C-4 AIRCRAFT MANAGEMENT

Staffing

Position - Aircraft Manager (AMO) position held: 0 Year(s) 0 Month(s)

Logistics Specialty Track:

List AMO name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	02	a) Does the Wing/Region AMO or their representative inspect each corporate aircraft within the preceding 365 days?	Compliance is determined by running the AMRAD CAPF 71 report for all assigned aircraft for the Wing/Region. Check for dates in the last four years.	(Discrepancy): [xx] (C4 Question 02a) Wing/Region failed to provide evidence of having completed a CAPF 71 inspection of all wing/region aircraft within the preceding 365 days, IAW CAPR 130-2 para 10.4.6.	Complete a CAPF 71 and upload it to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/ Region CC, to prevent re-occurrence to the discrepancy in the DTS.
	02	b) Was the CAPF 71 uploaded to AMRAD?	Compliance is determined by running the AMRAD CAPF 71 report for all assigned aircraft for the Wing/Region.	(Discrepancy): [xx] (C4 Question 02b) Wing/Region failed to provide evidence of uploading to AMRAD the completed CAPF 71, IAW CAPR 130-2 para 10.4.6.	Upload the completed CAPF 71 to AMRAD and provide a screenshot to the discrepancy in the Discrepancy Tracking System (DTS), Attach a plan of action, approved by Wing/ Region CC, to prevent re-occurrence to the discrepancy in the DTS.

Export Import

CI	03	a) Are engine TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?	Verification based on a review of aircraft discrepancies, inspections and items in AMRAD when compared to the logbooks. Compare AMRAD report with aircraft engine and airframe logbooks.	(Discrepancy): [xx] (C4 Question 03a) Wing/Region failed to utilize AMRAD to track engine TBO times, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.
	03	b) Are propeller TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?	Verification based on a review of aircraft discrepancies, inspections and items in AMRAD when compared to the logbooks. Compare AMRAD report with aircraft engine and airframe logbooks.	(Discrepancy): [xx] (C4 Question 03b) Wing/Region failed to utilize AMRAD to track propeller TBO times, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.
	03	c) Are propeller governor TBO times, TTAF and Tach changed and due times, date changed and date due recorded in AMRAD?	Verification based on a review of aircraft discrepancies, inspections and items in AMRAD when compared to the logbooks. Compare AMRAD report with aircraft engine and airframe logbooks.	(Discrepancy): [xx] (C4 Question 03c) Wing/Region failed to utilize AMRAD to track propeller governor TBO times, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.

CI	03	d) Are the Left & Right Magneto Inspections TTAF, Tach times and dates completed and due recorded and not overdue in AMRAD and logbooks?	Verification based on a review of aircraft discrepancies, inspections and items in AMRAD when compared to the logbooks. Compare AMRAD report with aircraft engine and airframe logbooks.	(Discrepancy): [xx] (C4 Question 03d) Wing/Region failed to utilize AMRAD to track magneto TBO times, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.
	03	e) Do TTAF and TACH time in AMRAD match WMIRS & logbook?	Verification based on a review of aircraft discrepancies, inspections and items in AMRAD when compared to the logbooks. Compare AMRAD report with aircraft engine and airframe logbooks.	(Discrepancy): [xx] (C4 Question 03e) Wing/Region failed to utilize AMRAD to track TTAF and TACH Times, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.
	03	f) Does Annual Inspection completed date in AMRAD matches logbook and is next Annual due date correctly entered in AMRAD?	Compare AMRAD report with airframe logbooks and calculate the next Annual Inspection Date.	(Discrepancy): [xx] (C4 Question 03f) Wing/Region failed to utilize AMRAD to track Annual Inspections dates, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.

CI	03	g) Does 100hr Inspection completed date, TACH and TTAF times in AMRAD match logbook and are the next 100hr due Tach and TTAF times correctly entered in AMRAD?	Compare AMRAD report with airframe logbooks and calculate the next 100hr Inspection Date.	(Discrepancy): [xx] (C4 Question 03g) Wing/Region failed to utilize AMRAD to track 100hr Inspection dates, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.

See C4 Q5 o)

CI	03	h) Is Aircraft wash date recorded and is it current?	Review latest wash date in AMRAD is within the past six months	(Discrepancy): [xx] (C4 Question 03h) Wing/Region failed to utilize AMRAD to track wash dates, IAW CAPR 130-2 para 7.5.	Attach to the DTS response a copy of the updated AMRAD report and pictures of the relevant logbook pages.

