



## AIRCRAFT MAINTENANCE MANAGEMENT

This Supplement establishes specific aircraft maintenance procedures within Oklahoma Wing.

**Note; Shaded areas identify new or revised material.**

CAPR 66-1, Change 3, 30 November 2005 is supplemented as follows:

4. Corporate aircraft are assigned to OK Wing Headquarters, which in turn designates which unit has temporary custody. This responsibility will be documented in ScheduleMaster (www.schedulemaster.com).

9.d.(1). Added. Aircraft keys shall be secured in a lock box with a combination lock. The combination should be changed as required to ensure only authorized individuals have the combination.

11.h. Survival/First Aid kit minimum contents are specified on OKWG Form 68.

11.i. Added. **Miscellaneous Equipment.** Chocks, pitot tube cover, fuel sampler (GATS Jar), step ladder, blue tie-down straps and tie-down ropes (both required)..

11.j. Added. **Towbar.** When not in use, the towbar shall be stored in the aircraft.

11.k. Added. **Cleaning Materials.** Aircrews shall clean windshield and all leading edge surfaces after each use of the aircraft. Paper towels shall not be used on windows or windscreens.

11.l. Added. **Parts and Supplies.** One quart of oil, one set of landing and taxi lights (C172P only), one wing position light, one tail position light and one spare tail beacon bulb.

#### 14.a. Determining Flying Hour Costs

##### 1. Cessna 172

Fixed costs per aircraft per year

a. Hangar Rental:	\$307.00	
b. ScheduleMaster:	\$162.00	
c. Annual Inspection	\$1,450.00	
d. Insurance	\$56.00	
<b>TOTAL</b>	<b>\$1,975.00</b>	<b>Fixed Cost / 250 flying hours = \$7.90</b>

Variable Costs per year

a. 2 each 100 hr insp.	\$2,900.00	
b. 3 each 50 hr. Insp.	\$900.00	
c. Fuel @ 250 hrs.	\$12,500.00	
<b>TOTAL</b>	<b>\$16,300.00</b>	<b>Variable Cost / 250 flying hours = \$65.20</b>

Fixed cost (\$7.90) + variable cost (\$65.20) = \$73.10 minus \$50.00 (fuel) = \$23.10

OKWG will charge members \$25.00 per Tach hour on any Cessna 172.

##### 2. Cessna 182

Fixed costs per aircraft per year

a. Hangar Rental:	\$307.00
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b. ScheduleMaster:	\$162.00	
c. Annual Inspection	\$1,750.00	
d. Insurance	\$56.00	
<b>TOTAL</b>	<b>\$2,275.00</b>	<b>Fixed Cost / 250 flying hours = \$9.10</b>

Variable costs per year		
a. 2 each 100 hr insp.	\$3,500.00	
b. 3 each 50 hr insp.	\$900.00	
c. Fuel @ 250 hrs.	\$16,250.00	
<b>TOTAL:</b>	<b>\$20,650.00</b>	<b>Variable Cost / 250 flying hours = \$82.60</b>

Fixed cost (\$910) + variable cost (\$82.60) = \$91.70 minus \$65.00 (fuel) = \$26.70

The Oklahoma Wing will charge members \$30.00 per Tach hour on any Cessna 182.

14.b.(1) Added. Flying hour charges for OK Wing Members proficiency flying are set at \$25.00/Tach hour for any C-172. Oklahoma Wing will subsidize the difference between the tach hour rate and the rates established in CAPR 173-3 for member proficiency flying.

14.b.(2) Added. Flying hour charges for OK Wing Member proficiency flying are set at \$30.00/Tach hour for any C-182. . Oklahoma Wing will subsidize the difference between the tach hour rate and the rates established in CAPR 173-3 for member proficiency flying.

14.b.(3) Added. Flying hour charges for all other missions will be at the rate established in CAPR 173-3.

15. When not in use at the Squadron location having temporary custody, the aircraft will be parked in a hangar with the avionics control lock installed (C182T-NAV III aircraft will have the standard control lock installed), and will be chocked and locked at all times.

15.b. Friction type tie-down straps are marked with each A/C tail number and will remain with the appropriate aircraft at all times. They are the primary method of securing an Oklahoma Wing aircraft. Additionally, tie-down ropes are still required in each aircraft and will be used to secure aircraft at locations where tie-down points are spread too far apart for the straps.

16.c. Added. **Wing Equipment Inventory.** Both transferring and receiving units will conduct an inventory of all required equipment when accepting temporary custody of an aircraft. The maintaining unit will be responsible for conducting periodic inventories (at least every 30 days) to ensure the equipment is always on board. OKWG Form 68 will be used to document the inventory. Any discrepancies will be reported to the Wing Maintenance Officer, DO, and Safety Officer immediately.

#### OKWG CENTRALIZED MAINTENANCE MANAGEMENT PROGRAM Maintenance Control Process

1. Unit Request: All aircraft maintenance requests for scheduled/unscheduled maintenance will be sent to LGM by email. In the absence of LGM, maintenance requests will be sent to the DO. Scheduled maintenance includes 50/100/annual inspections, any engine or propeller overhaul, paint, and any Time Change Item (TCI). Unscheduled maintenance includes any grounding, safety of flight, or mission impairment squawks/discrepancies that should not wait for the next scheduled maintenance inspection.

2. LGM Validation:

a. LGM validates the requirements, crosschecks them against the list of items requiring prior approval by National HQ, determines the most appropriate location for the maintenance to be done, and forwards the approved request to LG, DO, & FM.

b. If a ferry flight to a maintenance facility is required, the unit responsible for the aircraft must contact the Wing DO for appropriate approval and mission number. Failure to obtain advance approval may result in ferry costs being paid for by the unit.

### 3. Quality and Cost Control:

a. During the maintenance process, unexpected/undocumented problems may be discovered. However, advance approval by LGM is required to perform major repairs that were not included in the original maintenance request. Individual line item approval is required. Blanket approvals are not authorized. The maintenance shop must contact LGM (in his absence, the DO or the DO's designate representative) to obtain prior approval to perform major repairs. This is not required for minor tasks like light bulb replacement, but is required for tires, engine parts, avionics work, etc. LGM will document approval of any additional items on the original maintenance request, to include the date of approval.

### 4. Invoice Process:

a. After repairs are complete, the MX shop forwards original invoice to OKWG/LGM.

b. LGM crosschecks invoice with original or amended maintenance request, and insures no unauthorized major repairs took place. If unauthorized repairs are on the invoice, LGM contacts the maintenance shop, explains (again) our policy on prior approval, and documents the incident as an unauthorized repair. The maintenance vendor will be placed off limits for all Oklahoma Wing aircraft repairs for a minimum of six months if there is a second incidence of unauthorized repair. If the invoice is acceptable, LGM will initial and forward to the Wing Finance Committee for payment.

c. If an unauthorized invoice is received, the unit responsible for the aircraft may be held financially responsible for all repairs not approved in advance by LGM.

e. The invoice will be processed for authorization and payment IAW OKWG Supplement to CAPR 173-2.