FAA APPROVAL & LETTERS

1 FAA APPROVAL & LETTERS

This chapter is non-regulatory in nature and contains informational items

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GENERAL MAINTENANCE MANUAL

TABLE OF CONTENTS

Note – Appendix A, Appendix B and Appendix C each have their own Table-of-Contents. In addition, Appendix A has an Index at the end.

2 GMM CONTROL PAGES

2.1 LIST OF EFFECTIVE PAGES

LEP Pages 2-1 to 2-4. Page Control Date: 13-AUG-2020

NOTE: When any part of a chapter is revised the entire chapter is reprinted and dated. There are no page-by-page control items, only a chapter-by-chapter.

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20	1 – 4	Deferred Maintenance	39	11-Dec-2017
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24	1 – 6	Non-Essential Equipment and Furnishings	50	01-MAR-2019
25	1 - 2	Computerized Maintenance Tracking	38	25-SEP-2017
26	1 - 2	Maintenance Due List and Pre-Flight Report	38	25-SEP-2017
27	1 - 2	Aircraft Maintenance Report Form	38	25-SEP-2017
28	1 - 4	Return to Service Entries	38	25-SEP-2017
29	1 - 2	Turnover Report	8	01-FEB-2012
30	1 - 2	Technical Document Control	45	30-SEP-2018
31	1 – 4	Inspection & Maintenance Programs	45	30-SEP-2018
32	1 - 2	Continuing Analysis and Surveillance	8	01-FEB-2012
33	1 - 2	Component Teardown Report	8	01-FEB-2012
34	1 - 2	Maintenance Facilities Audits	8	01-FEB-2012
35	1 – 10	Required Inspection Item Program	58	04-NOV-2019
36	1 – 2	Mechanical Interruption Notification	8	01-FEB-2012
37	1 – 38	Forms	63	25-FEB-2020
38	1 - 2	Maintenance Discrepancy Sheet	8	01-FEB-2012
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A2	1 – 10	Maintenance Facility & Supplier Audit Program	65	15-APR-2020
A3	1 – 8	Maintenance Training Program	54	10-JUN-2019
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LIST OF EFFECTIVE PAGES				
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C	1-10	RVSM Maintenance Program for 10-or-more Passenger Aircraft	38	25-SEP-2017

2.2 LOG OF REVISIONS

Revision	Chapter Revised	New Date
1	Appendix B2	December 15, 2008
2	Edited Ch. 2, 7, 9, 25, 37; added Ch. 38 and App B2	January 20, 2009
3	Edited Ch. 2, 5, 23, 28, 35, 37; Removed App B1 & B2	February 28, 2009
4	Edited Ch. 2, 5, 6 & appendix A3	July 22, 2009
5	Edited Ch. 2, 5, 6, 9 & Added App B1 Gulfstream III N973MW S/N 301, Added App B2 Gulfstream IV S/N 1059	March 22, 2010
6	Edited Ch. 19 RVSM	April 10, 2011
7	Edited Ch. 2, 5, 6, 7, 8, 11, 12, 16, 19, 28 & 35. Added Ch. 39 Fatigue Management	September 28, 2011
8	Format changed. Edited Ch. 6, 8, 11, 12, 19, 37 and added Ch. 40, Index.	February 1, 2012
9	Edited Ch. 37 & A7	April 1, 2012
10	Minor change to Ch. 1, Removed Appendix B1, Added Appendix B3	May 19, 2012
11	Added paragraph 21.9 to Ch. 21, Edited App. B-3	July 19, 2012
12	Added Appendix B-1 Gulfstream Galaxy/G200	September 14, 2012
13	Removed Appendices B-1 & B-2, Revised App. B-3	November 15, 2012
14	Edited Ch. 1, 2, 4, 6, 7, 9, 10, 11, 14, 20, 21, 25, 35 & 40.	February 12, 2013
15	Edited Ch. 2, 8 & 31.	May 1, 2013
16	Edited Ch. 2, added Appendix B-1	June 15, 2013
17	Edited Ch 1, 2, 6 & 16, Edited App. B-1, Added App. B-2, Removed App. B-3, added App. C	September 30, 2013
18	Edited Ch. 2 & 5	January 1, 2014
19	Edited Ch. 1, 2, 8, 19, A7, B1, B2 & C	March 14, 2014
20	Edited Ch. 1, 2, 5, 6, 13 & 31	January 2, 2015
21	Edited Ch. 2, added Appendix B-3	February 06, 2015
22	Edit Ch. 2, added Appendix B-4	May 06, 2015
23	Edit Ch. 2, Edit Appendix B-3, Add Appendix B-5	September 15, 2015
24	Edit Ch. 2, Edit Appendix B-2	October 28, 2015
25	Edit Ch. 1, 2, 5, 37, 39, Appendix A1, A2, A3, A7	December 1, 2015
26	Added to Sections 6.1 and A3.8	February 15, 2016
27	Edit Ch. 2, 9, Appendix A-2, B-1 thru B-5	May 25, 2016
28	Edited Ch. 2 Added Appendix B-6 thru B-8	June 13, 2016
29	Edit Ch. 2, 37 and to correct the page count in Ch. 37, Appendix A-3, Added Appendix B-9	September 20, 2016
30	Edit Ch. 2 & Appendix A-7, Added Appendix B-10	November 20, 2016
31	Edited Chapters 2 & 9. Added Appendix B-11	January 20, 2017
32	Edited Ch. 1, 2, 5, 15, 37, Appendix A, A-3, A-8 & B-6.	February 10, 2017
33	Edited Chapter 2, Added Appendix B-12	March 6, 2017
34	Edited Chapter 2 & Appendix A-7	April 12, 2017
35	Edited Chapter 2, Added Appendix B-13	May 15, 2017
36	Edited Chapter 2, Added Appendix B-14	July 3, 2017
37	Edited Chapter 2, Revised Appendix B-2, Removed Appendix B-6	August 23, 2017
38	Edited Chapters 1, 2, 4, 6, 10, 19, 20, 21, 22, 23, 25, 26, 27, 28, 40, A2, B1, B2, B3, B4, B7, B8, B9, B10, B11, B12, B14 & C. Removed B5 & B13	September 25, 2017
39	Edited Chapters 1, 2, 7, 16, 20 & 35. Deleted app. B-12	December 11, 2017

Revision	Chapter Revised	New Date
40	Edited Chapter 2. Added Appendix B-5	January 19, 2018
41	Edited Chapter 2, 35, Appendix B-1, B-2, B-3, B-4, B-5, B-7, B-8, B-9, B-10, B-11, B-14	February 16, 2018
42	Edited Chapter 2, Appendix A-5, B-2, B-4, B-9 & B-10	March 12, 2018
43	Edited Chapter 2, Added Appendix B-6	April 27-2018
44	Edited Chapter 1, 2, 6, 8, 35, Appendix A-3 & Appendix B-7. Removed Appendix B-1,	August 25, 2018
45	Edited Chapter 1, 2, 6, 9, 10, 30 & 31 Added Appendix B-1 & B-12	September 30, 2018
46	Edited Chapter 2 & Appendix B-14	October 14, 2018
47	Edited Chapter 2, 5 & Appendix B-5	October 17, 2018
48	Edited Ch. 2, 37 & App. A3. Added App. B-13, Deleted App. B-14	November 28, 2018
49	Edited Ch. 2 and Ch. 5; App. B-1, B-8, Added App. B-14, B-15, B-16, B-17	January 30, 2019
50	Edited Ch. 2, 17, 24, App A-7 & App. B-16, Added App. B-18	March 1, 2019
51	Edited Chapter 2, 37 & Appendix B-2.	March 28, 2019
52	Edited Chapter 2 & Appendix B-17	April 15, 2019
53	Edited Chapter 2, Removed Appendix B-9, Added Appendix B-19	May 17, 2019
54	Edited Chapter 1, 2, 6, 9, 10, 16, 22, 37, 40, Appendix A1 & A3	June 10, 2019
55	Edited Chapter 1, 2, 8 & 35. Removed B-2, B-4, B-5	July 31, 2019
56	Edited Chapter 2 & 5. Added App. B-2, Removed App. B-8	August 21, 2019
57	Edited Chapter 2, 6 & 37, Added App. B-4, Removed App. B-10	September 13, 2019
58	Edited Chapters 2 & 35, Added Appendix B-8 & B-10	November 4, 2019
59	Edited Chapter 2 & Appendix A-7. Added Appendix B-4	November 18, 2019
60	Edited Chapter 2. Added Appendix B-5	December 4, 2019
61	Edited Chapter 2. Added Appendix B-9 & Revised Appendix B-13	December 20, 2019
62	Edited Chapter 2 & 7, Removed B Appendices and placed under separate cover	January 16, 2020
63	Edited Chapters 2, 9, 15 & 37	February 25, 2020
64	Edited Chapters 2 & 6. Edited Appendix A-7	March 17, 2020
65	Edited Chapter 2. Edited Appendix A-2	April 15, 2020
66	Edited Chapters 1, 2 & 6	August 13, 2020

2.3 SUMMARY OF CHANGES

Revision Number: 66 Effective Date: 13-AUG-2020 Changes:

- Edited Chapters 1, 2 & 6

3 INTRODUCTION

Throughout the manual system the volumes may be referred to by the specific title, e.g., General Maintenance Manual, Flight Operations Manual, MEL, etc. If a reference is made only to the "manual" it will mean all of the individual volumes collectively.

In the General Maintenance Manual and other Company manuals, the name of the Air Carrier, Jet Linx Aviation may be referred to as **the "Company", "Jet Linx", "Jet Linx Aviation Corp", or "JLAC"**.

The Company shall conduct operations in accordance with the specific authorizations, limitations and procedures in the appropriate Federal Aviation Regulations, Operations Specifications and the manual.

The manual system will apply to each Company aircraft. Some areas apply only to specific aircraft. Those procedures/policies are identified with **"Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program"** or words of similar reference.

Throughout the manual the reader will reference to Figures and Chapters enclosed in parenthesis. When the manual directs the reader to '(Reference Figure 308.1)' for instance, the reader should turn to this Figure to learn more about the topic being discussed. When the manual directs the reader to 'Procedure Chapter 5-02D' for instance, the reader will need to turn to that chapter in order to find the procedures necessary to complete the topic being discussed.

Specific meanings of words or phrases unique to the manual can be found in the chapter titled "Definitions", immediately following the Introduction.

The majority of the figures referenced throughout the manual for purposes of illustration of procedures are also printed in reproducible form in the chapter titled "Forms".

The manuals we use are gender neutral and any references or comments to he, she, him, his or her all have the same meaning.

A bar placed next to a paragraph indicates a change. The bar may be placed on either side in the margin depending on the page setup.

3.1 ERRORS

3.1.1 Reporting Errors

Because safety is the foremost concern to Jet Linx Aviation, all errors in any maintenance action, record or report shall immediately be brought to the attention of the Director of Maintenance or their delegate.

3.1.2 Correcting Paperwork Errors

If an erroneous entry was made in a written record, it shall be corrected by a written entry describing the error and signed by the person making the correction.

For minor errors it is permissible to draw a single line through the error and initial the correction. Do not obliterate the error.

It is not permissible to use White-Out type correction products in any situation.

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4 DEFINITIONS

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program. - Where this or similar wording is found in bold print, the section, procedure or phrase applies only to aircraft Type Certificated with 10 or more passenger seats.

Calendar Month - The month in which a life-limit or inspection cycle interval for the aircraft or component is due. The due date of a calendar month item is the last day of that month.

Company – Jet Linx Aviation and/or those individuals and aircraft associated with the Air Carrier Certificate. Can also be referred to as Jet Linx, Jet Linx Aviation Corp, or JLAC throughout these manuals.

Company Aircraft - An aircraft listed in Jet Linx Aviation Operations Specifications.

Company Personnel - All personnel who are employed by or have an agency agreement with Jet Linx Aviation.

Base Maintenance Manager - An individual performing and or supervising maintenance that is located at a Jet Linx facility away from the primary maintenance facility that reports to the Director of Maintenance or their designee regarding aircraft maintenance on remotely based Company aircraft.

Empty Weight - The weight of the airframe, engines, propellers, rotors and fixed equipment. Empty weight excludes the weight of the crew and payload but includes the weight of all fixed ballast, unusable fuel supply, un-drainable oil, total quantity of engine coolant and total quantity of hydraulic fluid.

Essential Maintenance – Also referred to as “Required Inspection Item”, is an item of maintenance or alteration whose failure, malfunction, or defect could endanger the safe operation of the aircraft if maintenance was performed improperly or if improper parts or materials were used.

FOS- The computerized flight following/scheduling system used by Jet Linx Aviation.

Home Base – The location that an aircraft is normally kept and serves as its base of operations.

Inspector – An Inspector designated and authorized by Jet Linx Aviation.

Manual - The 'manual' or 'manual system' includes all of the individual manuals which together comprise the Jet Linx Aviation Part 135 manual as referenced in 14 CFR Part 135.21.

Maintenance - Maintenance, as defined in 14 CFR Part 1 includes inspection, overhaul, repair, preservation, and the replacement of parts. Reference to maintenance includes both scheduled and unscheduled maintenance.

Maintenance Control Team - A department consisting of the Director of Maintenance and persons authorized by him to review maintenance and update the Computerized Maintenance Tracking System.

Operational Control - As defined in 14 CFR Part 1, with respect to a flight, means the exercise of authority over initiating, conducting or terminating a flight.

Operations Control Center- Management personnel assigned to the OCC are assigned the overall responsibilities for Operational Control, which includes the authorization to INITIATE, CONDUCT and TERMINATE a flight. Under normal conditions, this authorization is the RELEASE

of a trip, or RE-RELEASE of a trip underway that has flight times, airports and flights rescheduled, after receiving approvals from the MCT and Flight Schedule Coordination.

Permanent Aircraft Records - Records in use when the aircraft is added to Company Operations Specifications and those additional records that may be used to record maintenance as required by company procedures during the time the aircraft operates on the company charter certificate.

Preventive Maintenance - Preventive Maintenance, as defined in 14 CFR Part 1 means simple or minor preservation operations and the replacement of small standard parts not involving complex assembly operations. Preventive maintenance items are listed in 14 CFR Part 43, Appendix A.

Primary Maintenance Facility- Jet Linx Aviation's Omaha Nebraska location is considered the Primary Maintenance Facility.

Production - Any and all maintenance or inspection performed on any company aircraft and/or its components.

RII Inspector- A Required Inspection Item Inspector designated as authorized by Jet Linx Aviation.

Scheduled Maintenance - Maintenance required to be performed by the maintenance and inspection program implemented for an aircraft operated by the Jet Linx Aviation.

Technician - An individual who possesses a mechanic's certificate with an airframe, powerplant, airframe and powerplant rating(s) or repairman certificate with appropriate rating(s) issued under 14 CFR Part 65.

Unscheduled Maintenance - Maintenance voluntarily performed but not scheduled or maintenance required due to unpredicted system failure or malfunction.

5 ADMINISTRATION

5.1 GENERAL

Each certificated employee and all individuals associated with the certificate are expected to contribute to the safe and efficient conduct of flight operations. All certificated employees and all individuals associated with the certificate will follow the procedures and policies of the air carrier during all flight operations.

Jet Linx Aviation empowers the following certificate positions to exercise Approval for Return to service control over Jet Linx Aviation operated aircraft with respect to maintenance/inspections

a) Director of Maintenance or their delegate.

The following Jet Linx Aviation certificate management positions are authorized to sign company Operations Specifications.

a) Director of Operations
b) System Chief Pilot
c) Director of Maintenance

5.2 CERTIFICATE MANAGEMENT PERSONNEL

The following management personnel may be located at the Company business address or a remote facility.

a) President of Jet Linx Aviation– ..... (402) 991-8060
b) Director of Maintenance – ..... (402) 991-8060
c) Director of Operations – ..... (402) 991-8060
d) Maintenance Coordination - ..... (402) 991-8060
e) Quality Manager – ..... (402) 991-8060
f) Director of Safety – ..... (402) 991-8060
g) System Chief Pilot- ..... (402) 991-8060

5.3 BUSINESS ADDRESSES

The Lincoln Flight Standards District Office holds the company air carrier certificate. All references throughout the manual to the FAA CHDO will mean the Lincoln Flight Standards District Office.

Flight Standards District Office

3431 Aviation Road Suite 120
Lincoln, NE 68524
Telephone: ..... (402) 475-1738
Fax: ..... (402) 458-7841

Jet Linx Aviation Business Office Location

U.S. Mail and Shipping Address
Jet Linx Aviation, LLC
13030 Pierce Street, Suite 100
Omaha, NE 68144

Main Switchboard

Telephone: ..... (402) 991-8060
Fax: ..... (402) 342-3928

6 DUTIES AND RESPONSIBILITIES

In the event of an extended absence of any of the key personnel listed below, a notification will be sent via electronic means of their absence and the name or position of their delegate.

6.1 PRESIDENT AND CHIEF EXECUTIVE OFFICER

The President and CEO, at the direction of the Board, shall marshal operational resources to the most productive uses with the aim of creating maximum value for the company, in addition to aligning the company, internally and externally, with our strategic vision.

- The President / CEO will also ensure that all position responsibilities and qualification requirements are documented, practical and appropriate, and will ensure all employees maintain their competency through continuing education and training.
- The President/CEO will develop new business and bases and ensure a sound infrastructure for the growth of Jet Linx Aviation.
- Responsible to adequately provide resources (financial and human) for the safety and quality performance training of Check Airmen and Instructors and Flight Crewmembers.
- Responsible to adequately provide resources (financial and human) for the safety and quality performance for Operational Control.
- The president is authorized to direct a flight, a series of flights or all flight operations be suspended or terminated; and

6.2 EXECUTIVE VICE PRESIDENT

Executive Vice President reports to the President and may represent the President in designated matters.

- The Executive VP supports Base Ambassadors and Presidents by coordinating Jet Linx Aviation organizational policies and procedures.
- The position facilitates communication and support between JLA and the Base to aligning policies, procedures, culture, best practices and strategy/mission.
- In case the EVP is not available, the VP of Operations will assume the duties.
- The EVP is authorized to direct that a flight, a series of flights or all flight operations be suspended or terminated.

6.3 CHIEF OPERATING OFFICER

The COO reports directly to the CEO and may represent the CEO in designated matters.

- The COO oversees day-to-day operations at the National Operations Center.
- Delivers consistent and timely support to company bases.
- Strives for continuous infrastructure improvement.
- Strengthens company culture by deploying best practices throughout the operation.
- Provides needed resources on behalf of the company.

6.4 VICE PRESIDENT OF MAINTENANCE

The VP of Maintenance has overall responsibility for managing and coordinating all maintenance department activities. Reports directly to the COO.

- In case the VP of Maintenance is not available, the Director of Maintenance will assume the duties.
- The VP of Maintenance is authorized to terminate a single flight, a series of flights or all flight operation.

6.5 BASE PRESIDENT

The Base President reports directly to the Executive Vice President.

