



MARITIME HELICOPTERS

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GENERAL MAINTENANCE MANUAL

Air Carrier Certificate
ENRA619D

Revision 13
10/01/24

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PURPOSE

This manual has been prepared to cover the policies and procedures governing the operation of the maintenance department of Maritime Helicopters under its Air Carrier Certificate ENRA619D. The purpose of this manual is to assure the utmost in safety of operation and the general efficiency of the maintenance department. It provides firm guidelines to enable all company personnel to carry out their assigned duties and responsibilities in accordance with company policies and FAA regulations.

DISTRIBUTION

A copy of this manual will be provided at the following locations and be readily available to Maritime Helicopters' personnel:

- Flight Standards District Office (FAA)
- The Director of Maintenance will have a copy of this manual at their office.
- A PDF (portable document format) version of the General Maintenance Manual is posted on the Maritime Helicopters internet Maintenance Portal site (or stored on the maintenance hangar computer) and available for review by all Maritime Helicopters' employees at each base of operations.

REVISION CONTROL

[135.21]

In accordance with CFR 135.21(a), revisions will be prepared by the Director of Maintenance. Each revision will have a page number, revision number, and date in the upper right corner of the page. Revisions will be consecutively numbered. All revisions will be submitted to the FAA for review and acceptance prior to being implemented. All revisions will be recorded in the Log of Revisions page and old pages will be replaced with the new effective pages.

General Maintenance Manual revision control is accomplished in the upper right-hand corner of each page.

New material in the latest revision will be marked with a vertical bar to the right of text, to ease identification of new material. The program shall be amended whenever the following occurs:

- The issuance of changes to CFR's that affect and pertain to this company's manual, operations, equipment, personnel, or facility.
- Major changes to Manufacturer's inspection methods, limits, and procedures.
- Whenever the administrator of the FAA finds that it is necessary (14 CFR 135.21).

EMERGENCY DEVIATION

When emergency conditions do not allow the company to affect a timely amendment of the General Maintenance Manual, the Director of Operations, Chief Pilot, or Director of Maintenance will seek and receive a verbal authorization from the Certificate Holding District Office (CHDO). The Director of Operations, Chief Pilot, or Director of Maintenance in turn will provide documentation describing the nature of the emergency within 24 hours of the verbal authorization.



RECORD OF REVISIONS

Revision Number	Revision Date
Original	09/01/15
1	12/15/15
2	10/01/16
3	04/01/18
4	05/15/19
5	10/30/19
6	03/03/20
7	06/01/20
8	10/01/20
9	10/01/21
10	01/17/22
11	03/10/23
12	11/01/23
13	10/01/24



INDEX OF TEMPORARY REVISIONS

This is a STAND-ALONE document with its own numbering and approval system. No attempt will be made to incorporate temporary revision numbering changes on this page to the GMM Table of Contents or List of Effected pages. The Date Approved stamps at bottom of page will reflect dates of approval of most current temporary revision.

The Index of Temporary Revisions will list the current GMM Revision number – Temporary Item number (TR#), Section, Page, brief Description of the revision and date. The Temporary Revision (TR) shall be inserted before the affected page in the GMM and complied with when completing the inspection interval. Temporary Revisions shall be maintained with the completed inspection intervals paperwork until 1) intervals next inspection, or 2) incorporated into GMM.

TR #	Section	Page	Description	Date

ACCEPTED:

ACCEPTED:

DIRECTOR OF MAINTENANCE

FAA PRINCIPAL AVIONICS INSPECTOR

ACCEPTED:

FAA PRINCIPAL MAINTENANCE INSPECTOR



PAGE CONTROL – GENERAL MAINTENANCE MANUAL

This listing contains all current pages, with effective revision number and dates, of the General Maintenance Manual.

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Accepted

ACCEPTED:

ACCEPTED:

DIRECTOR OF MAINTENANCE

FAA PRINCIPAL AVIONICS INSPECTOR

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1. GENERAL INFORMATION [§135.427]

This manual sets forth Maritime Helicopters' procedures and policies that are acceptable to the Administrator of the Federal Aviation Administration. Maritime Helicopters will keep this manual current with revisions as necessary. Maritime Helicopters maintains one copy of this manual in current form at the principal base of operations located at, 3520 FAA Rd., Homer, AK. The Director of Maintenance will maintain the original copy of this manual. He/She will have the responsibility to keep it current. Maintenance shall follow policies and procedures outlined in this manual.

Maritime Helicopters disburses copies of this manual in the following manner:

- A locked PDF (portable document format) version of the General Maintenance Manual shall be made available on the Maritime Maintenance Portal Web Site. All Maritime Helicopters' personnel must use this manual in conducting all maintenance. All maintenance personnel shall have knowledge of this Manual in its entirety.
- The Director of Maintenance will have an electronic copy of this manual at their office. It will be the Director of Maintenance responsibility to maintain a current copy on the Maritime Helicopters internet-based manuals.
- Other persons as assigned.

Maritime Helicopters has also furnished the Certificate Holding District Office (CHDO) of the Federal Aviation Administration (FAA) with a current and complete electronic copy of the manual. The Director of Maintenance will furnish the FAA with all requests for changes and additions to this manual in a timely manner.

Great care has been taken to assure that this manual is not contrary to any applicable Federal regulations, Maritime Helicopters' Operating Certificate, or Maritime Helicopters' Operations Specifications. However, errors do sometimes occur despite all efforts. If you find such a conflict; the regulation, certificate, or operations specification will take precedence. You are required to bring any such conflicts to the attention of the Director of Maintenance for correction.

1.1 CAS Memorandums (MEMOS)

When preparing a Company Manual of any kind, it is not possible to anticipate all the issues and questions that might arise and need to be addressed. The Continuing Airworthiness Surveillance (CAS) memo system has been developed to assist in the timely dissemination of information of important or urgent nature. This information shall generally be included in the appropriate manual at its next revision or will have an effective time limitation attached to it. CAS Memos will be used to impart significant maintenance related information when needed, to answer questions at the hangar or company level, or to supplement, but not change, the guidance contained in this General Maintenance Manual. CAS Memos will not be issued with an expiration date. Periodically, each Memo will be reviewed for continued validity and pertinence. Memos deemed no longer valid or pertinent will be canceled, while others may be incorporated into a company manual as applicable.

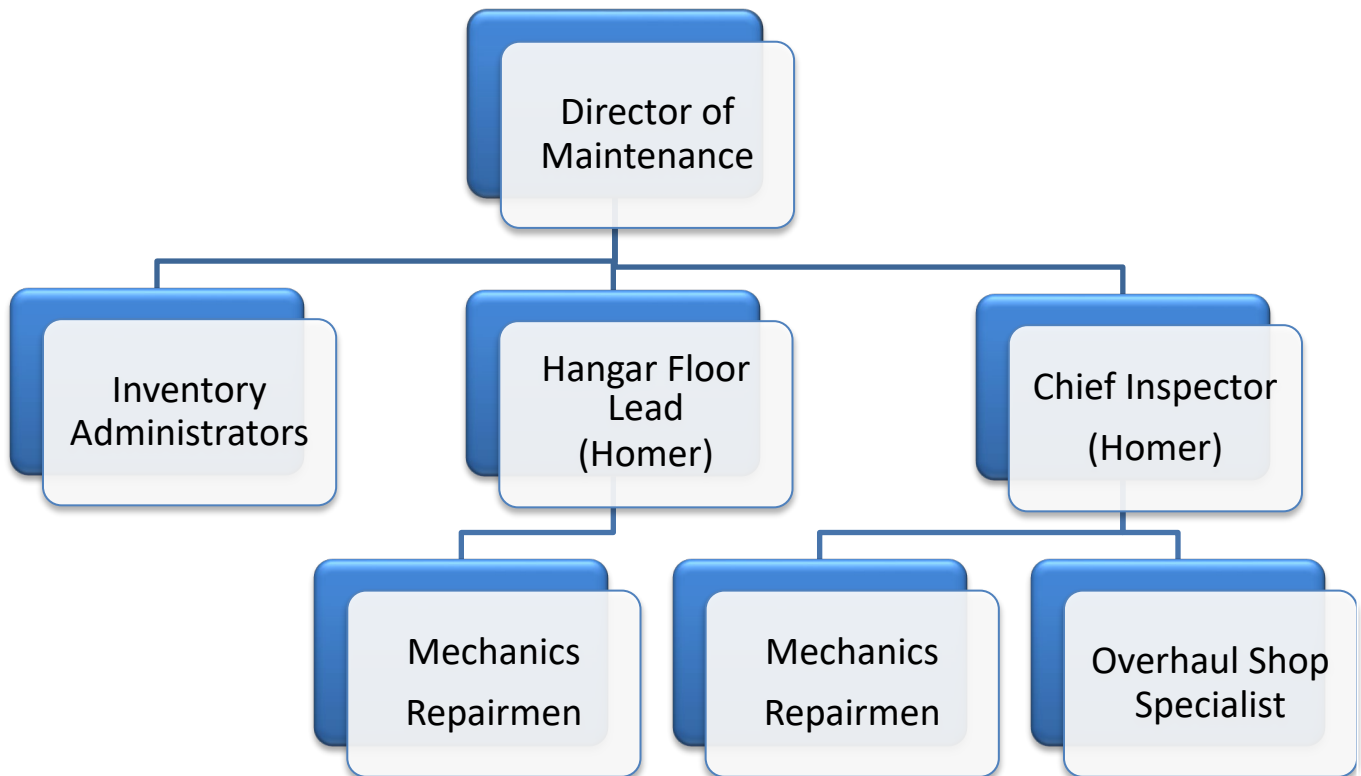
Operations, Safety, or Maintenance CAS Memos are sent to all applicable employees by the email system. Each CAS memo issued by the Operations, Safety or Maintenance Departments. The memos are identified as Operations (O), Safety (S), or Maintenance (M) and numbered consecutively with the first two digits representing the year followed by the consecutive number of the memo.

All employees receiving a CAS memo by email must reply utilizing the acknowledgement sheet attached to the email and a record of receipt is kept ensuring all messages have been read.

Electronic PDF, or internet accessible copies of current CAS memos are maintained at each field location and by the Maintenance Office. The Director of Maintenance or designee may issue Maintenance CAS Memo's.



1.2 Organizational Chart





1.3 Management Personnel [§135.427(a)]

A listing of all certificate mechanics will be maintained by the Director of Maintenance. Each of these people has the authority to act for Maritime Helicopters in their respective sphere and exercise control of maintenance privileges. Their specific duties and responsibilities are listed below and on the following pages.

Maritime Helicopters has appointed the following persons to the management position listed:

Matthew Stevens.....Director of Maintenance

Maritime Helicopters shall notify the CHDO within 10 days should a change be made to the Director of Maintenance position.

Director of Maintenance

Reports to the Chief Operating Officer.

The Director of Maintenance shall:

- Plan and organize the overall maintenance program to meet the work load and certificate requirements of this air agency.
- Set maintenance priorities on a day-to-day or week-to-week basis in conjunction with operational requirements. Coordinate set priorities with support shops, parts, and records.
- Supervise maintenance leads and specialists to
 - a. Organize overall maintenance effort.
 - b. Communicate maintenance requirements.
 - c. Evaluate maintenance program effectiveness.
- Review maintenance procedures to ensure
 - a. Timely quantity and quality of man power.
 - b. Efficient use and upgrading of facilities.
 - c. Parts / labor cost effectiveness.
- Standardize maintenance policies of this air agency.
- Determine maintenance personnel requirements. Approve new hires and terminations.
- Ensure maintenance and work meets CFR and current standard practices of the aviation industry.
- Ensure facility equipment and tools are maintained in serviceable working condition. Provide for replacement and upgrading of equipment and tools.
- Provide current manufacturer's technical data for the level of maintenance accomplished.
- Reviews the required MIS reports and forwards them to the FAA.
- Maintains Maritime Helicopters Maintenance Portal documents for currency.
- Coordinates with contracting agencies that are to performing maintenance activities on company aircraft. In addition, will ensure that the contracting agency is listed on the Maritime Helicopters Approved Vendor List.
- Ensures Maritime Helicopters' aircraft are maintained in an airworthy condition.
- Ensures compliance with applicable Federal Aviation Regulations, manufactures maintenance procedures, airworthiness directives and service bulletins/service letters.
- Ensures proper training of all maintenance technicians.
- Ensures that all maintenance technicians are certified and supervised according to the requirements specified in the Federal Aviation Regulations.
- Maintains a close liaison with manufacturer's representatives, parts supply vendors, repair facilities, and the FAA.
- Makes available to maintenance personnel the applicable maintenance manuals, service bulletins, service letters, airworthiness directives, this manual, and any other required technical data. Ensures all maintenance personnel have a thorough knowledge of all of these items.
- Provides the Director of Operations with the current airworthiness status of the aircraft and the forecast down times to facilitate maintenance scheduling and ensure timely deferral or correction of aircraft discrepancies.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Performs other duties as assigned.



Chief Inspector

Reports to the Director of Maintenance.

The Chief Inspector shall:

- Ensure inspections are properly performed concurrent with completion of work. Ensure proper inspection records, reports, and forms used by the air agency are completed prior to approving the product for return to service.
- Ensures all necessary work records and log books, including certification in the aircraft permanent maintenance records that the aircraft is approved for return to service.
- Determine the most recently revised technical data for items maintained or repaired by the air agency is used by the respective departments. This data shall include the manufacturer's information and other FAA approved information.
- Responsible for Required Inspection Items (RII) Program.
- Provide for continuity of inspection responsibility; ensure completion of required inspection when personnel shift or assignment changes occur.
- Conducts an annual audit of the CALM (also referred as the aircraft's "Status Report") for each aircraft permanently assigned to the hangar. This audit will include tracing back Status Report line items to the associated log book entry documenting accomplishment of inspections, servicing schedules, bulletin compliance, or installation of time-tracked components or assemblies. At the discretion of the Director of Maintenance, the annual audit may be extended
- Ensure measurement and precision test equipment is periodically checked for accuracy.
- Oversee the upkeep and update of pertinent FAA Regulations, Specifications, Type Certification Data Sheets, Airworthiness Directives and Service Bulletins Maintain General Maintenance Manual, AAIP, Inspection Programs in an up-to-date condition.
- Monitor compliance status of technical publications distributed to individual aircraft.
- Assist, supervise, and direct personnel assigned to the Inspection Department.
- Coordinate with and assist other departments in areas of inspection and maintenance.
- Ensure maintenance personnel training records are current and complete.
- Oversee initial and recurring training of Maintenance technicians and inspectors within Maritime Helicopters, Inc. and ensure maintenance personnel records are current and complete.

Inspector

The inspector is responsible to the chief inspector to ensure a standard level of safety and airworthiness is adhered to and that work performed for the air carrier is accomplished IAW applicable CFR's, Company manuals and manufactures specifications.

The Inspector shall:

- Inspect buildup of aircraft assemblies and installation of assemblies.
- Inspect aircraft for conformance to specifications and quality standards.
- Inspect work in progress to ensure proper procedures are followed.

To include:

1. Correct parts are used.
 2. Correct procedures are used per applicable manuals.
 3. Tools are calibrated when required.
 4. Verify bulletins such as AD's, ASB's and others affected by the task are being complied with.
 5. Correct safeties are installed.
- Ensure all entries in the logbook are accurate and contain all required information.
 - Ensure paperwork such as aircraft log cards, 337's, and yellow tags are filled out correctly.
 - Assist in keeping all company manuals up to date with the latest manufacture's manuals.



- Review weekly aircraft status sheets for accuracy.
- Inspect incoming parts for bulletin compliance.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Verification of the accuracy of the Status Report to the actual configuration of the aircraft and to the data contained on the Historical Service Record Cards ("Hard Cards") regarding Part Number (P/N), Serial Number (S/N), and Total Time / Time Since Overhaul (TT / TSO) of the time-tracked assemblies and components.
- All other duties as assigned by the Chief Inspector.

Overhaul Shop Specialist

Reports to the Chief Inspector.

The Overhaul Shop specialist coordinates the periodic inspection, overhaul, and repair of drive train, rotor, and mechanical system items removed from aircraft. The Overhaul Shop specialist coordinates Non-Destructive Inspection of parts.

The Overhaul Shop specialist shall:

- Safely coordinate the activities within the Overhaul Shop.
- Ensure that inspection, overhaul, and repair of items within the Overhaul Shop specialist jurisdiction is accomplished within the authority of this air agency and that the final inspections are performed.
- Maintain Overhaul Shop facilities and equipment in serviceable working condition.
- Ensure periodic checks and calibration of measuring equipment is performed and properly recorded.
- Ensure current revised technical data is used. Data may include manufacturers' overhaul manuals, service manuals, service bulletins, part specifications, and related FAA approved data, and other technical data.
- Ascertain necessary maintenance entries on maintenance forms are properly executed by the responsible mechanic.
- Ensure work performed by personnel in the Overhaul Shop follows standard practices of the aviation industry.
- Coordinate training and assistance for associates in proper work procedures and practices.
- Provide for the proper handling of parts through completion of work.
- Preserve and segregate parts while in the Overhaul Shop.
- Order stock as required and maintain adequate levels of consumable materials.
- Ensure calendar limited parts and materials are not kept beyond their expiration date and disposal complies with current federal and state environmental regulations.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Performs other duties as assigned.

The Overhaul Shop specialist may delegate duties to a qualified assistant as necessary; however, such delegation does not relieve the Overhaul Shop specialist of overall responsibility.

Hangar Floor Lead

The Hangar Floor Lead is responsible for the daily operation and organization of the main hanger and reports to the DOM.

The Hangar Floor Lead shall:

- Assign the daily duties to the maintenance staff.
- Keep the hanger in a clean and organized manner.
- Ensure company tool calibration program is being complied with.
- Ensure proper Personal Protective Equipment is being utilized.
- Provide technical support to the maintenance staff.
- Communicate with the Director of Maintenance for day-to-day maintenance needs of the air carrier.
- Ensure the manuals of the hanger are on current revision status.
- Assist in employee reviews.



- Ensure the mechanics on the job records are current.
- Complete proficiency checks on maintenance staff in the shop.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Ensures company tool control program is being complied with.
- Performs other duties as assigned.

Mechanic/Repairmen

Reports to the Hangar Floor Lead.

