



## CAP REGULATION 66-1

15 FEBRUARY 2019

APPROVED/R.KIRKPATRICK/CAP/LG

Operations

### CAP AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 66-1, dated 14 SEPTEMBER 2015 INC ICL 17-06 & 18-04, is supplemented as follows:

Paragraph 4.1 (ADDED) Centralized Maintenance Responsibility The responsibility for ensuring proper maintenance of all corporate aircraft assigned to the New Hampshire Wing rests with the Wing Aircraft Maintenance Officer. All aircraft maintenance activity will be coordinated through the Wing Aircraft Maintenance Officer. In addition to authorizing maintenance, this individual will also designate the maintenance facilities to be used and will specifically authorize any A-9 ferry flights to and from these facilities. Only direct routing is authorized unless flights encounter IFR condition. In order to ensure uniformity in the maintenance program, any facility other than the approved National maintenance facilities designated for maintenance of corporate aircraft must be approved in advance by the NHW/LGM or NHW/CC.

Paragraph 4.2. (ADDED) Local Maintenance Responsibility. The NH Wing has custody of all aircraft assigned to the Wing. Squadrons that have corporate aircraft based at their location will be responsible for assignment of an individual to monitor the operation of the aircraft and monitor that all regulations set forth by the Federal Aviation Administration and Civil Air Patrol are met. The local unit's Operations Officer will normally administer this program and ensure the cooperation of all personnel under the unit's command. Specific responsibilities will include:

1. Keeping the aircraft clean and presentable at all times

2. Monitoring that the A/C was properly refueled after each use, which is the responsibility of the Pilot of each flight. A NHQ issued card for AFAM sorties as well as a wing-issued fuel credit card are provided for each aircraft. These cards will be used to charge fuel and oil for CAP aircraft as directed by the Wing DO. The use of these cards for other services such as maintenance is not authorized. At locations where significant CAP flying is conducted, Wing Headquarters may open fuel charge accounts with the local FBO. In such cases, pilots will charge fuel and oil services to this account instead of using credit cards. The Wing DO and the unit Operations Officer will ensure that unit pilots are kept informed as to local fueling procedures.

3. Ensuring the aircraft is properly secured and protected from wind and weather damage at all times. This duty includes frequent inspection of the tie-down / hangar area and periodic inventory of equipment associated with the aircraft (control locks, tow bar, chocks, pitot cover, etc.) This also involves briefing unit pilots on proper procedures for securing the aircraft.

4. Monitoring the maintenance status of the aircraft and making prompt notification to the Wing Aircraft Maintenance Officer (LGM) when maintenance is required. The NHW/DO will also be notified whenever the aircraft is removed from service.

5. Keeping the aircraft mission-ready at all times, with particular attention to removal of ice and snow during winter months. Units (or the Wing DO) will make prior arrangements with each local FBO to hangar or deice Corporate Aircraft in the event they are needed in an emergency. The actual purchase of such services will require authorization from the Wing Director of Operations or an authorized Incident Commander or his/her representative.

6. Providing a means to store the wing-issued aircraft pre-heaters so they are available for use during winter months. Units will also ensure that this equipment is properly maintained and all aircrew personnel are trained in their use. To reduce start-up, wear the pre-heating of aircraft engines is strongly recommended whenever the air temperature is below 32F and is mandatory whenever the air temperature is below 25F.

7. Forwarding the aircraft flight time reporting sheets to the NHW/DO on the first of each month, unless directed otherwise by the DO.

8. In the event that emergency repairs are required for an aircraft, the Wing Maintenance Officer must be contacted for approval prior to the commencement of any work being performed. In the event the Wing Maintenance Officer cannot be contacted, the Director of Operations must be contacted. The Wing Maintenance Officer will contact the designated maintenance facility or will contact NHQ/LGM or the CAP NOC for approval.

9. The NH Wing Commander will be kept informed of all major maintenance issues.

Paragraph 9.5 (ADDED) Emergency Kits. Each aircraft shall carry a first aid kit. Before purchase, the Director of Operations and/or Director of Aircraft maintenance shall approve the kit. The first aid kits must stay with the aircraft. The first aid kits will be inspected for both expired and opened packages and replaced accordingly. New Hampshire Wing provides a basic survival kit, aircrews will carry their own personal survival equipment for the representative weather.

Kevin N. Harbison, Colonel, CAP  
Commander

**ATTACHMENT 1**  
**Compliance Elements**

<b>OPR</b>	<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-up</b>	<b>How to Clear Discrepancy</b>
LGM	1.	a) Are all unit aircraft inspected at least annually.	a) Unit will provide and LGM will maintain a copy of all CAPF71 for each aircraft.	a) (A-Discrepancy): Unit failed to send CAPF71 to LGM	Submit CAPF71 to Wing LGM
DO	2.	a) Are all unit aircraft flight time reporting sheets provided to DO monthly.	a) CAPF 18 reports are filed timely and recorded in WMIRS.	a) (A-Discrepancy) Unit failed to provide flight time reporting sheets.	Submit flight time reporting sheets to DO.
LGM	3.	a) Do all unit aircraft have a First Aid Kit and Basic Survival Kit onboard.	a) CAPF71 for each aircraft will report the status of First Aid and Survival Kits.	a) (A-Discrepancy): Unit failed to ensure aircraft contains First Aid and Survival Kits.	Submit CAPF71 to Wing LGM indicating First Aid and Survival Kits in the aircraft.