

C-4 AIRCRAFT MANAGEMENT

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	Is the wing operating under any supplements, operating instructions or waivers IAW CAP regulations? Has the wing published any supplements to CAP regulations?			all) Publish a supplement to CAPR 66-1, coordinated with their CAP-USAF Liaison Region and forwarded to NHQ/LGM. Upload a copy of supplement, the CAP-USAF/LR approval and documentation of the submission to NHQ/LGM to the discrepancy in the Discrepancy Tracking System (DTS).
		a) Published supplement to CAPR 66-1?	a) Wing will provide the supplement.	a) (Discrepancy): [xx] (C4 Question 1) Wing failed to publish supplement to CAPR 66-1 IAW CAPR 66-1 para 4.	
		b) Was the supplement coordinated through the CAP-USAF Liaison Region?	b) Proof of coordination from CAP-USAF/LR and documentation of the receipt of submission from NHQ/LGM.	b) (Discrepancy): [xx] (C4 Question 1) Wing failed to coordinate their supplement to CAPR 66-1 through the CAP-USAF Liaison Region IAW CAPR 66-1 para 4.	
		c) Was their supplement to CAPR 66-1 updated at least biennially?	c) Verify posted supplement reflects biennial update. NOTE: If supplement is not marked correctly, see D-4 Question 1. All other discrepancies are documented under this question.	c) (Discrepancy): [xx] (C4 Question 1) Wing failed to update their supplement to CAPR 66-1 at least biennially IAW CAPR 66-1 para 4.	

CI	02	Does the Wing AMO or his/her representative inspect each corporate aircraft at least annually?	Wing will provide a copy of a current CAPF 71 for each aircraft.	(Discrepancy): [xx] (C4 Question 2) Wing failed to provide evidence of having at least annually completed a CAPF 71 inspection of all wing aircraft IAW CAPR 66-1 para 7.4.6.	Complete CAPF 71 inspection on all wing aircraft. Attach a copy of CAPFs 71 for all wing aircraft to the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	03	Does the wing utilize the online eAircraft Discrepancy System located in WMIRS IAW CAP regulations?	Verification based on a review of aircraft discrepancies in eAircraft Discrepancy System when compared to CAPFs 71 and log books. NOTE: Verify that entries match log book and entries are complete and current.	(Discrepancy): [xx] (C4 Question 3) Wing failed to utilize the online eAircraft Discrepancy System located in WMIRS IAW CAPR 66-1 para 8.4.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	04	Does the wing have a current certificate of insurance on file identifying the liability insurance coverage for all facilities performing maintenance on wing-assigned aircraft?	Certificates of Insurance: Wing will provide the CI Team with copies of current Certificates of Insurance for all maintenance facilities used by the wing and compare with a list of certificates provided by NHQ/LGM.	(Discrepancy): [xx] (C4 Question 4) Wing failed to provide current Certificates of Insurance for all of the maintenance facilities performing maintenance on wing aircraft IAW CAPR 66-1 para 13. NOTE: List all of the facilities with missing Certificates of Insurance.	Obtain Certificates of Insurance for all of the maintenance facilities performing maintenance on wing aircraft. Attach a copy of certificates to the discrepancy in the Discrepancy Tracking System (DTS).

CI	<p>05 CAP aircraft documentation maintained IAW applicable 14CFRs and CAP regulations?</p> <p>a) Is required periodic maintenance on assigned aircraft accomplished?</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>c) Are inspection certification of its pitot-static, transponder, and altimeter systems accomplished as required?</p>	<p>all) Determined during aircraft inspection using inspection checklist.</p> <p>NOTE: use 14CFR 91.213 and Aircraft AFM/POH to determine required equipment. If an aircraft needs to be grounded inspector will follow CAPR 66-1 and 70-1 requirements for grounding the aircraft, placing the red placard in the aircraft and completing the eAircraft Discrepancy System log entry.</p>	<p>a) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure required periodic maintenance on assigned aircraft was accomplished IAW CAPR 66-1 para 7. (Use one or more of the following statements) NOTE: There was no evidence that N___ received a mid-cycle oil change following its ___/___/___ 100 hour/annual inspection NOTE: Prior to the most current 100 hour/annual inspection, N___ had exceeded 100 hours between inspections.</p> <p>b) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure required logbook entries for the 100 hour/annual inspection done in ___ 20__ on N___ reflected (AD compliance check) (and/or) Mandatory Service Bulletins as listed on CAP website _____ were accomplished during inspection IAW CAPR 66-1 para 8.2.</p> <p>c) (Discrepancy): [xx] (C4 Question 5) N___ exceeded 24 months between inspection for and certification of its pitot-static, transponder, and altimeter systems IAW CAPR 66-1 para 7.4.1 and 14CFR Part 43.</p>	<p>a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Coordinate with NHQ/LGM for a letter to be sent to the contract maintenance facility reminding them to conduct an AD compliance check (and/or) (Mandatory Service Bulletin compliance check) at each 100 hour/annual inspection and to reflect the completion of that check in the logbook entry. Any new AD or recurring AD should be specifically annotated as having been complied with in the logbook entry. Attach a copy of the letter to the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p> <p>c) Attach a copy of the logbook entry(ies) indicating that these inspections have been done and that the instruments met the required testing standards to the discrepancy in the DTS. Attach a plan of action,</p>
----	--	--	---	--