The Mechanic/Repairmen:

- Assures all aircraft maintenance documentation is executed in compliance with applicable Federal Aviation Regulations, company policies, and applicable maintenance manuals to include specific chapters, sections and paragraphs.
- Assures that all maintenance is in accordance with maintenance procedures, airworthiness directives, service bulletins, service letters and applicable Federal Aviation Regulations.
- Attends and participate in safety meetings.
- Ensures the Director of Maintenance is notified in the event of encounters with the FAA such as ramp checks; hangar visits. Notification may be made by email, in person or by phone during normal duty hours. The notification shall include but not be limited to location, date, time, Inspector name, areas covered and areas of concern.
- Ensure that the aircraft is clean and presentable. Engine decks, transmission decks, swash-plate, main rotor hub/blades, tail rotor hub/blade and passenger area are the mechanics responsibility.
- Forwards Mechanical Interruption Summary (MIS) 135.417 reports to Director of Maintenance for review.
- Maintains aircraft in airworthy conditions.
- Maintains work area in a clean and professional manner.
- Performs inspections and repairs of aircraft and components, utilizing applicable current maintenance manuals.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Responsible for advising the Director of Maintenance of any maintenance issues that would take an aircraft out of service.
- Responsible for completing maintenance as assigned by the Director of Operations or Director of Maintenance on all aircraft and components. The aircraft mechanic's function is to maintain the aircraft in a safe, airworthy, efficient and reliable condition. The aircraft mechanic is responsible for carrying out the mission, goals and objectives of Maritime Helicopters. The Aircraft Mechanic is responsible for assuring safety is the number one priority in all activities.
- Responsible for correcting compliance or safety issues when directed by the Director of Maintenance.
- Responsible for performing the duties as assigned by the Director of Maintenance, including but not limited to aircraft and component inspections, repairs and alterations, in a safe, accurate and efficient manner.
- Responsible for validating or confirming the data in the Status Report concerning the aircraft he/she is working on. This includes:
 - 1. Ensures discrepancies discovered with the aircraft records are appropriately addressed.
 - 2. Verification of all changes made upon receipt of an updated Status Report.
 - 3. Verification of the accuracy of the Status Report regarding compliance of FAA required inspections, AD's and service bulletins/service letters issued by the Maritime Helicopters Director of Maintenance.
 - 4. Verification of the accuracy of the Status Report regarding required inspections and servicing intervals and currency.
 - 5. Upon installation or removal of any component or assembly, the Mechanic shall verify by physical inspection or markings on the part that the part number and serial number match the associated documentation (Status Report, if item is tracked), Hard Card, 8130-3, 337, or any other maintenance release).
 - 6. Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
 - 7. Performs other duties as assigned.



Inventory Administrator

The Inventory Administrator is responsible to the Director of Maintenance for the operation of the parts supply system.

The Inventory Administrator shall:

- Direct the control, identification, and preservation of inventory.
- Order parts from suppliers and communicate expected availability of special-order items to the Director of Maintenance.
- Ensure items or parts are preserved while carried in inventory.
- Inspect parts received for shipping damage and proper documentation of origin and serviceability.
- Maintain records which show parts shipped and received and inventory on hand.
- Identify, segregate, and preserve stock and tools in a serviceable or unserviceable category as designated by the Chief Inspector.
- Ship parts and tools as needed for support of aircraft and ground equipment.
- Ship parts and tools as needed for their repair, overhaul, and calibration.
- Identify the date stock is received and maintain a system to ensure the oldest items are used first.
- Monitor the quantity and quality of aircraft fuels in the absence of the fuel specialist. Order fuels as needed.
- Ensure calendar limited parts and materials are not kept beyond their expiration date and disposal complies with current federal and state environmental regulations.
- Ensure the Parts Department premises are kept clean and orderly.
- Responsible for ordering and received all parts, consumables and supplies.
- Works with vendors to coordinate adequate and timely delivery of parts and supplies.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.
- Assists with other duties as assigned.

The Inventory Administrator may delegate duties to a qualified assistant as necessary; however, such delegation does not relieve them of overall responsibility.

Quality and Safety Manager

- Develop, define, integrate, and monitor the Safety Management System.
- Provide Leadership and Direction in Risk Management, Loss Control, and Regulatory Compliance to Government and Maritime Safety programs
- Evaluate and audit the safety program.
- Conduct and develop safety training, safety management and accident prevention.
- Evaluate the maintenance training to ensure fundamental safety principles are integrated into the syllabus.
- Investigate and report on incidents and accidents. Make recommendations to preclude a recurrence.
- Conduct hazardous material training as it pertains to this certificate. Direct hazardous material identification and disposal.
- Provide assistance during new employee initial safety training and during recurring training.
- Develop and maintain the Maritime Helicopters Emergency Procedures Plan, provide guidance to determine location, use, adequacy, and serviceability of firefighting equipment and other safety equipment.
- Responsible for a thorough knowledge of this General Maintenance Manual, Maritime Helicopters' policies and procedures as well as meeting operational goals and objectives.

The Quality and Safety Manager may delegate duties to a qualified assistant as necessary. However, such delegation does not relieve the Safety Manager of overall responsibility.



1.4 Definitions

ACTT	Aircraft Total Time
Acft.....	Aircraft
AFM	Aircraft Flight Manual
MHI	Maritime Helicopters, Inc.
CALM.....	Computer Aircraft Log Manager - Note: Also referred as aircraft "Status Report"
CAS	Continuing Airworthiness Surveillance
CERTIFICATE HOLDER.....	Refers to Maritime Helicopters
CFR	Code of Federal Regulations
CHDO	Certificate Holding District Office
CTS.....	Computer Training Systems
DESIGNEE	Refers to a person designated to act in the capacity of another within a defined scope. The designees for the Director of Maintenance are the Lead or on call Mechanic.
DOO.....	Director of Operations
DOM	Director of Maintenance
FAA.....	Federal Aviation Administration
FAR.....	Federal Aviation Regulations
FOD	Foreign Object Damage
GMM	General Maintenance Manual
GOM	General Operations Manual
IAW	In Accordance With
IFR	Instrument Flight Rules
MEL	Minimum Equipment List
MIS	Mechanical Interruption Summary
MM.....	Maintenance Manual
NTSB	National Transportation Safety Board
OPERATOR	Refers to the Certificate Holder
PIC.....	Pilot in Command
RFM	Rotorcraft Flight Manual
SDR	Service Difficulty Report
SIC.....	Second in Command
STC.....	Supplemental Type Certificate
VFR.....	Visual Flight Rules



2. MAINTENANCE

2.1 Aircraft Airworthiness Check [§135.25]

All aircraft will have an Airworthiness Check (Daily Inspection) performed by a company mechanic in accordance with the applicable Maintenance Manual. This check shall be performed on days the aircraft is in service, after the last flight or before the first flight of the day. When an Airworthiness Check has been completed, the mechanic shall place a **green** sock over the cyclic. This indicates to the pilot the check has been performed.

It is expected that if a mechanic is physically present and available, this check shall be completed by the mechanic each flight day. The mechanic shall also meet with the duty pilot to review the Aircraft Status CALM Report to include any pen and ink changes to ensure awareness of items coming due. Pilots and mechanics must concur that all items coming due are noted on the Aircraft Status CALM Report and the Items Due section of the Aircraft Log Book.

If maintenance discrepancies are identified during the Airworthiness Check, an appropriate log book entry shall be made by the individual who made the discovery and an appropriately rated mechanic contacted to perform corrective action. Any time the aircraft is unairworthy, the mechanic shall place a **red** sock over the cyclic to alert the pilot the aircraft is not ready for flight. It shall be removed when the discrepancy/discrepancies have been corrected. The **red** sock shall also be placed on the cyclic if the mechanic is conducting maintenance on the aircraft.

If discrepancies are identified during an Aircraft Status CALM Report review, the aircraft shall immediately be removed from service until an appropriately rated mechanic resolves the discrepancy.

In the absence of a company mechanic, the pilots preflight shall serve in lieu of the Airworthiness Check, by utilizing the preflight section of the appropriate approved Rotorcraft Flight Manual. The pilot then shall record the preflight by signing the appropriate section of the Helicopter Log. This check shall include a review of the Aircraft Status CALM Report.

Once the pilot completes a preflight, the aircraft is considered to be ready for flight. A mechanic shall not open any cowlings and/or perform any maintenance unless the pilot is notified.

2.2 Aircraft Equipment and Conformity Check [§135.25]

The following procedures shall be accomplished prior to adding aircraft to the Operation Specifications.

NOTE: These procedures do not have to be completed in sequential order.

- All historical records shall be audited. The records will be audited for any applicable instructions for continued airworthiness, to be tracked on the Aircraft Status CALM Report.
- A certificated mechanic will be assigned to complete the "Equipment Installed" worksheet, so these items can be addressed in the applicable Maritime Helicopters "Minimum Equipment List" (MEL).
- The "Conformity Check" will confirm that the aircraft and equipment meet the applicable regulations, required instrumentation and equipment have been approved and are in operable condition and the ATC transponder equipment meets the performance and environmental requirements of the TSO as per §135.143.

2.3 Approved Aircraft Inspection Program (AAIP) [§135.411, §135.413, §135.421] and Progressive Inspection Program (PIP) [§91.407, §135.411].

General

Maritime Helicopters Federal Aviation Administration Approved Aircraft Inspection program (AAIP) for 9 or less seats and a Progressive Inspection Program (PIP) for a PA-32, N901BL have been prepared for use for aircraft used in air taxi operations conducted under 14 CFR 135.

The AAIP/PIP are all based on the manufacturers' recommended inspection program.



All items pertinent to the continued airworthiness of this aircraft make and model are included, though possibly rearranged.

These programs contain time intervals between checks, inspections, overhauls, and contains detailed procedures or reference to documents containing detailed procedures to perform checks, inspections, maintenance, overhaul and repair, and structural inspections. The Preamble of each aircraft model AAIP contains detailed instructions on how to comply with the Approved Aircraft Inspection Programs.

Removal, installation, servicing and repairs of systems and components including and after maintenance checks and inspections are accomplished in accordance with the manufacturer's maintenance procedures, Instructions for Continued Airworthiness, or other acceptable data for the specified part or component.

Administration

The Director of Maintenance has overall responsibility in administering the program, including the assignment of qualified personnel to schedule and perform inspections and maintenance.

Scheduling

The Director of Maintenance or the mechanic where the aircraft is assigned is responsible for monitoring the aircraft flight times and scheduling the aircraft for inspections and additional required maintenance. The Director of Maintenance or the mechanic shall insure that special tools, equipment, and parts needed are available.

NOTE: Mechanics shall review the CALM report for upcoming AAIP/PIP inspections that may require special tooling they currently do not have available and may need to request.

Personnel

The AAIP/PIP checks, inspections and maintenance are to be performed by properly certificated mechanics with an airframe and power plant rating or by repairmen from an appropriately rated Certificated Repair Station and are qualified, trained, and authorized as documented in the Maritime Helicopters maintenance training records.

Responsibility for Maintenance

A mechanic's signature, date, certificate type and number entry in the helicopter logbook for any maintenance, check or inspection performed indicates that the mechanic has performed the work or determined by inspection that the work signed for was performed in accordance with the AAIP/PIP or other acceptable or approved data, and CFR's as the work performed concerning the aircraft, except for recorded discrepancies, and is approved for return to service.

The Director of Maintenance is responsible for ensuring the personnel assigned to a specific task are properly qualified, trained, and authorized to accomplish that task. Certificated mechanics or repairmen are responsible for the maintenance tasks they perform or supervise. Responsibility for each step of the accomplished maintenance or inspection is borne by the person signing for that step.

Inspections

Detailed procedures for conducting inspections under the AAIP/PIP are found in the applicable aircraft Maintenance Manual. The checks and inspections contained in the AAIP/PIP are accomplished using check or inspection guides, inspection forms, or in accordance with manufacturer's manuals. For check and inspection guides that do not have a place on the guide for the mechanic's return to service signature, a logbook entry is required for returning the aircraft to service.

The inspection forms have a block for the mechanic to initial for each item inspected. The end of each form has a signature block to identify each mechanic that initialed an inspection item. The mechanic's initials in the block provided indicates that he accepts the responsibility that the item was performed in accordance with the AAIP/PIP form in use and if the item was not in an airworthy condition, a discrepancy has been entered in the aircraft record, (logbook or work order). When all blocks are initialed, a logbook entry for completion of inspection is made. Upon completion, the inspection forms are returned to Maritime Helicopters Maintenance Department, where they are filed by "N" number until such time that particular inspection is repeated.



Additional Inspections

Each aircraft status sheet (CALM) contains additional inspections or tasks for systems and components requiring inspection at specific intervals not listed in the AAIP/PIP. The status sheet lists the item to be inspected, the interval, the inspection or task required, and reference to acceptable data for the performance of the inspections or tasks.

Maintenance Time Limitations

The inspection limits of aircraft maintained under Maritime AAIP, Approved Aircraft Inspection Program, retirement, overhaul limits on the aircraft status sheet shall be followed. For Maritime Helicopters aircraft not maintained under the AAIP/PIP, the manufacturer's established time limitations will be adhered to and retirements/overhauls on aircraft status sheet complied with.

The maintenance time limitations for the aircraft, airframe, engine, installed equipment, installed systems, and installed emergency equipment are derived from the aircraft Type Certificate Data Sheet as amended, the manufacturer's most recent limitations and Department of Transportation guidelines.

Adding Aircraft to the AAIP

The following procedures shall be used when entering an aircraft on Maritime Helicopters' AAIP;

- The aircraft registration number, make, model, and serial number shall be on the Operations Specification List of Approved Aircraft.
- A bridging document will be created and remain on file for 1 year. The document shall determine by outline which inspections must be complied with before bringing the aircraft onto the AAIP. These inspections shall be entered on to the aircraft logbook and signed off before the aircraft entered onto the program.
- Once the bridging requirement inspections have been complied with, the Aircraft and Engine Log Book shall have an entry made stating that the aircraft and engine are now being inspected in accordance with Maritime AAIP
- The Maritime Helicopters AAIP inspection schedule is based on manufacturer recommendations, with some differences. Maritime Helicopters has decreased the maintenance interval on some items and has added maintenance intervals on some items that are not included in the manufacturer's recommendations. Due to this more stringent maintenance program, aircraft being added to the Maritime Helicopters AAIP will have a period of up to 500 flight hours to be brought into compliance with the Maritime Helicopters AAIP Maintenance Time Limitation on items with a decreased or added maintenance interval, but in no case shall exceed the limitations of the manufacturer.

Removing aircraft from the AAIP

Aircraft removed from either the AAIP program shall have an annual inspection performed prior to being released for flight or shall be accepted into the inspection program of another operator prior to being released for flight. A list of the status of the existing inspection program will be provided to the new owner. A written notification shall be provided to the responsible FSDO in writing of discontinuance.

The following entry will be made in the log book:

"This aircraft was removed from a CFR Part 135 maintenance program and must be inspected in accordance with CFR 43.15 Part (a), (a)(1), (b), (c), and (c)(3) before returning to service."

2.4 Contract Maintenance [§135.437]

Maritime Helicopters Air Carrier Certificate ENRA619D, has arranged with Maritime Helicopters Certified Repair Station ENRR619D and Fairbanks Satellite Repair Station EN2D619D to be the primary contractor to conduct its required inspections and the repair and overhaul of components and appliances in accordance with Maritime Helicopters Inc. Air Carrier ENRA619D AAIP maintenance programs.

Other outside contractors will be evaluated, before utilizing them, on a case-by-case basis to ensure Maritime Helicopters Inc. and applicable regulatory standards are met.



The Air Carrier will ensure the airworthiness of its aircraft by conducting audits. The Air Carrier, through its Continuing Analysis and Surveillance system (CASS), audits the Repair Station and its vendors to ensure compliance with all maintenance programs and the Federal Aviation Regulations.

The Vendor Audit program is conducted by the Inspection Department, and questionnaires are sent electronically or in hard copy to the individual vendors every two years. A current vendor list is maintained in the Maintenance Records Office.

Should maintenance or servicing needs occur outside of Maritime Helicopters Inc.'s normal operation area, the pilot in command becomes responsible for:

- Obtaining permission from the Director of Operations, Director of Maintenance, or his representative, prior to having corrective maintenance performed.
- Ascertaining that maintenance personnel involved are either employees of an FAA Certified Repair Station or are properly certificated airframe and power plant mechanics or certificated repairmen, as appropriate. The pilot in command shall ensure that the persons involved are subject to the requirements of an FAA Approved Drug Program in accordance with 14 CFR Part §135.251(b).
- Assuring that maintenance performed is properly recorded and signed off in the A/C logbook by those involved.

Contract Maintenance Providers [§135.426(h)]

Maritime Helicopters shall provide to its FAA Certificate Holding District Office, in a format acceptable to the FAA, a list that includes the name and physical (street) address, or addresses, where the work is carried out for each maintenance provider that performs work on any MHI aircraft certificated for 10 seats or greater. The list shall include a description of the type of maintenance, preventive maintenance, or alteration that is to be performed at each location. The Chief Inspector shall maintain the list and is responsible to update with any changes, including additions or deletions. Any updates to the list must be provided to the FAA in a format acceptable to the FAA by the last day of each calendar month.

The current list is located in [Appendix G](#) of this manual.

2.5 Aircraft Maintenance Standard Practices

When an aircraft is going out of service for any kind of maintenance, keep your pilot informed. Install the "Red" cyclic sock as stated in the Maritime Helicopters General Operations Manual. When any maintenance action has been performed, have another company mechanic (or pilot if no mechanic is available) inspect your work if available. Be thorough, review the task performed as prescribed in the maintenance manual and inspect the work performed using a bright flashlight and mirror. Inspect the entire area, for correct installation, foreign objects, other anomalies, etc. Challenge each other and ask questions. Ask the pilot to review the work performed if a mechanic is not available.

When performing any task let the pilot know what is going on. Work as a team. If you go out to the aircraft to check on something, and you open a cowling, let the pilot know so he or she can double check the cowlings.

When performing any type of maintenance, all mechanics must follow the procedures established in the appropriate aircraft maintenance manuals to include a logbook entry. All maintenance actions, inspections,



troubleshooting, preventive maintenance, etc. require a maintenance logbook entry in accordance with CFR 43 indicating maintenance was performed on the aircraft.

