

CAP STANDARD 72-4
25 Aug 2020



Aircraft Information File

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Aircraft Information File Program

CAPR 70-1, *CAP Flight Management* requires that all CAP corporate aircraft have a standardized, complete, and up-to-date Aircraft Information File (AIF). This document establishes common standards for AIF construction, layout and contents.

Deviations and Compliance

This standard identifies specific areas within the AIF where items can be added or omitted. No other changes, alterations or revisions to this standard are authorized. Upon request, CAP and USAF inspectors will be provided with copies of the current AIF pages for an aircraft. Aircraft that do not have an AIF that is compliant with both CAPR 70-1 requirements and this standard may be grounded by competent authority.

Recommending Changes to this Standard

Recommendations for improvements to this standard and/or content are solicited from aircrew and aircraft maintenance professionals. Submit all recommendations for change via the chain of command to CAP/DO using CAPF 1-2, *Recommendation for Change of Publication*. Please ensure that you reference this standard and the appropriate document identification information from the footer (ex: AIF-G, Aircraft Flight Time Log, Glider dated 1 Oct 18), as applicable

AIF Construction

AIF binders will be a white 1-3" clear view binder with overlay pockets (front and back covers) and two inner pockets (inside right and left covers). AIF dividers will be numbered 15-tab indexes (Avery #11143 or equivalent). Clear plastic, page-sized sheet protectors (Avery #74203 or equivalent) should be used when indicated to retain document legibility. Units/Wings/Regions may elect to provide a pocket insert at the front/back of the AIF binder to hold the gas credit card, instructions, and pen/pencil. A zippered binder (Amazon ASIN B07D8RPWRG / Model No. ZH1712145R2 or equivalent) may also be used. When this is done, the AIF front and back cover pages will be placed in document protectors at the front and rear of the binder.

AIF Content

AIF content requirements are defined in two *AIF Content* documents (AIF Content and AIF-G Content). Both documents are provided on gocivilairpatrol.com under:

[Programs>Emergency Services>Aircraft Operations>Standardization and Evaluation](#)

Each document begins with a Table of Contents (TOC) listing all the required and optional documents for the AIF. Each document name is followed by a symbol indicating the document source, († = SUPPLIED, ‡ = PUBLISHED, § = FURNISH LOCALLY, or ¶ = OPTIONAL). Documents annotated as SUPPLIED are included within the AIF Content file and are in a fillable format where this is appropriate. When a document is not required by a specific category of aircraft, it will be omitted from the TOC and from the AIF Content file. For example, the AIF-G Content file TOC does not show a VOR Test Record and it is not included in the file since this document is not required for glider aircraft. The TOC displays a version date for each supplied document and recent changes are highlighted.

Published Documents

Documents annotated as ‡ = PUBLISHED must be independently downloaded and printed for insertion into the AIF. Whenever a change effecting a nationally published document is announced via eServices news, the AIF must be updated with the latest version. A similar approach must be used for Region, Wing and locally published documents.

NOTICE

Local reproduction of AIF documents is authorized. Continued use of previously printed documents bearing the version date identified in the Table of Contents for the applicable AIF content file is permitted.

AIF Layout

This section describes a uniform layout for all CAP AIFs. When a specified document is not required by a category of aircraft, this is noted, and the document can be omitted from the AIF. Within this standard, references to the SUPPLIED documents contained within the AIF Content file are in bold, underlined typeface (ex: Table of Contents).

Since use of the tabs is consistent across all AIF, this will result in some categories of aircraft having tabs that do not contain any documents. AIF documents must be current in comparison to the TOC version dates specified for SUPPLIED documents.

Front Cover

The Major Inspections document shall be placed in the binder's front overlay pocket and kept updated as appropriate. This form has fields that can be filled in manually or by computer.

Inside Front Pocket

Two copies of the Grounded Placard are to be printed on red colored paper and placed back-to-back inside in a plastic sheet protector then placed in the inside pocket of the front cover.

Page 1

The Table of Contents (TOC) and Administrative Preflight Checklist (APC) are to be placed back-to-back in a plastic sheet protector and inserted in front of the index tabs as the first page of the binder. Each line of the TOC has a checkbox that can be used when constructing the binder. The APC has fields that can be filled in manually or by computer, allowing you to enter and store contact names & numbers prior to printing.

Tab 1 – Aircraft Flight Time Log

Multiple copies of the Aircraft Flight Time Log will be provided behind tab 1. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or unit. The current version of CAPS 72-2, *Mission Symbols* shall be placed in plastic sheet protectors immediately following the Aircraft Flight Logs as a reference.