d) Are ELT batteries replaced before exceeding the replacement date specified by the battery manufacturer?

e) Is the weight and balance (W&B) forms accurate in the POH? Do all other W&Bs in the Aircraft Information File (AIF), Log Book, and any Wing pilot aids match?

- List the dates between each inspection
- This aircraft is grounded for flight under Instrument Flight Rules and flight within controlled airspace until these checks have been completed.
- If the aircraft must be flown to another airport for inspections, the wing must obtain an FAA ferry permit for that flight.

d) (Discrepancy): [xx] (C4 Question 5) 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 66-1 para 7.4.4.

- This aircraft is grounded pending replacement of the ELT battery.
- If the aircraft must be flown to another airport to these inspections, the wing must obtain an FAA ferry permit for that flight.

e) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure the weight and balance forms were accurate in the POH, Aircraft Information File (AIF), Log Book and any Wing pilot aids IAW CAPR 66-1 para 12 and 14CFR 23.1583.

- List the POH, Log Book and AIF weight and balance dates,

approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

d) Attach a copy of the log book page showing the replacement date and new expiration date of the ELT battery to the discrepancy in the DTS.

Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

e) Attach a copy of POH, AIF and Log Book entries with correct weight and balance dates, weights and moments to the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

f) Attach a copy of Log Book entry showing completed corrosion control to the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

g) Attach a copy of POH and Log Book entry showing completed 337s the discrepancy in the DTS. Attach a plan of action,

f) Was the annual/biennial corrosion control accomplished?

g) Are FAA Form(s) 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance) documented in the maintenance logs?

h) Are logbook entries accurate and mid-cycle oil change completed?

i) Are Aircraft Information Files (AIF) maintained/serviceable/accurate/current in all corporate aircraft?

weights and moments.

f) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure the biennial corrosion control accomplished on N_____ IAW CAPR 66-1 para 7.4.5.

g) (Discrepancy): [xx] (C4 Question 5) Wing 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 14CFR part 91-417.

h) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure the (airframe) (engine) (propeller) logbooks for N_____ had logbook entry for the mid-cycle oil change completed on ___/___/___ IAW CAPR 66-1 para 7.1.

i) (Discrepancy): [xx] (C4 Question 5) Wing failed to ensure Aircraft Information Files (AIF) were maintained/ serviceable/ accurate/ current in all corporate aircraft IAW CAPR 70-1 para 9.1.3.

approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

h) Attach a copy of Log Book entry showing completed mid-cycle oil change to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

i) Attach documentation of steps taken to ensure Aircraft Information File (AIF) were maintained/serviceable/accurate/current in all corporate aircraft IAW CAPR 70-1 para 2-4 e.

CI	06	Are CAP aircraft maintained IAW applicable 14CFRs and CAP regulations?	all) Determined during aircraft inspection using inspection checklist.	a) Attach photo evidence of the correct placard installation with a statement relating to reflect that all wing aircraft contain the required placards to the discrepancy in the Discrepancy Tracking System (DTS).
		a) Are required aircraft placards installed?	a) (Discrepancy): [xx] (C4 Question 6) In Aircraft (N____), wing failed to ensure that placards were installed IAW CAPR 66-1 para 11. - List by aircraft tail number the missing placards.	b) Attach photo evidence of the fire extinguisher showing that it was serviceable/properly secured and a statement relating to reflect that all wing aircraft fire extinguishers are serviceable/properly secured to the discrepancy in the DTS.
		b) Are required aircraft fire extinguishers serviceable/properly secured?	b) (Discrepancy): [xx] (C4 Question 6) In Aircraft (N____), wing failed to ensure fire extinguisher was serviceable/properly secured IAW CAPR 66-1 para 10.2.	
		c) Are required CO detectors correctly installed?	c) (Discrepancy): [xx] (C4 Question 6) In Aircraft (N____), wing failed to ensure aircraft CO detector (select a statement from the following bullets) - had an installation date written on the detector IAW CAPR 66-1 para 10.4 - was properly installed IAW CAPR 66-1 para 10.4. The detector was installed in a plastic holder that prevented proper airflow preventing it to perform its designed function. - was current IAW CAPR 66-1 para 10.4. - It had a manufacturer's expiration date of ____/____ and was out of date . - was replaced in January ____	c) Attach photo evidence of the correct CO detector installation and a statement relating to reflect that all wing aircraft CO detectors are correctly installed in the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
				d) Attach photo evidence of installed survival kit and a statement relating to reflect that all wing aircraft have survival kits correctly installed in the discrepancy in

d) Are survival kits installed?

