



CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, dated 14 September 2015, is supplemented as follows and applies to each unit of the New Mexico Wing.

3.11. **Added. Custodial Squadron.** The squadron in custody of a particular aircraft as assigned or attached by the NMWG/DO, or at whose facility an aircraft is located for more than 24 hours and reflected in the Web Mission Information Reporting System (WMIRS): Aircraft Maintenance Module.

4.1. **Added.** New Mexico Wing (NMWG) Headquarters (HQ) is administratively responsible for all aircraft in the Wing.

4.1.1. The Wing Maintenance Officer (NMWG/LGM) is responsible to keep the updated status of each corporate aircraft in conjunction with the Custodial Squadron maintenance officer.

4.1.2. The Wing Maintenance Officer will advise the Wing Commander (NMWG/CC), Director of Operations (NMWG/DO), and others as necessary of any changes that significantly affect mission status.

4.2. **Added.** Individual Custodial Squadrons are responsible for the condition, cleanliness, and determination of operational status of any aircraft assigned or attached to the Squadron.

4.2.1. Each Custodial Squadron operating a corporate aircraft will schedule maintenance meetings as necessary to perform the preventive maintenance tasks allowed by applicable FAA and CAP regulations to be performed at the squadron level. It is expected that members assigned and attached to the squadron, will participate in the maintenance program. Each squadron maintenance officer or designee shall update WMIRS "Aircraft Resource Availability" monthly or whenever changes occur.

4.2.2. Each squadron maintenance officer or designee shall update aircraft maintenance utilizing WMIRS "Update Maintenance Information" module whenever any maintenance occurs for any aircraft assigned or attached to the squadron.

4.2.3. The WMIRS Maintenance Module shall be updated within 24 hours of aircraft entering and completing maintenance, including GPS database updates.

- 4.3. **Added.** To insure prompt attention to aircraft discrepancies, the following procedures will be followed within the New Mexico Wing.

4.3.1. Each corporate aircraft will be equipped with the standardized CAP Aircraft Information File (AIF).

4.3.2. Pilots will enter pertinent information in the aircraft log for each flight. Empty blanks will be filled in with N/A or a dash mark to indicate review of all fields.

- 6.5. **Added.**

6.5.1. By the 10th of each month, or before the first flight of the month, the Custodial Squadron will inspect the aircraft. The CAPF-71, *CAP Aircraft Inspection Checklist*, will be used to complete this inspection. Information from this inspection will be cross-referenced with the information in the Aircraft Maintenance Information module of WMIRS and the WMIRS Aircraft Maintenance Information will be updated as necessary. A copy of the latest CAPF-71, *CAP Aircraft Inspection Checklist* will be maintained in the CAP Aircraft Information File (AIF). Item 3.B. of the CAPF-71, *CAP Aircraft Inspection Checklist* is defined to include minor incidents as scrapes, dings, and cracking for quick reference.

Example: N2939E has a minor dimple noted in 3.B. for quick reference to assist aircrew when it relocates to another Custodial Squadron.

6.5.2. A copy of the current month's CAPF-71, *CAP Aircraft Inspection Checklist* will be uploaded to WMIRS A9 mission monthly forms folder **by the 10th of each month or within 24 hours of the first flight of the month.**

The file naming convention shall be: Aircraft tail number_two digit year_two digit month_F71.pdf (i.e. N240_13_07_F71.pdf)

6.5.3. If during the transfer or monthly inspections of aircraft, damage is observed that falls within the reporting requirements of CAPR 62-2, *Mishap Reporting and Review* (for example: prop damage or structural damage, such as skin dents or cracks), the Squadron Maintenance Officer will notify the Squadron Commander who will ground the aircraft immediately and report such findings to the NMWG/CC, NMWG Director of Safety, the NMWG/DO and the NMWG/LGM in accordance with CAPR 62-2, *Mishap Reporting and Review*, paragraph 4. Telephone or E-mail may be used for this purpose, but timely notification is critical. Further investigation, inspection, repair, recovery actions and administrative action will be under the direction of the NMWG/DO, NMWG/LGM, and NMWG Director of Safety.