Tab 2 – Equipment, Inspection and Documentation

The Equipment / Inspection / Document Requirements is to be placed in a plastic sheet protector behind tab 2. In airplane AIFs, the RCOM-100 Removal Letter will be placed back-to-back for use as proof that our aircraft are airworthy without this equipment installed.

Tab 3 – VOR and Fire Extinguisher

In airplane AIFs, multiple copies of the VOR Test Record shall be placed in a plastic sheet protector behind tab 3. This form has fields that can be filled in manually or by computer, allowing you to enter and save custom information for your Wing or unit. Multiple copies of the Fire Extinguisher Inspection

document will be placed back-to-back in the same sleeve. This document will face forward in balloon AIFs. Neither of these documents are required in glider AIFs.

Tab 4 – V-Speeds

Aircraft-specific V-Speeds shall be provided behind tab 4 in a plastic sheet protector. The data shall be photocopied or derived from the serial-number specific POH, checklist or engine/airframe STC. This document is not required for balloon AIFs.

Tab 5 – Weight & Balance

Aircraft-specific weight & balance (W&B) data shall be provided behind tab 5 in plastic sheet protectors. The data shall be photocopied from a current, A&P generated W&B form specific to the actual airframe's current configuration.

Tab 6 – Cruise Performance

Aircraft-specific cruise performance data shall be provided behind tab 6 in plastic sheet protectors. The data shall be a photocopy of the actual current airframe cruise fuel consumption and range data from serial-number specific POH, checklist or engine/airframe STC. If aircraft performance calculations require the use of Density Altitude, include a photocopy of the DA chart from the POH in a plastic sheet protector. These documents are not required for balloon and glider AIFs.

Tab 7 – Other Equipment

Aircraft-specific equipment instructions shall be provided behind tab 7. This should include information specific to the actual equipment installed in the aircraft (GPS, electric vario, etc.), but not included in the POH or other supplementary manuals already carried in the cockpit.

Tab 8 – Radio Channels

Information specific to local channelization of the aircraft's radio(s) should be provided behind tab 8 in plastic sheet protectors. The information should be marked *For Official Use Only*.

Tab 9 – CAP Regulations

Current copies of CAPR 70-1 and CAPR 160-2, *Safety Reporting and Review* shall be provided behind tab 9. Region and Wing Commanders can require carriage of additional CAP regulations, as they feel are relevant, at this tab.

Tab 10 – Pre-flight Risk Assessment Worksheet (RAW)

Multiple copies of CAPF 70-1, Preflight Risk Assessment Worksheet, or 70-1G, Preflight Risk Assessment Worksheet – Glider, as applicable, are to be placed in a plastic sheet protector behind tab 10. Optionally, the instructions for completing the RAW can be extracted from the appropriate CAPS 73-series document and placed in a plastic sheet protector behind the blank RAW forms.

Tab 11 - Supplements

Wing/Region Supplements to CAPR 70-1, 160-2 and any additional CAP regulations carried at Tab 9 (at Region/Wing Commanders discretion) shall be placed behind tab 11.

Tab 12 – Maintenance Authorization Procedures

Unit/Wing/Region Maintenance Authorization Procedures shall be placed behind tab 12.

Tab 13 – Local Guidance

Unit/Wing/Region guidance concerning flight and mission operations shall be placed behind tab 13.

Tab 14 – Local Operations Procedures

Procedures specific to a local airfield or operating area (e.g., practice areas, noise abatement/sensitive areas, etc.) shall be placed behind tab 14 in plastic sheet protectors.

Tab 15 – Civil Aircraft Landing Permits

As an option, approved copies of DD Form 2401, *Civil Aircraft Landing Permit* (Army, Navy or USAF, as appropriate) can be placed behind tab 15 in plastic sheet protectors.

Last Page

The **Crosswind Chart** will be placed in a plastic sheet protector and positioned as the last page.

Inside Back Pocket

Multiple copies of the current version of CAPF 70-9, Release (Non-CAP Members) shall be carried in the inside back pocket.

Back Cover

The **Loose / Removable Equipment List** document shall be placed in the binder's back overlay pocket and kept updated as appropriate. The PIC is responsible for all equipment listed as being with or installed in the aircraft.

Aircraft Cockpit

The latest version of the approved CAP Standardized Aircraft Checklists (NP and EP) shall be made available in the aircraft cockpit. These checklists are available in CAP's Operational Resource Management System (ORMS) in eServices for download and printing. The checklists shall be protected by sleeves or lamination to ensure durability and legibility.

