



## CAP Regulation 130-2

31 January 2023

APPROVED/R. KIRKPATRICK/CAP/LG

Aircraft Maintenance

### AIRCRAFT MAINTENANCE MANAGEMENT

CAP Regulation 130-2, dated 04 October 2021, is supplemented as follows:

{4.1.1. Added} PA Wing is a 100% participant in the Consolidated Maintenance Program. Major maintenance is performed at AirQuest Aviation (BTP), CAVU Aircraft and Avionics (HZL) and Air-Mods (N87). Major maintenance includes, but is not limited to, 100 hour/annual inspections, engine and propeller changes and correcting airframe/engine discrepancies. Maintenance performed at all other minor maintenance contract locations requires an estimate of parts/labor, downtime and approval by NHQ/LGM.

{4.1.2. Added} The PA Wing Logistics Management Officers (LGMs) are the points of contacts for maintenance coordination with NHQ/LGM and the Consolidated/minor Maintenance Facility(s). The Wing LGMs report directly to the Wing Operations Officer.

{4.1.3. Added} Each group with assigned aircraft will appoint a Group Aircraft Officer in Charge (OIC) for each individual assigned aircraft. On assignment of a new OIC, the Group Operations Officer is to forward contact information to the Wing LGM responsible for that aircraft. The aircraft OIC is an operational liaison between the Wing LGM, the Group Operations Officer, and the individual pilots. The aircraft OIC reports to the Group Operations Officer and coordinates with the Wing LGM.

{4.1.4. Added} The duties of the OIC include, but are not limited to the following:

- a. Conduct a CAPF 71 inspection monthly and whenever an aircraft arrives at a new location under their care and upload to Wing Operations.
- b. Encourage all pilots that fly the aircraft to leave it clean, fueled, and ready for the next mission with the paperwork completed. Work with your Group DO, pilots and FROs for support in this regard.
- c. Update avionics databases to keep them current and inform Wing LGM the date aircraft avionics was updated so it can be put in AMRAD.

- d. Maintain aircraft equipment, such as spare oil filler spout, tie down ropes, and cleaning gear neatly in the aircraft and secured under the cargo net.
- e. Ensure the aircraft is washed as needed to enhance its appearance and at least every six months per CAPR 130-2 10.4.5. Forward the wash date to the Wing LGM for upload to AMRAD.
- f. Protecting and maintaining the Aircraft Information File (AIF) and updating whenever maintenance is conducted.
- g. Protecting the Aircraft Log Books and ensuring that they are flown with the aircraft for scheduled maintenance or if the aircraft is moved to another base for an extended period of time.
- h. Complete the monthly Form 18 logs and forward log sheets to Wing Operations no later than the 5<sup>th</sup> of each month.
- i. Perform duties of the OIC whenever corporate aircraft are temporarily at your station.
- j. Replace CO detector yearly at the beginning of the calendar year. These are provided byNHQ.
- k. Visit the aircraft at least weekly to be sure it is being properly maintained.
- l. Conduct constant communication, both verbal and electronic, with your aircraft pilots, group operations officer and Wing LGMs so that you are always aware of the aircraft operations status.
- m. Ensure that aircrew members flying aircraft under their responsibility understand and follow provisions of CAPR 130-2 and complete AMRAD Pilot training available on AXIS.
- n. Be responsible for the status and safety of the aircraft when it isn't being flown. This includes hanger and tiedown status, cleanliness, upcoming scheduled maintenance status, location, upcoming mission, etc.
- o. Do everything possible to ensure that the aircraft is prepared to fly. Hanger access, engine pre-heated if necessary, and any other preparations that will make an immediate flight tasking safer and more efficient.
- p. Any tasks not specifically spelled out in the preceding list that contributes to aircraft longevity, preservation, safety and flight efficiency.

Kevin Berry, Colonel, CAP  
Commander

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

There are no compliance elements.