- 6.6. **Added. Consolidated Maintenance**

6.6.1. Under normal circumstances, Custodial Squadrons should use the Contract Maintenance Facility designated by CAP/LG. A list of contract facilities may be obtained from the Wing Maintenance Officer. The mission symbol for these flights is A9. Mission number will be assigned by the AF Regional or National Liaison. NHQ/LGM will pay the fuel

costs for ferry flights for the aircraft requiring maintenance as well as the chase plane. For 50 hour inspections, safety of flight repairs and other minor maintenance, Custodial Squadrons may use a local repair facility if one exists at the airport. The repair facility will comply with CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, paragraph 12, Insurance Requirements.

6.6.2. If a plane is disabled at any location, repairs can be made with permission of the NMWG/LGM at any authorized repair facility if the cost is under \$200.00. If the NMWG/LGM is unavailable, the repair may proceed with notification to NMWG/LGM within 24 hours of the repair. The repair facility will comply with CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, paragraph 12, Insurance Requirements. For repair costs exceeding \$200.00, contact National Headquarters for approval of the repair. This approval will be requested through and by the NMWG/LGM. National may require submission of a CAPF 176, *Aircraft Major Maintenance Reimbursement Request* for the repair. Any invoice for repair from the repair facility will be sent directly to NMWG/LGM by the repair facility. The NMWG/LGM may approve and sign the invoice and forward it to National for payment or request additional information from the repair shop before forwarding to National. **If your plane is grounded for maintenance, do not agree to the repair(s) without the approval of the NMWG/LGM who will obtain approval of NHQ/LGM.**

6.6.3. Aircraft Oil and Parts.

6.6.3.1. **For aircraft that are receiving a 100 Hour and/or a 50 Hour Inspection/Oil Change done at a Consolidated Maintenance Facility:** Several extra quarts of oil should be put in the baggage compartment for use between scheduled maintenance.

6.6.3.2. **For aircraft that are receiving a 50 Hour Inspection/Oil Change away from a Consolidated Maintenance Facility:** Order an oil kit (1 extra case of oil and 1 extra oil filter) at the 100 Hour/Annual Inspection. This is intended for use during the next 50 Hour oil change when done at their local FBO.

6.6.4. Squadron Commanders and/or Squadron LGM's are responsible for the movement of their assigned or attached aircraft to and from required Contract Maintenance Facilities. Updating of the aircraft location, as reflected in the WMIRS Aircraft Maintenance Module, will be made within 24 hours of aircraft movement to and from the Contract Maintenance Facility.

6.6.5. Prior to accepting an aircraft from the Contract Maintenance Facility, the Squadron Commander and/or Squadron LGM are responsible for ensuring an appropriate inspection is completed to ensure all necessary work has been performed and properly recorded in the aircraft maintenance log books. To assist with this requirement, Attachment 1 of this supplement is provided as a guide for those items that must be addressed and confirmed having been accomplished during the maintenance cycle.

6.7. **Added. Aircraft Kit.** Prior to aircraft transfer or attachment, Custodial Squadron will ensure the aircraft Maintenance Log Books, CAP Aircraft Information File (AIF) log book, AV lock,

Mandatory Survival Kit, Wheel Chocks, Tow Bar, Tie Down Ropes, Oil and Filter are transferring with the aircraft. See Attachment 2 for more detail on the aircraft kit.

6.8 **Added.** At the time of any aircraft maintenance, the Custodial Squadron is responsible to confirm all Aircraft Maintenance Log Book entries as required by CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*.

7.2. **Added.**

7.2.1. As part of any maintenance, it is required that the Contract Maintenance Facility check the Service Bulletins listed on the CAP-NHQ/LGM website for the Service Bulletins applicable to the aircraft.

7.3. **Added.**

7.3.1. Part of the maintenance will include aircraft leading edges being cleaned after each sortie or no later than the end of the flight day.

7.4. **Added**

7.4.1. Discrepancies observed during the flight will be entered in WMIRS as soon as possible after the conclusion of the flight.