- Manages customer base and ensure best in class customer service and support
- Monitors quality of service performed through direct contact with business unit leaders.
- Manages customer relationships by engaging customer base with value-added meetings, entertainment and appropriate after work relation building activities.
- Direct liaison between aircraft maintenance and aircraft owners. Ensures owner is apprised of all aircraft maintenance activities, maintenance budgets and status.
- Responsible for development and implementation of sales strategies in-order to achieve revenue and profitability goals.
- Measures and assess performance of sales revenue and profit based upon business unit plan.
- Investigates and resolve customer concerns.
- Manages sales budget.
- Ensures compliance with corporate fiscal policies and directives on expenses and capital planning.
- Participates in staff meetings.
- Is knowledgeable of and upholds Company policies and procedures.

6.6 DIRECTOR OF MAINTENANCE

The Director of Maintenance reports directly to the company Vice President of Maintenance. He may delegate any of these duties, however he cannot delegate responsibility. In order to qualify as Director of Maintenance a person must hold a mechanic certificate with airframe and powerplant ratings and either:

1. Have 3 years of experience within the past 6 years maintaining aircraft as a certificated mechanic, including, at the time of appointment as Director of Maintenance, experience in maintaining the same category and class of aircraft as the certificate holder uses; or
2. Have 3 years of experience within the past 6 years repairing aircraft in a certificated airframe repair station, including 1 year in the capacity of approving aircraft for return to service.

Director of Maintenance duties include but are not limited to:

- Coordinates with the Director of Operations regarding Company maintenance policies and procedures as well as the scheduling of scheduled and unscheduled maintenance.
- Is responsible for making changes to company maintenance departmental procedures as necessary.
- Is responsible for making maintenance department key determinations including safety risk acceptance decisions.
- Meets the requirements of 14 CFR Part 119.71(e), or has a waiver from the FAA to serve in their position.
- Notifying all maintenance personnel of new or revised policies and procedures. Notification is accomplished by sending out an Acknowledgement Form by email or other means. The form requires returning the signed form. A record of acknowledgements is maintained by the Maintenance QA Manager.
- Ensures maintenance programs are followed during inspection and repair of aircraft.
- Maintains technical manuals and reference material in a current status.
- Is responsible for tracking the time life items on the Company aircraft.
- Is responsible for directing, planning, and laying out details of inspection standards, methods, and procedures used by the repair facilities in complying with all applicable FAA regulations and manufacturer's recommendations.
- Is responsible for maintaining maintenance records to FAA regulations on all aircraft managed, owned, operated, or serviced.
- Establishes procedures to ensure that operations has a current availability status on all Jet Linx Aviation owned and/or managed aircraft.
- Establishes and maintains a close working relationship with the FAA's Principal Maintenance Inspector having certificate responsibility over Jet Linx Aviation.
- Ensures adequate maintenance and inspection facilities are available to meet requirements.
- Ensures all maintenance personnel, vendors and contractors performing maintenance work on Company aircraft are covered by an approved Anti-Drug/Alcohol Abuse Program.
- Conducts/oversees initial compliance inspections for all Jet Linx Aviation operated 14CFR Part 135 aircraft.
- Is responsible for initiating requisitions for stock and material as required.
- Is responsible for ensuring via the Computerized Maintenance Tracking System, that limitations on MEL deferred items are tracked and that aircraft is not dispatched for trips when an MEL time limit (or other required maintenance or inspection requirement) may be exceeded.
- Develops and maintains the Emergency Equipment Inspection Program and the Avionics Inspection Program.
- Maintains and develops the Company Approved Aircraft Inspection Programs, Continuous Airworthiness Maintenance Programs and 100 hour/Annual programs as required.
- Administers the Company Calibrated Tool Program

In the absence of the Director of Maintenance the Quality Manager may act on their behalf. The Director of Maintenance may delegate other personnel as necessary to act on their behalf.

6.7 MAINTENANCE COORDINATOR

The Maintenance Coordinator reports directly to the Director of Maintenance. In order to qualify as Maintenance Coordinator, a person must hold a mechanic certificate with airframe and powerplant ratings and within the preceding 24 months, that person has had at least six months experience with either inspection, maintenance or return to service of an aircraft or system in accordance with the privileges granted by the license held. The Maintenance Coordinator's duties are:

- Forecast upcoming maintenance activities.
- Serve as liaison between Jet Linx Aviation and customers, in regard to both current and future maintenance activities.
- Assist the Director of Maintenance with their duties as requested.
- Other duties as requested by the Company.

6.8 QUALITY MANAGER

The Quality Manager reports directly to the Vice President of Operations. The Quality Manager is responsible for implementing Quality Assurance policy and procedures. To qualify as a Quality Manager a person must hold a mechanic certificate with airframe and powerplant ratings and within the preceding 24 months, that person has had at least six months experience with either inspection, maintenance or return to service of an aircraft or system in accordance with the privileges granted by the license held. He may delegate these duties; however he cannot delegate responsibility.

- Administration of the Continuing Analysis and Surveillance program.
- Responsible for audit of domestic and foreign repair stations, repair shops and 14 CFR Part 65 certificated maintenance Technicians and ensures they are qualified to perform the necessary maintenance, inspection or repair of Company aircraft.
- Develop, audit and administer the Required Inspection Item Program.
- Maintain current files regarding Required Inspection Item Inspector qualifications and training.
- Maintain the Ten Passenger or Above Primary Maintenance Facility Database and Required Inspection Item Inspector Database.
- Coordinate with the FAA Certificate Holding District Office and other Federal Aviation Administration offices regarding Quality Assurance issues.
- Conducts Internal Evaluations.
- Conducts spot inspections of Company aircraft and vendors.

6.9 AIRCRAFT MAINTENANCE TECHNICIAN

The Aircraft Maintenance Technician reports to the Director of Maintenance and must possess a valid FAA issued Airframe and Powerplant license and within the preceding 24 months, that person has had at least six months experience with either inspection, maintenance or return to service of an aircraft or system in accordance with the privileges granted by the license held. The Aircraft Maintenance Technician performs all tasks assigned by the Director of Maintenance.

6.10 REGIONAL MAINTENANCE MANAGER

This position reports to the Director of Maintenance and provides the day-to-day leadership and management of the Jet Linx Aircraft Maintenance Department field-based personnel. This includes supervision of base maintenance personnel for technicians and line services. Provides oversight to the overall maintenance operations in the field for programs, policies, scheduling and assigning work. Ensures all aircraft are airworthy, placing the safety of passengers and flight crew as first priority. Coordinates scheduling and workflow pace to ensure efficient performance of the department considering operational and budgeting requirements.

The Regional Maintenance Manager will**:**

- Coordinate with the Vice President of Maintenance, Director of Operations, and DOM regarding company maintenance policies and procedures as well as the scheduling of maintenance
- Manage maintenance budgets
- Responsible to standardize all locations across all facilities of our operations
- Manage scheduled and unscheduled required squawk approvals from vendors to maintain operational control and fiscal responsibility to Jet Linx Owners
- Manage and support Base Maintenance Leads where applicable
- Participate in conformities and will assist as needed, communicates status with Base President and owners
- Manage base logistics and capital requests at base locations including management of tooling and materials required to support efficient regional activities
- Responsible to conduct meetings with aircraft owners in support of technical, billing, and invoicing issues
- Responsible for site visits to all base locations
- Ensure maintenance technician labor management
- As a delegate of the DOM, establishes procedures to ensure that operations has a current availability status on all aircraft

6.11 BASE MAINTENANCE MANAGER

The Base Maintenance Manager coordinates with the Director of Maintenance or their delegate to ensure Company procedures and policies are followed during aircraft maintenance and must possess a valid FAA issued Airframe and Powerplant license and within the preceding 24 months, that person has had at least six months experience with either inspection, maintenance or return to service of an aircraft or system in accordance with the privileges granted by the license held.

The Base Maintenance Manager will:

- Coordinate with the Director of Maintenance or their delegate to ensure that aircraft maintenance, inspection standards, methods and procedures are performed in accordance with company manuals.
- Coordinate with the Director of Maintenance or their delegate to ensure maintenance records, Company reports and return to service documents are completed and retained.

- Coordinate with the Director of Maintenance or their delegate to provide current technical data, manufacturer's maintenance/overhaul manuals, service bulletins, Supplemental Type Certificates and Type Certificate data.
- Coordinate with the Director of Maintenance or their delegate regarding Company maintenance policy and procedures.
    - Coordinate with the Director of Maintenance or their delegate to ensure all maintenance personnel, maintenance vendors and maintenance contractors who work on Company aircraft are covered by an approved Anti-Drug/Alcohol Program as defined in 14 CFR Part 121 Appendix I & J.

6.12 INSPECTOR

The Inspector reports to the Quality Manager when performing inspection duties for the Company. An inspector may not delegate their duties or responsibilities. The Inspector may:

- Provide inspection of work performed on Company aircraft maintained under a CAMP, AAIP or 100-hour/Annual Inspection program.
- Perform inspections on aircraft and related systems and components.
- Make entries in the aircraft records as prescribed through Company policies and procedures.
- Be delegated to perform receiving parts inspections.
- The Inspector may not perform RII item inspections unless designated as an RII inspector.

6.13 REQUIRED INSPECTION ITEM INSPECTOR

The Required Inspection Item Inspector reports to the Quality Manager when performing inspection duties for the Company. They may not delegate their duties or responsibilities. The Required Inspection Item Inspector will:

- Provide RII inspection of work performed on Company aircraft maintained under a Continuous Airworthiness Maintenance Program for those items designated as Required Inspection Items (Reference Chapter 35 of this manual).
- Make entries in the aircraft records as prescribed through company policies and procedures.

6.14 APPROVED AUDITOR

The Approved Auditor reports to the Quality Manager when performing audit functions for the Company. They may not delegate their duties or responsibilities. The Quality Manager designates the Approved Auditors based on factors such as experience in a particular field, specialized training in a specific area etc. The Approved Auditor will:

- Conduct audits of vendors (suppliers of materials and or services).
- Conduct internal audits.
- Develop along with the Quality Manager audit forms and procedures/processes needed to conduct audits of outside facilities.

6.15 MAINTENANCE CONTROL TEAM

The Maintenance Control Team reports to the Director of Maintenance. Team members must possess a valid FAA issued Airframe and Powerplant license and within the preceding 24 months, that person has had at least six months experience with either inspection, maintenance or return to service of an aircraft or system in accordance with the privileges granted by the license held

The Maintenance Control Team ("MCT") is responsible for affirming an aircraft's airworthiness prior to JLA Operations Control Center's release of a flight, flights, or an entire trip. Affirming means that the MCT has verified that the aircraft is airworthy for the intended trip and no known discrepancies exist. This includes review for accuracy of all supporting documentation submitted for return to service following scheduled or unscheduled maintenance. The documentation subject to review includes but is not limited to aircraft maintenance and discrepancy log(s), maintenance transaction reports, 8130-3 forms, 8110-3 forms, 337 forms, task cards, burn certificates, work orders etc. as appropriate for the work performed.

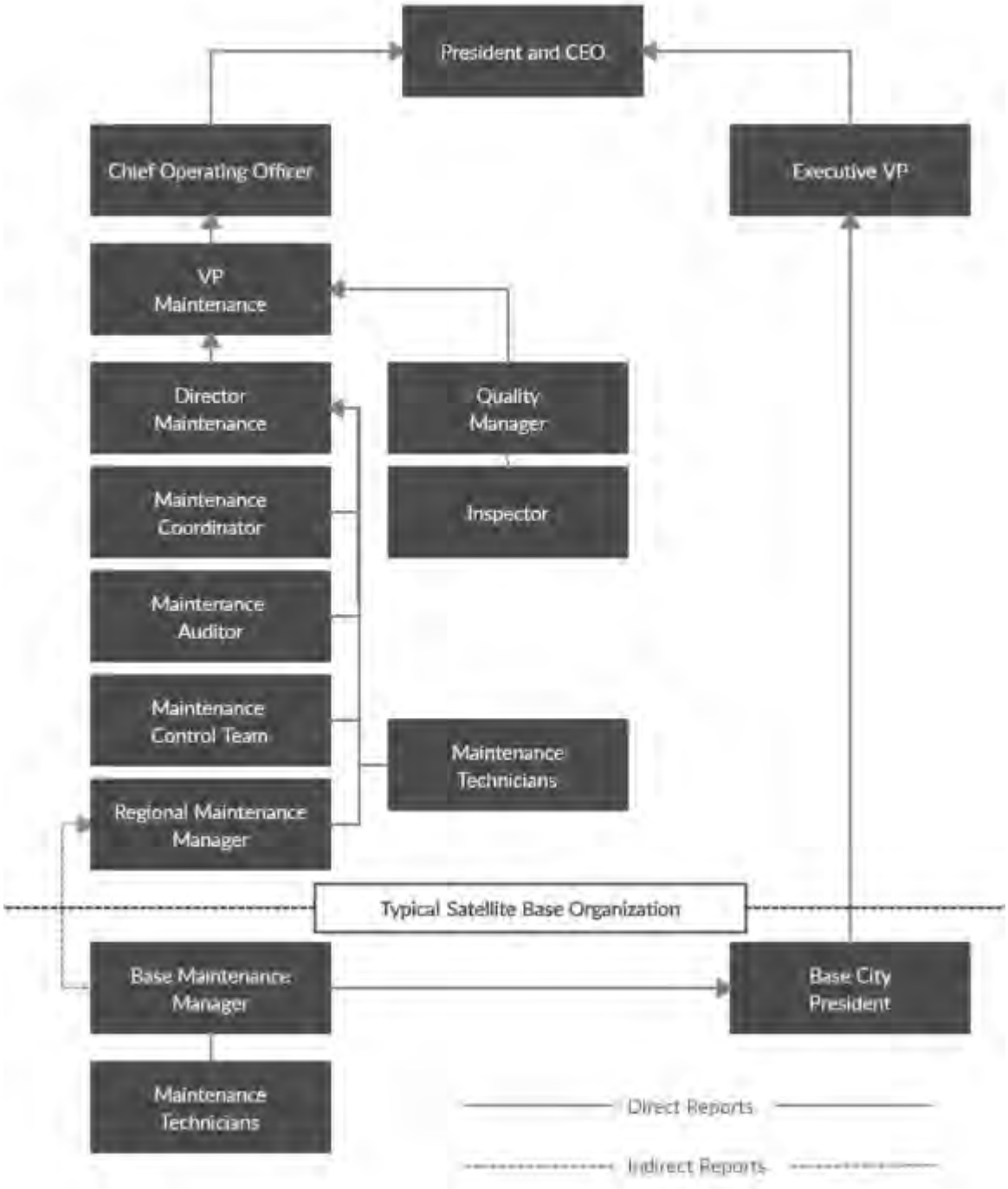
The MCT maintains a Daily Aircraft Status Report ("Report") that is referenced to affirm an aircraft's current inspection status. For a detailed description of the process see Jet Linx Aviation General Operations Manual 1, Chapter 4 Operational Control.

Other MCT Duties and Responsibilities include but are not limited to:

1. Monitoring the daily flight schedule and maintaining a continuous surveillance of the mechanical status of the JLAC aircraft fleet.
2. Communicates with the maintenance staff requesting updates and maintenance status of company aircraft.
3. Communicates to Flight Scheduling all maintenance activities with each aircraft.
4. Provides technical assistance to satellite aircraft bases for corrective and preventive maintenance requirements.
5. Identifies technical problems that may limit flight operations and take appropriate corrective action.
6. Maintains continuous liaison with Maintenance Coordinator for planning routing for significant maintenance to stations, where repairs and inspections can be accomplished.
7. Responsible to ensure essential data is communicated and documented for all maintenance activities.
8. Responsible for screening Pre-flight Reports for accuracy and providing reports to crews.
9. Ensures and follows up on information related to Deferred Maintenance Items (MEL) parts required and communications to other affected departments.
10. Assigned special duties, as required, by the Director of Maintenance.
11. Working knowledge of the computerized maintenance tracking system & FOS software systems & any reports required.

Duties and responsibilities of positions listed on the organizational chart that are not related to a maintenance function are explained in the Jet Linx Aviation General Operations Manual 1, Chapter 4, Operational Control.

6.16 JET LINX AVIATION MAINTENANCE ORGANIZATIONAL CHART



7 MANUAL SYSTEM

7.1 GENERAL

- The Jet Linx Aviation manual system provides policy and procedure for operations under 14 CFR Part 135. The Jet Linx Aviation manual system is comprised of several separately tracked and controlled volumes. The manual system provides the information required for each department and associated personnel to conduct and fulfill their job responsibilities and maintain regulatory compliance. Throughout the Jet Linx Aviation manual system, each separate volume may be referred to by a specific title, e.g., General Operations Manual. References made to the "manual" will mean all of the individual volumes collectively.
- The Company, and those contracted with by the Company, shall conduct operations in accordance with the specific authorizations, limitations and procedures in FAA issued Operations Specifications, the Federal Aviation Regulations and the Company manual. The manual or portions of the manual appropriate to the work being performed shall be made available to the technician performing maintenance, preventive maintenance or alterations to Company operated aircraft.
- The manual system applies to each Company operated aircraft listed in the Operation Specifications. Some sections within the manual apply only to aircraft, which carry 10 or more passengers. In this case those paragraphs are noted as **"applies to aircraft maintained under a Continuous Airworthiness Maintenance Program" .**
- The reader will find specific figure and chapter number references enclosed in parenthesis throughout the manual. When the manual directs the reader to a specific reference by chapter and verse "(Reference Chapter 5-02D)", the reader can turn to this chapter to learn more about the subject. When the manual directs the reader to specific procedure "(Procedure Chapter 5-02D)" the reader will need to turn to that chapter in order to find the procedures necessary to complete the task being performed.
- Forms are referenced throughout the manual for the purpose of illustration and to provide instructions for completing the Company forms. All Company forms, which need to be completed by field personnel, are provided in the chapter titled "Forms". Forms must be filled out in their entirety with “N/A” being used to signify that a specific item does not apply. Each form in the "Forms" section may be copied freely when needed to accomplish company procedure or policy.
- Maintaining current Company manuals consistent with the most recently received revisions is the responsibility of the certificate management personnel and the person to whom the manual is issued.
- A copy of the manual or appropriate portions of the manual (and changes and additions) shall be made available to maintenance and ground operations personnel by the Company and furnished to its flight crewmembers and Representatives of the Administrator assigned to the certificate holder.

7.2 MANUAL SYSTEM DISTRIBUTION AND LOCATION

Manual Name	Issued To	Location
General Operations Manual	Refer to GOM	Refer to GOM
General Maintenance Manual	• Available to all company employees via electronic means • FAA CHDO	• Lincoln FSDO • Available via electronic record keeping
100 hr/ Annual Inspection Program Manual, AAIP, CAMP (including Emergency Equipment Inspection Program, Avionics Program)	• Available to all company employees via electronic means • FAA CHDO	• Available via electronic record keeping • Lincoln FSDO
Aircraft Maintenance Discrepancy Log	Each aircraft to be used by the flight crew during all 14 CFR Part 91 or 135 operations.	On board each aircraft during all flight operations 14 CFR Part 91 or 135.
FAA Operations Specifications	• Company • Each aircraft	• Available to via electronic record keeping

7.3 REVISION SYSTEM RESPONSIBILITY

The authority for the issuance of manual revisions and the distribution of the manual system lies with the Director of Maintenance and the Director of Operations respectively. It is the responsibility of the individual to whom the manual is issued to revise and maintain a current manual when revisions are issued from the certificate managers. Each person issued a manual is responsible for contacting company management for clarification of revisions when questions arise and to request correction or replacement of the issued manual in the event of loss or damage.