The general layout of the AIF is illustrated using images of sample content on the following pages:

Tab 5 – Weight & Balance

WEIGHT AND BALANCE REPORT / EQUIPMENT LIST AMENDMENT		ATA Chapter, Inc. 581 Parkside Avenue Cherryfield, MD 21035 CRS# DGCR750			
Company Name	Civil Air Patrol, Inc	WMA Order No.	17-134		
Aircraft Make & Model	Cessna 182R	Date	January 25, 2017		
Registration No.	N9327E	Registration No.	18268396		
		Registered By	Ted A. Clark CRS# DGCR750		
PREVIOUS WEIGHT & BALANCE	Date	Empty Weight	CG	Moment	
	11/09/2014	1,836.7	37.04	68,003.4	
EQUIPMENT REMOVED					
	PART NO.	SERIAL NO.	WT	ARM	MOMENT
Becker Avionics Systems DCU-537 Indicator	0631-324-924	0286	0.8	17.0	13.4
Becker Avionics Systems SAR-QF 517 Antenna	0631-316-924	0286	5.1	128.0	657.3
Wiring	NA	NA	1.26	37.0	48.25
Total Equipment Removed			-7.15	-217.75	
EQUIPMENT INSTALLED					
	PART NO.	SERIAL NO.	WT	ARM	MOMENT
Total Equipment Installed					
NEW WEIGHT & BALANCE		Empty Weight	CG	Moment	
		1,828.55	36.8	67,285.65	

Tab 6 – Cruise Performance

SECTION 3 PERFORMANCE		SECTION 4 PERFORMANCE	
CRUISE PERFORMANCE PRESSURE ALTITUDE 6000 FEET		CRUISE PERFORMANCE PRESSURE ALTITUDE 6000 FEET	
WPM	2000	WPM	2000
2000	2000	2000	2000
2000	2000	2000	2000
2000	2000	2000	2000

SECTION 3 PERFORMANCE		SECTION 4 PERFORMANCE	
CRUISE PERFORMANCE PRESSURE ALTITUDE 6000 FEET		CRUISE PERFORMANCE PRESSURE ALTITUDE 6000 FEET	
WPM	2000	WPM	2000
2000	2000	2000	2000
2000	2000	2000	2000
2000	2000	2000	2000

Tab 7 – Other Equipment



TDFM-136
VHF/FM DIGITAL AIRBORNE TRANSCEIVER

OPERATING INSTRUCTIONS

TIL Document No. 99RE265
Rev. D

Issue 5
(Software Release 2.0.0)

APR 2004

Technispec Industries Limited
240 Traders Blvd. E. Mississauga, Ontario L4Z 1W7 Tel: (905) 890-2113 Fax: (905) 890-5338
3840 E. Robinson Road, Suite 2-14, Anshani, New York 14223 Tel: (716) 691-9669



BECKER AVIONIC SYSTEMS

SAR-DF 517
4-Band Precision Direction Finder

Installation and Operation
Manual DV 77513.03
Issue 2 January 2002

Becker Flugtechnik GmbH - Baden Airpark - Gebaude B 108
71836 Rheinmünster - Telephone 07229 385 0
E-Mail: info@becker-avionics.de or support@becker-avionics.de

Tab 11 - Supplements



NC WING SUPPLEMENT 1
CAPR 70-1
17 MAY 2018
APPROVED: J. DESMARAIS-CAPDO
Operations
CAP FLIGHT MANAGEMENT

CAP Regulation 70-1 dated 4 December 2017 is supplemented as follows:

This supplement prescribes the additional responsibilities of all North Carolina Wing Civil Air Patrol (CAP) personnel as applicable to the control and management of CAP flying programs, aircraft and aircraft Federal Aviation Administration (FAA) requirements for minimum standards; however, in some instances CAP has established higher standards than FAA minimums. The practices, procedures and standards prescribed in this supplement are mandatory. The North Carolina Wing Commander (NCWGCC) is the source authority for any additional requirements covered by this supplement beyond the parent regulation CAPR 70-1, 4 Dec 2017.

Flying CAP aircraft is a privilege, not a right of membership. All members have the responsibility for flying safely and compliance with this regulation.

4.1.3. **Addd.** The NCWGCC has established the designee for appointments under CAPR 70-1, 4 Dec 2017 sections 4.2, 4.3, 4.4, and 4.5 as either the NCWCCO or the NCWCCOV.

4.1.3.3. **Addd.** GA-8 and Cessna 206 initial qualification candidates require a current Instrument Rating, hold a CAP Minimum Pilot qualification, and require NCWCC, NCWCCOV, or NCWCCOV approval.