CI	04	Does the Wing/Region keep a current certificate of insurance identifying the liability insurance coverage for all facilities performing maintenance on Wing/Region assigned aircraft?	Run the AMRAD Maintenance Facility Insurance Report for the Wing/Region. Compare this to the maintenance shops used in the wing/region	(Discrepancy): [xx] (C4 Question 04) Wing/Region failed to keep a current Certificate of Insurance for all of the maintenance facilities performing maintenance on Wing/ Region aircraft IAW CAPR 130-2 para 16.	Attach a screenshot (from AMRAD) of the missing Certificates of Insurance to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	a)Is required scheduled maintenance on assigned aircraft accomplished?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 05a) Wing/Region failed to ensure required scheduled maintenance on assigned aircraft was accomplished IAW CAPR 130-2 para 10. (Use bullet points to explain what maintenance was not done.)	a) Attach a copy of the completed maintenance logbook entry to the discrepancy in the discrepancy Tracking System (DTS).
CI	05	b) Are required logbook entries made for the 100 hour/annual inspection made, ADs and/or Mandatory Service Bulletins on assigned aircraft accomplished?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5b) Wing/Region 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 130-2 para 10	b) Attach a copy of the completed 100hr/Annual logbook entry to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	c) Are inspection certification of its pitotstatic, transponder, and altimeter systems accomplished as required and documented in the logbooks?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5c) N____ exceeded 24 months between inspection for and certification of its pitot -static, transponder, and altimeter systems IAW CAPR 130 -2 para 10.4 and 14 CFR 91.411 and 14 CFR 91.413. - List the dates between each inspection	c) Attach a copy of the completed pitot-static, transponder, and altimeter systems certification logbook entries to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	d) Are ELT batteries replaced before exceeding the replacement date specified by the battery manufacturer?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5d) 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 130 -2 para 10.4.4. -	d) Attach a copy of the ELT battery replacement logbook entry to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	e) Is the weight and balance (W&B) forms accurate in the POH? Do all other W&Bs in the AIF, Log Book, and any Wing/Region pilot aids match?	Determined during aircraft and logbook inspection. ForeFlight data shall be compared to POH data. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5e) Wing/Region failed to ensure the weight and balance forms were accurate in the POH, AIF, Log Book and any Wing/Region pilot aids IAW CAPR 130 -2 para 7 and 14CFR 23.1583. - List the POH, Log Book and AIF weight and balance dates, weights and moments.	e) Attach a copy of the updated W&B documents to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	f) Was the corrosion control accomplished?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5f) Wing/Region failed to ensure corrosion control was accomplished on N____ IAW CAPR 130 -2 para 10.4.5	f) Attach a copy of the corrosion control application logbook entry to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	g) Are FAA Form(s) 337, Major Repair and Alteration (Airframe, Power plant, Propeller, or Appliance) documented in the maintenance logs?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5g) Wing/Region 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 CAPR 130 -2, para 6.5 and 14CFR part 91-417.	g) Attach a copy of the completed FAA 337(s) and the associated logbook entries to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	h) Are logbook entries accurate and mid -cycle oil change completed?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH	(Discrepancy): [xx] (C4 Question 5h) Wing/Region failed to ensure the (airframe) (engine) (propeller) logbooks for N____ had logbook entry for the mid -cycle oil change completed on __/__/____ IAW CAPR 130-2 para 7.1.	h) Attach a copy of the completed mid-cycle oil change logbook entry to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	i) Are required logbook entries made for the ELT transmitter check as within the last 12 months as required per FAR 91?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH to determine required equipment.	(Discrepancy): [xx] (C4 Question 5i) Wing/Region failed to ensure the (airframe) (engine) (propeller) logbooks for N____ had a logbook entry for the ELT transmitter check completed within the last 12 Months IAW CAPR 130 -2 para 10.4.4.	i) Attach a copy of the logbook entry for the completed ELT transmitter check completed within the last 12 months to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	j) Are required logbook entries made for each aircraft modifications (mounts, tail strike plate etc.) and is NHQ approval documented for each modification?	Determined during aircraft and logbook inspection. NOTE: use 14CFR and Aircraft AFM/ POH	(Discrepancy): [xx] (C4 Question 5j) Wing/Region failed to ensure the (airframe) (engine) (propeller) logbooks for N____ had a logbook entry for the _____ modification and/or no CAP/LGM approval was available for this modification (list each missing modification as a separate discrepancy) IAW CAPR 130 -2 para 17.	j) Attach a copy of the logbook entry and CAP/LGM approval for the aircraft modification to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	k) Does the aircraft have a complete set of logbooks?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5k) Wing/Region failed to ensure that aircraft N____ has a complete set of logbooks IAW CAPR 130 -2 para 7.1.1.	k) Attach a photocopy of the front page of each logbook showing the aircraft has a complete set of logbooks to the discrepancy in the Discrepancy Tracking System DTS
CI	05	l) Are logbooks stored in the aircraft?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5l) Wing/Region failed to ensure that aircraft logbooks were not stored in N____ IAW CAPR 130 -2 para 7.1.2	l) Attach a photo of the storage location with the logbooks for N_____ stored there to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	m) Are logbooks stored in a manner that ensures they are safe, secure, and free from damage, loss or theft?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5m) Wing/Region failed to ensure that the logbooks for aircraft N____ were stored in a manner that ensures they are safe, secure, and free from damage, loss or theft IAW CAPR 130-2 para 7.1.2.	m) Attach a photo of the storage location that shows the logbooks for N_____ are safe, secure, and protected from damage, loss or theft to the discrepancy in the Discrepancy Tracking System (DTS).
CI	05	n) Is all aircraft software present and in good operating condition?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5n) Wing/Region failed to ensure that all software issued to aircraft N_____ was kept secure, usable and undamaged IAW CAPR 130-2 para 5.10.	n) Attach a photo of the receipt for replacement software and a photo of the replacement software that was identified as missing for N_____ to the discrepancy in the Discrepancy Tracking System (DTS).