Manual Name	Manual Responsibility	Issued Revision Responsibility
General Operations Manual	Director of Operations	Not issued to individuals Available via electronic means
General Maintenance Manual	Director of Maintenance	Not issued to individuals Available via electronic means
100 Hour/Annual Inspection Program Manual; **Approved Aircraft Inspection Program Manual or** **Continuous Airworthiness Maintenance Program Manual (as approved)**	Quality Manager	Not issued to individuals Available via electronic means
Minimum Equipment List Manual	Director of Operations	Not issued to individuals Available via electronic means
Normal Checklist	Director of Operations	Person to whom issued
Aircraft Flight Log and Maintenance Discrepancy Log	Director of Operations	Not issued to individual (No revision required)
Federal Aviation Administration Operations Specifications	Director of Operations	Federal Aviation Administration

Each page revised indicates the effective date of the revision and the revision number. The effective date for normal revisions will be a maximum of 30 days after distribution by the certificate holder to allow time for the manual holder to receive, insert, become familiar with and implement the changes. The effective date may vary from immediately upon receipt to as much as 30 days depending on the urgency or nature of the revision. The revision to the manual will be made as soon as practical after receipt, but in no case later than the effective date unless the effective date precedes receipt of the revision. In that case the revision will be made and put into effect immediately.

7.4 EACH PERSON ISSUED A MANUAL SHALL KEEP IT CURRENT.

The original manual and all subsequent revisions will be issued with a revision letter and a letter to be sent back to the certificate holder verifying revision incorporation. The person issued the manual must sign and date the verification letter and return it.

- The revision letter will outline initial receipt or revision incorporation instructions. The verification letter will be completed and returned to the responsible Company manager after the initial manual is received or when a revision is made and has been inserted in the manual by the manual holder.
- All revision acknowledgment letters must be returned within the time period specified or prior to the Effective Date of the revision. If the letter is not returned or the letter is returned and discovered that the revision was not made; the manual may be canceled at the discretion of the responsible Company manager. Other restrictions may also be applied as warranted.
- Each manual, except for the Aircraft Flight Log and the Aircraft Maintenance Discrepancy Log, contains a Record of Revisions for documenting incorporated changes. The person incorporating the revision will print their name in the appropriate revision block on the Record of Revisions page and indicate the date the revision was inserted.

The Quality Manager or their delegate is responsible to ensure that manuals issued to locations away from the Omaha location are updated by the owner(s) of the manual as required and that the revision letter is received.

Revisions will be accomplished by revising an entire chapter rather than individual pages.

It is the responsibility of the person to whom the manual is issued to inform anyone who works from the manual of the revision to the manual and the content of the revision.

All revisions or changes to the GMM will be forwarded to the FAA CHDO for acceptance or approval prior to being distributed by the Company.

7.5 INSPECTION/MAINTENANCE PROGRAM MANUAL REVISION POLICY

The current Continuous Airworthiness Maintenance Program/Approved Aircraft Inspection (when applicable) and the 100 Hour/Annual Inspection Program manual establish and provide the procedures and policies for inspection and maintenance of Company aircraft to which these programs apply. The Continuous Airworthiness Maintenance Program governs the maintenance of Company aircraft maintained under a Continuous Airworthiness Maintenance Program.

When the manufacturer's inspection manual Chapter 4 or 5 reduces an inspection interval (makes more restrictive), a revision to the appropriate Company Approved Aircraft Inspection Program (AAIP) or Continuous Airworthiness Maintenance Program (CAMP) manuals (See Appendix B under separate cover) will be accomplished by the Director of Maintenance or their delegate and submitted to the FAA for approval as soon as practical after the manufacturer's revision is received by the Company. Minor changes or those changes that are less restrictive to a manufacturer's program shall also be incorporated at the discretion of the Director of Maintenance or their delegate no later than one year from date of receipt by the Company. Revisions received which are minor may be incorporated when several minor revisions have accumulated or along with a major revision.

Unless notified otherwise by the Director of Maintenance or when required by an Airworthiness Directive, the implementation of a revision to an Approved Aircraft Inspection Program or Continuous Airworthiness Maintenance Program is not required until 30 calendar days after the program has been approved by the FAA CHDO.

7.6 DISTRIBUTION POLICY

Manuals are the property of the Company and remain so under all circumstances. Manuals may not be copied or reproduced without written permission of the Company except where necessary to perform required job functions.

Each manual issued to a specific individual will indicate the individual's name or title and the manual number on the cover sheet.

Manuals issued to a Base Maintenance Manager will only contain the aircraft specific appendix applicable to that make and model aircraft.

Any manual lost will be reported to the Company upon discovery. The responsible Company manager will immediately cancel the lost manual.

The Director of Maintenance or the Director of Operations may cancel a manual for any reason deemed appropriate. The person to whom the manual is issued will be notified that the manual has been canceled and the reason for cancellation and shall return the manual to the Director of Maintenance or the Director of Operations as soon as practical.

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8 MAINTENANCE PROCEDURES AND POLICIES

8.1 GENERAL MAINTENANCE REQUIREMENT

Maintenance, preventive maintenance, repair or alterations performed on Jet Linx Aviation operated aircraft, including airframe, aircraft engines, propellers, appliances and parts, shall be performed at facilities and/or by Technicians which meet the provisions of 14 CFR Parts 43, 65, 91, and 135. All methods, practices, standards and limits described in each aircraft manufacturer's maintenance manual, the Jet Linx Aviation manual system and the Federal Aviation Administration Operations Specifications shall be followed. If a Federal Aviation Administration Approved Repair Station performs work, the requirements of 14 CFR Part 145 shall also apply.

NOTE: "Maintenance", as defined in 14 CFR Part 1 "includes inspection, overhaul, repair, preservation and replacement of parts".

Applies to aircraft maintained under a Continued Airworthiness Maintenance Program

As required by 14 CFR Part 135.435(a) each person who is directly in charge of maintenance, preventive maintenance, or alterations, and each person performing required inspections as defined in 14 CFR Part 1 must hold an appropriate airman certificate.

The aircraft are always governed by 14 CFR Part 135 regulations as long as the aircraft are listed on the Jet Linx Aviation Operation Specifications. Therefore, there is no distinction between operations conducted under 14 CFR Part 91 or 14 CFR Part 135 flight rules regarding maintenance. 14 CFR Part 135 rules take precedent requiring all maintenance activity to be conducted in accordance with the air carrier’s procedures and policies contained in its manual system. All required forms will be completed for both 14 CFR Part(s) 91 and/or 135 operations. All Jet Linx Aviation manuals and procedures will be adhered to. Any interruption in adherence to Jet Linx Aviation maintenance program will require a 14 CFR Part 135 conformity inspection prior to subsequent 14 CFR Part 135 flight operations.

The documentation required by this manual will be provided to the Director of Maintenance or their delegate prior to the aircraft leaving the maintenance facility.

Jet Linx Aviation operated aircraft must be registered as civil aircraft of the United States, carry an appropriate and current Airworthiness Certificate, and meet the airworthiness requirements defined by this manual. However, under circumstances outlined in 14 CFR Part 135.25(d) foreign registered aircraft operated by United States certificated crewmembers may be on the Jet Linx Aviation Operations Specifications. All Jet Linx Aviation air carrier rules, procedures and policies apply.

8.2 ANTI-DRUG/ALCOHOL ABUSE PROGRAM

Jet Linx Aviation operated or contracted personnel involved in the maintenance/inspection of Jet Linx Aviation operated aircraft in the United States, its territories and possessions, must be included in a Federal Aviation Administration approved Anti-Drug/Alcohol Abuse program. An exception to this requirement is allowed in special circumstances (Reference Jet Linx Aviation General Maintenance Manual Chapter 9 “Maintenance Away From Home Base”.

For maintenance at U.S. certified repair facilities outside of the United States, its territories and possessions, coverage by a Federal Aviation Administration approved Anti-Drug/Alcohol Abuse Program is not required.

8.3 RELOCATION OF AIRCRAFT

The Director of Maintenance shall notify the FAA CHDO in writing of an aircraft's relocation when the aircraft will be based at the new location 3 months or longer.

The notification must include:

- The facility name and person to contact, the address and the telephone number of the new base.
- Changes if any, to assigned personnel.
- Date of relocation and if applicable, the date the aircraft will return to the original base.

8.4 TECHNICIAN PERSONNEL FILE

Technicians, Inspectors, and Required Inspection Item Inspectors who approve maintenance on Jet Linx Aviation operated aircraft must demonstrate or show proof of being qualified through previous field experience, on-the-job, factory or other training. The facility employing or contracting for such technicians will maintain personnel files which include copies of the following as applicable to the individual:

- Technician's certificate(s).
- Employment history describing previous job functions held and types of aircraft experience.
- Certificates of training on the make and model of aircraft.
- A Federal Aviation Administration approved Anti-Drug/Alcohol Abuse Program letter. With the exceptions described in Chapter 9 of this manual, all individuals who work on the aircraft must be covered under the program. (This may be kept in a separate file.)

Procedures for securing maintenance away from home base are outlined in Chapter 9.

The FAA may view any records/files at the Jet Linx Aviation business office location or aircraft home base at any time.

8.5 GROUNDING AN AIRCRAFT FROM FURTHER FLIGHT

An aircraft that is grounded for a discrepancy or is undergoing maintenance shall have a tag containing at a minimum the word "GROUNDED" displayed in a prominent location such as the control yoke or the aircraft entrance door.

A suitable tag is carried on board the aircraft typically located in the Minimum Equipment List binder. A sample of this tag is found in the Jet Linx General Operations Manual 1, Chapter 12, Maintenance.

8.6 NOTIFYING FLIGHT OPERATIONS

The Director of Maintenance or their delegate shall notify flight operations anytime an aircraft is out of service for maintenance reasons. Upon an aircraft being approved for return to service, the Director of Maintenance or their delegate shall notify flight operations of the aircraft's airworthiness status.

8.7 AIRCRAFT NAVIGATION DATABASE UPDATE

Updates of navigation databases in installed avionics equipment meeting the conditions of this paragraph are not considered maintenance and may be performed by the flight crew provided:

- The database upload is:

  (I) Initiated from the flight deck

  (II) Performed without disassembling the avionics unit; and

  (III) Performed without the use of tools and/or special equipment.

- The pilot must comply with the manufacturer's instructions.
- The manufacturer's instructions must be made available to the pilot that describes how to:

(I) Perform the database update; and

(II) Determine the status of the data upload.

8.8 AIRCRAFT PREFLIGHT INSPECTION

Prior to each departure from the aircraft home base, a certified technician shall accomplish a pre-flight inspection in accordance with the requirements in the Aircraft Maintenance Manual (AMM). In the absence of a manufacturer's pre-flight checklist a checklist produced by Jet Linx will be used. Likewise, a post-flight inspection shall be accomplished in accordance with the manufacturer's recommended post-flight inspection, as referenced in the Aircraft Flight Manual (AFM), after each flight day. When the aircraft is away from home base, stationed at a Satellite Base or at any location where a certified technician is not available, the inspections are the responsibility of the Pilot-In-Command and will be performed in accordance with the Operator's documented procedures. Whenever an aircraft is away from home base for an extended period of time, and at a minimum of every 10 days, a pre-flight or post-flight inspection shall be accomplished by a certified maintenance technician or flight crewmember who has received documented training to accomplish the requirements as referenced in the aircraft maintenance manual. Records of the inspections should be filed and readily available for review for a period of 12 months.

8.9 AIRCRAFT TERRAIN DATABASE UPDATE

For aircraft equipped with a terrain awareness and warning system per 14CFR135.154 it is recommended that the terrain database be updated on at least an annual basis. Updates are to be performed in accordance with the most current manufacture's maintenance publications. Database update frequency will be tracked in the computer-based maintenance tracking system.

8.10 ABORTED TAKEOFF POLICY

In the event of an aborted takeoff (A takeoff that is discontinued after takeoff thrust is set and initiation of the takeoff roll has begun) due to a mechanical discrepancy, the crew is required to contact base maintenance or the maintenance control team prior to the next takeoff attempt. An entry will be made in the aircraft maintenance and discrepancy log (AMDL). Any system reset needed will be coordinated by base maintenance and/or the maintenance control team; this includes the crew accomplishing a system reset as authorized by the Aircraft Flight Manual.

The AMDL entry for resets accomplished by the flight crew in accordance with AFM Abnormal Procedures guidance will be documented in the corrective action section of the AMDL as “Reset system in accordance with AFM Procedures page XX as directed by Maintenance. Functional test satisfactory.” The crewmember will be directed to Sign the Signature block, enter their printed name, and enter the following in the Certificate # box: “ATP Cert. # _(they enter their cert #).”

Resets that involve powering down the aircraft and then re-initiating power-up will be documented in the corrective action section of the AMDL as such: “System reset in accordance with aircraft Shutdown and Before Start checklists as directed by Jet Linx Maintenance. System functional test satisfactory.”

Resets that involved re-accomplishing the Before Takeoff checklist will be documented in the corrective action section of the AMDL as such: “System reset in accordance with Before Takeoff checklist as directed by Jet Linx Maintenance. System functional test satisfactory.”

9 MAINTENANCE AWAY FROM HOME BASE

9.1 GENERAL

Maintenance may be performed when required or when deemed necessary using a Maintenance Facility that is properly rated for the aircraft to be worked on as determined by the Director of Maintenance or their delegate.

A Maintenance Facility is defined as a facility that may include 14 CFR Part 145 Repair Stations, a group 14 CFR Part 65 certificated Technicians working from a non - certificated maintenance shop or a single 14 CFR Part 65 certificated Technician and all persons qualified to support any of these categories.

9.2 PROCEDURES

9.2.1 General

The Pilot in Command or Base Maintenance Manager will contact the Director of Maintenance or their delegate and discuss the maintenance required.

The Director of Maintenance or their delegate will advise the Pilot in Command or Base Maintenance Manager based on the conversation to what extent service will be obtained and provide that person with instructions and the necessary company manuals by which that maintenance provider will be performing the maintenance.

Any requested documentation supporting a facility's or individual's capability/qualification to perform maintenance functions on Jet Linx Aviation aircraft is maintained by the Director of Maintenance.

Per 14 CFR Part 135.426, Jet Linx provides the assigned FAA's principal inspectors with a list of maintenance providers using methods acceptable to the principal team. Using a web-based program the provider name, physical address or addresses where the work is carried out for each maintenance provider that performs work for the certificate holder, a description of the type of maintenance, preventive maintenance, or alteration that is to be performed at each location are kept on file. The list is updated with any changes via the website and provided monthly to the FAA Principal Maintenance Inspector.

The Director of Maintenance or their delegate will assist in determining that the persons and facilities approving the one-time maintenance are qualified to do so on the Jet Linx Aviation operated aircraft involved by verifying the following:

- If the facility is certificated Repair Station under 14 CFR Part 145, inspect the facility's Repair Station Certificate, Operations Specifications and ratings to ensure that the aircraft model is listed. Jet Linx Aviation may request a copy of this document.
- If the facility is to be deemed a Jet Linx primary maintenance facility, an on-site audit of the facility is to be performed per GMM Appendix A-2 prior to adding the facility to the primary maintenance provider's list.
- For Technicians not associated with a Repair Station, the Director of Maintenance shall determine qualification to perform the maintenance by methods such as inspecting the technicians certificate issued under 14 CFR Part 65 (the Quality Manager will verify the validity of the technician's certificate by logging on to https://amsrvs.registry.faa.gov/airmeninquiry/ , and electronically copy the report in the personnel file prior to any work being performed on a Jet Linx

aircraft); obtaining a work resume describing previous job functions for the type aircraft involved and/or copies of certificates of training for the type aircraft involved. Jet Linx Aviation may require a copy of these documents to be provided to the Director of Maintenance or their delegate. If a Technician is not locally available who is qualified to complete the work, other qualified outside assistance will be required.

- Ensure that the Repair Station and/or each Technician are covered by a Federal Aviation Administration approved Anti-Drug/Alcohol Abuse Program. Jet Linx Aviation may require a copy of this document to be provided to the Director of Maintenance or their delegate.
- Ensure that the facility is provided with a copy of the Jet Linx General Maintenance Manual and made aware of the email link to the manual. A copy of the most current manual is included in a documentation link in each Jet Linx technician's email.
- Ensure that the FAA repair station is aware of the Jet Linx Hazmat policy. A copy of the policy letter is included in a documentation link in each Jet Linx technician's email.

9.3 UNSCHEDULED MAINTENANCE

If unscheduled maintenance is required, the Director of Maintenance or their delegate and the Pilot in Command or Base Maintenance Manager will ensure that the Technician approving the work completes the Aircraft Maintenance and Discrepancy Log corrective action block. The pilot in command will insure that a copy of the completed Aircraft Discrepancy Log is provided to the Director of Maintenance or their delegate and approved before departure from the facility.

In the event a Required Inspection Item (RII) sign-off is required, the procedures in Chapter 35 will be followed prior to release of the aircraft and before the aircraft is returned to service. **(Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program)**

9.4 SCHEDULED MAINTENANCE

If scheduled maintenance is required, the Pilot in Command or the Base Maintenance Manager will follow the General procedures in this Chapter as well as the requirements for maintenance recording found in Chapter 22 "Maintenance Records".

The Director of Maintenance or their delegate will assist the Pilot in Command or Base Maintenance Manager in determining that the persons and/or facilities approving the one-time maintenance for return to service are qualified to do so on the Jet Linx Aviation operated aircraft involved. The Director of Maintenance or their delegate will assist the pilot in verifying the following:

- If the facility is a certificated Repair Station under 14 CFR Part 145, inspect the facilities Repair Station Certificate, Operations Specifications and ratings to ensure that the aircraft model to be worked on is listed. Jet Linx Aviation may require a copy of this document to be provided to the Director of Maintenance or their delegate.
- For Technicians not associated with a Repair Station, the Director of Maintenance shall determine qualification to perform the maintenance by methods such as inspecting the technicians certificate issued under 14 CFR Part 65 (the Quality Manager will verify the validity of the technician's certificate by logging on to https://amsrvs.registry.faa.gov/airmeninquiry/ , and electronically copy the report in the personnel file prior to any work being performed on a Jet Linx aircraft); obtaining a work resume describing previous job functions for the type aircraft involved and/or copies of certificates of training for the type aircraft involved. Jet Linx Aviation may require a copy of these documents to be provided to the Director of Maintenance or their delegate. If a Technician is not locally available who is qualified to complete the work, other qualified outside assistance will be required.

