 130 -2 para 1 4.4. - was installed IAW CAPR 130 -2 para 1 4.4.</p>
<p>c) Are required CO detectors correctly installed?</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>d) Are survival kits installed?</p>	<p>i) Review Logbooks and AMRAD discrepancy report for inoperative equipment. Verify that 14CFR 91.213 was complied with? If aircraft operation is not authorized, was inoperative equipment deactivated and placarded "Inoperative."</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>e) Are aircraft properly secured?</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>f) Are aircraft tires properly inflated?</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>g) Is the aircraft external identification plate correct/serviceable/properly installed? )</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>h) Is the aircraft POH/AFM current and complete?</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>
<p>i) Are 14CFR requirements for inoperative instruments and equipment complied with?</p>	<p>Discrepancy.</p>	<p>(Discrepancy): [xx] (C4 Question 06d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130 14.5. Wing/Region failed to ensure that contents/expiration dates for wing/region mandated items were IAW with wing/region guidance.</p>

(Discrepancy): [xx] (C4 Question 06e)  
Prior to the inspection, wing/region failed to properly secure aircraft IAW CAPR 130-2 para 5.7. NOTE: List the following - N\_\_\_\_ (and) N\_\_\_\_ were not properly tied down with the wheels chocked. The pitot cover was not installed on (N\_\_\_\_) IAW CPAR 130-2, para 5.6 (and)(N\_\_\_\_). - The control lock was not installed on (N\_\_\_\_)(and) (N\_\_\_\_) IAW CAPR 130-2, para 5.7.

(Discrepancy): [xx] (C4 Question 06f)  
Wing/Region failed to ensure aircraft tires were in safe working order IAW Pilot Operating Handbook (POH) NOTE: List the following - List the aircraft and actual tire pressure verses specified the pressure. - Tire pressures in the Pilot Operating Handbook (POH) for Cessna 172 (N\_\_\_\_) do not match the amended STC SA2196CE for the 180 HP engine conversion which raised the maximum gross weight of the aircraft to 2550 pounds.

(Discrepancy): [xx] (C4 Question 06g)  
Wing/Region failed to ensure aircraft external identification plate on aircraft (N\_\_\_\_) was properly secured to the aircraft fuselage exterior IAW CAPR 130-2 para 15.4 and 14CFR 45.11.

(Discrepancy): [xx] (C4 Question 06h) Wing/Region failed to ensure AFM/POH cover page/contents for aircraft \_\_\_\_\_ was/were complete/accurate IAW FAA-H8083-25A para 8-2 and 14 CFR 91.9. - List details NOTE: List each discrepancy separately.

(Discrepancy): [xx] (C4 Question 06i) Wing/Region failed to ensure aircraft \_\_\_\_\_ was grounded IAW 14CFR 91.213. or Wing/Region failed to ensure inoperative equipment was deactivated and placarded "Inoperative" IAW 14CFR 91.213. – List details.

07 Does the Region, Wing, AMO and all aircrew members fulfill all roles and responsibilities IAW CAPR 130-2, para 2.?

a) Does the Wing have a maintenance management program?

b) Does the Wing have a comprehensive aircraft maintenance officer training plan based on CAPP 130-3, CAP Aircraft Maintenance Officer Guide?

c) Does the Wing ensure all AMOs are properly trained within 3 months of assignment?

d) Does the Wing ensure all AMOs are enrolled and actively pursuing completion of the AMO Specialty Track if available?

e) Does the Wing ensure all aircrew members comply with all provisions of this regulation?

f) Does the Wing ensure all aircrew members have completed AMRAD training for Pilot's and FRO/SFROs.

a) Region/Wing will provide their supplement to CAPR 130-2 that contains a maintenance management program specific to the Region/Wing that facilitates the full implementation of this regulation.

b) Region/Wing will provide their comprehensive aircraft maintenance officer training plan based on CAPP 130-3, CAP Aircraft Maintenance Officer Guide.

c) Region/Wing will provide evidence of AMO training completion that shows all AMOs were fully trained within 3 months of assignment.

d) Region/Wing will provide evidence showing all AMOs have completed or are enrolled and actively pursuing completion of the AMO Specialty Track if available.

e) Region/Wing will provide evidence showing all assigned aircrew members {Pilots} have been briefed and understand all provisions of this regulation.

f) Region/Wing will provide evidence showing all assigned aircrew members {Pilots} have completed AMRAD training.

(Discrepancy): [xx] (C4 Question 07a) Region/Wing failed to provide evidence of having a maintenance management program that allows the full implementation of this regulation IAW CAPR 130-2 para 2.2

(Discrepancy): [xx] (C4 Question 07b) Region/Wing failed to provide evidence of having a comprehensive aircraft maintenance officer training plan based on CAPP 130-3, CAP Aircraft Maintenance Officer Guide.

(Discrepancy): [xx] (C4 Question 07c) Region/Wing failed to provide evidence of AMO training completion within 3 months of assignment.

(Discrepancy): [xx] (C4 Question 07d) Region/Wing failed to provide evidence showing all AMOs have completed or are enrolled and actively pursuing completion of the AMO Specialty Track if available.

(Discrepancy): [xx] (C4 Question 07e) Region/Wing failed to provide evidence showing all assigned aircrew members have been briefed and understand all provisions of this regulation.

(Discrepancy): [xx] (C4  
Question 07f) Region/Wing  
failed to provide evidence  
showing all assigned  
aircrew members have  
completed AMRAD  
training.

