Training Bulletin 04-2008
Maintenance Procedures
03/12/2008
Revised 09/22/2008

As we continue the United Flight Systems standardization effort, we have formulated a Maintenance Procedure that we will use to control and track maintenance related items within our fleet.

Please review the procedure included in this bulletin. As this system progresses, I am sure that this procedure will be revised to best fit the needs of you, the school and the customer…

More importantly, these procedures will aide you in ensuring that your flights are conducted under the terms of 91.205, 91.213(d), Section 6 of the Aircraft Flight Manual – Equipment List, and Section 2, Operating Limitations – Kinds Of Operations Equipment List.

Thanks,

Jeff Williams / Laura Watts
Chief Flight Instructor

United Flight Systems Maintenance Procedures

When an aircraft has an item that is need of maintenance attention, follow the procedure outlined below. This procedure will ensure better tracking, resolution and trends on our fleet and ensure that we operate within the boundaries of the FAA regulations.

1. When an aircraft has a maintenance issue, the issue should be documented in Cassi. Each issue should be entered as a separate item. For example, if the aircraft completes a flight and in flight there are two separate maintenance related issues, the pilot will enter two separate entries in the Cassi Maintenance Page.

2. Please ensure that the issue is not an airworthiness issue and is not part of the required equipment of 91.205. It is also important that a pilot check the equipment list that was used for certification of the aircraft and issuance of the airworthy certificate. Please review section 6 and Section 2 of the aircraft flight manual (AFM) and ensure that maintenance related equipment item is not required for certification or contained in an operating limitation. The list of equipment is coded. The letter (R) will indicate that the equipment in question is required. More importantly, please ensure that the maintenance issue is not a safety of flight issue. If at any time the maintenance issue is a safety of flight operational issue or an airworthiness certification related equipment issue, the airplane will be removed from service. In the event that this occurs, an immediate notification to administration should be made for two important reasons. One, to try to accommodate our customers that are booked on the aircraft at later times and two, to schedule the aircraft for repair.

3. When an aircraft is squawked for a maintenance related issue, the controlling switch, marker, or related area must be placarded INOPERATIVE per the applicable FAA regulations. The INOPERATIVE placards are located in the right drawer of the front desk dispatching area. Please do not let an aircraft continue to operate with any equipment that is non functional or malfunctioning without a placard placed on either the equipment, the switch, or in some cases both.

4. When an aircraft is sent to the maintenance facility, a printed squawk sheet will accompany the aircraft. This form will be printed from CASSI and placed on the glare shield of the aircraft for maintenance personnel to review. Aircraft should not be taken to maintenance without a squawk sheet printed from CASSI.

5. When an aircraft is returned to the flight line from maintenance the front desk personnel will ensure that the maintenance squawk is closed out. This is a very important step, as an open write up is still considered to be not airworthy within the FAA regulations. If the item is deferred, the item must be placarded and the write up must note the placard. If the item is repaired and the aircraft is returned to service, the maintenance squawk must be closed in CASSI, and the related placards must be removed. This area will require the most important attention to detail.

As a review, AATTOOMMSSELF

A – Airspeed indicator
A – Altimeter
T – Tachometer
T – Temperature gauge for each engine – if liquid cooled
O – Oil pressure gauge for each engine
O – Oil temperature gauge for each engine
M – Magnetic compass with compass deviation card
M – Manifold pressure gauge
S – Seat belt
S – Shoulder harness
E – ELT
L – Landing gear position indicator
F – Fuel gauges for each fuel tank

Night VFR:
A – Anti collision lights
F -- Fuses (one spare set or 3 spare fuses of each kind)
L – Landing light if aircraft is for hire
A -- Adequate source of electrical power
P – Position lights

IFR:

G – Generator or alternator of adequate capacity
R – Radios, two way and navigational
A – Altimeter, sensitive and adjustable for barometric pressure
B – Ball or slip and skid indicator
C – Clock displaying hours, minutes, and seconds with a sweep hand pointer or digital
A-- Attitude indicator
R – Rate of turn indicator
D – Directional gyro