- Ensure that the Repair Station and/or each Technician are covered by a Federal Aviation Administration approved Anti-Drug/Alcohol Abuse Program. Jet Linx Aviation may require a copy of this document to be provided to the Director of Maintenance or their delegate.
- Ensure that the Repair Station or technician is provided with a copy of the Jet Linx General Maintenance Manual. A copy of the most current manual is included in a documentation link in each Jet Linx technician's email.
- Discrepancies found during an inspection being conducted away from home base may be recorded using the form and format of the maintenance provider. A copy of the form will be provided to the Director of Maintenance for approval prior to any corrective action being accomplished. Upon completion of the corrective action, a copy of the form will be furnished upon request to the Director of Maintenance or his delegate for approval prior to the aircraft being approved for return to service.
- The Director of Maintenance or their delegate may at their discretion find it necessary for Jet Linx personnel to be on-site during all or a portion of the project. The person(s) chosen to be on-site will provide oversight of the technicians performing the inspections and maintenance and serve as a liaison to the Director of Maintenance or their delegate.

In the event a Required Inspection Item (Essential Maintenance RII) sign-off is required, the procedures in Chapter 35 "Required Inspection Item Program" will be followed prior to release of the aircraft and before the aircraft is returned to service. **(Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program)**

9.5 FOREIGN MAINTENANCE AUTHORIZATION

Maintenance performed outside of the United States must be approved for return to service by a technician appropriately rated under 14 CFR Part 65; a properly rated Repair Station certificated under 14 CFR Part 145, a facility or individual certificated by Transport Canada. The above procedures will be followed with the exception of the FAA approved anti-drug/alcohol abuse program coverage described above.

The person directly in charge of performing the maintenance and approving the aircraft for return to service must meet the requirements of 14CFR 145.153, 145.155 and 145.157 when performed by a Repair Station outside the United States or its territories. This shall be verified by obtaining employment history and training records as well as conversing directly with the supervisor to ensure that they are familiar with the applicable regulations, methods, techniques, practices and can understand, read and write the English language.

For work performed by a foreign individual or entity, prior to the next departure from any airport in the United States or its territories where such maintenance personnel are available, the work performed must be re-inspected by a properly rated Repair Station certificated under 14 CFR Part 145, a facility or individual certificated by Transport Canada or other properly certificated individual on an FAA approved anti-drug/alcohol abuse program. The re-inspection must be properly documented, and the document included in the aircraft's permanent maintenance records. Upon completion of the re-inspection by the qualified individual, an Emergency Maintenance Reporting form (see Chapter 37, Forms) is to be completed and sent along with supporting documentation described on the form to the FAA Drug Abatement Division (AAM-800) within 10 business days per 14 CFR Part 120.

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10 AIRWORTHINESS DIRECTIVE & BULLETIN ADMINISTRATION

10.1 GENERAL

Airworthiness Directives are issued by the Federal Aviation Administration against aircraft, engines, propellers and appliances. Airworthiness Directives are corrective measures issued when an unsafe condition exists or is likely to exist or develop in products of the same type design. Failure to comply with an Airworthiness Directive is a violation 14 CFR Part 39.7.

For the purposes of this manual “Bulletins” includes but is not limited to Service Bulletins, Service Letters, Communiques etc. issued by airframe, powerplant and accessory manufacturer to inform an operator of a product improvement. In some cases, an alert service bulletin or mandatory service bulletin is issued when an unsafe condition may exist that the manufacturer believes to be a safety related as opposed to a mere improvement of a product. Although a service bulletin may be categorized as mandatory by the manufacturer, it is crucial to know that compliance with service bulletins isn’t necessarily required under the Federal Aviation Regulations (FAR). In some situations however, compliance with a bulletin at a prescribed interval would be deemed mandatory under FAR’s. Examples may include the following:

- All or a portion of the bulletin is incorporated into an airworthiness directive (AD)
- The bulletin is incorporated directly or by reference into an FAA approved inspection program, such as an AIP or a CAMP.
- The bulletin is listed as an additional maintenance requirement in the certificate holder’s operations specifications (OpSpecs).
- The bulletin is part of the FAA-approved Airworthiness Limitations Section (ALS) of the manufacturer’s manual or the aircraft type certificate (TC).

10.2 AIRWORTHINESS DIRECTIVE RECEIPT AND DISTRIBUTION

Airworthiness Directives and revisions to the same are distributed to the aircraft owner by the Federal Aviation Administration using their internal list of aircraft registrations and the manufacturer's list of owners. The Director of Maintenance or their delegate monitors the summary of Airworthiness Directive bi-weekly listings from the U.S. Government Printing Office and utilizes a computerized database to perform Airworthiness Directive research for all aircraft listed on company Operation Specifications.

Upon becoming aware that an Airworthiness Directive or a revision to an existing Airworthiness Directive has been issued by the Federal Aviation Administration, the Director of Maintenance or their delegate will follow the Airworthiness Directive Compliance Procedures process outlined below.

The Director of Maintenance or their delegate will ensure that the Airworthiness Directive is listed in the Computerized Maintenance Tracking System as a maintenance due item for the applicable aircraft.

10.3 AIRWORTHINESS DIRECTIVE RESEARCH FOR ONBOARDING

As part of the aircraft onboarding process to add an aircraft to the Jet Linx air carrier certificate a complete airworthiness records audit it to be conducted. The audit process is as follows:

- Generate a full airworthiness directive list for the airframe, engines, auxiliary power unit, propellers and appliances. The appliance list may be filtered based on appliances that are known not to be installed on the aircraft such as parachutes, carburetors, etc. Jet Linx subscribes to an online service from which these lists can be generated. Instructions for use of the online service is contained in the company's maintenance department resource manual. This manual is for company internal training purposes and is not made available to outside entities. The generated list should be compared with a list generated from the FAA's website to ensure accuracy of the list generated from the online service.

- A comparison of each list is to be made with the computerized tracking system to verify that all airframe, engine, auxiliary power unit and propeller airworthiness directives are loaded into the system. Appliance airworthiness directives need only be loaded into the system if they are dated later than the aircraft's manufacture date. The latest revision of airworthiness directive 74-08-09 must be loaded for all transport category aircraft.

- Logbook entries supporting compliance with each of the tracked airworthiness directives are to be scanned and stored in the company's computer database. Each entry must contain the method of compliance, effectivity date and if reoccurring must indicate when it is due next. The next due may be indicated by an exact date, exact flight hours or exact landings. It may also be indicated by stating the interval, for example, "Next due in 6 months" or "Next due in 400 hours."

- For those entries not containing the above minimum requirements additional research may be required to determine the method of compliance, effectivity date and/or next due interval. A supporting entry is to be made in the permanent aircraft records stating as follows or similarly worded, "researched airworthiness directive XXXX-XX-XX and found it to be previously complied with by (Method of compliance) on date (XX-XX-XXXX) by entity (X)" or in the case where the AD was complied with at build, state "researched airworthiness directive XXXX-XX-XX and found that it was complied with by the manufacturer at build."

- Verify all airworthiness directives in the computerized maintenance tracking system show a method of compliance. For those that do not, edit the computerized tracking system to show method of compliance so that the information will be included with an AD report.

- For airworthiness directives not being tracked in the computerized maintenance tracking program provide a list to the systems analyst to have them added. Be sure they include the effectivity date when adding. Once they have been added, research each of the airworthiness directives for applicability. For those that do not apply, generate a maintenance transaction report for each airworthiness directive stating the reason, such as "Not applicable, affected equipment not installed." Other reasons for non-applicability may include aircraft serial number effectivity, component serial number, component part number, manufacturer, overhaul facility, date of repair or overhaul to name a few. For airworthiness directives that do apply, ground the aircraft immediately until research has been completed and appropriate maintenance transaction report has been generated.

10.4 BULLETIN RECEIPT AND DISTRIBUTION

Bulletins are issued by manufacture's and are available to the operator via mail distribution, email notification or by accessing the manufacture's website. The Director of Maintenance or their delegate monitors received bulletins for applicability and importance.

Upon becoming aware that a bulletin has been issued, the Director of Maintenance or their delegate will determine whether the instructions contained in the bulletin requires immediate action, can be accomplished at a later date in conjunction with other scheduled maintenance or not accomplished at all depending on safety and reliability implications.

The Director of Maintenance or their delegate will ensure that bulletins are incorporated in the Computerized Maintenance Tracking System as a maintenance due item where applicable.

10.5 AIRWORTHINESS DIRECTIVE COMPLIANCE PROCEDURES

When an Airworthiness Directive or a revision to an Airworthiness Directive comes to the attention of the Director of Maintenance or their delegate, the Airworthiness Directive will be added to the computer based maintenance tracking system and made available to the Base Maintenance Manager where applicable.

- The Director of Maintenance or their delegate will verify the information has been entered into the Computerized Maintenance Tracking System.
- If the Airworthiness Directive is not applicable to the aircraft, the Base Maintenance Manager, the Director of Maintenance or their delegate(s) will make an entry in the permanent aircraft records stating why and if entry was made by a technician they shall submit a copy to the Director of Maintenance or their delegate. The Director of Maintenance or their delegate will insure that the Computerized Maintenance Tracking System is updated to show the correct status of the Airworthiness Directive.
- If the Airworthiness Directive is applicable, the Director of Maintenance or their delegate will schedule the compliance date, time or cycle when it will be accomplished.
- At the time of compliance, an entry in the aircraft's permanent record must be made stating the airworthiness directive number, current revision status of the Airworthiness Directive, including the effective date, method of compliance, and if the Airworthiness Directive involves recurrent action, the time and/or date when the next action is required. The time and date may be stated as the exact time and date or the interval when next due.
- The Director of Maintenance or their delegate will update the Computerized Maintenance Tracking System to reflect the accomplishment and/or applicability determination of the Airworthiness Directive.

If the Airworthiness Directive is recurring, the Director of Maintenance or their delegate will ensure that an appropriate entry is added to the Computerized Maintenance Tracking System to indicate the next required interval due for recurrent Airworthiness Directives.

- The applicability of an Airworthiness Directive is determined by the wording of the Airworthiness Directive itself. If an Airworthiness Directive applies to, or will appear in a search list for the type and series, a maintenance record will be made, even if that item is not installed on a particular aircraft.

The Airworthiness Directive is to be entered into the Computerized Maintenance Tracking System in such a manner that the due date shown by the computer will be the same as the effective date of airworthiness directive.

When an issued AD is found previously accomplished through the performance of a previous Service Bulletin, a log entry specifically referencing the Airworthiness Directive must still be made. Regardless of previous Service Bulletin accomplishments, compliance with each AD is to be recorded in aircraft permanent records stating:

- AD # and revision.
- Date of compliance.
- Method of compliance.
- If recurring, time & date next due.
- If found previously complied with, state the date & method of compliance.

For Airworthiness Directives accomplished away from Home Base, a copy of each entry will be provided to the Director of Maintenance or their delegate for entry into the Computerized Maintenance Tracking System.

10.6 AIRWORTHINESS DIRECTIVE STATUS LIST PROCEDURES

An Airworthiness Directive Status List will be maintained in the Computerized Maintenance Tracking System by the Director of Maintenance or their delegate for each airframe, aircraft engine, propeller, accessory and/or appliance Airworthiness Directive issued to an aircraft. The Computerized Maintenance Tracking System will track each Airworthiness Directive by Airworthiness Number, Airworthiness Revision number (if assigned) and by effective date. A computerized database is used to research all Airworthiness Directives. Once an Airworthiness Directive is issued, a notification is sent as described in this chapter and is recorded in the Computerized Maintenance Tracking System.

The Base Maintenance Manager may receive a copy of the Airworthiness Directive Status List anytime that it is requested. The Base Maintenance Manager or any maintenance facility/individual contracted by the company may determine the current status of all Airworthiness Directives by contacting the Company Director of Maintenance or their delegate and requesting the current Airworthiness Directive Status List.

NOTE: A computerized form will be initially implemented for the Airworthiness Directive history of the aircraft prior to the aircraft being placed on the Jet Linx Aviation certificate.

11 SERVICE DIFFICULTY REPORT

11.1 GENERAL

A Service Difficulty Report (SDR) will be completed and a report made upon the occurrence or detection of each failure, malfunction, or defect on any company aircraft as required by 14 CFR Part 135.415.

11.2 ADMINISTRATIVE RESPONSIBILITIES

11.2.1 Reportable items occurring at any time.

The Pilot in Command will contact the Director of Maintenance or their delegate concerning any reportable item as stated in (Reportable Items) of this Chapter as soon as practicable. If the Director of Maintenance or their delegate is if not available, the Pilot in Command will contact the Director of Operations or their delegate. A copy of the Mechanical Interruption Summary Report form is located in the Jet Linx General Operations Manual 1, Chapter 12, Documents & Forms.

The Pilot in Command will complete and send a Mechanical Interruption Notification or an equivalent form providing the same information, to the Director of Maintenance or their delegate. A copy of this form is located in Chapter 37 Forms of this manual.

- Each report will cover only a 24-hour period from 0900 to 0900 local time and a written copy shall be provided to the Director of Maintenance or their delegate within 48 hours from the occurrence of any reportable item.
- The Pilot in Command will **not** send a copy of this form to their local Federal Aviation Administration office.

An electronic copy of the FAA Form 8070-1 will be provided to the FAA CHDO within 96 hours of the occurrence. Reports that are due on Saturday or Sunday may be provided on the following Monday and one due on a holiday may be provided on the next regular workday.

Any new information related to a previously filed report will be provided in writing to the Director of Maintenance or their delegate who will file a supplement to the original. The FAA CHDO will receive in writing, any supplements filed at the next reporting period from the time the new information was received.

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program.

A copy of the Service Difficulty Report shall be provided to the Quality Manager or their delegate for inclusion in the Continuing Analysis and Surveillance Program (CAS) report. Nine passengers or less aircraft may be included in the CAS report.

11.3 REPORTABLE ITEMS

In accordance with 14 CFR Part 135.415 each certificate holder shall report the occurrence or detection of each failure, malfunction, or defect concerning:

- Fires during flight and whether the fire warning system functioned properly;
- Fires during flight not protected by related fire-warning system;
- Any false warning of fire or smoke;
- An engine exhaust system that causes damage to the engine, adjacent structure, equipment, or components;
- An aircraft component that causes the accumulation or circulation of smoke, vapor, or toxic fumes in the crew compartment or passenger cabin during flight;
- Any engine shutdown during flight because of flameout;
- Engine shutdown during flight when external damage to the engine or aircraft structure occurs;
- Engine shutdown during flight due to foreign object ingestion or icing;
- Shutdown of more than one engine during flight;
- A propeller feathering system or ability of the system to control overspeed during flight;
- A fuel or fuel-dumping system that affects fuel flow or causes hazardous leakage during flight;
- An unwanted landing gear extension or retraction, or the opening or closing of landing gear doors during flight;
- Brake system components that result in loss of brake actuating force when the aircraft is in motion on the ground;
- Aircraft structure that requires major repair;
- Cracks, permanent deformation, or corrosion of aircraft structures, if more than the maximum acceptable to the manufacturer or the FAA; and
- Aircraft components or systems that result in taking emergency actions during flight (except action to shut-down an engine).
- Any other failure, malfunction, or defect in an aircraft that occurs or is detected at any time if, in its opinion, the failure, malfunction, or defect has endangered or may endanger the safe operation of the aircraft.

Note: For the purpose of this section, “during flight” means the period from the moment the aircraft leaves the surface of the earth on takeoff until it touches down on landing.

12 MECHANICAL INTERRUPTION SUMMARY

14 CFR Part 135.417 requires the timely filing of a Mechanical Interruption Summary Report. The report covers days from 0900 to 0900 hours and needs to be filed with the FAA before the end of the 10th day of the following month, excepting weekends and holidays.

The report covers a summary of the previous month's interruption to a flight, unscheduled change of aircraft en route, unscheduled stop or diversion from a route, or unscheduled engine removal caused by known or suspected mechanical difficulties or malfunctions that are not required to be reported on a Service Difficulty Report under 14 CFR Part 135.415.

The Director of Maintenance is responsible for the completion and filing of the Mechanical Interruption Summary Report.

A copy of this form and its instructions for completion are located Jet Linx Aviation General Operations Manual, Chapter 12, Forms.

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program. A copy of this report will be forwarded to the Quality Manager for inclusion in the Continuing Analysis and Surveillance Program (CAS) report. Nine passengers or less aircraft need not be included in the CAS report.

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13 MAJOR ALTERATIONS AND REPAIRS

13.1 GENERAL

Any alteration or repair (minor or major) of company aircraft must be performed in accordance with approved or accepted data as set forth by 14 CFR Part 43.13.

Each aircraft listed in Jet Linx Aviation operation specifications is required to maintain a list of major alterations and major repairs made to each airframe, engine, propeller and appliance as stated in the 14 CFR Part 135.439:

- "Major alteration" means an alteration not listed in the aircraft, aircraft engine or propeller specifications
  - That might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics or other qualities affecting airworthiness, or
  - That is not done according to accepted practices or cannot be done by elementary operations.
- "Major Repair" means a repair
  - That if improperly done, might appreciably affect weight, balance, structural strength, performance, powerplant operation, flight characteristics or other qualities affecting airworthiness, or...
  - That is not done according to accepted practices or cannot be done by elementary operations.
- "Minor alteration" means an alteration other than a major alteration.
- "Minor repair" means a repair other than a major repair.

Major alterations and repairs may be accomplished and approved for return to service by an Authorized Inspector or other person authorized by a 14 CFR Part 145 Repair Station manual, provided the work has been done in accordance with technical data approved by the Administrator. Approved data includes:

- Type Certificate Data Sheets (TCDS)
- Supplemental Type Certificates (STC)
- Manufacturers' Federal Aviation Administration (FAA) approved data
- Airworthiness Directives (AD)

NOTE: If no previously approved data exists, approval shall be obtained through a Federal Aviation Administration Engineering office, a Designated Engineering Representative (DER), Organization Designation Authorization (ODA) or Aircraft Certification Office (ACO) field approval. All major repairs & major alterations shall be recorded in accordance with 14 CFR Part 43, Appendix B. Copies of all completed FAA Form 337 along with supporting documentation as required, shall be submitted to the Director of Maintenance or their delegate for review. After review, the form and supporting documentation shall be distributed and retained in accordance with 14 CFR Part 43, Appendix B.

13.2 PROCEDURES

The listing of Major Alterations and Repairs will be included in the permanent aircraft maintenance records of each aircraft. Send or fax a copy of the listing to the Director of Maintenance or their delegate each time it is updated along with a copy of any associated permanent aircraft logbook entry for verification. A sample of an acceptable form can be found in the Chapter 37 of this manual. Any listing containing the same information is acceptable.

Instructions for completion of the Major Alterations and Repairs List

Information will be entered in the Major Alterations and Repairs listing as follows:

1. Enter page number of the list.
2. Enter aircraft make.
3. Enter aircraft model.
4. Enter aircraft registration number.
5. Enter aircraft serial number.
6. Enter general area of repair or alteration.
7. Enter date of repair or modification completion.
8. Enter Service Bulletin number or Modification number if applicable.
9. Enter a brief narrative description of alteration or repair.
10. Enter signature, certificate number and type of facility or technician signifying compliance with the alteration or repair.

NOTE: A listing containing at least the same information will be used for all aircraft on the Jet Linx Aviation air carrier certificate. For those initial entries the verification signature of a technician or company representative will be acceptable. Any new alteration or repair (major) will be listed and signed by the originating Certified Repair Station or technician.