Do not get complacent when inspecting or performing maintenance on an aircraft and always communicate with the pilot. In the Human Factors arena, "Fatigue" has been identified as one of the primary causal factors of accidents and incidents for pilots and mechanics. Fatigue goes hand in hand with other human error causes including complacency, distractions, and lack of awareness.

Any time a mechanic is fatigued or stressed and can no longer perform safety of flight issues, the mechanic is expected to stop working and notify the Director of Maintenance

Aircraft Ground Movement

During aircraft movements in and out of MHI facilities the following steps are required to ensure the safety of the personal involved and reduce the chance of aircraft damage. Each location may have other procedures that must be followed. Check with the manager at customer bases to ensure the aircraft is being handled IAW their required guidelines.

Tug a Lug Use

- The use of a Tug a Lug is not authorized without prior training.
- Movement in and out of under the aircraft requires the removal of the aircraft pegs to limit the chance of contact with the airframe, cross tubes, and antennas.
- Confirm pegs are installed in correct location for the type of airframe it is being used on.
- Ensure all four pegs are aligned with the cross tube prior to lifting the aircraft.
- During movement avoid uneven ground. If uneven ground is unavoidable lower aircraft to the lowest level possible for the skid tubes to clear the ground.
- Do not leave the Tug A Lug under the aircraft once the aircraft has been moved due to battery proximity to fuel cells (OSHA). NEVER CHARGE A TUG A LUG WHILE UNDER AIRCRAFT.

Ground Handling Wheels

- Confirm the wheels are installed in the correct position to balance the tail in a neutral position.
- Avoid having head and body over wheels while pumping jacks.
- Have a person holding the tail prior to jacking to prevent the airframe from rocking on to its tail boom.
- The vehicle used to move the aircraft must be sufficient in weight to prevent the aircraft from "pushing" the tow vehicle.
- Verify rotor clearance of doors and ceiling prior to movement of aircraft.
- Some locations such as Valdez and Fairbanks small hanger require the use of a "block" in some two bladed helicopters to prevent contact with the ceiling. The block must have a flag connected to it to prevent being left in the aircraft during preflight.
- Doors that open vertically must be all the way up and stopped when moving aircraft in and out of the facility.
- Verify there is enough personal in place to spot blind areas. If there are not enough spotters ask for assistance prior to moving the aircraft. A minimum of two personal is preferred if possible.
- Verbalize intentions prior to lifting or moving the aircraft.
- When available utilize floor protectors to prevent damage to the hanger floors.

Ground and flight Maintenance

Certain maintenance activities require the aircraft to be ground run or flown to complete the maintenance action. During periods of ground operation, cowling may be removed and test equipment may be attached. It is the responsibility of both pilot and the mechanic to ensure safety is the first concern.



Exposure to Foreign Object Damage (FOD - See Paragraph 5.4) is increased due to unusual equipment around and on the aircraft and the aircraft being ground run without all cowling installed. Loose equipment must be removed from the aircraft and area prior to starting the aircraft. Any time a Ground Run or Pilot Operational Flight is recorded in the aircraft log book, the following entry shall be made in the log book;

“FOD check required prior to aircraft ground run (or pilot operational flight). [Name][Date][Certificate Number]”

This check may be signed off either by a certificated mechanic or pilot.

Proper safety protection must be for the type of ramp operations anticipated. Remember hearing protection prevents hearing and extra effort is needed to expand our visual awareness. Extra caution is needed around spinning main and tail rotors and spinning shafts.

Ground support equipment such as ground power units, battery conditioning apparatus, hydraulic test carts, etc. shall be utilized and maintained in accordance with the equipment manufacturer's manuals.

Aircraft shall not be “run-up,” “ground turned” or otherwise operated on the ground with any cowl, access door, or panel unsecured if there is a potential for contact with any moving part on an aircraft including but not limited to: propellers, main rotor blades, tail rotor blades, drive shafts, control surfaces, actuators, landing gear, control tubes, control cables. Maritime Helicopters mechanic or pilot shall attend any open cowl, access door, or panel during “run-up,” “ground turned” operations.

Battery Cart Use

For the first start of the day, when available, external battery starting carts should be used to provide assistance to the aircraft battery. Before plugging in external power make sure the aircraft battery is turned on. The pilot must verify the aircraft battery has sufficient voltage to perform the first start before adding external power.

Note: Battery start carts are not GPUs and should never be used to start the aircraft by themselves; they are not approved turbine starting batteries.

Once the aircraft start has been completed and the aircraft has reached idle, prior to turning the generator on the battery start cart must be disconnected. The battery start cart shall be within the pilot's view during aircraft operations.

Aircraft Operation with Cowlings Removed

Maintenance activities require the ground operation of the aircraft with cowling removed. Cowlings shall not be removed or installed while the engines or rotors are turning. Mechanics shall store cowlings either in the aircraft, a vehicle or a building when not installed on the aircraft. Cowlings shall not be left unattended in the open. Aircraft shall not be flown without all cowlings installed.

Aircraft Operation During Adjustments

Often adjustments during engine operation are necessary to complete a maintenance action. Mechanics shall ensure only the tools necessary to perform the adjustment are taken to the site of maintenance.

Parts or components safeties that are removed during adjustment while performing maintenance must be reinstalled prior to flight even if that flight is for maintenance.

Use of Ladders, Carts and Work Stands

Ladders and/or carts shall be used around running aircraft only when necessary. Vacant ladders on the ramp are not to be left standing but laid flat on the ground. Carts shall be moved into the hangar or vehicle when not being used.

Attachment of Test Equipment

Often test equipment is required during ground run and flight of an aircraft. The cables and other items of equipment must be secured properly to prevent entanglement during operation. Both the pilot and mechanic shall check clearances of equipment installed on rotating parts prior to operating the engines. Mechanics shall check cables for security and full range of movement of controls when applicable.



Fueling Procedures

Refer to the Maritime Helicopters fuel quality assurance manual for fueling procedures located in the maintenance office.

Defueling Procedures

Refer to the Maritime Helicopters fuel quality assurance manual for defueling procedures located in the maintenance office.

Fuel Sampling Procedures

A fuel sample must be taken before first flight of the day. Fuel will be collected in a clean, clear container. The fuel sample will be visually checked for moisture content and debris. When the aircraft is cold-soaked, any water or moisture suspended in the fuel may be frozen; look for ice crystals in a cold-soaked fuel sample.

The following steps for obtaining a fuel sample are recommended, although individual aircraft and / or circumstances may make other steps necessary.

Basic steps for obtaining a fuel sample from a Maritime Helicopters aircraft:

1. Make sure fuel sample jar is completely clean.
2. Make sure fuel boost pump or fuel transfer pump switches or circuit breakers are in the off position.
3. Plug in the battery, turn on the battery switch.
4. With the fuel valve in the *off* position, take a fuel sample from the main tank sump drain. Refer to MHI fuel Quality Manual Para 2.14.2 Sumping Amounts. Certain clients (EOM) require more fuel to be sample, refer to the applicable AOG
5. Check this fuel sample for water or debris before continuing.
6. Turn on fuel valve
7. Turn on fuel boost pump
8. With the fuel valve and the boost pumps in the *on* position, take a fuel sample from the main tank sump drain. Refer to MHI fuel Quality Manual Para 2.14.2 Sumping Amounts. Certain clients (EOM) require more fuel to be sampled, refer to the applicable AOG
9. Check the fuel sample for water or debris. Certain clients (EOM) require more than the "Clear and Bright" test. Certain clients (EOM) require water detection tests. Refer the MHI Fuel Quality Manual Para 2.14.4 Aircraft Fuel Samples.
10. Clearly label fuel sample jar with the aircraft registration number, current date, and the initials of the person taking the fuel sample
11. Retain this fuel sample at least until the aircraft has completed all daily flights. At the end of the flight day (no later than the beginning of the next workday), these fuel samples will be properly disposed of and the jar is cleaned.



Tie Down and Securing Aircraft

Maritime Helicopters Inc. personnel must, to the maximum extent practicable, ensure that the aircraft is protected against damage by vehicles, weather, or other outside sources. Company policy is aircraft are to be put in the hangar whenever possible.

If the aircraft will remain outside overnight, personnel should ensure that:

- The aircraft is parked properly.
- Flight control locks are installed if available.
- Plugs and covers are installed as necessary.
- Rotors are secured to prevent damage.
- Aircraft is secured to adequate tie down provisions.
- The aircraft is locked if necessary.

Precipitation is to be anticipated, so covers shall be used if they are available. High wind conditions should always be anticipated when securing aircraft outside. Additional instructions may be located in the Maritime Helicopters Inc. Operations Manual.

2.6 Authorized Preventative Maintenance.

A logbook entry shall be made in the normal manner to document the preventive maintenance performed.

2.7 Leak Check Requirements

A leak check will be required on all Maritime Helicopters Inc. aircraft, regardless of operating certificate or maintenance program, whenever work is performed involving any fuel, oil, hydraulic, or pneumatic line or system. The leak check shall be noted with a description of the item to be checked as a separate entry in the aircraft logbook if not already in AAIP.

If the leak check involves any oil and/or fuel components or lines, the aircraft shall be ground run at flight idle for 5 minutes while area(s) where maintenance was accomplished are observed by maintenance personnel. After 5 minutes, if no leaks are observed, the mechanic will signal the pilot to bring the aircraft to full RPM for another 5 minutes. If after 5 minutes no leaks are noted, the aircraft shall be shut down and the leak check signed off.

NOTE: These times are to allow all fluids to reach normal operating temperatures. Fuel and oil systems do not reach maximum pressures on the ground even at full RPM.

NOTE: If the leak check was accomplished due to the removal/reinstallation or replacement of an engine or transmission, all times noted above are to be doubled with the *hover* portion being a minimum 20 minutes **BEFORE** the aircraft is flown. **The aircraft shall be shut down and reinspected before the flight portion.**

NOTE: If cowlings were removed for the ground run, aircraft must be shut back down and cowlings reinstalled prior to hover or flight.

2.8 Conditional Inspections

Conditional inspections for unscheduled incidents including but not limited to, sudden stoppage, hard landing, over speed, over temp, over torque, compressor stall, compressor blockage, clutch slippage or any other incident or circumstance requiring special inspection will be accomplished using the criteria for that incident published by the airframe and/or the engine manufacturer.



2.9 After Maintenance Checks and Inspections

All after maintenance checks and inspections will be done in accordance with the manufacturers' maintenance manual unless otherwise noted in the Additional Maintenance and Inspection Schedule for each model.

2.10 Additional Maintenance and Inspections

Additional inspections determined by Maritime Helicopters to maintain aircraft in an airworthy condition are tracked in the Aircraft Status Sheet. Procedures for performing these inspections shall be found in the applicable AD, manufacturer's manual, service bulletins, industry standards, and/or Maritime Helicopters forms.

2.11 Discrepancies

All discrepancies discovered during the course of, or in between, scheduled inspections will be entered in the aircraft logbook. When the inspections are being performed by a certified repair station, the Repair Station personnel will enter the discrepancies on the Repair Station Work Order.

All discrepancies affecting airworthiness will be corrected before approving the aircraft for return to service. Repairs will be accomplished using data that is acceptable to the FAA. For major repairs, data that is approved by the FAA will be used. The corrective action taken for each discrepancy will be entered in the aircraft logbook or on the Repair Station Work Order when the inspection is being performed by a certified repair station.

2.12 Required Torque Check

Each aircraft Maintenance Manual contains required torque checks and intervals. The Manufacturer Maintenance Manuals will be used as reference for all torque checks.

2.13 Overhaul of Components

Overhauls are accomplished by a certified repair station, or other approved facilities in accordance with the aircraft, engine, or accessory manufacturers' manual. Each aircraft Maintenance Manual contains a table, which summarizes the overhaul schedule of the airframe and engine components and accessories.

2.14 Emergency Equipment

Emergency equipment installed in Maritime Helicopters aircraft will be maintained in an airworthy condition in accordance with the referenced data for each aircraft model.

2.15 Teamwork Safety

Any time there is more than one mechanic or mechanic(s) with a pilot working on an aircraft, verbal "call-outs" shall be used.

If you intend to switch on power, announce your intentions in advance in so the other mechanic(s) or pilot in the vicinity of or working on aircraft electrical wires/components have time to be clear. They may need to let you know they are doing something that they cannot stop at that moment and do not want the power on.

If you are going to turn the rotors/drive train, make an announcement "rotors turning" or "turning" so as the other personnel on the aircraft have time to move any body parts that may be injured by dynamic components or move tools/tooling that may cause damaged to a rotating component such as a drive shaft.

All personnel working in and around aircraft should be aware of their operations that may present themselves as hazardous and let others know such as the lifting or lowering of the tug. When in doubt, make your intentions known.



2.16 Airworthiness Information [§135.23, §135.411, §135.413]

The Director of Maintenance is responsible for ensuring the airworthiness of all aircraft, engines, accessories, and appliances in the aircraft.

The Approved Aircraft Inspection Program (AAIP) inspections of the aircraft, engines, propellers, accessories, and appliances will be performed by an FAA approved repair station or an appropriate certified and trained mechanic.

2.17 Extension Procedures for Overhauls and Inspections

Introduction

Maritime Helicopters may at times need to request extensions of overhaul (TBO) schedules due to part(s) availability, personnel availability, equipment availability, maintenance scheduling conflicts, or any other unforeseeable circumstances. Since Maritime Helicopters maintenance is based upon the aircraft (airframe, engine, propeller and appliance) manufacturers recommended maintenance programs, written authorization for overhaul or inspection extensions from the manufacturer may be required. In addition, the manufacture may require the certificate holding office of the FAA to be informed of and approve the extension request prior to Maritime Helicopters exceeding any published overhaul or inspection intervals.

In order that extension requests may be expedited and submitted to both the aircraft manufacturer and the FAA in a timely fashion, this section sets forth uniform procedures to be followed when extensions are required.

NOTE: Extensions are to be considered as non-routine maintenance practice, not standard operating procedure. When an extension is needed, it is standard practice to request the maximum amount allowable by the manufacturer of the scheduled overhaul or inspection interval. If the FAA denies the extension request, then the manufacturer's published overhaul or inspection schedule must be followed.

To allow both the aircraft manufacturer and the FAA due opportunity to consider an extension request, requests should be initiated 50 flight hours or 30 calendar days prior to scheduled overhaul or inspection time, whenever feasible.

Extension Request Procedures

Extension Request

An overhaul or inspection extension may be requested only by the Director of Maintenance or his designees.

Request for Manufacturer's Authorization

If authorization is not stated in the Maintenance Manual or other existing documents; a copy of the Request stating Maritime Helicopters reason for the Request and expected means of accomplishing the maintenance being deferred, shall be e-mailed or faxed by the individual initiating the Request to the aircraft (airframe, engine, propeller, or appliance) manufacturer.

A copy of the authorization (copy of page from Maintenance Manual or letter from Manufacturer) together with the Request is submitted by the initiator to the certificate holding office of the FAA.

Request for FAA Approval

Notification of the FAA is to be accomplished by signed dated request on company letterhead, letter sent electronically is acceptable. The FAA shall be explicitly requested to return e-mail request with written approval of the Extension Request. The DOM will contact the FAA with the e-mail Request.



Approval Granted

Upon FAA review of the Extension Request the appropriate FAA Principal Inspector (Maintenance or Avionics) will return the e-mail request either approved or disapproved. The Director of Maintenance (or his designee) will be responsible for implementation of Extension if approved.

Once an applicable component reaches its normally scheduled TBO or inspection and an extension has been approved for that overhaul or inspection schedule, the mechanic maintaining that aircraft shall make a maintenance record entry containing the following information:

Current date and aircraft (airframe, engine, or appliance) total time,

Statement of discrepancy (i.e., specific component due overhaul or specific inspection due), Statement of maintenance/corrective action:

“Scheduled overhaul/inspection interval extended in accordance with manufacturer's authorization and FAA-extension approval.”

Revised Date and/or aircraft (airframe, engine, propeller, appliance) total time at which overhaul/inspection is now due,

Mechanic's signature, certificate type and number.

Service Difficulties

During the period of extension, if any unusual circumstances or service difficulties with a component on overhaul or inspection extension are encountered, the mechanic maintaining the aircraft shall immediately notify Director of Maintenance. The Director of Maintenance (or his designee) shall contact the manufacturer and obtain the manufacturer's recommended disposition. The Director of Maintenance (or his designee) shall contact the FAA by the close of the next business day to inform the FAA of the service difficulty and to obtain FAA concurrence with the manufacturer's recommended disposition.

For continued operation, the manufacturer's recommended disposition (inspection or maintenance) must be approved by the FAA and accomplished on the aircraft. Manufacturer's instructions should be obtained in writing. A maintenance record entry stating compliance with manufacturer's instructions will be required. In addition, other FAA documentation may be required (§135.415/135.417 report). The FAA shall be informed of action taken by the close of the next business day.

Transfer of Extended Components

The use of an extended component on an aircraft or assembly other than the one for which the extension was granted will require separate approval by the manufacturer and concurrence by the FAA.

A mechanic undertaking such maintenance will first contact the Director of Maintenance. The Director of Maintenance (or his designee) shall contact the manufacturer and the FAA in order to ensure their concurrence with this transfer.

Termination of Extension

When an overhaul or inspection comes due at the end of its extended interval, the mechanic maintaining the particular aircraft will make a maintenance record entry documenting removal of affected component or completion of inspection and reference the extension. The mechanic will also notify the Director of Maintenance (or his designee) who will inform the FAA within 7 days by telephone, fax, or e-mail that the extension has terminated. The Director of Maintenance will annotate the date and manner of contact with the FAA to close out the extension paperwork.

Extension Record Keeping

Expired Extension Requests will be filed by the Director of Maintenance for a period of two years following expiration of the extension.



Current (open) Extension Requests will be kept by the Director of Maintenance throughout the duration of the extension and a copy will be available for review. The Director of Maintenance will update the certificate holding office of the FAA on current status of open extensions at 60-day intervals by email if needed.