9.1.5. **Addd.** Due to various aircraft types, various fuel tank sizes, various useful loads and the need to be mission capable with a three person aircraft, reference the North Carolina Wing website for the refueling requirements and the required pre-flight and post-flight procedures for NCW aircraft. These procedures do not change the required fuel reserve specified in paragraph 9.9.4.
<https://www.ncw.org/operations/OperationsPage.aspx?PageID=445>

9.1.5. **Addd.** NCW aircraft shall only be operated for the purpose of flight free of all winter weather accumulation such as frost, ice, snow, or slush.

Supersedes NCW Supplement 1 to CAPR 70-1 4 Dec 2017 OFR: DO
Distribution: MEZ, Approved Supplement and Ofr By: Fagan, Webpage Pages: 3

Tab 12 – Maintenance Authorization Procedures

Attachment 1
NMWS 66-1, Updated as of 29 October 2008

Listing of New Mexico Wing aircraft and squadron to which they are assigned.

A/C Tail Number	A/C Type	Assigned Location	Maintenance Location
N8152Z	C-206G	Albuquerque	Boke
N2927P	C-147C-1000	Los Alamos	Los Alamos
N2927P	C-147C-1000	Albuquerque	Boke
N8555X	C-182B	Los	Skyland
N6391H	C-182B	Los Cruces	Boke
N2939H	C-182B	Rowell	Rowell
N8473E	C-182B	Albuquerque	Edinburg Service
N141104	C-182B	Los Alamos	Los Alamos
N86844	C-172N	Fort Stanton	New Mexico
N7131M	C-172N	Chavis	Chavis
N8816L	C-172N	Fort Stanton Fe	N/A
N8816C	C-172N	Santa Fe	Skyland
N8816E	C-172N	Albuquerque	Boke
N812CF	GA8	Albuquerque	Boke

In addition to the above vendors, Dept Aeronautics, Alamosa, CO* and Custer Aviation can be utilized for aircraft repair. *Note: A request must be submitted to the Wing Commander and granted for ferry in and from CO.

Due to pricing constraints and insurance requirements for aircraft maintenance, only certain facilities will be utilized for aircraft maintenance. Squadron commanders are directed to cooperate and coordinate transporting pilots to and from home base in NM Wing corporate aircraft. Such transportation shall be in corporate aircraft. NM Wing will not reimburse members for fly non-corporate aircraft to deliver pilots to corporate aircraft at maintenance facilities. To the extent possible aircraft will be returned to assigned Unit at next scheduled NM Wing activity, such as a SAREX, to minimize unnecessary cost burden to the Wing. Units may perform 90-hour or 4 month oil changes on their assigned aircraft at their local vendor if doing so is cost effective considering material, labor and disposal costs. Prior approval of the Wing Commander is required to use a non contract vendor.

Tab 13 – Local Guidance



HEADQUARTERS
MISSOURI WING CIVIL AIR PATROL
PO BOX 1044
Whitman AFB, MO 65505

15 DECEMBER 2005

MEMORANDUM FOR MISSOURI WING PILOTS AND AIRCRAFT MANAGERS

FROM: MOWGDO, MOWGLGM

SUBJECT: AIRCRAFT ENGINE PRE-HEATING

- When the outside air temperature stabilizes below 30°F (-1°C) for more than twelve hours, aircraft engines shall be pre-heated prior to starting in one of the manners listed below.
 - Pre-heated with a combustion pre-heater. Heaters shall be placed in each opening on the front of the cowling. When possible, a hose should be placed on the tail pipe. One hose should also be placed in the cabin to warm the avionics when possible.
 - Aircraft equipped with a Tantis heater may be pre-heated by plugging the heater in for at least two hours prior to engine start.
 - Aircraft equipped with a Tantis heater may be plugged in for extended periods only if the heater is connected with an in-line thermostat. Heaters shall not be plugged in excess of three hours unless the in-line thermostat is also used.
- After each flight, pilots shall place a blanket over the cowling and insert the cowd plugs.
- If an aircraft has been in a heated hangar for more than twelve hours, pre-heating need not be accomplished. Also, if an airplane has been flown within the preceding 2 hours, no pre-heat is necessary.

CHRISTOPHER P. MORRIS, Capt, CAP JOHN E. OTRADOVIC, Lt Col, CAP
Director of Operations Aircraft Maintenance Officer

cc:
MOWGCC
State Director

Change Record

Issue Date	Change Summary
8 Jun 20	Corrected link to AIF Content files. Added option for zippered binder. Removed Archer from Tab 13.
25 Aug 20	Revised AIF Cover image and corrected Change Record