14 AIRCRAFT WEIGHT AND BALANCE CONTROL

14.1 WEIGHING FREQUENCY

In accordance with 14 CFR Part 135.185(a) each multi-engine aircraft will be weighed at intervals not to exceed 36 calendar months.

Prior to adding an aircraft to the Jet Linx Aviation Operations Specifications, the Director of Maintenance or his delegate reviews the permanent aircraft records. If the aircraft records supporting the last weigh are not current or thirty-six (36) calendar months have elapsed since the last scale weighing, the Director of Maintenance or his delegate arranges for the aircraft to be weighed before its addition to the certificate.

14.2 WEIGHING PROCEDURES

Weighing is performed in accordance with the aircraft manufacturers' procedures.

The person performing the aircraft weigh does so in a closed hangar whenever possible to reduce the possibility of scale error.

The person performing the aircraft weigh performs 3 weighs moving the scale sensor to a different position each time to help ensure a more accurate aircraft weight. The person performing the aircraft weigh averages the 3 scale readings to determine aircraft weight.

The person performing the aircraft weigh verifies that the scales used are within current calibration and that the scales used are at least equal to the type specified by the aircraft manufacturer.

14.3 CALCULATED WEIGHT CHANGES

The Director of Maintenance or their delegate recomputes or causes to be recomputed by mathematical means the aircraft weight and center of gravity whenever total weight gain or loss exceeds one half of one percent of the maximum landing weight or the center of gravity movement exceeds one half of one percent of the mean aerodynamic chord.

For aircraft that require a repair, modification, alteration or other maintenance that affects the weight and balance and cannot be established by mathematical methods the Director of Maintenance or their delegate arranges for the aircraft to be physically weighed as described in the section **"Weighing Procedures"** above.

14.4 RECORDS

The person computing the weight and center of gravity fills out the Jet Linx Aviation Basic Aircraft Empty Weight and Balance form or equivalent and forwards the completed original to the Director of Maintenance or their delegate for inclusion in the aircraft permanent records.

A copy of the Jet Linx Aviation Basic Aircraft Empty Weight and Balance form is located in Chapter 37 titled ‘Forms” of this General Maintenance Manual.

The current weight and balance form that defines the aircraft configuration for a given flight operation is located in the Aircraft Flight Manual, Pilot's Operating Handbook or other manual that may be dedicated to weight and balance information. The Director of Maintenance or their delegate ensures that the current weight and balance form is placed in the appropriate manual and any previous weight and balance computation is marked as superseded and shows the date of supersedure.

Instructions for Completing the Jet Linx Aviation Basic Aircraft Empty Weight and Balance form
The numbers below correspond with the numbered blanks on the form

1. Enter the date of the aircraft weigh.
2. Enter the aircraft make.
3. Enter the aircraft model designation.
4. Enter the aircraft serial number.
5. Enter the aircraft registration number.
6. Enter the averaged weight from the left main sensor.
7. Enter the arm of the left main sensor.
8. Enter the computed moment of the left main sensor (weight x arm = computed moment).
9. Enter the averaged weight from the right main sensor.
10. Enter the arm of the right main sensor.
11. Enter the computed moment of the right main sensor (weight x arm = computed moment).
12. Enter the averaged weight of the nose sensor (or tail sensor as applicable).
13. Enter the arm of the nose sensor (or tail sensor as applicable).
14. Enter the computed moment of the nose sensor(or tail sensor as applicable)(weight x arm = computed moment).
15. Enter description of items removed when doing a computed weight and balance (i.e. fax machine and cabinet).
16. Enter weight of items removed.
17. Enter arm of items removed.
18. Enter computed moment of items removed (weight x arm = computed moment).
19. Enter description of items added (i.e. required ballast weight).
20. Enter weight of items added.

Instructions for Completing the Jet Linx Aviation Basic Aircraft Empty Weight and Balance form

The numbers below correspond with the numbered blanks on the form

21. Enter arm of items added.
22. Enter computed moment of items added (weight x arm = computed moment).
23. Enter description of items installed. (i.e. new vanity in lav).
24. Enter weight of item installed.
25. Enter arm of item installed.
26. Enter computed moment of item installed (weight x arm = computed moment).
27. Enter make and model of scale used to weigh aircraft.
28. Enter serial number of scale used to weigh aircraft.
29. Enter calibration next due date of scale used to weigh aircraft.
30. Enter new aircraft total weight.
31. Enter new aircraft total arm.
32. Enter new aircraft total moment.
33. Enter new aircraft empty weight.
34. Enter new aircraft empty weight center of gravity.
35. Enter new aircraft % of MAC (Mean Aerodynamic Chord).
36. Signature of person performing aircraft weigh.
37. Enter address of company performing the weigh.
38. Enter certificate number of company performing the weigh.

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15 SPECIAL FLIGHT PERMITS

CONTINUING AUTHORIZATION TO CONDUCT FERRY FLIGHT PROGRAM (CAFP)

15.1 GENERAL

A Special Flight Permit may be issued by FAA when an aircraft does not meet standard airworthiness requirements but is in a condition for safe operation to a maintenance facility where the discrepancy can be corrected. The permit may also be issued by the operator if the operator has been issued Operations Specification Paragraph D084.

Special Flight Permits will only be issued for operations conducted under 14 CFR Part 91 flight rules. Special Flight permits are not intended, or to be used for any of the following purposes:

- Repositioning Flights
- One-engine inoperative flights
- Maintenance flights
- Delivering or exporting aircraft
- Flights in excess of maximum certified takeoff weight
- Special Flight Authorization (SFA) for foreign aircraft
- Operating aircraft not on OpSpec/MSpec D085
- Evacuating aircraft from areas of impending danger
- Ferrying an aircraft to which an AD applies unless the AD states otherwise

If a Special Flight Permit is issued because a scheduled maintenance or inspection item is due, the maintenance or inspection item will be entered in the Aircraft Maintenance and Discrepancy Log as a discrepancy.

15.2 SPECIAL FLIGHT PERMIT PROCEDURES

Only the Director of Maintenance or their delegate may apply for a special flight permit by contacting the local Flight Standards District Office having geographic responsibility where the aircraft is located. (OR) The Director of Maintenance and Quality Manager are the two positions within the organization authorized to issue a special flight permit under authorization of Operations Specification D084. These individuals are considered to have the required training, knowledge and qualifications necessary to plan, organize, direct and control the activities of the safety risk acceptance of a special flight permit.

Training and authorizing maintenance personnel involved with the continuing authorization to conduct a ferry flight program will be documented in the employees training file. This initial training will be given by the operators FAA Principal Airworthiness Inspectors. Recurrent training will be conducted every 24 months or sooner if deemed necessary

An Aircraft that has been involved in an accident or incident may not be ferried until the NTSB releases the aircraft and the local FSDO is notified.

Only flight crewmembers and other essential persons may be on the aircraft during a ferry flight.

Only a certificated mechanic or repairman may complete and certify the work for which he or she is trained and certificated to do.

The ferry flight is documented in the aircraft logbook, the person authorized signs the log entry for the issuance of the ferry flight permit, and the person responsible ensures signature documentation, and what the signature signifies.

If Jet Linx uses its own form for issuing the ferry permit, the form addresses, at a minimum, all the applicable limitations and provisions listed in OpSpec D084 and control of the form as a required aircraft record. A copy of this form can be found in Chapter 37 of this manual.

A copy of OpSpec D084, or appropriate sections of the manual which restate this permit, must be carried on board the aircraft when operating under a special flight permit. Electronic copies are permitted if Jet Linx has been issued OpSpec A025 “Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems.”

The aircraft may be moved to a repair facility to perform work required by an airworthiness directive unless the airworthiness directive states otherwise, or it is determined that the aircraft cannot be moved safely.

Jet Linx may require the aircraft to be inspected or evaluated by the FAA to determine that they are in a safe condition for the intended flight if an unusual condition were to present itself.

Jet Linx may not issue a special flight permit for operation of an aircraft over countries other than the United States without permission of that country and the CHDO.

Jet Linx will continuously monitor and measure the safety performance with its CASS program to identify deficiencies or hazards.

RESPONSIBILITIES

15.2.1 Director of Maintenance or Quality Manager Responsibilities

The Director of Maintenance or Quality Manager’s responsibilities are to assure that the special flight permit is required, and the aircraft meets the above limitations listed in paragraph 15.1 of this chapter. He / She must determine that the aircraft is safe to fly and that the aircraft is in a safe condition for the flight with the discrepancy or condition that triggered the need for the ferry flight permit documented. Ensure the safety of the crew and the safe operation of the aircraft with inoperative avionics, instrumentation, and equipment is determined and met. Jet Linx’s ferry permit form is to be retained as a required aircraft record.

15.2.2 Pilot-in-Command Responsibilities

The Pilot in Command will record the discrepancy necessitating the Special Flight Permit on the current Discrepancy Log and confer with the Director of Maintenance or their delegate fully describing the nature of the discrepancy.

15.2.3 Crewmember Responsibilities

The Crewmembers shall comply with all provisions and limitations of the Special Flight Permit and ensure that the Special Flight Permit and the Standard Airworthiness Certificate are carried onboard the aircraft during the flight.

15.2.4 Technician Responsibilities

A Technician shall inspect the aircraft and determine that the aircraft is in condition for safe flight.

- The Technician will produce a logbook entry or maintenance transaction report stating, **"I have inspected this aircraft and found it safe for the intended flight."**, or similarly worded statement, followed by their name, certificate type, certificate number and date.
- A copy of the completed ferry permit and the maintenance logbook entry will be provided to the Director of Maintenance or their delegate prior to flight. The Director of Maintenance or their delegate shall keep it on file for one year.
- The corrective action clearing the discrepancy which caused the issuance of the Special Flight Permit will be handled in the same way as a deferred item, i.e., enter the corrective action statement, the Technician's name, certificate type, certificate number (or 14 CFR Part 145 Repair Station Certificate number) and the date. If it is necessary to enter the corrective action on a subsequent discrepancy log, begin the narrative by referencing the discrepancy log number from which the squawk originated.
- A copy of the completed Discrepancy Log must be provided to the Director of Maintenance or their delegate prior to approval for return to service.

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16 MATERIAL HANDLING

Applies to all aircraft on the Jet Linx Aviation 14CFR Part 135 Air Carrier Certificate

16.1 GENERAL

When aircraft parts/supplies (materials) are handled, packaged, transported or stored, the material shall be given the same degree of care it requires during installation or use.

Unserviceable material shall be handled as carefully as serviceable material.

Use special storage and transportation equipment for its designated purpose.

If a reusable shipping container is provided for an item, the item is to remain in the container during transportation unless special equipment has been provided for these purposes.

Material and equipment shall be protected at all times against exposure to any damaging contact or contamination by other material.

All materials shall be stored in accordance with the manufacturers' recommendations (i.e., magnetic sensitive equipment not stored next to transformers, etc.)

All removed components shall be clearly labeled using the appropriate parts tags provided in Chapter 37 of this manual. “Core” parts tags are to be used when a component is removed for the purpose of exchanging with a replacement part. The tag is to be completed and affixed to the component prior to shipping to the vendor. “Repairable” parts tags are to be used when a component is removed for the purpose of repair, modification or overhaul. The tag is to be completed and affixed to the component prior to shipping to the vendor.

All rejected items shall be located in a separate designated quarantine area away from other aircraft parts marked clearly using Jet Linx provided red parts tag stating “Rejected Part, Do Not Use”. Parts tags are located in GMM Chapter 37, “Forms”. Rejected parts shall be rendered unusable by mutilation and disposed of.

16.2 RESPONSIBILITIES

The 'receiving inspector' is responsible for safely storing, packaging, shipping and delivering material that is in their custody.

A receiving inspector will be:

- An individual designated by the Quality Manager or the Director of Maintenance and provided instruction in receiving inspection procedures.
- An individual authorized to receive material by a 14 CFR Part 145 Repair Station that is included in the Company Primary Facilities List for those aircraft maintained under a Continuous Airworthiness Maintenance Program.

The receiving inspector will be responsible for ensuring that:

- All bins, cribs, shelves and other means of storage which contain company materials are clearly and properly marked as to the contents.
- All materials shall be protected from damage during handling or storage and applicable protective packages, caps, etc. are used to protect material from dirt, moisture and foreign objects.
- Parts, components and appliances purchased and/or returned to service are placed in stock provided the associated certification requirements are satisfied.
- The shipping document or invoice identifying the source of procurements is included with all received parts and materials. Part and serial numbers, if applicable, must be clearly visible on parts or packages of parts.
- Those parts or components to which Airworthiness Directives apply shall be accompanied by appropriate certification.
- Imported aircraft components should have an export certificate of airworthiness from the country of origin. A Joint Airworthiness Authorities form -1, EASA Form 1 or Federal Aviation Administration Form 8130-3 may be accepted for new or remanufactured parts as the certificate of airworthiness. Repaired or overhauled parts must be accompanied with a signed overhaul certification by a U.S. certificated or foreign Repair Station for return to service.
- New parts should have a certification of conformance unless they have TSO, STC, or PMA numbers.
- Attach all incoming certification documents, maintenance release tags, release notes, vendor serviceable tags, etc. to the material.
- All rejected items shall be located in a separate designated quarantine area away from other aircraft parts marked clearly using Jet Linx provided red parts tag stating "Rejected Part, Do Not Use". Parts tags are located in GMM Chapter 37, "Forms". Rejected parts shall be rendered unusable by mutilation and disposed of.
- All RVSM system replacement components are eligible for installation in accordance with manufacturer's illustrated parts listing and the most current revision of FAA Advisory Circular (AC) No. 21-29.

16.3 RECEIVING PROCEDURES

The receiving inspector shall compare the material received to the vendors packing slip and/or receiving invoice or work order to the part numbers, serial numbers and quantity on the purchase order.

The receiving inspector shall identify those incoming components that have shelf life requirements and ensure that the oldest materials are used first and that expired materials are removed from storage and disposed of properly.

The receiving inspector shall perform the following on all rotable and repairable parts and components and materials received.

- A visual inspection of the part or component will be made for evidence of poor workmanship or shipping damage.
- The part number and serial number will be checked against those on the purchase order, vendor invoice, serviceable part tag and/or data plate. For each hard time rotable item also verify that the TBO is correct and if life limited, the TSN or CSN is available.
- An airworthiness directive search on the component will be performed by searching the FAA's database to determine if any airworthiness directive apply to the component.

The receiving inspector shall check that each part or component has proper certification documents.

The receiving inspector shall perform spot checks as necessary to control expendable aircraft material.

Received items rejected shall not be used on Jet Linx Aviation operated aircraft and will be returned to the vendor or destroyed.

16.3.1 Cannibalization (applies to all Jet Linx Aviation operated aircraft)

Components or parts may not be cannibalized from an aircraft or engine to service another aircraft or engine without the authority of the Director of Maintenance or their designee.

The Technician shall ascertain on life limited parts the time on the part by review of log entries, serviceable tags or life limit cards. This time will be compared to the manufacturer's specified life limit to determine the remaining life of the cannibalized part. The cannibalized part must have all serviceable parts tags transferred from the permanent records of the removal aircraft or engine to the permanent records of the aircraft or engine that the cannibalized part is meant to be installed on.

Entries must be made in both the donor and recipient aircraft or engine permanent records indicating the aircraft total time when removed and installed. On life limited parts the entry must also indicate how much time has accrued on the part at the time of installation.

16.3.2 Shelf Life (applies to all Jet Linx Aviation operated aircraft)

Shelf life is defined as the maximum time period that a material may be retained in storage at a specified temperature. This necessitates that materials be rotated consistently (first in - first out) to ensure that usable material is available when needed.

Upon receipt of shelf life limited items shall be identified by the manufacturer's expiration date on the item. Additionally, the item shall be entered into the computerized maintenance tracking system materials management module with the expiration date. Instructions are contained within the maintenance tracking system's user guide. Where only a month and year of expiration is specified, shelf life expires at midnight on the last day of the month specified. On a monthly basis, designated personnel at each Jet Linx base of operations where maintenance is performed shall conduct an audit of all consumable inventory for expiration. A monthly electronic notification will be sent to each Jet Linx base of operation reminding the local maintenance department of the need to purge expired stock. A computer-generated report can be produced using the computerized maintenance tracking system's materials management module. All expired stock/inventory shall be discarded in accordance with federal, state and local laws. All discarded items must also be removed from the computerized maintenance tracking system's materials management module.

It is the responsibility of the receiving inspector to ensure that parts with a shelf life limit are removed from stock prior to expiration. Expired shelf life parts shall be removed from inventory and re-certified in accordance with the component manufacturer's instructions or discarded, as appropriate.

17 MAINTENANCE CHECK FLIGHTS

Whenever aircraft maintenance, alteration or repair has been accomplished in such a manner that its flight characteristics may appreciably change; that aircraft must be flight checked to perform an operational check of the maintenance, alteration or re-building performed. If ground tests, inspections or both show conclusively that the maintenance, rebuilding or alteration has not affected its flight characteristics; the flight is not needed, except if determined necessary by the Director of Maintenance or their delegate.

No persons other than the crew and essential maintenance personnel may be carried on board the aircraft until the satisfactory completion of the Maintenance Check Flight.

The Director or Maintenance or their delegate will determine if a Maintenance Check Flight is required except that a Maintenance Check Flight will always be performed after the following maintenance operations.

- Engine change
- Primary flight control surface installation or rigging, including cable changes.
- Primary flight control system actuator change.
- Major structural repair or alteration that may affect the flight characteristics of the aircraft.

17.1 AIRCRAFT MAINTENANCE AND DISCREPANCY LOG ENTRY PROCEDURES:

A technician or flight crew member will make an entry in the aircraft maintenance and discrepancy log discrepancy column stating "Aircraft requires Maintenance Check Flight “or a similarly worded statement. This will be the only entry necessary prior to the flight and the entry does not change the outstanding maintenance status of the aircraft.

The Technician will brief the Pilot in Command concerning the specific maintenance performed and any flight check operations that may be required.

NOTE: In accordance with 14 CFR Part 91.407 an aircraft must be returned to service prior to operation.

- In accordance with 14 CFR Part 91.407, at the conclusion of the Check Flight the Pilot in Command or technician on board the flight will make an entry in the Discrepancy Log in the corrective action column, indicating either "Maintenance Check Flight Satisfactory" or "Maintenance Check Flight Unsatisfactory" followed by their name, the date, their certificate number and type of certificate.

In the event the Pilot in Command finds additional discrepancies or the Maintenance Check Flight is unsatisfactory, descriptions of those entries will be made in the discrepancy block of a new Aircraft Maintenance and Discrepancy Log page and either corrected or deferred if allowed by the MEL.

17.2 MAINTENANCE CHECK PILOT SELECTION

The Director of Operations is responsible for assigning a qualified crew to conduct a maintenance check flight.

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18 MAINTENANCE TRAINING

18.1 GENERAL

The Maintenance Training Program provides instruction in the Jet Linx Aviation General Maintenance Manual, maintenance procedures, policies, forms, and company maintenance/inspection programs to specific persons.

Specifics of the program are contained in Appendix A3 of this manual titled ‘Maintenance Training Program’.