Sample Logbook Entries:

NOTE: An entry will be required in the airframe logbook and in the appropriate engine logbook

At Start of Extension

Example #1

Discrepancy: 04 January 2015, Engine #1 S/N CAE-47005 600 hour inspection due at Engine TT 3460.0, Airframe TT 1825.0. 04 January 2015, #1 Engine S/N CAE-47005 TT 3460.0. Airframe TT 1825.0: 600 hour engine inspection extended 60 hours. Refer to Maritime Helicopters the email Extension Request, approved by the FAA.

John Smith A&P 123456789

Corrective Action: 600 hour inspection on #1 Engine now due at #1 Engine TT 3520.0, Airframe TT. John Smith A&P 123456789.

Example #2

Discrepancy: 13 June 2015, 42° gearbox P/N 212-040-003-023 S/N AHP-52901 due 5000 hour overhaul inspection at airframe 13 June 2015; Airframe TT 5500.0: 42° gearbox P/N 212-040-003-023, S/N AHP-52901 overhaul inspection has been extended 500 hours. Refer to Maritime Helicopters email Extension Request approved by the FAA. John Smith A&P 123456789

Corrective Action: 42° gearbox overhaul now due at airframe TT 6000.0. John Smith A&P 123456789.

At End of Extension

Example #3

04 February 2015, Airframe TT 1885.0, #1 Engine S/N LE-47005, TT 3520.0, NG Cycles 5598, NP cycles 7077. I certify that this engine has been inspected in accordance with a 600 hour inspection and was determined to be in an airworthy condition. Note: This inspection cancels the 60 hour extension approved on Maritime Helicopters email Extension Request. John Smith A&P 123456789

Example #4

Discrepancy:

15 October 2015, 42° Gearbox P/N 212-040-003-023, S/N AHP-52901 due 5000 hour overhaul inspection at airframe total time 6000.0. John Smith A&P 123456789

Corrective Action:

15 October 2015 Airframe TT 5990.7. Removed 42° Gearbox P/N 212-040-003-023, S/N AHP-52901 for an overhaul inspection. Note: This 42° Gearbox has been on a 500-hour overhaul extension approved on Maritime Helicopters Extension Request. Installed 42° Gearbox same P/N S/N AHP-52813 component TTSN 3306.5 TSO 0-0. All work performed in accordance with BHT-412-M.M. John Smith A&P 123456789

NOTE: An entry will be required in the airframe logbook and in the appropriate engine logbook.

2.18 Maintenance and Mechanical Discrepancies

Scheduled/Routine Maintenance and Mechanical discrepancies are entered in the Helicopter Log by an appropriately rated pilot or mechanic who discovers the discrepancy or prior to starting any Scheduled/Routine Maintenance. However, if a discrepancy occurs, a mechanic shall be notified as soon as practical (§135.23 (f) & §135.65 (a) (b)).



When a discrepancy is entered in the Helicopter Log it must be addressed and signed off by a certified A&P mechanic or an FAA certified repair station holding the proper rating, or properly deferred in accordance with an approved MEL. (CFR §91.407, §135.23(e) & §135.65(a)(c)). The pilot shall ensure that work performed is properly signed off in the Helicopter Log and/or Deferred Maintenance Log (if applicable). (See mechanic's duties) (§135.23 (i)) Any time an aircraft is out of service for more than 24 hours, the Director of Maintenance will notify the Director of Operations. If the out of service occurrence happens after normal business hours and no assistance is required, the notification is to be made at the beginning of business the next day.

If maintenance is performed by a non-certificated person the certificated mechanic must personally observe the work being done to the extent necessary to ensure it is being properly done and the company mechanic must be readily available, in person, for consultation. Print the name (not signature) of the non-certificated personnel in the appropriate corrective action statement of the maintenance record (§43.3 (d)).

If a ground run or in-flight check is required following maintenance, that requirement must be entered in the Helicopter Log by the mechanic. The ground run or in-flight check must be satisfactorily completed prior to releasing the aircraft for any flight under CFR 135, and signed off by the pilot or mechanic, as appropriate. For specific guidance, refer to, Maintenance Operational Check (MOC) procedures.

2.19 Maintenance Operation Check [§91.407] (MOC)

No one may operate any aircraft that has undergone maintenance, preventative maintenance, rebuilding or alteration unless:

- It has been approved for return to service by a certified A&P mechanic or an FAA certified Repair Station holding the proper rating; and
- The maintenance record entry required by CFR Part 43.9 (Content, form, and disposition of maintenance, preventative maintenance, rebuilding, and alteration record for inspections) has been made.

The aircraft does not have to be flown if prior to flight if, ground tests, inspections, or both show conclusively that the maintenance, preventative maintenance, rebuilding or alteration has not appreciably changed the flight characteristics or substantially affected the flight operation of the aircraft (CFR Part 91.407 (C)). If determined a flight is required, a POC must be performed (see below).

NOTE: A MOC must be entered in the log book as a separate entry and shall be written in a manner that clearly defines all the steps required for that particular MOC.

2.20 Pilot Operational Check (POC)

If required by regulation and/or the manufacturer, a Pilot Operational Check must to be completed. The mechanic shall do a complete review of the POC with the pilot, the pilot shall then brief back the check to ensure that it is completely understood. There cannot be any ambiguity when it comes to performing any POC. If there is any written procedure, it will be opened and followed as a checklist. All cautions/Warnings MUST be followed to include;

- POC's can only be done by a qualified pilot rated in type,
- Shall be done I/A/W the flight manual, maintenance manual or other accepted or approved manual to ensure operation per specifications. Should there be no specific procedure for the POC simply state what was done. Refer to FAR 43.9 (a) (1) and 91.407
- Pilots Operation Check flights may only be conducted in VFR conditions with the ceiling and visibility at or greater than 800'/1/2 mile
- No pilot may carry any person (other than required crew members) in an aircraft that has been maintained, rebuilt, or altered in a manner that may appreciably have changed its flight characteristics or substantially affected its operation in flight, until a POC flight is performed and signed off.

A POC must be entered in the log book as a separate entry, to include a return to service statement, and written in a manner that clearly defines all the steps required for that particular POC. The mechanic will assist the pilot in locating any pertinent information in the maintenance manuals that will be needed when performing a POC.

Example: POC due for engine change. Perform engine check run (Refer to RR 250-C30 MM).



An entry shall be made in the aircraft logbook stating:

- POC complete.
- Aircraft total time and date.
- Pilot's signature, certificate type and number

2.21 Service Completion Check (SCC)

The Service Completion Check is an additional inspection task intended to assist in detecting any irregularities and performed following any maintenance to;

- Flight Controls
- Tail Rotor
- Main Rotor
- Synchronized Elevators
- Drive train items
- Engine installations
- Transmission
- Engine Control
- Landing Gear (Including Flotation Equipment)

A Service Completion Check (SCC) is requiring for a leak check or items that the failure could affect safe operation of the aircraft. They must be completed *prior* to a Pilot Operations Check (POC). An SCC is not required when a pilot performs preventative maintenance under the Pilots Preventative Maintenance Program.

If there is any doubt, the work should be inspected and noted as a SCC in the logbook.

The SCC shall be performed by a mechanic other than the mechanic performing the work or a pilot qualified in type when work is accomplished. When an SCC is required in the main Fairbanks or Homer facility, a designated inspector will perform the inspection, if available.

The SCC shall be noted in the aircraft logbook as a separate entry.

The work should be examined for general security, safeties, slippage marks and proper installation. The area should be examined for loose hardware, tools, rags or equipment. Any questions concerning the work should be answered at this time, prior to operation.

The person signing the SCC is not approving the work for return to service, nor in any way reducing the responsibility of the mechanic that performed the work. Their primary purpose is a second set of eyes.

The SCC is required on all aircraft regardless of operating certificate or maintenance program. Foreign Object Damage Check (FOD)

After any maintenance is performed, the mechanics shall make a log book entry that an FOD check is due. The FOD shall be performed by a mechanic other than the mechanic performing the work or a pilot qualified in type when work is accomplished. The primary purpose is one last look for rags, tools, etc. that may damage the aircraft when running.

2.22 Major Alterations and Repairs

No aircraft shall have any modification performed without proper documentation in accordance with the applicable Federal Aviation Regulations and Maritime Helicopters Policy. All data that is used to carry out Major Alterations and Major Repairs needs to be FAA approved; AC 43-210 contains guidance regarding this issue along with 14 CFR Part 43 Appendix A.



Prior to any maintenance being started, you shall work with your local CHDO in developing a FAA Form 337 which needs block 8 (Description of Work Accomplished) reviewed to determine if block 3 needs to be signed by the local CHDO, either approving the data provided or field approving the alteration performed. If the local CHDO will not sign block 3 or indicates it doesn't need to be signed, then within the guidance of AC 43-210, that CHDO needs to supply a written statement of why they don't need to sign block 3, see page 10 paragraph 302 b.

Upon completion of any major alteration/repair requiring a 337, the Form will be provided to the following:

- The FAA Aircraft Registration Branch, AFB-710, PO Box 25504, Oklahoma City, OK 73125-0504. This must be a signed copy. Keep a standard scanned copy with the aircraft records at the base.
- Logbook entries for major repairs or alterations will include the interval and next due time for any ICA (Instructions for Continued Airworthiness) information included on the 337 or manufacture repair procedure. Repair procedures will be attached to the 337 if applicable. Major repairs completed and signed of by a repair station on a work order may not require a 337 in which case the repair procedure will be attached to the logbook page and if applicable future inspection requirement due times will be listed.

2.23 Mechanical Interruption Summary Report [§135.417]

Mechanical Interruption Summary Reports shall be submitted to the CHDO by the 10th day of the following month for each occurrence that is not required to be reported under §135.415 to include the following:

- Interruption to a flight
- Unscheduled change of an aircraft enroute not weather related
- Unscheduled stops or diversion from enroute due to known or suspected mechanical difficulties/malfunctions.

2.24 Minimum Equipment List (MEL)

Minimum Equipment List

Minimum Equipment List, or MEL, is a means to permit continued operation of an aircraft with inoperative items of equipment or systems until repairs can be accomplished. The MEL list is developed from the Master MEL by the Director of Maintenance and Chief Pilot in cooperation with the FAA Flight Standards District Office. Each aircraft shall be issued a Minimum Equipment List for that particular type aircraft.

The MEL lists the items of equipment, the number installed, the number required, under what conditions operations may continue, the deactivation procedure, how to placard, the maintenance procedure required, and the operating limitations affected by the deactivation. All equipment related to the airworthiness and the operating regulations of the aircraft not listed on the MEL must be operative.

Complete MEL instructions, definitions, and procedures are explained in each individual type Minimum Equipment List issued to each aircraft. The MEL discrepancy list is located in the front of the logbook. Items on the approved aircraft MEL may be transferred to this list from the logbook sheet. The logbook entry shall refer to the transfer. The date the MEL item is due correction shall be carried on the MEL discrepancy list located in the front of the log book. The mechanic making these entries shall communicate to the Chief Inspector the discrepancy via email within 24 hours.

The Chief Inspector oversees the MEL Management Program. A copy of each aircraft MEL may be found in [Appendix B](#).

Nonessential Equipment and Furnishings

Nonessential equipment and furnishings (NEF) are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order that have no effect on the safe operation of flight and would not be required by the applicable certification rules or operational rules. They are those items that if inoperative, damaged or missing have no effect on the aircraft's ability to be operated safely under all operational conditions. These nonessential items may be installed in areas including, but not limited to, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas. NEF items are items not already identified in the MEL of the applicable aircraft and do not include items that are functionally required to meet the certification rule or for compliance with any operational rule.



These NEF items may be entered in the logbook by flight crew members and maintenance personnel. By maintaining them on the Deferred Discrepancy Sheet(s) in the front of the Flight and Maintenance Log, they can be scheduled with routine inspections for efficient and effective correction. The description, re-inspect or time limit imposed (if any) and date of the deferral will be listed.

Any item found to be inoperative, damaged or missing that is not listed here and believed to have no effect on the aircraft's ability to be operated safely under all operating conditions which appears to be a NEF item shall be brought to the attention of the Director of Maintenance and the Chief Pilot. A determination as to the proper classification of the item for deferral will be made and the item will be entered on the NEF listing.

The NEF procedures for Flight and Maintenance Log entries will be the same as the MEL. A copy of NEF Program may be found in [Appendix B](#).

2.25 Missing or Mutilated Certificates [CFR 47.49, FAA Order 8130.2 as revised]

If the aircraft airworthiness certificate or registration certificate is missing or mutilated beyond recognition proceed as follows:

Aircraft Airworthiness Certificate

Notify the Director of Maintenance. The Director of Maintenance will notify the local FAA, requesting the aircraft airworthiness certificate be reissued.

Registration Certificate

Notify the Director of Maintenance immediately, the Director will contact the FAA Aircraft Registration Branch.

2.26 Outside Vendor Maintenance

Any vendor or contractor must be approved and listed on Maritime Helicopters Approved Vendor list prior to performing maintenance on a Maritime Helicopters' aircraft. Kept on file in Maintenance Office.

The Maritime Helicopters individual managing large projects will review the work performed and ensure records and log book entries are sent to Maritime Helicopters Maintenance Department for review. FAA Form 337's will be reviewed by the Maintenance Department. These records will be reviewed and a new Status Sheet will be sent to the Vendor to verify all items are completed and no maintenance is due prior to releasing the aircraft from the Vendor.

The duty mechanic or a company A & P mechanic will inspect all maintenance performed by an outside vendor as soon as the aircraft returns to determine that such work is satisfactory and the necessary log book entries are made. To include, if the aircraft comes back from major maintenance and/or refurbishment, the mechanic reviewing all paperwork, log book entries, and 337's to ensure no additional ICA inspection items are required. If any "additional" inspection requirements are generated by a modification, the mechanic will verify that this requirement has been entered in the applicable computerized tracking system (CALM) for compliance.

2.27 Parts and Component Control

Parts Handling

Damaged or suspected unapproved parts shall be returned to the Maritime Helicopters 145 Repair Station and the Inventory Administrator, Director of Maintenance, and Chief Inspector will be notified.

All spare parts and components shall be preserved in accordance with the manufacturer's recommendations or standard procedures. The procedures used will be methods appropriate to the parts or units to assure protection until the part or unit is placed into service.

All parts removed from service must be preserved in the same manner in order to prevent corrosion damage during shipment and meet shipping requirements.



All parts shipped to or from a field location are packaged, boxed, or placed on stands, as necessary, to prevent shipping damage or damage from the elements.

All parts received at a field location will be inspected by the technician at that location. The technician will inspect the part to ensure the part was packaged correctly and was not damaged during shipment. The technician will ensure the part number and serial number match up with the documentation that came with the part.

All documentation and paperwork that came with a part will be sent to the Records Department along with the appropriate log page after installation. All parts shipped from a field location will have all required documentation completed.

Material Safety Data Sheets

Parts or consumable items containing hazardous materials will be packaged accordingly. "Safety Data Sheets are available via Maritime's subscription to 3E Company online;

<https://www.3eonline.com/eeeOnlinePortal/DesktopDefault.aspx>

Contact the Quality and Safety Manager for Password and Usernames for site. The alternate method for accessing Maritime's SDS Database (or any SDS in an emergency) is by contacting 3E at 1-800-451-8346.

Component Shelf Life

Items and materials will be tagged to show date of un-serviceability. Shelf life of aircraft items is determined by the manufacturer. If no day is included in the expiration date, it is the last day of the month shown. Stock of shelf life limited items shall be stored in the environment recommended by the manufacturer and current practices of the aviation industry. Aircraft items which exceed shelf life shall be removed from stock.

Component Inventory Rotation

The parts department will ensure stored serviceable items with the greatest accumulated shelf time are put into service first. The first received items, based on the date on the receiving inspection tag or manufacturer's expiration date, are to be the first items used. Examples of these are O-Rings.

Parts Tagging

In accordance with FAA Regulations, all parts must be properly tagged.

Removal

Determine if the part is Serviceable, Unserviceable or Repairable. Using the appropriate tag, complete all areas of the tag which may be used for warranty purposes. All parts must have their own tag; a single tag may not be used for multiple parts.

Examples of serviceable as removed reasons may be; troubleshooting, needed on other aircraft, rental etc. If not serviceable:

Record applicable details in the "reason for removal area." Inappropriately marked repairable or unserviceable tags with terms like "wobbles", "worn-out", "loose", "leaks", "INOP", etc. do not give an accurate description of the damage, nor do they indicate why a part was rejected.

In order to determine if a part is beyond limits it is necessary to know what the limit is. Published limits are available from manufacturers through maintenance manuals, overhaul manuals, bulletins, standard practices manuals, repair manuals, and other reference material. Once it has been determined that a part is out of published limits it is necessary to include that information on the tag that accompanies the part if repairable.



Also, it is necessary to include the measurement or criteria that rendered the part out of limits as well as “Worn beyond acceptable limits” or a similarly worded statement.

Also include in the reason for removal any comments such as “warranty” or any details that may be helpful in evaluating warranty consideration or if the part is involved in an insurance claim.

In accordance with FAA Regulations, all parts must be properly tagged.

Types of Component Tag

Yellow Tags

The Yellow Tag, or Serviceable Tag, is used to identify items that are in an airworthy condition and are ready for return to service. The maintenance release on the back of the tag must be completed including work order number, if any, date, inspector signature and/or stamp, and what type of work that was performed.

Yellow tags have an installation information section which should be filled out by the technician installing the item on an aircraft. A technician may install a yellow tag on a part that has been repaired, overhauled, inspected, functionally tested, or removed in an airworthy condition.

The technician installing the item on an aircraft will attach the original yellow tag to the back of the appropriate logbook page. This tag becomes part of the aircraft records.

Green Tag

The Green Tag, or Repairable Tag, is used to identify items that are repairable or require serviceability evaluation. These tags must be filled out completely and accurately.

After 10 days, Green tagged items at remote bases must be returned to either Fairbanks or Homer for a repairability/serviceability determination. The Director of Maintenance, Chief Inspector or Fairbanks Lead are the only personnel authorized to make this decision.

Red Tag

The Red Tag, or Unserviceable Tag, is used to identify items that are not airworthy and not repairable. This tag must not be removed until the item is destroyed. The red tag requires two signatures, one technician signature and one inspector signature after final inspection. Red tag items must be returned/presented to either the Fairbanks Chief Inspector or Homer Floor Lead for final determination.

Segregation shall be strictly adhered to between red tagged and yellow or green tagged components. A separate storage area will be designated and all red tagged components placed there until item is destroyed.