CI	05	o) Have all 100hr Inspections since last CI been signed off in the logbooks as Annual Inspections per CAPR 130 - 2 para 10.2?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 5o) Wing/Region failed to ensure that all 100 hour inspections were signed off as annual inspections IAW CAPR 130-2 para 10.2. NOTE list 100 hour inspections that were not signed off as Annual	o) Attach a picture of the log book entry into DTS
CI	06	a) Are required aircraft placards installed?	Determined during aircraft and logbook inspection. Refer to POH Section 2 Limitations.	(Discrepancy): [xx] (C4 Question 06a) In Aircraft (N____), Wing/Region failed to ensure that placards were installed IAW CAPR 130-2 para 15. - List by aircraft tail number the missing placards.	a) Attach a photograph of all placards installed to the discrepancy in the Discrepancy Tracking System (DTS).

CI	06	b) Are required aircraft fire extinguishers serviceable/properly secured?	Determined during aircraft and logbook inspection. Verified by reference to AIF Fire Extinguisher log and fire bottle inspection tag.	(Discrepancy): [xx] (C4 Question 6b) In Aircraft (N____), Wing/Region failed to ensure fire extinguisher was serviceable/ properly secured IAW CAPR 130-2 para 14.2.	b) Attach a copy of the logbook entry showing the fire extinguisher maintenance is current or properly secured to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	c) Are required CO detectors correctly installed?	Determined during aircraft and logbook inspection.	6c) In Aircraft (N____), Wing/Region failed to ensure aircraft CO detector was installed and current IAW CAPR 130 -2 para 14.4	c) Attach a photograph of the properly installed and current CO detector to the discrepancy in the Discrepancy Tracking System (DTS)

CI	06	d) Are survival kits installed?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 6d) Wing/Region failed to ensure that survival kits were installed in N____ IAW CAPR 130-2 14.5.	d) Attach a copy of a photograph of survival kits installed in the aircraft and/or a copy of the current expiration dates for all items installed to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	e) Is the aircraft properly secured?	Determined during aircraft and logbook inspection.	6e) Prior to the inspection, Wing/Region failed to properly secure aircraft IAW CAPR 130-2 para 5.7. NOTE: List the following - N____ was not properly tied down with the wheels chocked. The pitot cover was not installed on (N____) - The control lock was not installed on (N____) IAW CAPR 130-2, para 5.7.	e) Attach a photograph of the affected aircraft with each item noted in the discrepancy properly secured to the discrepancy in the Discrepancy Tracking System (DTS).