IAW CAPR 66-1 para 10.4.
- was installed IAW CAPR 66-1 para 10.4.

the DTS.
Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

d) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure that survival kits were installed in N____ IAW CAPR 66-1 para 10.5.
(AoC): Wing failed to ensure that contents/expiration dates for wing mandated items were IAW with wing guidance.

e) Attach documentation of steps taken to re-emphasize the need to secure aircraft at all times that aircraft are parked and left unattended to the discrepancy in the DTS.

e) Are aircraft properly secured?

e) (Discrepancy): [xx] (C4 Question 6) Prior to the inspection, wing failed to properly secure aircraft IAW CAPR 66-1 para 17.

f) Attach a copy of documentation of steps taken to re-emphasize the need to ensure tires are properly inflated to the discrepancy in the DTS.

NOTE: List the following
- N____ (and) N____ were not properly tied down with the wheels chocked.
- The pitot cover was not installed on (N____) (and) (N____).
- The control lock was not installed on (N____) (and) (N____).

NOTE: Attach a copy of the corrected POH page reflecting the proper tire inflation and a photo of the decal or marking in the aircraft reflecting the proper tire pressures to the discrepancy in the DTS.

f) Are aircraft tires properly inflated?

f) Determined during aircraft inspection using inspection checklist.

OR
Correct the discrepancy on the spot.

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 Discrepancy.

f) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure aircraft tires were in safe working order IAW Pilot Operating Handbook (POH) and CAPR 66-1 Attachment 1 para 8.
NOTE: List the following
- List the aircraft and actual tire

g) Attach a copy of a photograph of the hinge pin repair and a copy of the logbook entry indicating replacement with an authorized Cessna hinge pin to the discrepancy in the DTS.

g) Are aircraft hinge pins correct/serviceable/properly installed?

h) Is the aircraft external identification plate correct/serviceable/properly installed?

i) Are either manufacturer's checklist or NHQ CAP approved checklist(s) used in aircraft?

j) Is the aircraft POH/AFM current and complete?

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. N____ is grounded until the wing corrects the checklist/POH and properly inflates the tires on this aircraft.

g) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure aircraft (top)(bottom)(right)(left) hinge pin on N____ was properly installed or compliant with authorized replacement parts IAW with 14CFR 43.13 and CAPF 71 Item 3I.

h) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure aircraft external identification plate on aircraft (N____) was properly secured to the aircraft fuselage exterior IAW CAPR 66-1 para 11.4 and 14CFR 45.11.

i) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure either manufacturer's checklist or NHQ CAP coordinated/approved/signed checklist(s) were present in aircraft IAW CAPR 70-1 para 9.9.2.

h) Attach a copy of the logbook entry and photo evidence of the installation of a proper identification plate to the discrepancy in the DTS.

i) Attach documentation of steps taken to ensure either manufacturer's checklist or NHQ CAP approved checklist(s) were used in aircraft IAW CAPR 70-1 para 2-1 n.

j) Correct the POH/AFM photo evidence of the installation of a POH/AFM to the discrepancy in the DTS.

k) Complete maintenance actions to comply with 14CFR and CAPR 66-1. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

k) Are 14CFR requirements for inoperative instruments and equipment complied with?

k) Review Logbooks and WMIRS maintenance discrepancy log for inoperative equipment. Verify that 14CFR 91.213 was complied with? If aircraft operation is not authorized, was inoperative equipment deactivated and placarded "Inoperative."

j) (Discrepancy-A): [xx] (C4 Question 6) Wing failed to ensure AFM/POH cover page/contents for aircraft _____ was/were complete/accurate IAW FAA-H-8083-25A para 8-2 and 14CFR Sec 23.1581.

- List details

NOTE: List each discrepancy separately.

k) (Discrepancy): [xx] (C4 Question 6) Wing failed to ensure aircraft _____ was grounded IAW 14CFR 91.213. or Wing failed to ensure inoperative equipment was deactivated and placarded "Inoperative" IAW 14CFR 91.213.

- List details.