7.4.2. Upon completion of a flight in which a discrepancy is noted, the pilot will report the noted discrepancy to the Squadron Maintenance Officer.

7.4.3. The Squadron LGM or NMWG/LGM will assist in determining if observed discrepancy restricts or inhibits aircraft operation. In the event of a restricted operation (for example, VFR only) or non-airworthy condition is discovered (for example, excessive mag. drop), the discrepancy will be entered in WMIRS.

7.4.4. If the observed discrepancy falls within the reporting requirements of CAPR 62-2, *Mishap Reporting and Review* (for example, prop damage or structural damage such as skin dents or cracks), the Squadron LGM will notify the Squadron Commander who will ground the aircraft immediately and report such findings to the NMWG/CC, NMWG Director of Safety, the NMWG/DO and the NMWG/LGM in accordance with CAPR 62-2, *Mishap Reporting and Review*, paragraph 4. Telephone or E-mail may be used for this purpose, but timely notification is critical.

9.5. **Added.**

9.5.1. The mandatory NM Wing powered aircraft survival kit will contain the items listed below. This survival kit is to remain in the aircraft at all times except as requested by a maintenance facility. **The weight of items in the mandatory NM Wing powered aircraft survival kit is 8.5 pounds.** This kit will be a self-contained item within the aircraft.

Mandatory Items			
1 Plastic Bag to Collect Water Kleenex	1	Package	of
1 Small Plastic Zip Lock Bag	1	Compass	

9.5.2. The Custodial Squadron may create a separate secondary stand-alone survival kit that includes items the Custodial Squadron feels would be useful for the environment normally flown. A list of contents must be included in the secondary survival kit and the weight must be recorded on the secondary survival kit list.

9.5.3. Any perishable items included in any survival kit must be within the expiration date shown on the packaging. Expiration dates need to be checked every 6 to 12 months to avoid expired items present in any survival kit.

MIKE LEE, Colonel, CAP
Commander

Attachment 1

Maintenance Pickup Inspection Checklist

- Perform a thorough Pre-flight Inspection in accordance with the Pilot's Operating Handbook and/or "Approved" CAP Checklist
- Verify Aircraft Maintenance Log Book entries for:
 - Squawks, Calendar Inspections and Scheduled Maintenance (*Items properly signed off in aircraft maintenance log books*)
- Biannual Inspections of:
 - Altimeter System
 - Pitot/Static System
 - Transponder System
 - Corrosion Control
- Verify Aircraft Maintenance Log Book entry for 100 hour/Annual Inspections
 - Completed 100 hour/Annual Inspection
 - Statement that Airworthiness Directives/Service Bulletins Checked
 - Oil sample was taken
- Verify Aircraft Maintenance Log Book entry for 50 hour Oil Change
 - Oil Filter was cut open and checked for metal content
- Verify "**Tach**" times are recorded for maintenance performed
- Verify ELT Battery expiration date entered
- Verify Aircraft contains several extra quarts of oil or an Oil Change Kit (1 extra case of oil and 1 extra oil filter) (see paragraph 6.6.3.2.)
- Execute a new CAPF 71 Inspection Checklist
- Update CAP Aircraft Information File (AIF) Cover Sheet
- Remove aircraft from "Grounded Status" and update Status/Location in WMIRS

Attachment 2

Aircraft Kit

All Maintenance Log Books, (*the Custodial Squadron is responsible for the aircraft maintenance log books. Aircraft maintenance log books must stay in the general company of the associated aircraft for FAA inspections, etc. and will be transferred to a new Custodial Squadron when the aircraft is transferred or attached*)

AIF log book.

AV Lock (*If applicable*).

NM Wing minimal survival kit (*see 9.5*).

Wheel Chocks.

Tow bar and extension (*If applicable*).

Tie down ropes (3 ea).

Oil and Filter for 50 Hour (*If next regular maintenance is a 100hr/Annual, Oil kit will be ordered and picked up after 100hr/Annual for next 50 Hour*).