Parts Vendors

All parts vendors shall be screened by a MHI maintenance supervisor who holds the minimum of an A&P. At a minimum this will include a search of their web presence and if needed, phone calls to them and other operators that have worked with them.

The results will be tracked in our current C.A.L.M. system. Inventory personnel shall note if any vendor they are going to order from has been approved thru C.A.L.M annotated by a checkmark in the approved vendors list. If no checkmark noted, they shall enquire and a vendor review shall be initiated by a qualified MHI maintenance manager.



2.28 Service Bulletin Guidance

Mechanics will be notified of Service Bulletins (SB's) that Maritime Helicopters Director of Maintenance chooses to comply with, via adding them to each aircraft's CALM report, as applicable. MHI aircraft and engines have a publication subscription with the manufacture(s). The Director of Maintenance and Chief Inspector are notified of any Bulletins by the manufacture for dissemination.

Service Bulletins will always be addressed in the aircraft log book either by compliance or the statement "Maritime Helicopters elects not to comply with this Service Bulletin at this time. The status sheet will then be updated when the Mechanic makes a logbook entry indicating it was complied with, when it is due, it is not applicable or other information as appropriate.

2.29 Service Difficulty Reports [§135.415]

Pilots will inform the Director of Maintenance of the occurrence or detection of each failure, malfunction, or defect in an aircraft listed in §135.415(a). The report must be made submitted by hard copy or email and be completed within 24 hours of the occurrence. The report must contain a detailed description and requirements of §135.415(e).

2.30 Shelf Life

Items having a shelf life shall be monitored by the base mechanic, on a monthly basis, utilizing the Maritime Helicopters' Shelf Life Audit checklist. Any items, other than components or parts, exceeding their shelf life shall be removed from serviceable stock and disposed of properly. Components or parts that have exceeded allowable shelf life will be tagged "rejected" and placed in a Maritime Helicopters' designated quarantine area for final disposition. A shelf life audit of consumables such as Proseal, grease and lubricates shall be performed each month on a set date and the results recorded on the shelf life audit form.

A copy of the shelf life audit form may be found in [Appendix A](#).

2.31 Tool Calibration

All precision tools that are used to hold a standard, and/or that are used for acceptance for return to service, shall be calibrated every 365 days or in accordance with the manufacturer's recommendations (which may exceed 365 days). All tools shall have a label that will identify the unit by serial number or identification number and next calibration due date. Original certifications shall be kept at the base. Prior to using a calibrated tool, it must be confirmed to be current.

All tools will be tracked showing next compliance due by the following method;

- The Director of Maintenance or designee will enter the tool information on to the 135 Tool Calibration list.
- The Chief Inspector or designee will review the list monthly and notify the appropriate individual of tools requiring calibration

2.32 Transponder, Altimeter and Altitude Reporting Inspections [§91.411, §91.413]

Whenever a pitot static system is opened for reasons of repair, inspection, etc., the system will be inspected and tested. Following installation or maintenance of the static system, transponder or altimeters where data correspondence error could be introduced, the integrated system must be inspected and tested.

These tests must be performed by an appropriately rated repair station. The repair station must complete a log book entry in the Maritime Helicopters Helicopter Log Book prior to the next flight.

2.33 Weight and Balance [§135.23, §135.185, §135.63(c)]

Each multi-engine aircraft shall be weighed at least every 36 calendar months. Single engine aircraft shall be weighed every 12 months to meet OAS requirements. Weighing will be accomplished only by Maritime Helicopters or a provider of services approved by the Director of Maintenance. A Maritime Helicopters' mechanic will be present when the aircraft is weighed. Prior to weighing, the mechanic shall ensure that the scales have been calibrated within the previous 12 months. An entry will be made in the Aircraft Log Book noting the make, model, serial number, and calibration date of the scales. All aircraft should be weighed in accordance with the manufacturer's



maintenance manual. Updated weight and balance and equipment list shall be inserted into the Rotorcraft Flight Manual.

2.34 Major Alterations including Aerial filming Equipment

On occasion, Maritime Helicopters is chartered to perform aerial filming. For this type of installation, or any and all installations properly certificated company mechanic(s) shall use the following checklist for proper compliance, the Chief Inspector will be responsible for;

- Verify that the STC kit is complete.
- For aerial filming installations, verify that STC approved installation data for the mounts are for the actual type of camera to be installed. If there is no STC approved installation data, the equipment shall not be installed.
- Verify that STC approved installation data for the actual equipment to be installed. If there is no STC approved installation data, the equipment shall not be installed.
- Ensure that the installation was completed I/A/W the STC approved installation data.
- Complete FAA Form 337 in duplicate. These forms shall be submitted to the FAA per 14 CFR Part 43 Appendix B.
- Ensure that the proper Flight Manual Supplement(s) is/are inserted in the aircraft RFM/AFM.
- Check for any flight restrictions.
- Ensure that required placards are in place per the STC instructions.

2.35 Aircraft/Mechanic Mobilizations/Demobilizations

Mechanic

When aircraft are deployed to a field site with a mechanic, that mechanic or his/her replacement *must* return back with the aircraft. Mechanics shall not arrange commercial flights back to their base unless prior approval is obtained thru the Director of Operations (DOO). The only exceptions to this policy is if;

- The mechanic is directed by Maritime Helicopters to remain at the site due to such items as ensuring equipment that may have been left is managed to ensure security and/or proper shipping during the demobilization.
- There is a company or personal vehicle that needs to be recovered.
- Another aircraft is still at the site that needs to be maintained and they are instructed to remain by the DOO.
- Approval is granted by the DOO, or his designee to return commercially.

Aircraft

Aircraft dispatched to another location, either from/to a base or a field site, must arrive at its next location with no less than 8 hours remaining before major inspections are due such as an AAIP segment;

NOTE: Times are **not** inclusive of the ferry time and must be added in addition to the above.

If special circumstances prevent complying with these times, as soon as practicable, inform the Fairbanks Lead Mechanic or DOM to allow preparation to complete the work scope that may be required once the aircraft arrives.

Key Control

Personnel deployed to a remote base with company housing or hangar shall ensure before departing that any key(s) belonging to that base remain at the base in their proper location such as a lock box.



2.36 Aircraft Battery Care

We have recently had incidents where aircraft batteries have failed to start aircraft in the field. To detour any future battery related AOG issues, the following guidance shall be implemented immediately;

Recordkeeping

Each new battery shall have a historical hard card created during the receiving inspection. Each hard card will include the Battery maintenance log form Appendix A of the Concorde Manual 24-30-71 (See Form Attached)

Capacity Checks

Newly installed batteries are good for 12 months from date of install before the initial capacity check. If the battery passes the capacity check above a 90%, subsequent checks must be performed every 6 months. Once the capacity check drops below 90% but above 85% the battery shall be reduced to a 3-month cap check cycle.

NOTE: Any battery reduced to the 3-month cycle cannot be extended back up to a 6-month cycle. When the capacity check falls below 85% during the 3-month capacity cycles, the battery shall be removed from service.

NOTE: The deep discharge recovery procedure shall no longer be performed on any battery that fails the 3-month capacity check.

Charging

Aircraft are subject to different workloads dependent on flight scheduling. Mechanics are responsibility to care for batteries as applicable.

NOTE: MHI recommends charging the battery on all aircraft a minimum of once a week. Bases with short flight legs and multiple starts will require a stepped-up charging interval as determined by the base mechanic applicable to the operation.

Batteries in storage will be checked and charged every shift change using the Concorde battery charger or the Activator 282 or equivalent in all locations that have spare batteries. These charges will be annotated on the battery using tape. Base mechanics will periodically review charging dates on the battery tags to ensure rotation.

2.37 Extensions of Company Imposed Reduced Interval Inspections

MHI occasionally reduces manufacturer required inspection intervals when items are not making published inspection intervals. For example, an inspection that normally occurs at 300 hours may be reduced to 150 hours at company discretion by the Chief Inspector or DOM.

The following policies apply to MHI maintenance personnel for extensions;

- Extension will not exceed manufacturers published intervals.
- This policy cannot be applied to inspections published in our AAIP manuals.
- Only stand-alone CALM inspections that MHI has reduced the interval, as noted on the remarks below the inspection item, may be extended.
- No logbook entry is required to extend reduced interval inspections, only the completion of the inspection.

2.38 Aircraft inducted in Maritime's Part 145 Repair Station

When aircraft are inducted into MHI's Part 145 Repair Station the Director of Maintenance, the Chief Inspector, and the Maintenance Managers (as assigned) will review the current status of the aircraft maintenance to ensure the scope of work is adequate. This will include a review of Airworthiness Directives, Service Bulletins, and "heavy maintenance" items that are best completed under the scope and capabilities of the repair station.



Once the work order has been created the Chief Inspector will ensure that the scope of work is performed diligently and on time. Any changes to the scope of work will be coordinated between the Director of Maintenance and the Chief Inspector. Once the work order has been closed the Chief Inspector will audit the work order for accuracy in accordance with all applicable maintenance manuals, instructions for continued airworthiness, bulletins, and current regulations prior to returning it to service.

The DOM and the Chief inspector will meet after the work order has been closed to ensure that the scope of work was adequate. If additional work is determined to be necessary the aircraft will be returned to the repair station to perform additional work as necessary.



2.39 Maintenance Definitions and Acronyms

AAIP	Approved Aircraft Inspection Program
ACEB	Alert Commercial Engine bulletin
ACFT	Aircraft
ACTT	Aircraft Total Time
AD	Airworthiness Directive
A/F	Airframe
A&P	Airframe & Powerplant Mechanic
ASB	Alert Service Bulletin
ATAF	All Tools Accounted For
CEB	Commercial Engine Bulletin
CL	Calendar
CSL	Commercial Service Letter
C/W	Complied With
CYC	Cycle
CYL	Cycle
ENG	Engine
F/C	Fuel Control
G/B	Gear Box
GOV	Governor
HRS	Hours
IA	Inspection Authorization
INSP	Inspection
LL	Life Limited
MM	Maintenance Manual
MOC	Maintenance Operational Check
SI	Service Instruction
STC	Supplemental Type Certificate
TB	Technical Bulletin
TCC	Technical Compliance Certification
TCU	Torque Control Unit
T/R	Tail Rotor
TSI	Time Since Inspection
TSN	Time Since New
TSO	Time since Overhaul
TT	Total Time
M/R	Main Rotor
OC	On Condition
OH	Overhaul
PIP	Progressive Inspection Program
POC	Pilot Operational Check
W&B	Weight and Balance
P/C/W	Previously Complied With
RT	Retirement
SB	Service Bulletin
SCC	Service Completion Check
XMSN	Transmission



3. AIRCRAFT RECORDS

3.1 Helicopter Log Books

The Helicopter Log Book along with the Deferred Maintenance Log constitutes the Aircraft Maintenance Log required by CFR 135. All non-cosmetic discrepancies and the corrective action taken shall be recorded in the Helicopter Log Book. All Log Book pages will be stored in the maintenance office and in the appropriate binder assigned to that aircraft. §135.65 (b)(c) & §135.439).

Storing Logbook Pages

Logbooks are part of the permanent record for the aircraft and are maintained for the life of the aircraft. All Log Book pages will be sent to the aircrafts base of record to be stored in the appropriate binder assigned to that aircraft. They should be available to mechanics and audits.

Log book pages will remain at the hangar where the aircraft is permanently assigned and NOT shipped to temporary reassignments. If you have any questions regarding storing logbooks, contact the Director of Maintenance.

CALM Status Sheets

CALM sheet updates will be issued to all aircraft that are not returning to the Homer or Fairbanks hangers when "working remote." These updates will occur any time a logbook entry is submitted that changes the status of the next inspection due, i.e. the next inspection(s) due have been signed off and submitted to actimes@maritimehelicopters.com.

Once CALM has been updated, a next due report will be issued via e-mail/electronically to the appropriate individual(s). Maritime Helicopter's Maintenance Portal will continue to be updated every Thursday IAW with the requirements of this GMM.

Correcting Log Books

For correcting maintenance times, a log book entry shall be entered stating the correction was made to current log book aircraft times. The CALM reports are distributed weekly and shall be reviewed upon receipt to determine required maintenance. The current CALM report is part of the aircraft logbook and should be treated accordingly.

If for any reason the weekly printing of the CALM report cannot be printed, the previous week's sheet will be utilized until such time as the current report can be printed. The current aircraft time or part / assembly time and the current cycles may be calculated by increasing the time or cycles shown on the CALM report by the amount of time or cycles the aircraft has accumulated since the last update of the CALM report.

Once per week, in conjunction with the weekly printing of the CALM report, the aircraft total time is verified and updated, if necessary, as follows:

- Turn back through log book and find the date in the logbook page that matches your current last flight date from the top of the CALM report.
- Compare the aircraft total hours from the top of the CALM report to the aircraft total time on the logbook page. They should match. Note any differences.
- If a difference is noted, contact the records department.
- A log book entry is required. CALM sheet time reported through date of __/__/__ matches the aircraft log book time of _____ TT.
-

The Addendum log entries will be utilized to correct errors occurring in the historical maintenance record.

Current Day Corrections

A single horizontal line will be drawn through the text requiring correction. Write the correction as close to the original text as possible to maintain legibility. Initial as close to the correction as possible.

If the correction is to be made to a portion of the Aircraft Log required by CFR 43.9 or 43.11, the person making the correction must be the same as the person whose signature and certificate are the return to service for the entry.



Addendum Log Entries

Will be used when making corrections to either the "Aircraft Information" or "Maintenance Record" sections of the aircraft logbook. It must be entered by an appropriately rated maintenance technician or pilot and will include a reference to the log page number(s) and date(s) of the page(s) that the error(s) occurred on. The correction will be entered in accordance with CFR 43.9.

In the event that an entry is made to correct errors in the "Aircraft Information" section, make corrections to data using a single line / initial method. If any math errors have been carried forward over multiple pages, the current page with the latest math error will be corrected by a single line thru the error and the correct times written as close as possible. Additionally, an entry on the log page shall be written up;

"Math error of log page 0057." The corrective action will read "Airframe (*or Engine, or Hobbs, etc.*) time corrected."

Using a single line / initial method **only** on the current log page the day the error was discovered. **DO NOT** go back thru all previous pages with the error and cross out times to the beginning of the error.

Proper method to correct logbook errors;

Aircraft Total Time	
Time C/F:	1,650.1
Time Today:	505 1.9
ACTT:	1,651.9
COMPLETED. THIS AIRCRAFT SATISFACTORY FOR 1,652.0	

3.2 Engine Change Log Book Procedures

Logbook Procedures for Engine Changes

- Enter discrepancy on the current log page indicating that the engine requires removal for (state reason for removal).
- Enter discrepancy on the next log page indicating that the engine requires installation for (state reason as indicated for removal).
- Immediately after the Engine removal entry, enter, if applicable, a discrepancy or discrepancies for the removal/reinstallation of any sub-components from the engine that will be installed on the replacement engine, followed by your name and certificate number. Close the log page.
- If possible, do not include any other discrepancies on this log page.
- Upon removal of the engine, complete the corrective action section of the log page, by making a statement in accordance with 14 CFR 43.9, that the engine has been removed, to include entries in the engine logbook. Complete parts tags.
- If sub-components are required to be transferred from the removed engine to the replacement engine, upon removal of the sub-components from the removed engine and installation on replacement engine, complete the corrective action section of the first log page, by making the statement in accordance with 14 CFR 43.9, that the sub-components have been transferred, to include the engine logbook entries and complete tags.
- Other discrepancies entered on this log page may either be corrected and signed off in accordance with 14 CFR 43.(preferred) or (to expedite) be transferred to the next log page with an entry indicating the transfer. (Example: "ACTT, Date, R/H AFT pax lights in overhead flickering is transferred to log page XXXXXX."), followed by your name and certificate number. Initiate next Aircraft Status Form as normal, transferring airframe and remaining engine information (if applicable). Enter the new engine information in the appropriate sections.
- Enter discrepancy for compliance with any required operational checks (MOC).



- Upon installation of engine, complete the corrective action section of the log page, by making a statement in accordance with 14 CFR 43.9, that the engine has been installed, to include the engine logbook entries. Scan and email the log pages(s) to whichever base is the home of record for that aircraft.
- Complete corrective actions and required documentation for all other items on log page.
- Close the log page.
- Initiate next log page as normal.

Note: If the engine is not loaded in the CALM or a new status sheet did not get printed for the engine, the CALM report for the removed engine will be updated by pen and ink with the installed engine information. All inspections and the next component due will be determined and updated prior to return to service.

3.3 Records Locations

The Helicopter Log Book, the Aircraft Status CALM Report and the current Deferred Maintenance Log shall remain in the aircraft whenever it is flown. When an aircraft is transferred, the current Deferred Maintenance Log and the updated Aircraft Log Book will remain with the aircraft and constitute the current status for that aircraft (§135.23 & §135.65 (a)).

All other maintenance documents will either reside in Homer or Fairbanks depending on where the aircraft is stationed. All maintenance paperwork will remain on file until the inspection is repeated to include AAIP inspections.

3.4 Record Entry Requirements [§135.443]

Each person who maintains, performs preventative maintenance, rebuilds or alters an aircraft, aircraft engine, propeller, appliance, or component part shall make an entry in the maintenance record of that component. In the event of engine maintenance, an entry will also be placed in the airframe log book. An appropriate certificated mechanic or Repair Station shall provide an airworthiness release. The appropriate maintenance entry will contain the following information (ref. CFR Part 43.9).

A complete description (or reference to data acceptable to the administrator) of the work performed to include: If time tracked parts are replaced; aircraft total time, part(s) removed and part(s) installed complete with description, part number, serial number, part total and/or TSO time, etc.

NOTE: Appropriate serviceability data must accompany corresponding maintenance entries (if applicable).

- The date of completion of the work performed.
- The name of the person performing the work.

If the work performed on the aircraft, airframe, aircraft engine, propeller, appliance or component part has been performed satisfactorily, the signature, certificate number, and kind of certificate held by the person approving the work. The signature constitutes the approval for return to service only for the work performed.

