



CAP AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 14 Sept 2015, is supplemented as follows:

4.1. Added. Each squadron will follow the guidance in CAPR 66-1 and this supplement to assure proper maintenance of all aircraft. All CAP pilots and maintenance personnel should be familiar with CAPR 66-1 and this supplement.

4.2. Added. Squadrons may be held responsible for aircraft damage caused by neglect, carelessness, abuse or damage resulting from violations of FAA and/or CAP regulations and directives. Also, units may be held jointly responsible for the actions (or lack thereof) of their individual members. An investigation board may be convened by the Wing Commander to resolve disputed claims of responsibility. The Wing Commander's decision, based on findings of the board will be final.

4.3. Added. The SD Wing has implemented the Centralized Maintenance Management Program as outlined by CAP National HQ. FBOs in SD are contracted to perform maintenance on aircraft. The Wing Maintenance Officer will coordinate maintenance between squadrons and the designated FBOs.

6.5. Added. Repair and maintenance of corporate aircraft is a specific responsibility of South Dakota Wing Headquarters and will be scheduled with the Wing Aircraft Maintenance Officer or designee. It includes, but is not limited to such items as:

- Annual inspections
- 100-hour inspections
- Overhaul of assemblies and accessories
- Fabrication or acquisition of replacement parts
- Engine overhaul
- Airframe repair
- Avionics repair and installations
- Tires and battery replacement

6.6. Added. Aircraft designated for major repair and/or maintenance will be delivered by the squadron to the place authorized by the Wing Aircraft Maintenance Officer. Normally, the delivering pilot will be ferried home in another aircraft by another aircrew. This is funded by CAP NHQ in the SD Annual Consolidated Maintenance mission using an A9 mission symbol.

6.7. Added. Wing Headquarters will be responsible for maintenance and repair cost not covered by CAP NHQ. Requests for maintenance will be coordinated with the Wing Aircraft Maintenance Officer and will be submitted on a CAPF 176. An estimated cost from the FBO that will be accomplishing the work shall be required. Any unit or person not receiving prior authorization for maintenance may be responsible for costs incurred.

9.5.1. Added. Required equipment for all South Dakota aircraft is listed in Appendix A.

9.5.1.1 Added. These items will be carried in a suitable container, which can be secured in the baggage area with the cargo net or bungee cords. The container will be weighed and the weight recorded on a tag attached to the storage container. The Wing Maintenance Officer will ensure the wing standard weight and balance worksheet located on the wing website has the most current weight and balance data for the standard equipment on board the aircraft. Each pilot is responsible for their own weight and balance calculations and may use whatever tool, worksheet, program or application they prefer.

9.5.1.2. Added. During winter operations (forecast temperatures of less than 0C/32F) away from home station, the aircrew should include the engine blanket. Heaters will be plugged in and engine blankets placed on aircraft in unheated hangers.

9.5.1.3. Added. The squadron with the aircraft is responsible to maintain the onboard equipment and replace anything that is damaged or missing.

15.5. Added. Hangaring of aircraft is highly desirable, but not mandatory. However, units must be prepared to provide full and adequate protection as may be necessary during inclement weather or during any period when severe weather is forecasted. Adequate tie-down facilities must be available and utilized at all times, regardless whether the aircraft is at home base or elsewhere.

16.1. Added. Assignment or transfer of corporate aircraft to or between units will be at the direction of the Wing Commander or his designee. It will be the responsibility of the "gaining unit" to coordinate receipt of an aircraft and its logbooks for acceptance. The "losing unit" will ensure the aircraft is fully serviced, in clean condition and all equipment accounted for.

16.2. Added. Assignment or transfer of corporate aircraft to or between units will follow the swap checklist (Appendix D) to ensure all items assigned to that aircraft are transferred with that aircraft. Exceptions to this list may be approved by the SDWG Director of Operations or SDWG Maintenance Officer. The Following items will be kept with the squadron of origin:

- Animal Tracking Equipment: Antennas, intercom boxes, and cords
- Seat Cushions
- Heater Extension Cord
- Step Ladder
- Life Vests
- Ground Power Unit-GPU's are normally kept with the squadron of origin; however, they may need to be moved if a G-1000 aircraft will be based at a location without a GPU. If a GPU moves, it will need to be transferred in ORMS.
- Ceramic heaters are normally kept with the squadron of origin; however, they may need to be moved if a G1000 aircraft will be based at a location without a Ceramic Heater.
- Personal equipment and clothing found in aircraft

18. Added. The following procedures will be used to report aircraft maintenance discrepancies with SD Wing aircraft:

18.1. Added. Pilots in command will report noted discrepancies to the Aircraft Maintenance Officer at the completion of the flight and make an entry in the WMIRS Discrepancy page. If discrepancies are noted during non flight activities the person noting the discrepancy will notify the Wing Maintenance Officer.