CI	06	f) Are aircraft tires properly inflated?	Determined during aircraft and logbook inspection. Tire pressure tolerances shall be IAW AC 20-97B Chg 1 (+/-5%).	(Discrepancy): [xx] (C4 Question 6f) Wing/Region failed to ensure aircraft tires were in safe working order IAW Pilot Operating Handbook (POH)	f) Attach a copy the closed out WOCN in AMRAD showing the tires were properly inflated and the aircraft was released for flight to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	g) Is the aircraft external identification plate correct/ serviceable/ properly installed?	Determined during aircraft and logbook inspection.	6g) Wing/Region failed to ensure aircraft external identification plate on aircraft (N____) was properly secured to the aircraft fuselage exterior IAW CAPR 130-2 para 15.4 and 14CFR 45.11.	g) Attach a photograph of the external identification plate properly secured to the aircraft to the discrepancy in the Discrepancy Tracking System (DTS).

CI	06	h) Is the aircraft POH/AFM/ AIF current and complete?	Determined during aircraft and logbook inspection.	(Discrepancy): [xx] (C4 Question 6h) Wing/Region failed to ensure POH/AFM/AIF contents for aircraft _____was/were complete/accurate IAW FAA-H8083-25A para 8-2 and 14 CFR 91.9. - List details NOTE: List each discrepancy separately.	h) Attach a photograph of the correct items inserted in the POH/AFM/AIF for each item listed in the discrepancy to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	i) Are 14CFR requirements for inoperative instruments and equipment complied with?	06i) Review Logbooks and AMRAD discrepancy report for inoperative equipment. Verify that 14CFR 91.213(d) and AC 91-67(a) were complied with.	(Discrepancy): [xx] (C4 Question 6i) Wing/Region failed to ensure aircraft _____ was grounded IAW 14CFR 91.213. or Wing/Region failed to ensure inoperative equipment was deactivated and placarded "Inoperative" IAW 14CFR 91.213. – List details.	i) Attach a photograph showing the aircraft properly grounded and/ or placarded, attach a copy of the logbook entry showing the items deactivated and/or grounded and attach a copy of the AMRAD entries reflecting each item listed in the discrepancy to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	b) Does the Wing/ Region have a comprehensive aircraft maintenance officer training plan ?	Review the provided comprehensive aircraft maintenance officer training plan.	(Discrepancy): [xx] (C4 Question 7b) Wing/Region failed to provide evidence of having a comprehensive aircraft maintenance officer training plan based on CAPP 130-3, CAP Aircraft Maintenance Officer Guide.	b) Attach a copy of a comprehensive aircraft maintenance officer training plan to the discrepancy in the Discrepancy Tracking System (DTS).
CI	07	c) Does the Wing/ Region ensure all AMOs are properly trained within 3 months of assignment?	Review provided evidence of Wing-provided AMO training completion.	(Discrepancy): [xx] (C4 Question 7c) Wing/Region failed to provide evidence of AMO training completion within 3 months of assignment.	c) Attach a copy of AMO training completion for all identified AMOs to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	d) Does the Wing/ Region ensure all AMOs are enrolled and actively pursuing completion of the AMO Specialty Track?	Review provided evidence showing all AMOs have completed or are enrolled and actively pursuing completion of the AMO Specialty Track if available.	(Discrepancy): [xx] (C4 Question 7d) Wing/Region failed to provide evidence showing all AMOs have completed or are enrolled and actively pursuing completion of the AMO Specialty Track	Attach a copy of AMO completion or enrollment for all AMOs identified as not be complete or enrolled during the inspection to the discrepancy in the Discrepancy Tracking System (DTS).
N/A					

CI	07	e) Does the Wing ensure all aircrew members comply with all provisions of this regulation?	Review provided evidence showing all assigned aircrew members {Pilots} have been briefed and understand all provisions of this regulation.	(Discrepancy): [xx] (C4 Question 7e) Wing/Region failed to provide evidence showing all assigned aircrew members have been briefed and understand all provisions of this regulation.	Attach evidence showing all assigned aircrew members identified during the inspection as not having been briefed and understanding these provisions has been briefed and understands all provisions of this regulation to the discrepancy in the Discrepancy Tracking System (DTS).

CI	07	f) Does the Wing ensure all pilots, FRO/ SFRO have completed AMRAD training for Pilots and FRO/ SFROs.	Refer to ABSORB>Past Training Results.	(Discrepancy): [xx] (C4 Question 7f) Wing/Region failed to provide evidence showing all assigned aircrew members have completed AMRAD training.	Attach evidence showing all assigned aircrew members have completed AMRAD training to the discrepancy in the Discrepancy Tracking System. (DTS)

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point. This discrepancy was verified corrected - discrepancy closed, no further action required.