The person approving or disapproving for return to service an aircraft, airframe, aircraft engine, propeller, appliance, or component part after any inspection shall make an entry in the maintenance record of that equipment. In the event of engine inspection, an entry will also be placed in the airframe log book. The appropriate maintenance entry will contain the following information (ref. CFR Part 43.11):

- The date, type of inspection and a brief description of the extent of the inspection to include.
- (If applicable) part(s) inspected complete with description, part number, serial number, part total and/or TSO time, etc.

NOTE: Appropriate serviceability data must accompany corresponding maintenance entries on replacement items (if applicable).

- The date of inspection and aircraft total time in service.
- The signature, certificate number, and kind of certificate held by the person approving for return to service the aircraft, airframe, aircraft engine, propeller, appliance, or component part(s), or portions thereof.



- The following or a similarly worded statement; “I certify that this aircraft has been inspected in accordance with (insert type) inspection and was determined to be in airworthy condition.”

Examples of maintenance entries:

Discrepancy:

05/12/97, 2449.0 hours aircraft total time. Removed main rotor retention cap P/N 123-456-789-001, S/N AMC80112 (component total time 9999.0 hours) due to 10000.0 hour retirement interval.

Corrective Action:

Installed serviceable main rotor retention cap P/N 123-456-789-001, S/N AMC-80155 (component total time 1500.0 hours). Maintenance was performed in accordance with BHTI Maintenance Manual Volume XXX, 65-00-22, paragraph 65.02. {Signature of certified A&P Mechanic or an FAA Certified Repair Station holding the proper rating (Appropriate certificate number.)

Discrepancy (as a result of maintenance performed):

(Made by certified A&P Mechanic or an FAA Certified Repair Station holding the proper rating, if operational check flight is required according to CFR Part 91.407 or Paragraph I of the Maintenance Operational Check Flight Procedure):

05/12/97, 2499.0 hours aircraft total time. Maintenance operation check flight is due for the replacement of main rotor retention cap (maintenance performed or alteration made) according to the requirements of [CFR Part 91.407 (b) or Manufacturer (quote page and paragraph number)]. {Signature of certified A&P Mechanic or an FAA Certified Repair Station holding the proper rating (Appropriate certificate number.)

Corrective Action (after maintenance operational check flight):

(Made by designated pilots in command who have a current CFR 135.293 (a) (b) letter of competency on the make and model aircraft requiring the maintenance operational check flight or a pilot approved by the company.)

05/12/97, 2449.0 hours aircraft total time. Conducted maintenance operational check flight for the replacement of main rotor retention cap as required by BHTI Maintenance Manual Volume XXX, 65-00-22, paragraph 65.02. Aircraft returned to service. {Signature of pilot} (Appropriate certificate number).

The next due block on the helicopter log should only be used for non-routine items (tq checks, MEL due, and other one-off tracking). All the scheduled next due inspections are on the CALM and shall not be entered on the helicopter log. This procedure helps prevent a next due time of a scheduled inspection getting carried forward incorrectly.

A copy of the Helicopter Log may be found in [Appendix A](#).

3.5 Logbook Transfer Statement

When closing out a logbook Maritime Helicopters Inc. requires a logbook entry to be made on the last page of the logbook and the first page of the new logbook stating that all pertinent information has been transferred to the new logbook. For any questions, please contact the maintenance department.



3.6 Aircraft Compliance Action Notice

A Compliance Action Notice, or CAN, is Maritime Helicopters Inc.'s method of ensuring action is taken in a timely manner. It may be in reference to an Airworthiness Directive, a Manufacturer's Bulletin or whenever the Director of Maintenance or Chief Inspector finds it necessary to ensure compliance with an issue.

The publication referenced shall be attached to the Compliance Action Notice. The mechanic performing the task shall make the appropriate entry in the log book and return the Compliance Action Notice to the records department to be filed.

If parts are required, the Director of Maintenance or Chief Inspector shall send the Compliance Action Notice to the Parts department first so that the parts needed to accomplish the task may be acquired. The Parts Manager shall notify the Director of Maintenance or Chief Inspector when the parts are in, so maintenance personnel can accomplish the task.

The Compliance Action Notice number shall be the last two digits of the current year followed by the sequential number of the issued CAN. This reference number will be in the upper right portion of the form. Issuing date, due date, and whether it is a one-time action or a recurring action will also be on the upper portion of the form. The registration numbers of all aircraft affected by that particular CAN will be listed.

The reason for the CAN will be listed by bulletin number or other brief description. The affected part and affected part numbers will be listed if applicable. The "COMMENTS" section will have basic instructions listed, as well as whether or not this action requires a logbook entry.

The lower portion of the Compliance Action Notice has information necessary for recordkeeping and tracking. The registration number and serial number will be printed on this section of the CAN. The aircraft total time at completion and, if recurring, time next due will be filled in by the technician.

The method of compliance section shall state the wording of the logbook entry or describe the method of compliance with enough detail to ensure understanding. A signature and date must be included, and either a certificate type and number or an employee identification number must be entered on the lower portion of the CAN. The completed Compliance Action Notice shall be returned to the Maintenance Records Department as soon as possible after completion, on or before the due date. The Maintenance Records Department shall enter required information on historical records, airworthiness directive and bulletin lists as needed.

The Compliance Action Notice Completion Sheet provides means to ascertain status of CAN's and provide additional information necessary to the Records Department. The form includes the CAN number, the issue and due date, and the subject along with method of compliance. The form also includes a section to inform whether a logbook entry is required.

When the Compliance Action Notice is returned to the Records Department, the date and aircraft total time are recorded on this form, and the name and identifying number of the technician responsible is also recorded.

A copy of the Compliance Action Notice may be found in [Appendix A](#).

3.7 Engine Trend Charts

The trend check analysis provides a method for the Maritime Helicopters to monitor engine health. Tracking the daily power checks on each engine over an extended period of time will help provide a good picture of the engine overall health and performance.

Engine trend charts shall be kept in the aircraft log book with the aircraft make, N number, engine S/N, and current month entered at the top of the form. At the end of the flight day the pilot shall plot the power check result on the engine trend chart. At the end of the month the charts will be pulled and sent to the aircrafts base to go with the engine records and a new chart will be started for the next month.

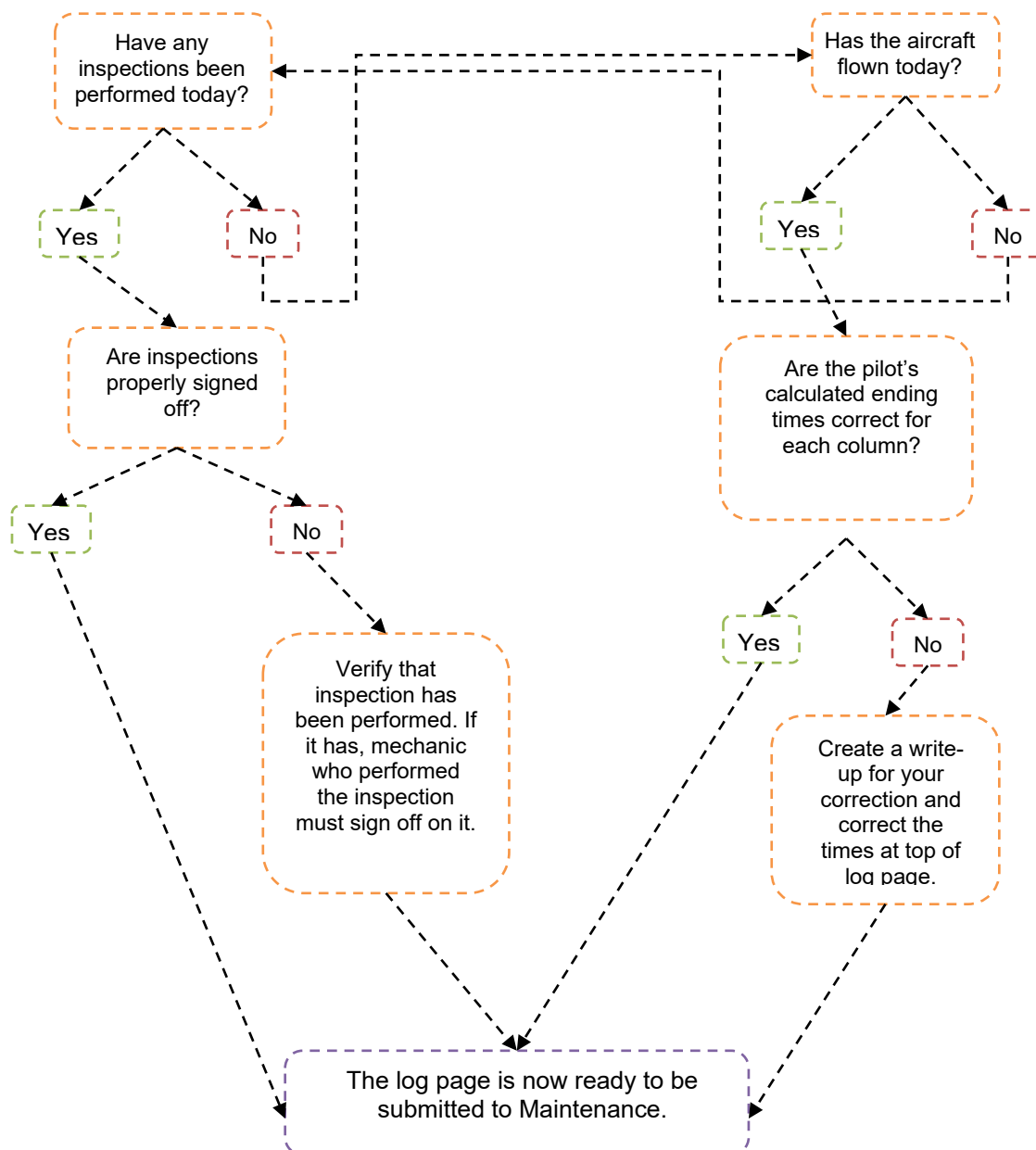
A copy of the Engine Trend Chart may be found in [Appendix A](#), Submission of Maintenance Records



Maintenance times Submission Policy - On Base

Procedures

Either the mechanic or pilot will submit the current day's Log Pages using email to actimes@maritimehelicopters.com by the end of their shift daily. If the aircraft is on a contract with only the pilot, then the pilot will submit current day's log page.





Correcting Maintenance times

If times are incorrect, the pilot or mechanic closing out the log page must find the arithmetic error and make a correction. Math *must* be verified using a calculator. Calculators are in Pilot Fly Away Kits and are always available on base.

Initial next to your correction
Write legibly!

Submitting Maintenance Times

Maintenance times while the helicopter is on-base may be submitted one of three ways:

1. Maintenance times and all performed inspections can be emailed to actimes@maritimehelicopters.com. Scans or *clear* photos of log pages are preferred. Photos must include all times and sign-offs. Take multiple pictures if all the information cannot be fit into one!
2. Yellow carbon copies of closed log pages shall be removed from the log book and hand-delivered to the Maintenance if in Homer or Fairbanks. These also must be posted to actimes for management review. All other bases must email in yellow sheets as soon as a week's worth of records are accumulated.
3. Maintenance may go to the aircraft cans and remove the yellow carbon copies before the end of his or her shift, provided they are ready to be removed. If they are not ready to be removed from the log book Maintenance may record all relevant times on a notepad, Post-It, etc. to be transferred to CALM.

Maintenance Times Submission Policy - In Field

Due to the unreliable nature of Internet and phone services in remote parts of Alaska, pilots and mechanics out in the field may find it difficult submitting times. Picture/Scans or log book pages are to be taken daily and if the pilot stops at an area where this is internet/phone service access, they should make an effort to transmit the stored pages. Additionally, pilots and/or mechanics leaving for a field job should meet with the maintenance personnel at their base of operation before leaving to determine what options may be available to them for maintenance time submission.

Factors to take into consideration when determining the best way to submit times from the field include:

- How long is the aircraft expected to be in the field?
- How many hours is it expected to fly?
- Will customer-provided equipment be available for use? For example, land line telephone, satellite phones or wireless internet access.

3.8 Record Keeping Requirements

The record keeping requirements of CFR 91.417 will be complied with in the following manner. The following items will be mailed to Maintenance on a weekly basis:

- The yellow sheet of the Aircraft Log Book.
- A copy of any entries made in the engine log book (or the original engine log book page when it is filled full).
- Original versions of all maintenance release forms.

The Director of Maintenance or a designated representative will ensure that a current CALM Status Reports are posted weekly to the Maritime Helicopters Maintenance Portal and contain the following sections:

- Items Due.
- Airframe Components / Inspections.
- Airframe Bulletins.
- Airframe ADs.
- # 1 Engine Components / Inspections.



- # 1 Engine Bulletins.
- # 1 Engine ADs.
- # 2 Engine Components / Inspections.
- # 2 Engine Bulletin.
- # 2 Engine ADs.

These sections contain a listing of the following records:

- The total time in service of the airframe, each engine, each propeller, and each rotor.
- The current status of life-limited parts of each airframe, engine, propeller, rotor and appliance.
- The current status of overhauled items installed on the aircraft which are required to be overhauled on a specific time basis.
- The current inspection status of the aircraft, including the time since the last inspection required by the inspection program under which the aircraft and its appliances are maintained.
- The current status of applicable airworthiness directives (AD) including, for each, the method of compliance, the AD number, and the revision date. If the AD involves recurring action, the time and date when the next action is required.

These listings will be used by the pilot and mechanic to determine the airworthiness of the aircraft and to schedule maintenance. None of the above listings is considered part of the permanent aircraft record. The Aircraft CALM Status Reports listed above shall be compared to the new copies to verify that all changes made are valid. Once the new copies are verified (or corrected by direct consultation with maintenance personnel), the old forms may be disposed of.

Records of the maintenance, preventative maintenance, AAIP records and other required or approved inspections, as appropriate, for each aircraft (including the airframe) and each engine, rotor, and appliance of an aircraft will be retained at a minimum until the work is repeated or superseded by other work or for one (1) year after the work is performed (§91.417 (b) & §135.65 (d)).

Records containing total time in service and/or current status of life limited part and/or time since overhaul of each airframe, engine, propeller, and rotor as well as the current inspection status of the aircraft, will be retained and transferred with the aircraft at the time the aircraft is sold (§91.419 (a)).

Records containing the current status of applicable Airworthiness Directives (AD) including, for each, the method of compliance, the AD number, and revision date, and, transferred with the aircraft or the time the aircraft is sold (§91.417(b)). Maintenance records will be available for inspection by the FAA or authorized representative of the NTSB.

Operations Specification are maintained electronically and carried onboard each aircraft.



4. PUBLICATIONS

4.1 Changing Publications Media

Aircraft publication's media is accessed either from the MHI Maintenance Portal or online, direct from the manufacturer. They are tracked that way until the publications are changed either by MHI or the manufacturer.

To change the media of an aircraft, approval is needed from the Director of Maintenance. All publications are tracked items as stated above, it is important that Director of Maintenance is aware of what the base is using for all publications.

4.2 Maintenance Manual Revisions

Maritime Helicopters' will receive revisions for their applicable maintenance manuals from the manufacturer. MHI shall notify each base of the new revision electronically.

The Maritime Helicopters is responsible to provide the shop maintenance staff the most current publications issued by the OEM's, to ensure 100% compliance with current maintenance manuals. Updated aircraft maintenance manuals are required to perform aircraft maintenance. However, when the OEM's or other vendors publish a change, a time delay in the notification system will occur, so the aircraft OEM's provide maintenance update pages will allow real time access to the aircraft manuals revision status.

Maintenance staff will check the OEM's web page monthly to ensure they have the most current publications on file. If a change has been posted to the OEM maintenance website and a mechanic has not received notifications from the Maritime Helicopters, the mechanic will notify the Director of Maintenance as soon as possible.

4.3 Instructions for Continued airworthiness (ICA)

Instruction for Continued Airworthiness are accessed either directly online thru the appliance manufacturer or they may be obtained from the Maritime Maintenance Portal.

NOTE: It is the mechanics responsibility to verify prior to any maintenance that the Portal ICA is the most current revision. Any ICA's that are found revised should be brought to the attention of the Director of Maintenance who will then update the Maintenance Portal. If possible, download the new ICA and email a copy to the DOM or Chief Inspector.

4.4 Uncontrolled Document Statement

All Maritime publications shall contain an uncontrolled copy when printed statement at the bottom of each page to exclude the title page. Additionally, all end users shall verify current revision of manuals with the Master Pubs listing on the Maritimes Maintenance Portal prior to use.

For publications access routinely from the web which Maritime is unable to place this statement on, the mechanic shall confirm the current revision status before printing. After printing, mechanic shall place the statement "current rev," date and initials. Once printed pages are no longer required for each individual job, all pages are to be destroyed i.e. placed in trash. A new set of pages shall be printed for each job, again with verification of revision status.



5. MAINTENANCE PERSONNEL

5.1 Distractions While Performing Maintenance

Maritime Helicopters' maintenance technicians are tasked with a myriad of responsibilities while performing aircraft maintenance. The requirements of daily operations, particularly time constraints, regulatory compliance, mission readiness, and fiscal concerns, can create distractions in maintenance routines and procedures. It is the maintenance technician's responsibility to minimize distractions while performing maintenance on Maritime Helicopters' aircraft.

Manufacturers' maintenance procedures shall be utilized to preclude missing a step for a given maintenance task. If a maintenance technician is interrupted during a maintenance procedure, the maintenance sequence will be reviewed three maintenance steps prior to where interruption occurred.

The use of cellular phones while performing maintenance on Maritime Helicopters aircraft is prohibited. Incoming phone calls shall be directed to voice mail and may be retrieved upon completion of the task. Phone calls serve as a distraction and may cause the maintenance technician to miss a critical step during a maintenance procedure.

Additional distractions such as personal issues, work relationships and health concerns should be resolved prior to performing aircraft maintenance. It is recommended that the maintenance technician contact his or her supervisor if issues exist that would serve as a distraction while performing aircraft maintenance.

5.2 Experience and Training Statement

Maritime Helicopters mechanics shall meet the minimum experience and training requirements set forth in the CFR's. Field mechanics may decline, without fear of reprimand, performing any aircraft maintenance critical to flight safety for which he or she has not been properly trained or does not have adequate experience until an adequately trained or experienced mechanic can directly supervise or assist. (CFR §65.83, §135.435)

Training Oversight

The Maintenance Department has developed a Maintenance Training documentation tracking and auditing process that will ensure the maintenance training records are 100% compliant.

