



CT WING SUPPLEMENT 1

## CAP REGULATION 130-2

2 December 2021

APPROVED/G. SCHNEIDER/CAP/LG

Aircraft Maintenance

### CAP AIRCRAFT MAINTENANCE MANAGEMENT

**CAPR 130-2, 4 OCTOBER 2021, IS SUPPLEMENTED AS FOLLOWS:**

**Paragraph 4.1 (added).** The Maintenance Management Program (MMP) for corporate aircraft assigned to the Connecticut Wing (CTWG) is contained in attachment 1. It outlines responsibilities and procedures to ensure that all wing corporate aircraft are maintained in a safe and airworthy condition at all times and that flight time and all maintenance actions are documented appropriately.

COL MATTHEW J VALLEAU, CAP  
Connecticut Wing Commander

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

There are no compliance elements to this supplement.

## ATTACHMENT 2

### A. Purpose.

1. This attachment defines the MMP for corporate aircraft assigned to CTWG. This program ensures that all assigned aircraft are maintained in a safe and airworthy condition.

### B. Flight Data and Maintenance Accountability.

1. All aircraft maintenance will be centrally monitored by the Wing Aircraft Maintenance Officer (AMO) who will be responsible for the execution of all Transport Maintenance Flights. The AMO will report to the Wing Commander.
2. Any maintenance action done by a maintenance facility must have prior approval of the AMO or an appointed delegate.

### C. Assignment of Custodial Control of Wing Aircraft

1. Assignment of aircraft custodial control will be determined by the CTWG Commander and will be coordinated with the CTWG/DO and CTWG AMO. Assignment will be based on need, number of pilots, availability, mission support, among other factors. No unit shall consider an assigned aircraft as ownership.
2. The assigned unit shall appoint a Unit Aircraft Maintenance Officer to assist the CTWG/AMO with applicable CAP regulations and supplements.
3. The assigned unit is accountable for accurate accounting and timely reporting of aircraft flight time. Submission of the AIF Log sheet shall be submitted no later than the 5<sup>th</sup> of each month and validated in eServices Powered Flight Form 18.
4. The assigned unit shall identify and report any major discrepancies in corporate aircraft to the AMO. The pilot finding the discrepancy is responsible to enter it in AMRAD.
5. The assigned unit will be responsible for expenses of routine care such as cowl plugs, pitot cover, wheel chocks, tie-down straps, cleaning, preflight and post-flight inspections.
6. The assigned unit will ensure the currency and accuracy of the Aircraft Information File (AIF S72-4). It is the responsibility of the PIC to review and complete all forms in the AIF PRIOR TO and AFTER a flight.
7. The assigned unit shall ensure aircraft is properly secured and protected from wind and weather damage at all times. This duty includes frequent inspection of tie-downs / 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.
8. The assigned unit shall keep the aircraft mission-ready at all times, with particular attention to removal of ice and snow during winter months when directed and approved by CTWG/DO.

9. The assigned unit shall be responsible for inspecting the first-aid and survival kits quarterly to validate contents and confirm nothing has been unsealed or exceeded printed expiration dates. Replacement items shall be brought to the AMO's attention. Related expenses shall be reimbursed by CTWG.
10. The assigned unit shall be responsible for uploading GPS units within the aircraft on or before the cycle date. One individual per assigned unit shall maintain all login details and managing the database update tools and equipment. GPS units requiring SYM cards for updates shall store said cards in a zippered pouch within the AIF.

#### **D. Post Flight care**

1. After flight, aircrew shall clean leading edges and remove bugs & dirt, including but not limited to the windshield, wings, struts, landing gear, nose, horizontal & vertical stabilizer. Cleaning supplies are provided in the aircraft luggage area. Avionics LCD screens shall only be cleaned by CTWG/DO appointed individuals using CAP approved cleaning materials.