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19 REDUCED VERTICAL SEPARATION MINIMUMS

19.1 GENERAL

Federal Aviation Regulations require that aircraft appropriately equipped and authorized by the Company Operations Specifications may operate in the “North Atlantic Minimum Navigation Performance Specification, (**NAT-MNPS**) airspace.

The Director of Maintenance is responsible to ensure that the aircraft that are approved for Reduced Vertical Separation Minimums (**RVSM**) operations are maintained in accordance with the Jet Linx Aviation approved RVSM program.

Flights within certain airspace dimensions require operations in accordance with RVSM requirements.

The only aircraft authorized to operate in these specific airspace dimensions are those appropriately equipped, and authorized by the Company Operations Specifications.

Due to the extremely critical nature of all equipment required for this operation performing satisfactorily, the following procedures must be adhered to at all times. This is applicable to all flight operations 14 CFR Parts 91 and 135.

Jet Linx Aviation maintains those aircraft listed in its Operation Specifications under approved maintenance programs. These programs contain the maintenance requirements for each aircraft type.

All RVSM equipment shall be maintained in accordance with the approved maintenance program (CAMP or AAIP) requirements and the performance requirements outlined in the approved data package (RVSM Service Bulletin for the specific aircraft contained in the CAMP, STC, Manufacturer’s instructions or AAIP).

Jet Linx Aviation will utilize appropriately rated FAA Approved facilities to perform maintenance on RVSM systems and components. The Director of Maintenance or their delegate will qualify facilities in accordance with Chapter 34 of this manual titled ‘Maintenance Facility Audits’. When maintenance cannot be completed by a qualified FAA Approved facility, the aircraft must be shown as non-RVSM capable until inspected by a qualified facility. The Director of Maintenance or their delegate shall ensure that the requirements of the Jet Linx Aviation RVSM programs are being met by the facility providing the services.

19.2 DEFINITIONS

The following definitions are intended to clarify certain specialized terms used in this advisory material:

Aircraft Group. A group of aircraft that are of nominally identical design and built with respect to all details that could influence the accuracy of height keeping performance.

Altimetry System Error (ASE). The difference between the pressure altitudes displayed to the flight crew when referenced to ISA standard ground pressure setting (29.92 in. Hg/1013.25 hPa) and free stream pressure altitude.

Assigned Altitude Deviation (MD). The difference between the transponded Mode C altitude and the assigned altitude/flight level.

Automatic Altitude Control System. Any system which is designed to automatically control the aircraft to a referenced pressure altitude.

Avionics Error (AVE). The error in the processes of converting the sensed pressure into an electrical output, of applying any static source error correction (SSEC) as appropriate, and of displaying the corresponding altitude.

Height-Keeping Capability. Aircraft height-keeping performance, which can be expected under nominal environmental operating conditions with proper aircraft operating practices and maintenance.

Height-Keeping Performance. The observed performance of an aircraft with respect to adherence to a flight level.

Non-Group Aircraft. An aircraft for which the operator applies for approval on the characteristics of the unique airframe rather than on a group basis.

Residual Static Source Error. The amount by which static source error (SSE) remains under corrected or overcorrected after the application of SSEC.

Static Source Error. The difference between the pressure sensed by the static system at the static port and the undisturbed ambient pressure.

Total Vertical Error (WE). Vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

Aircraft Weight (W). Weight divided by the atmospheric pressure ratio.

19.3 APPROVAL BEFORE MAINTENANCE

The Director of Maintenance or their delegate must be contacted before any maintenance may be performed in areas designated in the appropriate STC, AAIP or CAMP as RVSM critical on those aircraft approved for RVSM operations listed in the Company Operation Specifications. The specific maintenance requirements for those aircraft designated and approved for RVSM operations is contained in the appropriate STC, AAIP or CAMP. The manufacturer shall approve any modification, repair, or design change in RVSM critical areas or any modification, repair, or design change, which in any way alters the initial RVSM approval.

Some aircraft manufacturers have determined that the removal and replacement of components utilizing quick disconnects and associated fittings, when properly connected, will not require a leak check. While this approach may allow the aircraft to meet static system certification standards when properly connected, it does not always ensure the integrity of the fittings and connectors, nor does it confirm system integrity during component replacement and reconnections. Therefore, a system leak shall be accomplished any time a quick disconnect static line is broken.

Airframe and static systems shall be maintained in accordance with the approved maintenance program for the aircraft.

To ensure the proper maintenance of airframe geometry for proper surface contours and mitigation of altimetry system error, surface measurements or skin waviness checks shall be made to ensure adherence to the airframe manufacturers', STC, or CAMP RVSM tolerances. These tests and inspections shall be performed as established by appropriate RVSM STC, AAIP, CAMP or RVSM Service Bulletin for each aircraft as contained in the maintenance program for the aircraft as listed in the Company Operation Specifications.

The auto-pilot system maintenance and inspection program contained in the approved maintenance program as listed in the Company Operation Specifications ensures continued accuracy and integrity of the automatic altitude control system to meet the height-keeping standards for RVSM operations as outlined in the applicable manufacturers, STC holders, or AAIP data as appropriate.

19.4 RVSM MAINTENANCE PRACTICES FOR NON-COMPLIANT AIRCRAFT

Any incident or failure to maintain RVSM height keeping requirements must be transmitted to the Director of Maintenance or their delegate immediately, but no later than 24 hours.

The Director of Operations or their delegate will notify the FAA in writing, within 72 hours of the error. The report will include a description of the malfunction and steps to insure the malfunction is not repeated. The notification procedures are described in detail in the Jet Linx Aviation General Operations Manual 1, Chapter 7, Departure and Enroute. Any trend or repetitive failure of RVSM critical components will be reported through the Computerized Maintenance Tracking System.

19.5 CREW NOTIFICATION OF NON-RVSM OPERATION

In the event that any RVSM critical component is inoperative, the Director of Maintenance or his delegate shall be responsible for notifying the flight crew that the aircraft cannot be operated in RVSM airspace. The Director of Maintenance or his delegate shall make an entry in the Computerized Maintenance Tracking System stating the aircraft is not RVSM compliant. This non-compliance will show on the aircraft status report which is provided to the flight crew.

19.6 RETURNING TO SERVICE

The Director of Maintenance or their designee is responsible for ensuring that following maintenance performed on any Company RVSM component/system; the person approving the inspection for return to service will complete the sign-off portion of the Aircraft Maintenance and Discrepancy log and complete an entry for the aircraft permanent records. Copies of completed work orders, permanent record entries, Aircraft Maintenance and Discrepancy Logs and any associated serviceable tags, FAA Form 8130's, will be kept with the aircraft's permanent records. Any time any component of the altimeter or transponder system has been removed, replaced or repaired, a correlation check will be performed in accordance with 14 CFR Part 91.411/91.413, 14 CFR Part 43 Appendix E & F and certification completed. For RVSM certified aircraft, reference the manufacturers, STC holders, or AAIP data as appropriate.

19.7 COMPONENT AND PART ELIGIBILITY

The Director of Maintenance or his delegate is responsible for ensuring that all RVSM system replacement components and parts installed in the aircraft are eligible for installation in accordance with manufacturers illustrated parts listing and the most current revision of FAA Advisory Circular (AC) No. 21-29.

Aircraft positively identified as exhibiting height-keeping performance errors shall not be operated in airspace where RVSM is applied until the following actions have been taken:

- The failure or malfunction is confirmed and isolated by maintenance action;
- Corrective action is carried out in accordance with the approved maintenance program (as listed in company operation specifications) and documented in accordance with this GMM; and
- Verified by the extent necessary to ensure continued RVSM approval integrity.

Any modification, repair, or design change that in any way alters the initial RVSM approval, will be subject to a design review by persons approved by the aircraft manufacturer, the STC holder, the Company, and the Administrator.

Any maintenance practices that may affect the continuing RVSM approval integrity, e.g., the alignment of pitot/static probes, dents, or deformation around static plates, must be referred to the Director of Maintenance or their delegate.

Built-in Test Equipment (BITE) testing is not an acceptable basis for system calibrations, (unless it is shown to be acceptable by the airframe manufacturer with the Federal Aviation Administration's approval) and must only be used for fault isolation and troubleshooting purposes.

19.8 CONDITIONS FOR REMOVAL OF RVSM AUTHORITY

The incidence of height-keeping errors that can be tolerated in an RVSM environment is very small. It is incumbent to take immediate action to rectify the conditions that caused the error. These errors must also be reported to the FAA in writing, within 72-hours containing initial analysis of causal factors and appropriate measures to prevent further events. The reporting procedures are outlined in the Jet Linx Aviation General Operations Manual 1, Chapter 7, Departure and Enroute. The Company will determine the requirement for follow up reports.

Errors that must be reported and investigated are:

WE equal to or greater than +/- 300 ft. (+/- 90 m);

ASE equal to or greater than +/- 245 ft. (+/- 75 m), and

MD equal to or greater than +/- 300 ft. (+/-90 m).

Height-keeping errors fall into two broad categories:

- Errors caused by malfunction of aircraft equipment and,
- Operational errors.

Any aircraft that consistently commits errors of either variety will be removed from the company operations specifications allowing authority for RVSM operations. If a problem is identified which is related to one specific aircraft type, then RVSM authority may be removed for the aircraft type in question.

The operator should make an effective, timely response to each height-keeping error. The FAA may consider removing RVSM operational approval if the operator response to a height-keeping error is not effective or timely. The FAA should also consider the operators' past performance record in determining the action to be taken. If an operator shows a history of operational and/or airworthiness errors, then approval may be removed until the root causes of these errors are shown eliminated and RVSM programs and procedures are shown to be effective. The FAA will review each situation on a case-by-case basis.

19.9 PERIODIC INSPECTIONS AND MAINTENANCE

Any person performing periodic inspections or maintenance to the RVSM system shall perform such functions in accordance with maintenance practices contained in Company AAIP's and/or Company CAMP programs.

19.10 HEIGHT-KEEPING PERFORMANCE MONITORING

Aircraft that have been issued an U.S. RVSM approval shall ensure that a minimum of two airplanes of each [RVSM] aircraft type grouping of the operator have their height-keeping performance monitored, at least once every two years or within intervals of 1,000 flight hours per airplane, whichever period is longer. If an operator aircraft type grouping consists of a single airplane, monitoring of that airplane shall be accomplished within the specified period. The Director of Maintenance will coordinate the scheduling of a height-keeping performance monitoring flight with the base chief pilot associated with that aircraft.

19.11 NAMES OF RVSM CONTACTS

Michael Kopp - Director of Operations

Tony Boatwright - Director of Maintenance

20 DEFERRED MAINTENANCE

20.1 GENERAL

14 CFR Part 135.179 requires all aircraft systems, associated components, and installed equipment to be operative for all aircraft operations. Aircraft may not be dispatched for flight or continue a trip (once landed) with certain systems and components inoperative unless allowed by the company FAA approved Minimum Equipment List (MEL) or Non-essential Equipment and Furnishings List (NEF). The aircraft shall be operated in accordance with the procedures and limitations prescribed by the MEL or NEF.

Components and systems which do not affect the airworthiness of the aircraft, i.e., passenger and operator convenience items such as galley equipment, entertainment systems, cabin trim, recognition lights, logo lights, and flight phones are addressed within the Non-essential Equipment and Furnishings(NEF) list. See Chapter 24 of this manual for an explanation of the NEF.

When a component or system is not listed in a Minimum Equipment List and does not appear on or cannot be added to the Non-essential Equipment and Furnishings list, it is required to be operative.

The MEL and NEF are not authorizations to conduct operations with removed equipment or approval for removal of equipment from the aircraft. All equipment removed from the aircraft must be done so in accordance with accepted data. To facilitate equipment repair, inoperative items may be removed provided the removal does not affect any other system onboard the aircraft. An entry in the aircrafts permanent records must be made stating that the equipment is removed in accordance with accepted data, a functional check has been made and no other systems are affected by the removal, and adjustment to the aircraft weight and balance has been made.

Questions regarding the interpretation of the Minimum Equipment List or the NEF or the applicability of a component or system not listed should be directed to the Director of Maintenance or their delegate if the question is of a maintenance related nature.

If the question is of an operational nature, the Director of Operations or their delegate should be contacted.

No aircraft model or type is authorized to use a Minimum Equipment List unless it is listed in the Company Operations Specifications, Paragraph D095 or has a Letter of Authorization for flights conducted under 14 CFR Part 91.

20.2 MANUAL SYSTEM

The following will be included in each Minimum Equipment List Manual:

- Approved Minimum Equipment List.
- Approved Non-essential Equipment and Furnishings List.

The Minimum Equipment List Manual may be a fleet or aircraft specific. The cover page of the manual will identify the registration number and the serial number of a specific aircraft.

The NEF listing is company specific and can be applied to all Jet Linx Aviation operated aircraft.

A copy of the manual will be accessible to flight crews during all flight operations.

The original of each manual will be located with the Company Director of Operations or their delegate. Electronic copies of each manual are kept on a company shared drive and are accessible via SharePoint and the flight crew's content locker on their company issued electronic devices.

20.3 PILOT IN COMMAND RESPONSIBILITIES

Prior to deferring a system or component the Pilot in Command will:

- Inform the Director of Maintenance or their delegate of all discrepancies.
- Determine that the system or component is authorized by the Minimum Equipment List to be inoperative.
- Determine that the inoperative system or component does not affect the airworthiness of the aircraft by following the (M) and (0) procedures. Please note that an appropriately certificated technician is required to perform any (M) procedure.
- Determine that all required alternate equipment as required by any stipulation is operative.
- Review the Aircraft Discrepancy Logs for other deferred entries.
- Provide a copy of the Aircraft Maintenance and Discrepancy Log where the discrepancy is deferred to the Director of Maintenance or their delegate prior to the next flight.

NOTE: If the aircraft is coming out of maintenance the Pilot in Command should also consider any discrepancies that may have been discovered and deferred during maintenance by a Technician and transferred to the Aircraft Maintenance and Discrepancy Log.

20.4 PERSONNEL RESPONSIBILITIES

When an item is deferred, the Director of Maintenance or their delegate will make an entry into the Discrepancy section of the Computerized Maintenance Tracking System. This system will then track the item and create a Discrepancy Report for the aircraft showing the MEL'ed item and its due date. The item will be tracked until the MEL is cleared.

Any facility/technician contracted to perform maintenance shall coordinate parts ordering with the Director of Maintenance or their delegate.

When all parts for the completion of the maintenance are received or other factors are resolved, the Technician performing the work will coordinate with the Director of Maintenance or their delegate.

All corrective action entries will be made in accordance with the procedures given in Chapters 21, 22, and 23 of this manual.

Repairs must be accomplished in the time frame specified by the repair interval designator indicated in Column 1 of the Minimum Equipment List. Any extension to the MEL may only be granted by the Director of Maintenance or their delegate.

20.5 DIRECTOR OF MAINTENANCE RESPONSIBILITIES

The Director of Maintenance or their delegate monitors maintenance deferrals through the Computerized Maintenance Tracking System.

The Director of Maintenance or their delegate is responsible for issuing extensions to maintenance deferrals if necessary.

20.6 RESPONSIBILITY FOR APPROVING DEFERRED MAINTENANCE

The following persons are authorized to approve continued aircraft operations with inoperative systems and components as defined by the Minimum Equipment List:

- Pilot in Command as authorized by the Director of Maintenance or their delegate.
- Any Maintenance Technician as authorized by the Director of Maintenance or their delegate.
- Director of Maintenance or his delegate.

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21 MINIMUM EQUIPMENT LIST MANAGEMENT

21.1 DEFERRED MAINTENANCE

The Minimum Equipment List (MEL) is designed to provide coverage for individual failure in non-related systems. In the event of multiple discrepancies, even though each in itself may be permitted; coordination, communication and agreement must be accomplished between the Pilot in Command and the Director of Maintenance or their delegate. Consideration of the interrelationship of the discrepancies and good judgment must be exercised by the personnel involved. If there is any question or disagreement concerning the effects of multiple discrepancies contact the Director of Maintenance or their delegate.

Systems or components marked with an (0) involve Operations procedures, which must be accomplished in planning for and/or operating with the item inoperative. (0) items, or those items not marked, may be approved for continued operations by the Pilot in Command or a Technician, if appropriate, after consulting with the Director of Maintenance or their delegate.

Systems or components marked with a (M) indicate requirements for a specific maintenance procedure accomplished by persons deemed qualified by the Director of Maintenance or their delegate. Only a person(s) deemed qualified by the Director of Maintenance or their delegate may approve the aircraft for return to service with the appropriate entries in the aircraft records.

When the indicating portion of a system or component is malfunctioning it may be necessary to perform troubleshooting procedures to determine that the fault exists in the indicating system and not the aircraft system or component in order to properly apply the requirements of this section.

21.2 DEFERRED MAINTENANCE RETURN TO SERVICE PROCEDURES

The Pilot in Command or Base Maintenance Manager will contact the Director of Maintenance or their delegate and discuss any maintenance required prior to deferral to ensure that the aircraft's status is changed in the Computerized Maintenance Tracking System.

If necessary a locally available Technician will be consulted to comply with (M) procedures associated with the deferral.

The Pilot in Command, Base Maintenance Manager and/or the employed Technician will comply with the prescribed (M) and (0) procedures in the Minimum Equipment List Manual, if required, for the inoperative system or component.

The Pilot in Command will adhere to the appropriate procedures to generate and complete the Aircraft Maintenance and Discrepancy Log in Chapter 37 (Forms) of this GMM.

21.3 DEFERRED MAINTENANCE RECORDS ENTRY PROCEDURES

All discrepancies which are intended to be deferred will be entered in the discrepancy block of the Aircraft Maintenance and Discrepancy Log and when repaired entered in the corrective action block of the Aircraft Maintenance and Discrepancy Log.

Deferral entries for (O) items and for those items not labeled with an (O) or an (M) will be entered in the MEL portion of the Aircraft Maintenance and Discrepancy Log. EACH entry will include:

- The statement “Operations continued per MEL xx-x-x”, e.g., MEL 23-1-A (indicate the Aircraft Transport Association (ATA) # and all sequence numbers and letters).
- The legible signature of the Technician or pilot approving the deferral.
- The certificate numbers of the Technician or pilot approving the deferral.
- The type of certificate held by the Technician or pilot approving the deferral.
- The date the discrepancy was deferred.
- Indicate current status of the aircraft in the status column considering this and other discrepancies that may be outstanding.

Example: “Operations continued per MEL 25-11-A”

Deferral entries for (M) items will be entered in the corrective action block of the Aircraft Maintenance and Discrepancy Log. Each entry will include:

- A brief narrative of the corrective action performed followed by the statement “Operations continued per MEL 24-12-A (indicate the ATA # and all sequence numbers and letters.
- The legible signature of the Technician approving the deferral.
- The certificate number of the Technician approving the deferral.
- The type of certificate held by the Technician approving the deferral.
- The date the discrepancy was deferred.

21.4 REPAIR INTERVAL DESIGNATORS

Repairs of deferred maintenance items must be accomplished at or prior to the repair intervals established by the following letter designators. All dates used in association with deferred maintenance shall be expressed in Zulu time.

Category A - Items in this category shall be repaired within the time interval specified in the remarks column of the Minimum Equipment List. The allowed operation interval excludes the day of discovery. No time extensions are permitted for Category A items.