All new hire mechanics or mechanics who have been out of the system for more than one year must attend the first scheduled Maritime Helicopters Initial Maintenance Training class. If unable to attend to the first scheduled class they may attend the next class available but may not exceed the second available class.

5.3 Fatigue Risk Management

The following section is intended to specify guidelines to ensure that Maritime Helicopters Mechanics have adequate rest to ensure optimum performance when on duty. In aviation maintenance, there are occasions when it is necessary to work long hours in order to maintain aircraft in an airworthy condition. It is expected that scheduled maintenance should be planned and accomplished without the need for long periods of extended work hours.

If any mechanic becomes aware that fatigue and/or stress has made it impossible for him or her to continue to perform maintenance in accordance with the standards required for airworthiness, they will cease work and notify his or her immediate supervisor. Likewise, it is the obligation of any individual supervising aircraft mechanics, to monitor the effects of extended work hours and stress (as well as environmental factors) on mechanics performance.

Personnel safety and aircraft airworthiness are our top priority.

Mechanics assigned from Maritime Helicopters' Homer base shall notify the Director of Maintenance that they are going to cease performing maintenance on the aircraft until a specific time. Mechanics in Fairbanks shall notify the Fairbanks Maintenance Lead.



Mechanics are not authorized to exceed an 8-hour workday, 10 hours for assigned field jobs, without *prior* supervisor approval. To obtain approval, a written request either thru email or text will be initiated, along with a description of what needs to be completed and approximately timeframe for completion. A written return acknowledgement from an approved company supervisor must be received to exceed the 8- or 10-hour requirement.

Once approved, the workday may not exceed 12 hours unless under extenuating AOG circumstances such as job near completion, aircraft is at an undesirable location or forecast weather may present a dangerous situation. Company supervisor approval again required for workdays exceeding 12 hours. At the completion of any extended workdays, eight hours of rest is required prior to beginning another workday.

Mechanics are not permitted to work more than 12 cumulative hours in a 24-hour period for example; if a mechanic works 10 hours from 7 AM to 5 PM then goes home and is called back in at 7 PM, they may only work an additional 2 hours. This restriction may be waived by a maximum of 2 hours providing; the project can be completed, written approval has been requested and received from a maintenance supervisor, and safety is not compromised.

Following extended maintenance of 12 to 14 continuous hours, it is recommended that a mechanic should be scheduled for an uninterrupted rest period of at least 8 hours. A mechanic should be relieved from duty for at least 24 consecutive hours following 10 consecutive extended duty days of 12 or more cumulative hours of actual aircraft maintenance activity in a 24-hour period.

NOTE: This 12 hours, 10 consecutive days requirement is exclusive of “standby time” a field mechanic may experience while the aircraft is flying and only denotes hours where the mechanic is actually physically working on the aircraft.

Mechanics and maintenance supervisors who arrive at work after prolonged travel must plan to arrive to allow 10 consecutive hours of rest. Prolonged travel is defined as 12 hours or more.

The DOM will record and track each 12-hour exceedance event for the maintenance staff and supervisors. The report will include the mechanics/supervisors name, location, reason for the exceedance, and how many hours in excess of 12 were worked.

Environmental conditions for the above guidelines are presumed to be normal; that is, the mechanic is working outside in good weather or is protected from the elements (i.e. in a hangar, “field shelter”, etc.). If the maintenance is taking place outside in very hot, cold or inclement weather, the duty times should be adjusted accordingly. Likewise, conditions inside a hangar, field shelter, etc. may require reduced duty times (temperature extremes, chemical exposure, noise exposure, etc.)

All of the items listed above shall be adhered to and not deviated from without prior written approval from the maintenance department management.

5.4 Foreign Object Damage (FOD) Prevention

Objective

The primary objective of Foreign Object Damage (FOD) Prevention is to establish procedural practices that will ensure a work environment free of extraneous material that might result in damage to aircraft. Additionally, following this program will assist in finding and correcting existing potential hazards and eliminating the causes of FOD. The Company is dedicated to providing its personnel with the training, procedures, practices and attitudinal sets in order to prevent costly damage to equipment and possible injury to personnel. Employees should read and become familiar with the FOD prevention.

Definition

FOD is damage to or malfunction of an aircraft caused by an object that is foreign to an area or system, or is ingested by or lodged in a mechanism of an aircraft. FOD may cause material damage, or it may cause equipment or a system to be unusable, unsafe or less efficient, as in the case of fuel contamination. Examples of FOD include



ingestion into the engine of loose hardware, red rags, grass, flight controls jammed by hardware/tools, tires cut or debris-damaged rotors.

Task

Stress FOD prevention throughout the Company and provide adequate training for all personnel at all operating levels. Related tasks for all personnel include the following:

1. Require a "Clean as You Go" Policy.
2. Perform maintenance tasks according to technical publications data.
3. Make sure aircraft openings, ports, lines, hoses and ducts are properly plugged or capped to keep foreign objects from entering critical aircraft areas.
4. Make sure all tools, equipment and hardware are accounted for at the end of each maintenance task.
5. Use care when performing tests and operating equipment.
6. Participate in scheduled "FOD" ramp walks.
7. Perform thorough preflight inspections and ensure cleanliness of the aircraft interior.
8. Avoid hovering or flying aircraft at extremely low altitudes over sandy or loose gravel areas.
9. Inspect all equipment before use, to make sure it will not cause FOD.
10. Check engine inlet screens for loose or trapped objects (e.g. broken wire).
11. As soon as possible, report any potential FOD to the appropriate supervisor if it cannot be corrected immediately.
12. Keep all work areas clean and free of debris.
13. Make a thorough check of the work area after completing each task.
14. Keep all areas free of litter. Although performing another task, immediately pick up litter whenever seen.

Responsibilities

The following staff members will carry out specific operating procedural responsibilities for FOD prevention

Base Manager or Lead Pilot

1. Make sure FOD control signs are highly visible at the entrance to the flight line and maintenance areas.
2. Ensure base personnel check their area of responsibility at least once a day.
3. Periodically inspect and supervise the FOD prevention program.
4. Ensure all newly assigned personnel are briefed on the importance of FOD prevention.
5. Ensure customer supported personnel are briefed on the importance of FOD prevention.

Base Maintenance Manager or Lead Mechanic

1. Incorporate FOD prevention, a "Clean as You Go" Policy, in all maintenance training.
2. Ensure all individual maintenance areas follow a "Clean as You Go" Policy. Whenever warranted by adverse conditions or trends, hazardous procedures or other inadequacies of the FOD prevention effort, recommend appropriate corrective measures.
3. Ensure the immediate area around each aircraft is cleaned after maintenance procedures are complete, to ensure the removal of all debris (such as safety wire, paper and rags).
4. Ensure each employee completes the following practices at the end of each workday:
 - Inventory tool boxes after each maintenance operation to account for all tools.
 - Turn in special tools.
 - Cap all oil and fuel lines.
 - Dispose of used cans of lubricants.
 - Place covers or caps over those items susceptible to FOD.
 - Cover all common plugs and electrical connections.

Individual Employees

1. Maintain a "Clean as You Go" Policy.
2. Clean work area before leaving.
3. Control all debris, tools, hardware, and consumables.
4. At specific intervals, account for all tools, hardware, and equipment.



6. PARTS AND EQUIPMENT CONTROL

6.1 Parts and Components

For all maintenance, parts shall be procured through the Maritime Helicopters Inc. 145 Repair Station. Damaged or suspected unapproved parts shall be returned to the Maritime Helicopters Inc. 145 Repair Station and the Parts Manager, Director of Maintenance, and Chief Inspector will be notified.

All spare parts and components shall be preserved in accordance with the manufacturer's recommendations or standard procedures. The procedures used will be methods appropriate to the parts or units to assure protection until the part or unit is placed into service.

Parts or consumable items containing hazardous materials will be packaged accordingly. Material Safety Data Sheets are available as required in the main Fairbanks hangar and also as needed at all other locations.

All parts removed from service must be preserved in the same manner in order to prevent corrosion damage during shipment and meet shipping requirements.

All parts shipped to or from a field location are packaged, boxed, or placed on stands, as necessary, to prevent shipping damage or damage from the elements.

All parts received at a field location will be inspected by the technician at that location. The technician will inspect the part to ensure the part was packaged correctly and was not damaged during shipment. The technician will ensure the part number and serial number match up with the documentation that came with the part.

All documentation and paperwork that came with a part will be sent to the Records Department along with the appropriate log page after installation. All parts shipped from a field location will have all required documentation completed.

6.2 Parts Request Policy

Procedures

Parts Requisition Forms may be filled out by mechanics or the Inventory Manager and must be completed for all parts or consumable items to be ordered. All parts requests must be approved by either the Director of Maintenance or the Director of Operations.

When to Create a Parts Requisition Form

When stock of an item is low or insufficient for upcoming maintenance needs.
When a part needs to be special-ordered for maintenance purposes.

How to Fill Out a Parts Requisition Form

1. Confirm accuracy of part number. If you have an alternate number available, make note of that as well.
2. Use manufacturer nomenclature to describe part, whenever possible.
3. Note the tail number for which this part is being ordered, if applicable.
4. If ordering parts that will be split between a specific tail number and stock, enter them on separate lines.
5. When writing down the reason, try to be specific. For example, "worn beyond limits" is better than "broken".
6. Select a priority!

Submission Procedures

Homer

1. Once form is filled out, mechanic should hand-carry it to the Inventory Manager. In turn, the Inventory Manager will get with either the Director of Maintenance or Director of Operations for approval.
2. After parts request is approved the Inventory Manager will fill order.



Everywhere Else

1. If Internet access is available, requesting mechanic may complete a fillable PDF version of the Parts Requisition Form and email it to mhiparts@maritimehelicopters.com. This distribution email will automatically be sent to both the Director of Maintenance and Director of Operations.
2. If Internet is unavailable, requesting mechanic should call the Homer office and place their Parts Request over the phone with the Inventory Manager who will then complete a paper Parts Requisition Form.

Fairbanks Ordering Procedures

A Parts Requisition Form must have been created and submitted to the Fairbanks Maintenance Lead, Director of Maintenance or Director of Operations for approval.

After approval, the Fairbanks Inventory Manager may begin searching for the required part(s).

Once the part(s) have been found and vendors have provided quotes, those quotes must also be submitted to the Fairbanks Maintenance Lead (orders under \$1000) or Director of Operations (orders over \$1000) for a second approval.

After the quote is approved, the Fairbanks Inventory Manager will generate a Purchase Order (PO). The Fairbanks Inventory Manager must give this PO number to the vendor when ordering their parts.

Packing lists and other paperwork not related to serviceability must be mailed to Homer every Friday for processing.

Purchasing Policy

These procedures assume that a mechanic has already followed the proper procedure for submitting a parts request outlined previously. If the parts request is for Homer, Kenai, Kodiak, or Akutan-based aircraft or inventories, the part will be located and ordered by the Homer Inventory Manager.

If the parts request is for Fairbanks or any one of the Alyeska Pump Stations, the part will be located and ordered by the Fairbanks Inventory Manager. Packing lists and other paperwork not related to serviceability must be mailed to Homer every Friday for processing.

Parts Requisition Form						
Part Number	Part Name	Acft N#	Qty	Discrepancy/Notes	PO#	Priority Code

Ordering Mechanic _____ Date ____/____/____
Approval _____ (Bob or Steve only)
NOTES: _____

Priority Codes
1 – Counter-to-counter – AOG
2 – Next day air – P1 – AOG
3 – Two day air – P2 – Not AOG but urgent
4 – Ground – Fed Ex Ground
5 – Ground – None FedEx ground shipping



6.3 Precision Measuring and Test Equipment

Test and measurement equipment are checked for accuracy at periodic intervals established by usage, purpose, and stability of the equipment or the manufacturer's requirements. The Chief Inspector maintains calibration data about m. equipment. The individual technician's personal test and measurement equipment has the same accuracy check requirements as Maritime Helicopters equipment.

The Inspection Department shall maintain information about Maritime Helicopters and personal test equipment. Leased or rented equipment shall be inspected by the Inventory Administrator upon receipt for shipping damage, completeness, and current calibration if required.

The Chief Inspector shall ensure test and calibration verification of precision measurement equipment is performed within periods designated by the manufacturer or industry standards. The Chief Inspector shall inspect Reports of Calibration provided by the calibration facility to ensure traceability, accuracy, and acceptability.

Maritime Helicopters and the technician's personal equipment that can be checked by Maritime Helicopters Part 145 Repair Station shall be sent to the appropriate shop (Avionics for electrical and Overhaul for mechanical) with the calibration verification sheet maintained by the Inspection Department.

On equipment for which Maritime Helicopters does not have the capability to inspect, the inspection and calibration verification will be performed by an authorized inspection facility or the equipment manufacturer.

If calibration is out of tolerance or cannot be verified, the equipment will be removed from service until repaired or replaced.

Equipment not checked for accuracy shall be labeled "Accuracy Unverified". The equipment shall not be used to determine the airworthiness of aircraft or aircraft components. Seldom used equipment or equipment which requires calibration prior to use shall be labeled "CBU". This equipment shall not be used to determine the airworthiness of aircraft or aircraft components until calibrated. The Chief Inspector shall maintain a calibration record on "CBU" items.

Maintenance technicians are responsible for informing the Chief Inspector when they acquire new personal test or measurement equipment which requires calibration verification. The Chief Inspector will enter the equipment into the measuring and test equipment listing and, if necessary, route it to the proper shop for initial calibration verification.



7. APPENDICIES

7.1 Appendix A - Forms

Shelf Life Audit

Items having a shelf life shall be monitored on a monthly basis utilizing the Maritime Helicopters check list. Any items, other than components or parts, exceeding their shelf life shall be removed from serviceable stock and disposed of properly. Components or parts that have exceeded allowable shelf life will be tagged "rejected" and separated from serviceable stock.

Section One: Shelf Life Audit Information			
Date	Name	Initials	Results
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			



7.2 Maritime Helicopters Air Carrier Certificate


US Department
of Transportation
Federal Aviation
Administration

Air Carrier Certificate

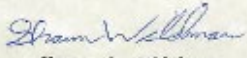
This certifies that

MARITIME HELICOPTERS INC
3520 FAA ROAD
HOMER, ALASKA 99603

has met the requirements of the Federal Aviation Act of 1958, as amended, and the rules, regulations, and standards prescribed thereunder for the issuance of this certificate and is hereby authorized to operate as an air carrier and conduct common carriage operations in accordance with said Act and the rules, regulations, and standards prescribed thereunder and the terms, conditions, and limitations contained in the approved operations specifications.

This certificate is not transferable and, unless sooner surrendered, suspended, or revoked, shall continue in effect indefinitely.

By Direction of the Administrator


Stuart G. Wildman
(Signature)

Manager
(Title)

Alaskan Region, FSDO-05
(Region/Office)

Certificate number: ENRA619D

Effective Date: May 29, 1979

Reissued: May 27, 2016

Issued at: ALCS, Juneau, AK

FAA Form 8430-18 (8-87)

Electronic Form 8430-18 (8-87)



7.3 Vehicle Safety Checklist

Company vehicles shall be checked at the beginning of each hitch to assure that all parts, equipment and accessories are free of damage and in safe operating condition. A copy of the Vehicle Safety Checklist (below) should be in all vehicles. Report all defects to the responsible department manager or the individual responsible for the vehicle. Correct all defects before the vehicle is placed in service.

Maritime Helicopters

Vehicle Maintenance Safety Checklist

DAILY CHECKLIST

A. Outside the Vehicle

1. Tires are not low or flat; tread is not worn away.
2. Windshield wipers work; sufficient cleaning fluid in reservoir.
3. No leaks under the vehicle.
4. Mirrors, directional signals, head, tail, and brake lights are clean and not broken.

B. Inside the Vehicle

1. All doors are fully closed and locked.
2. Seat and head restraint comfortably adjusted.
3. Driver and passengers correctly belted.
4. Mirrors, vents, windows and heat/air properly adjusted.
5. Gauges work and accurately reflect engine conditions.
6. Driver is mentally and physically ready to drive.

Yes	No

Yes	No

WEEKLY CHECKLIST (First day of each hitch)

1. Oil Level – Check the oil before starting the vehicle (while the engine is cool):
Pull out the dipstick, wipe it off and reinsert. Pull it out again to check the oil level. A safe oil level indication is between the upper and lower level marks. If the level is below the lower mark, add a quart of oil into the oil reservoir and check your owner's manual.
2. Check coolant level.
3. Washer Fluid Level – Check the level of fluid in the holder. A good habit to develop is to fill the fluid reservoir when it is half full.
4. Tires – Check tire inflation when the tires are cool. Tip: Check the tires every time you fill the gas tank.
5. Windshield Wiper Blades (Replace blades if hard, cracked, or brittle).
6. Check tires (Check owner's manual for tire rotation instructions).
7. Power Steering fluid levels (Add fluid according to owner's manual directions).

Yes	No

--	--

Inspected By: _____

Date: _____

Reviewed by _____

Base Manager _____



Rev 7: 06/01/20

7.4 Weight and Balance

* NOTE: Included in the Empty Weight are all Lubricants (except usable engine oil), Hydraulic Fluids, and Unusable Fuel.