18.2. Added. The Wing Maintenance Officer will work with the local maintenance facility and/or the Squadron Aircraft Manager to determine how to proceed.

18.3. Added. The Wing Maintenance Officer will inform the Wing Operations Officer to inform them of any discrepancies that affect the operational capabilities of the wing. 5. The "Grounded" placard is to be used for all flight critical issues.

18.4. Added. Pilot in command should notify the Wing Operations Officer if the Wing Maintenance Officer is unavailable.

19. Added. AIF Content Squadrons will ensure that no material is in the AIF that is not listed in the AIF Contents Page on the CAP NHQ Operations Web Page http://members.gocivilairpatrol.com/emergency_services/aircraft_ops_staneval/aif-standardized-cap-aircraft-information-file/. These items are the locations in the AIF for standard items in SD Wing aircraft:

19.1 Added. Tab 7: Aircraft Specific Equipment Instructions:

- Spider Track unit manual
- State Radio Attachment Procedures
- TDFM-139 manual
- Becker SAR/DR or L-Tronics' DF manual.

19.2. Added. Tab 8: Radio Channelization sheet plus a quick access card with the State Trunking Radio List.

19.3. Added. Tab 14 – Local procedures can be contained in this tab, and it is not standardized across the wing.

Appendix A Added. – Required Items

- Pitot cover
- Control lock
- Avionics lock (for non G1000)
- Fuel Strainer
- POH
- Aircraft Information File
 - Visa Card
 - Aviation Database Card
 - GARMIN UBS Card Reader adapter
 - Jeppesen Database Updating Directions
- Fuel dipstick (for C182)
- Survival/First Aid kit – (See Appendices B & C)
- Tie down ropes 16 ft. – 3
- Oil – 2 quarts
- Chocks – 2
- Tire gauge
- Fire Extinguisher
- Tow Bar – provided by Cessna
- Headsets – 2 (DO NOT include for out of wing transfers)
- Engine Blanket with bag
- Airplane Checklists – Pilot Guides - Manuals
- Cargo Net
- Maintenance Records

Appendix B Added. - Survival Kit Items

- 10x12 ft. tarp with stakes
- Para cord 50 ft.
- Blizzard Bag – 3
- Metal cup – 1
- Aqua tabs – 20
- Metal match -1
- Signal mirror -1
- Whistle -1
- TP with 3 oz. hand sanitizer
- Leatherman's -1
- Flare - 2

Appendix C Added. – First Aid Kit Items

- SAM splints – 3
- 4 in Kerlix roller bandage - 3
- 3 in Coban - 3
- 4x4 in gauze

Appendix D Added. – Swap Checklist

On the AIF Cover Sheet – Annotate CAP Property tag numbers of accountable items.

- Items on the AIF cover sheet that go with the aircraft:
 - First Aid Kit
 - Tow Bar (Not one sitting in the hangar – the one that goes with the aircraft)
 - Survival Kit

- Fire Extinguisher
 - Fuel Strainer
 - Pitot Tube Cover
 - Wheel Chocks
 - Tie Down Ropes
 - Sun Shields (If available)
 - Cargo Net
 - Engine Blanket and its Bag
 - Control Lock
 - Two Headsets (*DO NOT include for an out of wing transfer*)
- Other Items that Go with the Aircraft:
 - Complete Maintenance Records
 - Radio Lock (Non-G-1000 Aircraft only)
 - Ensure the following are kept in the Glove Box:
 - Radio cords, and Motorola antenna adapter for State Radio (*DO NOT include for an out of wing transfer*)
 - Tire Gauge
 - Ensure the following are in the AIF binder:
 - Visa Card for AF Missions.
 - Aviation Data Base Cards
 - GARMIN UBS Card Reader adapter
 - Jeppesen Updating Directions Sheet
 - Two sets of Aircraft Keys – One goes to the new FBO, and one is for the pilots.
 - Two Extra Quarts of Oil in Aircraft.
 - All CAP required Aircraft Checklists, POH, Pilots guides, and user manuals.

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