Category B - Items in this category shall be repaired three (3) consecutive calendar days (72 hours), excluding the day of discovery. For example, if the discrepancy was recorded at 11 a.m. on the 26th of January, the three-day interval would begin at midnight the 26th and end at midnight the 29th. Category B items may be extended one time for an additional three (3) consecutive calendar days (72 hours). Extensions beyond the original three-day deferral and one company granted three-day extension would require submission to and approval by the FAA CHDO in writing.

Category C - Items in this category shall be repaired with ten (10) consecutive calendar days (240 hours), excluding the day of discovery. For example, if the discrepancy was recorded at 11 a.m. on the 10th of January, the ten-day interval would begin after midnight the 10th and end at midnight the 20th. Category C items may be extended one time up to 10 consecutive calendar days (240 hours). Extensions beyond the original ten-day deferral and one company granted ten-day extension would require submission to and approval by the FAA CHDO in writing.

Category D - Items in this category shall be repaired within 120 consecutive calendar days, excluding the day the malfunction was recorded in the aircraft maintenance records. No time extensions are permitted for Category D items.

21.5 CONFIGURATION DEVIATION LIST (CDL)

A Configuration Deviation List (CDL) contains additional limitations for the operation of an airplane without certain secondary airframe and/or nacelle parts as listed in the CDL.

A configuration deviation list is developed by the aircraft manufacturer and made part of the Approved Flight Manual (AFM) for reference by the flight crew.

The CDL procedures are the same as a MEL. A notation on the Aircraft Maintenance and Discrepancy Log form shall be made covering the missing parts(s) for each flight.

All notations, limitations and restrictions listed by CDL must be adhered to.

21.6 MEL MANAGEMENT PROGRAM

The Director of Operations or their delegate is responsible for the MEL Management Program, and maintaining the Minimum Equipment Lists.

The FAA has a notification program that once one of our listed aircraft is in the system we are notified if there are revisions. We do not need to change our MEL if the revision is only a small lettered change, say from Revision 6 to 6a, unless the change in the Revision 6a applies to our specific aircraft.

21.6.1 New MEL's

The Director of Operations or their delegate may contract outside help or internally create or update our MEL's. The MMEL's can be downloaded from the FAA's website. The MMEL is used to create a technically correct MEL for our specific aircraft, paying special attention to the items installed or options that may or may not be on our aircraft.

The top of the MEL should list the specific aircraft by model.

21.6.2 FAA Submission

When the MEL is completed, Jet Linx Aviation will submit it to our Principal Operations inspector. He or she will coordinate the review and approval with our Principal Maintenance Inspector. It is likely the FAA will have suggestions for improvements.

When approved by the FAA, the Director of Operations or their delegate keeps the approved copy under their control and ensures that each aircraft has an updated copy of the MEL.

21.6.3 Tracking Deferred MEL Items

When an item is deferred, the Director of Maintenance or their delegate will make an entry into the Squawk/Discrepancy section of the Computerized Maintenance Tracking System. This system will then track the item and create a Squawk/Discrepancy Report for the aircraft showing the deferred item and its due date. The item will be tracked until the MEL is cleared.

In the absence of access to the Computerized Maintenance Tracking System the Director of Maintenance or their delegate will maintain a Deferred Maintenance Item Master List, Form 80-577, for each aircraft. A copy of this form is located in Chapter 37 (Forms) of this manual

21.7 PLAN FOR REPAIRS

After a deferral has been made via the MEL, the Director of Maintenance, or their delegate, will formulate a plan to bring parts, maintenance personnel, and the aircraft together at a specific time and place for the repairs to be made within the specified deferral period.

21.7.1 Review of Deferred Items

The Director of Maintenance or their delegate assigned to track maintenance on aircraft operated by Jet Linx Aviation reviews the list of currently uncorrected discrepancies to determine the progress on either parts or service availability. Should non-inventory parts be required to correct a deferred item, a purchase order will be generated and an estimated delivery date will be obtained from the supplier.

21.7.2 Duties and Responsibilities

The Director of Operations or their delegate will be responsible for the MEL Management Program as well as creating, maintaining, and revising all MEL's.

The Director of Maintenance or their delegate will be responsible for MEL tracking, plan for repairs, reviewing deferred items, and approving MEL extensions.

21.8 MEL EXTENSIONS

Operations Specifications will dictate extensions of time limits for MEL repairs when non-availability of parts or other reasons do not allow for the completion of the repairs.

The Director of Maintenance or their delegate is authorized to approve extensions to the maximum repair interval for category B and C items as specified in the approved MEL. When authorizing an extension to an existing deferred item, the Director of Maintenance or their delegate will determine whether the extension will affect the airworthiness of the aircraft.

The deferred item will then be extended in the Computerized Maintenance Tracking System, and the Deferred Maintenance Item Master List ensuring the specified interval is not exceeded for that particular item.

The Director of Maintenance or their delegate will also reformulate the original plan for repairs.

When authorized to extend a time limit, the Director of Maintenance or their delegate will notify the Certificate Holding District Office (FAA FSDO) in writing, within 24 hours, of any extension approval.

All MEL deferrals, whether short-term or subject to extended deferral, are tracked by the Computerized Maintenance Tracking System according to the date of original deferral.

Note: A deferral not covered by our Company Operations Specifications may be granted by written request to the FAA.

21.9 COMPONENT SWAPPING FOR THE PURPOSE OF FLIGHT CONTINUATION

In some cases the Minimum Equipment List may include in the “remark and exceptions” column of the MEL, a statement such as “May be inoperative on the non-flying pilot side.” In such a case it may be permissible to swap component positions to meet the MEL requirements for the purpose of flight continuation. This practice is only to be used until the aircraft arrives at a station where parts, equipment, and personnel are available to correct the deferred item.

Parts swapping must be performed in accordance with published manufacturer’s maintenance manual and troubleshooting procedures. In the absence of such published procedures, it is not permissible to swap components. The technician may request procedures from the aircraft or component manufacturer’s technical representative. The technician must verify that the components being swapped are identical part number and/or compatible with the position they are being installed in. It may be necessary to consult the aircraft Illustrated Parts Catalog and/or appropriate Supplemental Type Certificate information.

Prior to swapping of components, the technician must verify by published troubleshooting procedures that the component has failed and the malfunction is not caused by a system failure. Following the part swap, a full functional test of the component must be performed in accordance with the manufacturer’s published documents.

22 MAINTENANCE RECORDS

22.1 GENERAL

The 14 CFR Part(s) 135.65 and 135.71 require that procedures be established for:

- Reporting and recording mechanical irregularities (discrepancies) that come to the attention of the Pilot in Command before, during and after completion of the flight.
- Determining that mechanical irregularities or defects reported for previous flights have been corrected or deferred per an approved Minimum Equipment List, Configuration Deviation List or Non-essential Equipment and Furnishings List.
- Ensuring that the Pilot in Command knows that required airworthiness inspections have been made and that the aircraft has been approved for return to service in compliance with applicable maintenance requirements.

22.2 PERMANENT AIRCRAFT RECORDS

As stated in 14 CFR Part 135.439 the permanent aircraft records shall include:

- The total time in service of the airframe, engine and propeller and appliance.
- The current status of life-limited parts of each airframe, engine, propeller and appliance.
- The time since overhaul of each item installed on the aircraft required to be overhauled on a specified time basis.
- The identification of the current inspection status of the aircraft, including the time since the last inspections required by the inspection program under which the aircraft and its appliances are maintained.
- The current status of each airworthiness directive, including the date completed, the methods of compliance, and if the airworthiness directive involves recurrent action, the time and date when the next action is required, the AD number and revision date.
- A list of current major alterations and repairs to each airframe, engine, propeller and appliance.

For the purposes of the Company, 'permanent aircraft records' are those various types of airframe, engine, propeller, appliance and component records in use when the aircraft is added to Company Operations Specifications and those additional records that may be used to record maintenance as required by company procedures during the time the aircraft operates on the Jet Linx Aviation certificate.

Regarding the administration and keeping of records, 14 CFR Part 43.9(b) requires that the Company:

- Will record, or have recorded, the accomplishment of inspection, overhaul, repair, preventive maintenance, preservation and the replacement of parts, (collectively referred to throughout this manual as "maintenance" performed on Company aircraft. These records will become part of the permanent aircraft records and may only be disposed of as provided in the Federal Aviation Regulations and,
- Except for the records of the last complete overhaul of each aircraft, including airframes, aircraft engines, propellers, appliances and parts, the permanent aircraft records shall be retained with the aircraft until the work is repeated, superseded by an equivalent scope or for one year after the work is performed.
- The records shall be retained and transferred with the aircraft at the time the aircraft leaves the certificate or is sold.

22.3 ADDITIONAL RECORDS ADMINISTRATION

Company maintenance personnel and contracted Technicians are required to complete certain additional maintenance records as a function of operating on the Jet Linx Aviation certificate. These include:

22.3.1 Aircraft Maintenance and Discrepancy Log

All entries in the maintenance discrepancy and corrective action blocks on the original copy of the Aircraft Maintenance and Discrepancy Log, as well as the total time in service information for the airframe and engines associated with the maintenance action, become a permanent aircraft maintenance record and will be retained as provided in 14 CFR Part 43.9.

The Director of Maintenance or their delegate will file, by registration number, a copy of each Aircraft Maintenance and Discrepancy Log used by Company aircraft for the previous 2-years as long as the aircraft remains on Operations Specifications.

- The Director of Maintenance or their delegate will ensure that incoming completed Aircraft Maintenance and Discrepancy Logs are reviewed upon receipt.
- The Director of Maintenance or their delegate will further ensure that maintenance actions have been completed in accordance with this manual. Where entries are found to be in error or completed forms are delinquent, the Director of Maintenance or their delegate will inform the Director of Operations or their delegate, through written notice, of the omission. Permanent corrections will be made to the form and a copy faxed or mailed to the Director of Maintenance or their delegate within ten days of notification that a correction is required.
- Only the Director of Maintenance or their delegate may approve extenuating circumstances resulting in an extension of the procedure.

22.3.2 Aircraft Maintenance Report Form

Aircraft Maintenance Report Forms or other forms used to transmit the same information must be retained as provided in 14 CFR Part 135.439 (b).

A copy of each Aircraft Maintenance Report Form or equivalent report will be maintained as part of the aircraft permanent records by registration number, in the Director of Maintenance's office as long as the aircraft remains on Operations Specifications.

22.3.3 Airworthiness Directive Status List

The Airworthiness Directive Status List, which is maintained via the Computerized Maintenance Tracking System, as well as the records of Major Alterations and Repairs will be retained as provided in 14 CFR Part 135.439 (b).

22.3.4 Computerized Maintenance Tracking System

The Company utilizes a computer system to monitor the data in this section and recurring Airworthiness Directives. The Computerized Maintenance Tracking System is backed-up at least daily. The information in the computer will be retained as long as the aircraft remains on the Jet Linx Aviation Operations Specifications.

No changes, additions or corrections will be made to the system unless approved by the Director of Maintenance or their delegate.

22.4 INITIAL LOGBOOK ENTRIES

22.4.1 Aircraft Type Certificated with Nine-or-Less Passenger Seats

Prior to an aircraft type certificated with nine or less passenger seats beginning commercial operations on the Company certificate an entry will be made in the aircraft permanent records by a technician stating, "Complied with Jet Linx Aviation Conformity Inspection in accordance with Conformity Inspection Guide. From this day forward, (insert aircraft Manufacturer name, model, serial number and registration number) shall be maintained under Jet Linx Aviation's 14 CFR Part 135 Approved Aircraft Inspection Program." A copy of the entry will be provided to the Director of Maintenance or their delegate to be added to the aircraft's permanent records.

22.4.2 Aircraft Type Certificated with Ten-or-More Passenger Seats

Prior to an aircraft certificated with 10 or more passenger seats beginning commercial operations on the Company certificate, an entry will be made in the aircraft's permanent records by a Technician stating, "This aircraft is maintained per the Jet Linx Aviation Continuous Airworthiness Maintenance Program in accordance with 14 CFR Part 135.411(a)(2)". A copy of the entry will be sent to the Director of Maintenance or their delegate to be added to the aircraft's permanent records.

22.5 FAA MAINTENANCE RECORDS REQUESTS

Occasionally representatives from the Federal Aviation Administration will make a formal request to Jet Linx Aviation for copies of aircraft maintenance records for review. The copies may be provided in electronic or paper format. Upon initial notification, a Jet Linx representative will provide the requested documents to the requestor within two business days. A request for extension to this timeframe may be necessary in certain circumstances and must be made in writing to the requestor. Prior to providing the requestor with the documents, a Jet Linx representative will review the documents for completeness.

Maintenance Tracking Reports may also be requested by an FAA representative. Upon request the Director of Maintenance or their representative may generate these reports from the computerized maintenance tracking system. These reports may be specific or general in nature. Consult the user's guide in the computerized maintenance tracking system to generate each requested report. Prior to providing the requestor with the report(s), a Jet Linx representative will review the documents for completeness.

23 AIRCRAFT MAINTENANCE & DISCREPANCY LOG

23.1 GENERAL

Completion of the Aircraft Maintenance and Discrepancy Log and notification of the Director of Maintenance or his delegate is the responsibility of the Pilot in Command. Personnel should be familiar with all of the information required on the form.

The Aircraft Maintenance and Discrepancy Log is used for recording the following maintenance actions:

- Mechanical discrepancies observed by the flight crew during pre-flight, in-flight and post-flight operations and the subsequent corrective action taken and return to service by a technician.
- Mechanical discrepancies, corrective action taken and return to service on items observed by Technicians during preflight or post flight except during scheduled maintenance.
- Scheduled maintenance will not be recorded in the Aircraft Maintenance and Discrepancy Log unless approved by the Director of Maintenance or their delegate.

The Aircraft Maintenance and Discrepancy Log currently in use will be carried onboard the aircraft and be readily accessible to the crew during all flight operations.

23.2 ENTRY ADMINISTRATION

When recording a discrepancy on the Aircraft Maintenance and Discrepancy Log, be specific but keep the comments brief. It is imperative that all entries be legible. Space is limited on the log so every effort should be made to record the discrepancy in the lines provided. Take your time and write neatly. It is also important to remember that the discrepancy log is a three-part form. A separator is provided as part of the Aircraft Maintenance and Discrepancy Log cover to prevent writing through to subsequent discrepancy logs and also aid in transcription on all three parts of the form.

23.2.1 Maintenance Discrepancy Entries

The Pilot in Command will contact company maintenance as soon as practical and discuss the maintenance required. This is accomplished by contacting the Director of Maintenance or their delegate. This contact will be made prior to obtaining maintenance on the aircraft. If the aircraft is away from its main operating base, the procedures for obtaining maintenance away from home base also apply.

A balancing corrective action entry is required for each discrepancy.

- Any entry that is not deferrable per the Minimum Equipment List, the Non – Essential Equipment and Furnishings list or is not determined to be advisory in nature as listed in this chapter, makes the aircraft unairworthy and the aircraft may not continue until repaired and approved for return to service by maintenance.

All non-deferred corrective action entries will be recorded on the same log page as its corresponding discrepancy. If circumstances make this impossible, the corrective action entry may be made on a subsequent log page. However, a reference statement must be entered on both the original log page (correct action block) and the subsequent log page (discrepancy block) indicating to the reader where to find the appropriate entry e.g. ‘Reference Aircraft Maintenance and Discrepancy Log #XXXX for corrective action’. Or ‘See Aircraft Maintenance and Discrepancy Log # XXXXX for discrepancy’.

- Only one discrepancy may be entered on the maintenance discrepancy form. If more than one discrepancy exists, additional forms must be used for recording discrepancies and the leg which each discrepancy occurred entered in the provided section.

Deferred Entries

- The balancing entry for a deferred discrepancy item is a reference to the appropriate section in the Minimum Equipment List.
- If the subsequent corrective maintenance action for a deferred discrepancy is recorded on a later log page, then the original Aircraft Maintenance and Discrepancy Log number must be referenced. Additional forms used for recording the continuation of a corrective maintenance action should not be used to record new discrepancies.

Maintenance Discrepancy Entry Error

- In the event a maintenance discrepancy entry error is made, the entry or mistake must not be erased or obliterated. Corrections should be made to the original and yellow copies of the Aircraft Maintenance and Discrepancy Log. If a log page is not used for whatever reason, ensure blocks 1 through 15 are completed and write ‘void’ across the face of the log page. Send a copy to the Director of Maintenance or their delegate.
- If a discrepancy entered is a simple mistake contrary to the procedures of this manual, the entry needs only to be voided with a single line with the initials of the person voiding the entry, followed by the correct entry.

23.3 DISPOSITION OF LOG PAGE

The Aircraft Maintenance and Discrepancy Log is a three part form.

The **white** original Aircraft Maintenance and Discrepancy Log shall be retained on board the aircraft until completed. Once completed it shall be retained as a permanent aircraft record.

Upon notification of a required correction, the white original copy of the Aircraft Maintenance and Discrepancy Log to be corrected shall be placed over its respective **pink** and **yellow** copies in the Aircraft Maintenance and Discrepancy Log book, and the correction shall be made to both copies at one time. The person making the corrections shall initial the correction.

- The corrected white copy will then be re-used to transmit the correction(s) to the Director of Maintenance or their delegate.

The Pilot in command and the Base Chief Pilot are responsible for providing all information necessary to, update aircraft records, update pilot records and for transmitting completed log pages to the company.

The Base Chief Pilot is responsible for all aircraft assigned to them and will ensure:

- A copy of each Aircraft Maintenance and Discrepancy Log is sent to the Director of Maintenance or their delegate upon completion of the scheduled flight.
- A copy of each Aircraft Maintenance and Discrepancy Log is sent to the Director of Maintenance or their delegate prior to continued operations. It is recommended that the Aircraft Maintenance and Discrepancy Log be sent as soon as practical to prevent delays in releasing the aircraft if corrections are required.
- The original white copy is filled out properly and if not, reflects all changes and/or corrections requested or required.

The aircraft may not continue operations unless items listed above are accomplished. If extenuating circumstances are such that the completed paperwork cannot be transmitted to the Director of Maintenance or their delegate, the Director of Maintenance or their delegate can grant a continuation of the trip. Through examination of documents or conversation with the Pilot in Command, all parties should be collectively satisfied that any maintenance has been accomplished and properly documented and the aircraft is airworthy before any further movement of the aircraft. At the end of the next flight leg or as instructed, the Pilot in Command will provide the completed log page to the Director of Maintenance or their delegate.

23.4 AIRCRAFT MAINTENANCE AND DISCREPANCY LOG COMPLETIONS PROCEDURES

The Aircraft Maintenance and Discrepancy Log is provided in a book that contains fifty, three parts sets.

Each Aircraft Maintenance and Discrepancy Log page is a three part uniquely numbered form that runs in sequence for control purposes. Each form consists of a white original, a pink copy, and a yellow copy. The original when complete is to be filed with the aircraft permanent records. The completed pink copy remains on board the aircraft for 30 days. The yellow copy is provided to aid in required company notifications and may also be provided to maintenance organizations outside the company for their records.