**NOTE: The Weight and Arm Columns Reflect Component Weight and Its Actual Location in the Aircraft.

***NOTE: All Bell and Eurocopter Helicopters Left is Minus (-) and Right is Plus (+). Sikorsky is the Opposite.



Rev 7: 06/01/20

HELICOPTER LOG[illegible]

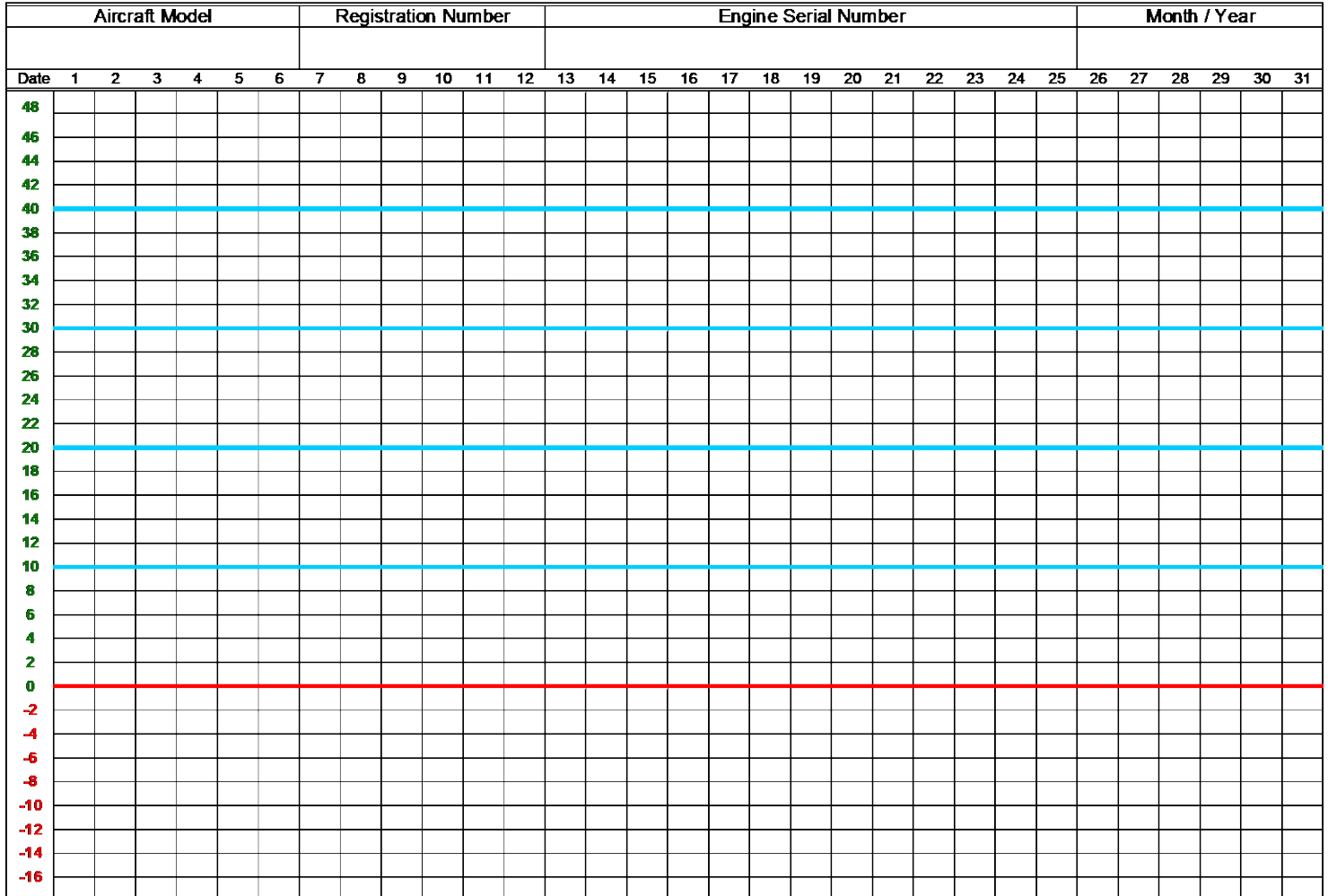
LOG No. 00001



7.6 Engine Trend Chart



Rolls Royce Engine Performance Trend Chart



Rev. orig 06/01/14



7.7 Compliance Action Notice

COMPLIANCE ACTION NOTICE

Inspection Department

CAN #

14-

Issue Date:

Due Date:

Aircraft Type Affected:

206B

☐

206L-3

☐

206L-4

☐

407

☐

BO 105

☐

SPARES

☐

Subject:

Method of compliance:

Log Entry Required:

YES ☐

NO ☐

Aircraft N#:

Current ACTT:

Aircraft S/N:

Next Due ACTT:

Corrective Action as entered in logbook:

I Certify I have made the logbook entries for compliance with this notice as described above IAW current FAA regulations.

Complied with by:

Date:

Certificate Number:



7.8 Appendix B - MELS

These documents each have their own List of Effective Pages and Numbering System.

No attempt will be made to include these in the LOEP's of the General Maintenance Manual.



Bell 206/407 Series MEL

[BELL 206/407 SERIES](#)

(Place a current copy of the Bell 206/407 MEL behind this page)

**For online users of this GMM, the above title is hyperlinked to the
most current Maritime Helicopters FAA approved 206/407 MEL**



BO-105 MEL

[AHD BO-105 SERIES](#)

(Place a current copy of the AHD BO-105 SERIES MEL behind this page)

**For online users of this GMM, the above title is hyperlinked to the
most current Maritime Helicopters FAA approved BO-105 MEL**



Non-Essential Furnishings (NEF)

[NON-ESSENTIAL FURNISHINGS \(NEF\) PROGRAM](#)

(Place a current copy of the Non-Essential Furnishings Program (NEF) behind this page)

For online users of this GMM, the above title is hyperlinked to the most current Maritime Helicopters NEF Program



7.9 Appendix C - AAIP's

Each of these documents each have their own List of Effective Pages and Numbering System.

No attempt will be made to include the contents on the LOEP's of the General Maintenance Manual.



Bell 206L Series

[BELL 206L SERIES AAIP](#)

(Place a current copy of the Bell 206L AAIP behind this page)

**For online users of this GMM, the above title is hyperlinked to the
most current Maritime Helicopters FAA approved 206L AAIP**

NOTE: The BELL 206L SERIES AAIP is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the contents on the LOEP's of the General Maintenance Manual.



Bell 407 Series

[BELL 407 SERIES AAIP](#)

(Place a current copy of the Bell 407 AAIP behind this page)

**For online users of this GMM, the above title is hyperlinked to the
most current Maritime Helicopters FAA approved 407 AAIP**

NOTE: The BELL 407 SERIES AAIP is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the contents on the LOEP's of the General Maintenance Manual.



BO-105 Series

[AHD BO-105 SERIES AAIP](#)

(Place a current copy of the BO-105 AAIP behind this page)

**For online users of this GMM, the above title is hyperlinked to the
most current Maritime Helicopters FAA approved BO-105 AAIP**

NOTE: The AHD BO-105 SERIES AAIP is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the contents on the LOEP's of the General Maintenance Manual.

7.10 Appendix D - Special Flight Program

[SPECIAL FLIGHT PERMIT PROGRAM](#)

A Special Flight Permit is required in order to operate an aircraft that does not meet all applicable airworthiness requirements.

If there is any questions as to whether or not a Special Flight Permit is required for further operation the Director of Maintenance, Chief Inspector or Fairbanks Maintenance Lead must be contacted telephonically, by text or email.

Any aircraft that will require operations under a Special Flight Permit will be in accordance with MHI Special Flight Permit Program.



NOTE: The Special Flight Permit Program is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the contents on the LOEP's of the General Maintenance Manual.



7.11 Appendix F - Part 135 Training

[PART 135 TRAINING PROGRAM](#)

(Place a current copy of the MHI Part 135 Maintenance Training Program behind this page)

For online users of this GMM, the above title is hyperlinked to the most current Maritime Helicopters FAA approved Part 135 Maintenance Training Program

NOTE: The Part 135 Maintenance Training Program is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the LOEP's of the General Maintenance Manual.



7.12 Appendix G - Contract Maintenance Providers

(Place a current copy of the MHI Contract Maintenance Providers behind this page)

NOTE: The Contract Maintenance Providers is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the LOEP's of the General Maintenance Manual.



7.14 Appendix H - Tool Control Program

[TOOL CONTROL PROGRAM](#)

(Place a current copy of the MHI Tool Control Program behind this page)

For online users of this Tool Control Program, the above title is hyperlinked to the most current Maritime Helicopters Tool Control Program.

NOTE: The Tool Control Program is a stand-alone document and has its own List of Effective Pages and Numbering System. No attempt will be made to include the LOEP's of the General Maintenance Manual.



7.15 Appendix I – Reserved



7.16 Appendix J – Piper PA-32 Progressive Inspection Program Forms

Event Inspection Record

**PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL**

AIRPLANE SERIAL NUMBER	REGISTRATION NUMBER	ENGINE SERIAL NUMBER	PROPELLER SERIAL NUMBER

EVENT INSPECTION RECORD

- Proper inspection procedures are the responsibility of the individuals performing the inspection and must be made in accordance with all applicable current Federal Aviation Regulations and Piper Service Manuals and Publications.
- Work order column is applicable only to FAA approved repair stations.
- Always check for and use only current information.
- The signatures below signify that this aircraft has been thoroughly inspected and found airworthy in accordance with applicable and current FAR's, Piper Service Manual and Service Publications (including Service Bulletins and Mandatory Service Letters). Further, the signatures verify that all appropriate entries have been made in Aircraft and Engine Logbooks and Progressive Inspection Program Records (i.e., Event Inspection Record, Progressive Inspection Cycle Record, Discrepancy Record, Service Publication Compliance Record, FAA AD Compliance Record, and Equipment Change and Overhaul Record).

Event No.	A/C Hours	Date	W.O. No.	Signature - Certificate No.
1 50 HR				
2 100 HR				
3 150 HR				
4 200 HR				
1 50 HR				
2 100 HR				
3 150 HR				
4 200 HR				
1 50 HR				
2 100 HR				
3 150 HR				
4 200 HR				
1 50 HR				
2 100 HR				
3 150 HR				
4 200 HR				
1 50 HR				
2 100 HR				
3 150 HR				
4 200 HR				

**Instructions: Event Inspection Record**

The Event Inspection Record - is a permanent record of 50 Hour Event Inspection completion.

Complete the fields as follows:

1. Fill in header information
2. Insert current actual aircraft hours for event being performed
3. Insert date of inspection
4. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
5. I.A. Mechanic who performed/supervised the maintenance signature and certificate number



**PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL**

AIRPLANE SERIAL NUMBER	REGISTRATION NUMBER	ENGINE SERIAL NUMBER	PROPELLER SERIAL NUMBER
---------------------------	------------------------	-------------------------	----------------------------

1. Current and correct Pilot's Operating Handbook or Airplane Flight Manual is in the aircraft.
2. Aircraft and Engine Logbooks are in the aircraft and appropriate entries made in these logbooks.
3. Registration certificate is in the aircraft and properly displayed.
4. Airworthiness certificate in aircraft and properly displayed.
5. Aircraft Equipment List, Weight and Balance and FAA Form 337 (if applicable) are in the aircraft and in proper order.
6. Applicable FAA Airworthiness Directives are complied with.
7. Piper Progressive Inspection Records in order and properly signed off.
8. Outstanding conditions have been corrected as listed on condition record.

[illegible]

**Instructions: Progressive Inspection Cycle Record**

The Progressive Inspection Cycle Record - is a permanent record of Progressive Inspection 200 Hour Cycle completion.

Complete the fields as follows:

1. Fill in header information
2. Fill in Cycle Number being performed
3. Insert date of inspection
4. Insert current actual aircraft hours for event being performed
5. Annotate any remarks relevant to the record
6. Signature and certificate number I.A. Mechanic who performed/supervised the maintenance



Rev 13: 10/01/24

**PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL**

[illegible]

**Instructions: Discrepancy Record**

The Discrepancy Record is a log of conditions for corrective action at the next routine or event inspection as determined by the maintenance personnel. FAA Airworthiness Directives and/or manufacturer's service publications, not requiring immediate action may be entered on the (DR) providing complying with the A.D. or service publication at the next routine or event will be within the time allowance permitted. Certain FAA or manufacturer's mandatory inspections may have to be accomplished before further flight, in which case, their compliance should be recorded on the appropriate record.

Complete the fields as follows:

1. Fill in header information
2. Annotate any discrepancy discovered during the inspection
3. Insert current actual aircraft hours for event being performed
4. Signature of mechanic who discovered the discrepancy
5. Insert date of discrepancy
6. Document corrective action for discrepancy
7. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
8. I.A. Mechanic who performed/supervised the maintenance signature and certificate number
9. Date of discrepancy rectification



Rev 13: 10/01/24

PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL

MHI GMM

**Instructions: AD Compliance Record**

The FAA Airworthiness Directives (AD) Compliance Record - is a permanent record used to document compliance with all applicable ADs.

Complete the fields as follows:

ONE TIME

1. Fill in header information
2. Fill in A.D. number
3. Fill in A.D. date
4. Insert current actual aircraft hours for A.D. being complied with
5. Annotate method of compliance
6. Insert date of discrepancy
7. Document corrective action for discrepancy
8. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
9. I.A. Mechanic who performed/supervised the maintenance signature and certificate number
10. Date of discrepancy rectification

RECURRING

1. Insert date/time of next due date for the A.D.
2. Document corrective action for discrepancy
3. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
4. I.A. Mechanic who performed/supervised the maintenance signature and certificate number



**PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL**

[illegible]



Instructions: Equipment Change and Overhaul Record

The Equipment Change and Overhaul Record - is a permanent record used to document equipment changes, allowing precise control of equipment inspection, overhaul, or replacement intervals. Use of the ECR allows review of the "Out of Sequence" equipment and permits a projection of equipment "due" times in relation to the aircraft Hobbs times.

Complete the fields as follows:

1. Fill in header information
2. Insert date of the equipment change or overhaul
3. Fill in removed part number
4. Fill in serial number of part removed (if applicable)
5. Fill in installed part number
6. Fill in serial number of part installed (if applicable)
7. I.A. Mechanic who performed/supervised the maintenance signature and certificate number



Service Publication Compliance Record

[illegible]

**Instructions: Service Publication Compliance Record**

Service Publication Compliance Record - is a permanent record used to document compliance with all applicable aircraft and component manufacturer's service publications.

Complete the fields as follows:

1. Fill in header information
2. Identify the manufacturer
3. Insert publication Name
4. Insert publication Number
5. Fill in compliance date of publication
6. Insert current actual aircraft hours
7. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
8. I.A. Mechanic who performed/supervised the maintenance signature and certificate number



Event Inspection Work Sheet

PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL

AIRPLANE SERIAL NUMBER	REGISTRATION NUMBER	ENGINE SERIAL NUMBER	PROPELLER SERIAL NUMBER

EVENT INSPECTION WORK SHEET

EVENT #1 (Sheet 7 of 8)

INSPECTION COMPLETED

I certify that this aircraft has been inspected in accordance with PIPER AIRCRAFT CORPORATION 50 Hour Progressive Inspection Event No. 1, and is approved for return to service. Pertinent details of this inspection are on file at this facility under:

Repair Order No. _____

Total Time: _____ Date: _____

Signed: _____ Repair Station No.: _____



Instructions: Event Inspection Work Sheet

The Event Inspection Work Sheet - is a permanent record used to document compliance with all applicable aircraft and component manufacturer's service publications.

NOTE: To be used only if maintenance was performed under a Part 145 Work Order. Otherwise, information is entered as a Part 135 Log Book entry.

Complete the fields as follows:

1. Complete appropriate hour Event as listed in Piper PA-32-300 Inspection Manual
2. Fill in header information
3. Fill in Repair Order (Work Order number) if inspection occurred under a Part 145 Work Order
4. Insert current actual aircraft total time in hours
5. Fill in date the event was completed
6. Maintenance signature I.A. Mechanic who performed/supervised the maintenance
7. Enter Maritime's Repair Station or Satellite repair station number



Inspections Discrepancy Report

PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL

AIRPLANE SERIAL NUMBER	REGISTRATION NUMBER	ENGINE SERIAL NUMBER	PROPELLER SERIAL NUMBER
---------------------------	------------------------	-------------------------	----------------------------

EVENT INSPECTION WORK SHEET

EVENT #1 (Sheet 8 of 8)

Event #1 Inspection Discrepancy Report

Aircraft Time: _____

Engine Time: _____

Date: _____

Work Order No.: _____

Item No.	Discrepancy	Corrective Action	Mechanic Signature



Instructions: Inspection Discrepancy Report

Inspection Discrepancy Report - is a permanent record used to document aircraft discrepancies during each maintenance Event.

NOTE: There are separate Discrepancy Reports to be used for each event; #1, #2, #3 and #4. Event #1 is used for the example.

Complete the fields as follows:

1. Fill in header information
2. Insert current aircraft total time in hours
3. Insert current engine total time in hours
4. Fill in Work Order (W.O.) number if inspection occurred under a Part 145 Work Order
5. Itemize each entry
6. List Discrepancy
7. List Corrective Action
8. Maintenance signature I.A. Mechanic who performed/supervised the maintenance



Special Inspections Work Sheet

PIPER AIRCRAFT CORPORATION
PA-32-260/300, CHEROKEE SIX
50 HOUR PROGRESSIVE INSPECTION MANUAL

AIRPLANE SERIAL NUMBER	REGISTRATION NUMBER	ENGINE SERIAL NUMBER	PROPELLER SERIAL NUMBER
---------------------------	------------------------	-------------------------	----------------------------

SPECIAL INSPECTIONS WORK SHEET

(Sheet 1 of 8)

WARNING: FAILURE TO CONSULT APPLICABLE VENDOR PUBLICATION(S), WHEN SERVICING OR INSPECTING VENDOR EQUIPMENT INSTALLED IN PIPER AIRCRAFT, MAY RENDER THE AIRCRAFT UNAIRWORTHY. (SEE SERVICE MANUAL - INTRODUCTION - SUPPLEMENTARY PUBLICATIONS.)

The following inspections are in addition to those listed in the Event Inspection Work Sheets. These inspections are performed at intervals of:

- Flight hours;
- Calendar year, or
- the specific operation being conducted or the environment being operated in.

Unless otherwise indicated, these inspections are to be repeated at each occurrence of the specified interval. Note that the items listed herein are guidelines based on past operating experience. Each operator should closely monitor his own unique operating conditions/environment and react accordingly to keep his aircraft airworthy.

NOTE: A logbook entry should be made upon completion of any inspections.

**Instructions: Special Inspections Work Sheet**

The Special Inspections Work Sheet - is a permanent record used to document compliance with all applicable special inspections listed in Piper PA-32-30 Inspection Manual. Special Inspection are in addition to the scheduled maintenance Events 1-4 and are based on hours, calendar and operation/operating environment as applicable.

NOTE: A separate logbook entry shall be made for each special inspection(s) completed.

Complete the fields as follows:

1. Fill in header information
2. Checkmark special inspection(s) performed (See sheets in Piper Inspection Manual)
3. Make a logbook entry
4. Attach printed sheet of inspection(s) performed to back of logbook page