The Yellow Copy may be disposed of after use. It is recommended on deferred maintenance entries that the copy used to notify company maintenance be retained for use in requesting deferral extensions if required for that specific entry.

Once a discrepancy is completed only the Pink Copy will remain on board the aircraft. It is understood that in some instances the originals may remain on board the aircraft for short periods of time when away from it base of operations. The originals should be removed from the aircraft at the earliest convenience and placed in the aircraft permanent records.

Regardless of when or how often a discrepancy occurs,
the Pilot in Command will:

- Follow the company procedures for recording discrepancies and contacting the Director of Maintenance or their delegate.
- Verbally inform the Director of Maintenance or their delegate no later than the next point of landing (if discrepancy occurs in flight) of the discrepancy prior to any further operation of the aircraft.
- Provide a copy of the Aircraft Maintenance and Discrepancy Log to the Director of Maintenance or their delegate for review and if deferred, entry of the discrepancy into the Computerized Maintenance Tracking System. Copies of the completed Aircraft Maintenance and Discrepancy Log will also be provided as each discrepancy or deferred item is corrected to close those items entered in the Computerized Maintenance Tracking System. All supporting documentation (parts tags, Form 8130-3, Airworthiness Tags) must be provided to the Director of Maintenance or their delegate with the completed Aircraft Maintenance and Discrepancy Log.
- Fill all blocks even if the information is repetitious. ‘N/A may be used if a block does not apply.
- Provide all dates and clock times for tracking and controlling.
- The Pilot in Command is responsible to ensure that all entries have been corrected or deferred prior to the aircraft being released for flight. To avoid interruptions to crew rest periods, the Pilot in command should provide all information required by the maintenance facility to expedite coordination with the Director of Maintenance or their delegate.

A balancing corrective action entry is required for each discrepancy entry. Information will be entered in the Aircraft Maintenance and Discrepancy Log as follows.

The number in the left column corresponds with the number in the sample… Aircraft Maintenance and Discrepancy Log Page

1. Date of discrepancy.
2. Aircraft registration number.
3. Total aircraft hours since new at the time of the discrepancy.
4. Total aircraft landing since new at the time of the discrepancy.
5. Flight Log number being used this flight.
6. Engine #1 total time since new.
7. Engine #2 total time since new.
8. APU total hours since new. (Applies to aircraft with APU that has hourly tracked inspections).
9. Engine #1 total cycles since new.
10. Engine #2 total cycles since new.
11. APU total cycles since new. (Applies to aircraft with APU that has cycle tracked inspections).
12. Name of the person who originated the discrepancy (this is a signature block).
13. Printed name of the person who originate the discrepancy.
14. Circle the function of the originator.
15. Flight leg when discrepancy occurred - i.e. the leg number 1 through 6 during which a discrepancy occurred. If the discrepancy occurred during pre-flight (PR) or post-flight (PO). If the discrepancy was entered at any other time or by a Technician, enter ‘M’, MX’ or ‘Main” for maintenance entry.
16. Record a brief and accurate description of the item requiring maintenance. Advisories are also recorded in this section provided the procedure for advisories is followed.
17. Name of the person deferring the item.
18. Date of deferral.
19. Reference number from the approved Minimum Equipment List
20. MEL category as indicated for the deferred item.
21. MEL deferral statement - i.e. Operations continued per MEL 32-20.
22. Signature of the pilot or maintenance person instructed by company maintenance to defer the maintenance item.
23. Date of signature.
24. Date the original deferral expires.
25. Circle one of the numbers to indicate the number of times this item has been extended. Do not count the original deferral.
26. Name of the person authorizing the extension. This may only be the Director of Maintenance or his delegate.
27. Date the extension was authorized.

A balancing corrective action entry is required for each discrepancy entry. Information will be entered in the Aircraft Maintenance and Discrepancy Log as follows.

The number in the left column corresponds with the number in the sample… Aircraft Maintenance and Discrepancy Log Page

28. Reason the extension is required. A justification explanation as discussed with involved parties (attach scheduled, P.O#'s, vendor correspondence or other details pertaining to the reason for delay, etc.) every effort must be made to bring the aircraft, personnel and parts together in one location to accomplish the repair and clear the MEL item.
29. Date the MEL extension expires. Add the number of days authorized to the previous date of expiration.
30. Date the recorded discrepancy is repaired.
31. Total time of the aircraft when repair was accomplished.
32. Total landings of the aircraft when repair was accomplished.
33. Position of affected engine if applicable (N/A if not applicable).
34. Total Time of the engine or APU when repair was accomplished. (Not required if discrepancy was not against an engine or APU).
35. Total Cycles of the engine or APU when repair was accomplished. (Not required if discrepancy was not against an engine or APU).
36. Description of corrective action taken.
37. Enter the signature of the person approving the aircraft for return to service. In the case of a FAA Certificated Repair Station enter the signature of a person authorized by the repair station to sign approval for return to service documents. A flight crew member may also sign this block signifying the completion of a maintenance check flight.
38. Printed name of the person who signed block 37.
39. Certificate number of the person who signed block 37.
40. Required Inspection Item Inspector signature. The person must be approved, in writing, by the Director of Maintenance to perform RII on behalf of the company.

    (Applies to aircraft that carry 10 or more passengers or those aircraft controlled under a Continuous Airworthiness Maintenance Program).
41. Name of the facility accomplishing the repair. If the repair is accomplished by an A&P not associated with a repair station or if the certificate number used is not a CRS, leave blank. (Optional entry)
42. Location where repairs were made – i.e. ICT, OMA, TPA.
43. Pre-printed number.

Each corrective action requires a description of the work performed plus a legible signature of the technician approving the work. The technician must also include in the sign-off the type of certificate that the work is being performed under. This may be the certificate number of the technician approving the work or if the work is being performed by a representative of a repair station, the certified repair station number. The date the work was accomplished. No other release wording is required. By including all of these items in the sign-off it constitutes an approval for return to service.

Once the deferred discrepancy is cleared, blocks 30-42 of the Aircraft Maintenance and Discrepancy Log shall be completed and a copy transmitted to the Director of Maintenance or their delegate.

23.5 SPECIAL FLIGHT PERMIT ENTRIES

After a discrepancy is written in the Aircraft Maintenance and Discrepancy Log, and if the aircraft requires a Special Flight Permit to position to a maintenance facility where repairs can be made, the Technician will complete the sign-off per the procedures in this manual.

In clearing the discrepancy that caused the issuance of a Special Flight Permit, the Technician will enter the corrective action statement with the information as described in the Aircraft Maintenance and Discrepancy Log Completions Procedures.

NOTE: Although the Pilot in Command will typically fax the completed log page to the Director of Maintenance or his delegate, the responsibilities of the Pilot in Command may not be ended. If there are open discrepancies it is the responsibility of the Pilot in Command to ensure that the white original stays with the Aircraft Maintenance and Discrepancy Log and to ensure it is completed by the Technician when discrepancies are repaired or deferred. A copy of the Aircraft Maintenance and Discrepancy Log must be provided to the Director of Maintenance or his delegate along with any supporting documentation prior to the next flight.

23.6 DEFERRED MAINTENANCE EXTENSION PROCEDURES

If an extension to an original category "B" or "C" deferral is necessary, the Pilot in Command or Technician must contact and receive approval from the Director of Maintenance or his delegate before conducting any operation beyond the MEL due date.

The Director of Maintenance or their delegate will notify the FAA CHDO in writing within 24 hours of any MEL extension granted.

No more than (one) extension to a deferred item may be authorized by the Director of Maintenance or their delegate. If parts are required and unavailable, a copy of the order confirmation must be attached to the extension request.

Information will be entered on the Aircraft Maintenance and Discrepancy Log as follows:

The number in the left column corresponds with the numbers in the sample Aircraft Maintenance and Discrepancy Log located in the Forms chapter of this manual.

- Block 25 Circle the number that represents the extension request. The original deferral does not count as the first deferral extension.
- Block 26 Name of the person authorizing the extension. This may be the Director of Maintenance or their delegate.
- Block 27 Date the extension was authorized.
- Block 28 A description of why the extension is required.
- Block 29 New expiration date of the granted deferral. This is determined by adding the number of days approved to the previous expiration date.

23.7 DEFERRED MAINTENANCE EXTENSION PROCEDURES FOR ITEMS BEYOND THE COMPANY APPROVAL

If an extension is required beyond the company approved extension allowances as referenced in this manual, FAA approval is required.

A request must be submitted in writing to the Director of Maintenance or their delegate stating why the extension is required. The submitted request must include the reason for the extension, confirmation that parts have been ordered, and where and when the aircraft will be repaired.

Once the request is received the Director of Maintenance or their delegate will submit the extension request in writing to the FAA.

The FAA will either approve or deny the extension.

If the extension is approved, the FAA will provide a written approval to the Director of Maintenance. The Director of Maintenance or their delegate will provide a copy of the approval to be placed on board the aircraft and attached to the original discrepancy.

If the request is denied the aircraft must be repaired before continuing operations.

24 NON-ESSENTIAL EQUIPMENT AND FURNISHINGS

Jet Linx Aviation has developed a Non-essential Equipment and Furnishings policy and procedures program based in part through the use of the following documentation:

- FAA Order 8900.10, Volume 4, Chapter 4 and
- MMEL Global Change GC-138 (PL-116).

Jet Linx Aviation operates its aircraft under 14 CFR Part 135 operating rules. The Jet Linx Aviation Non-essential Equipment and Furnishings Program has been approved by Lincoln NE Flight Standards District Office (FSDO).

24.1 NON-ESSENTIAL EQUIPMENT AND FURNISHINGS (NEF)

NEF are those items installed on the aircraft as part of the original type certification, supplemental type certificate, or other form of alteration 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 damaged, inoperative, 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:

- Cargo areas,
- Crew rest areas,
- Flight deck area,
- Galley areas,
- Lavatories,
- Passenger compartment, and
- Service areas.

24.2 NEF PROGRAM

The Jet Linx Aviation NEF Program is as follows:

A. A NEF List has been developed and NEF Items are tracked through the use of the Aircraft's Maintenance and Discrepancy Log (AMDL).

B. The NEF List includes the following procedures for each NEF item:
   - Maintenance (M) Procedure
   - Operation (O) Procedure
   - Placarding (P) Procedure

C. The NEF Item evaluation process will include the following items:
   - Is the item required for the operational rules in which the aircraft is operated?
   - Does it create the potential for fire/smoke or other hazardous conditions?
   - Could it have an adverse effect on other required systems or components?
   - Does its condition potentially affect the safety of crew, passengers, or service personnel?
   - Could it have a negative impact on emergency or abnormal procedures?
   - Does it create additional workload for the crew at critical times of flight or flight preparation?
   - Crewmembers may need to evaluate the deferred NEF on a flight-by-flight basis.

   Note: The above evaluation process must be accomplished for the damaged, inoperative, or missing items at its face value, and also for the underlying cause of the discrepancy.

D. Repair and/or replacement of items listed in the NEF List are required within 120 calendar days ("D" Category) from the date of discovery.

E. The NEF List and program description will be kept in the aircraft specific Minimum Equipment List (MEL) Binder.

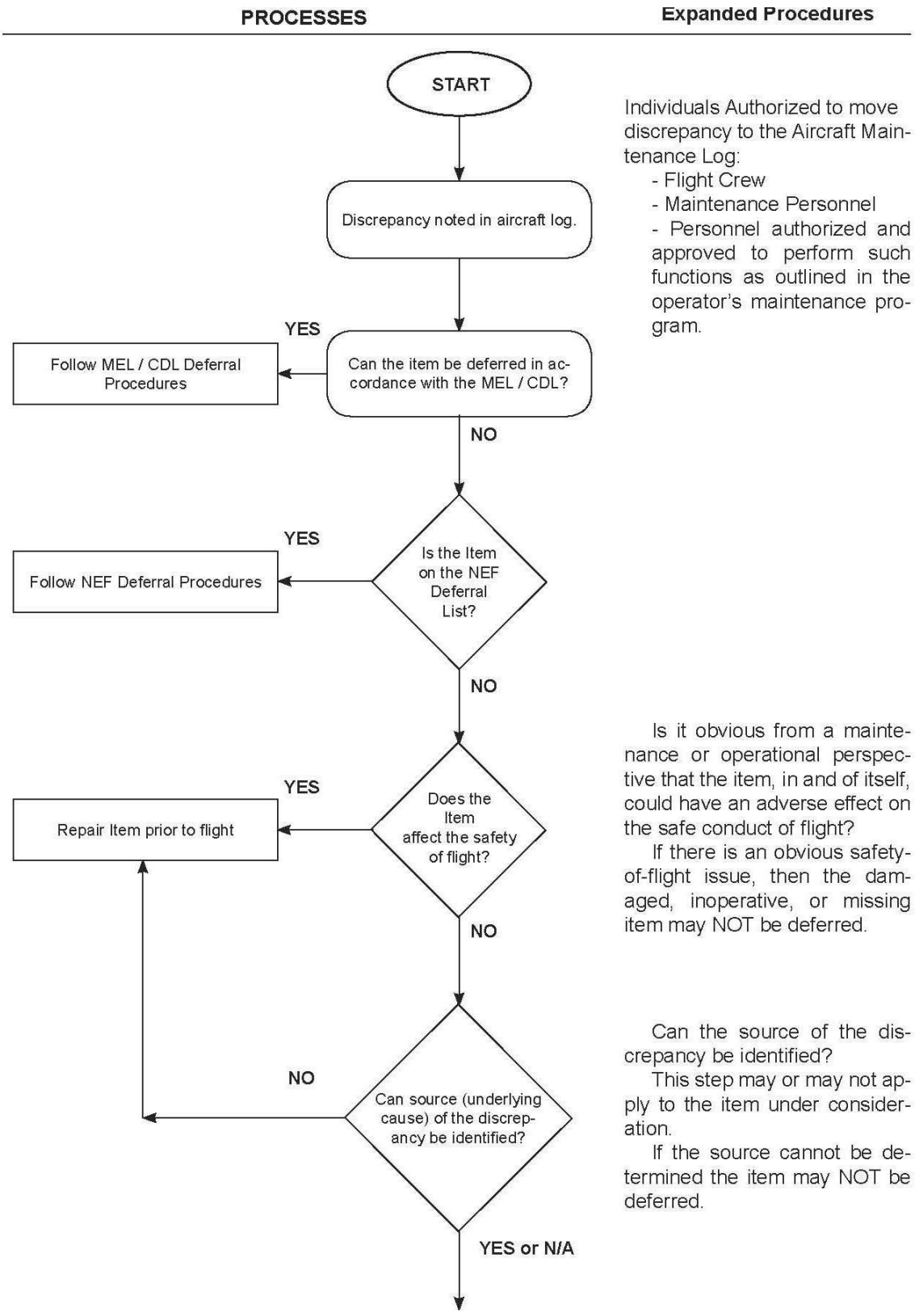
F. The aircraft's MEL has incorporated the requirements of Master Minimum Equipment List (MMEL) Global Change GC-138 (PL116) in ATA chapter 25.

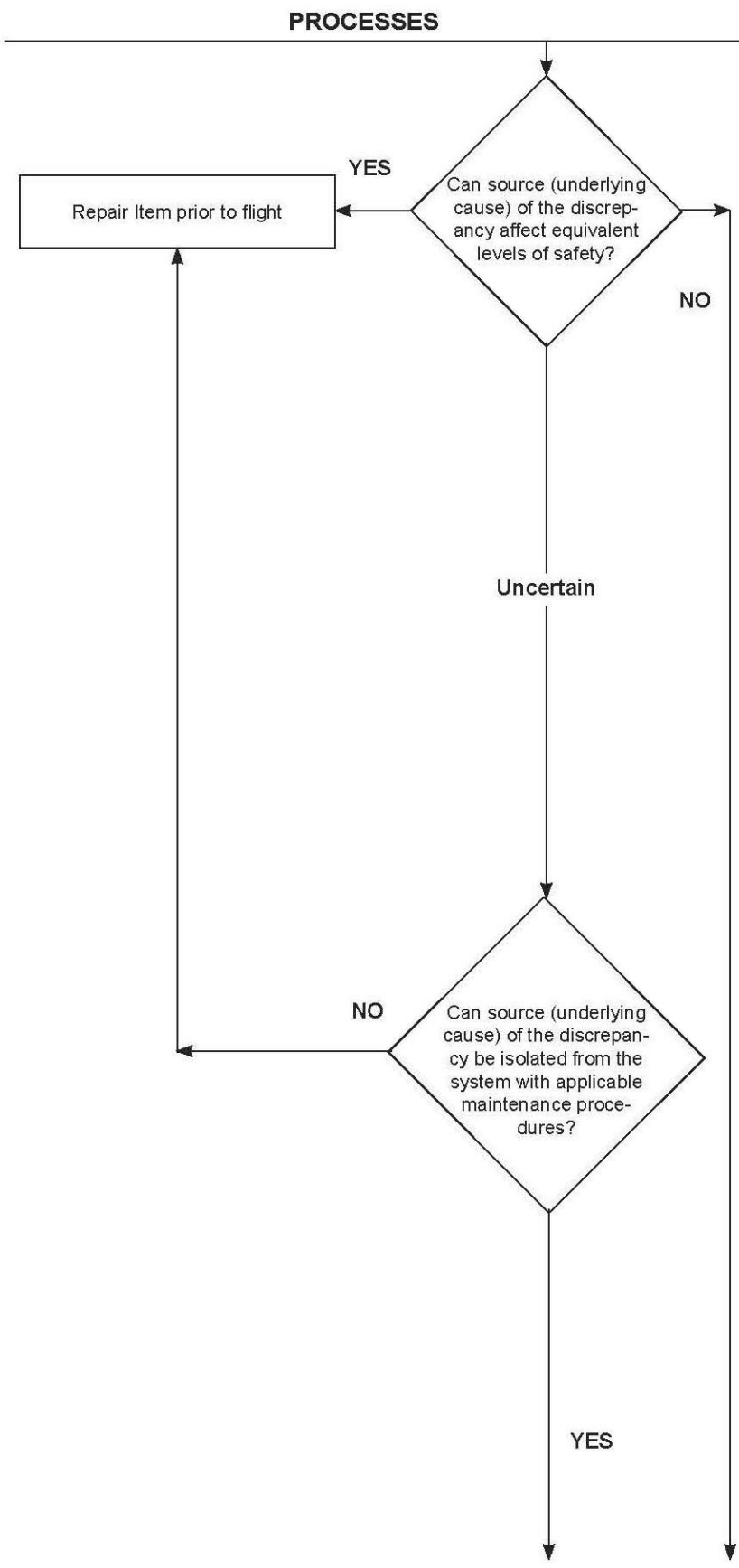
G. If a discrepancy is discovered that is not covered by the aircraft's Configuration Deviation List (CDL), MEL or NEF List, the flight crew, with the assistance of the Director of Maintenance or their delegate may perform the NEF Item Process to determine if the discrepancy can be added to the NEF List and subsequently deferred. The discrepancy must meet the intent of the NEF Item Process or it will require the issue to be resolved before further flight.

24.3 NEF ITEM PROCESS

The following flow chart will be used for decision making in determining if a discrepancy meets the intent of a NEF Item. The flight crew, along with the Director of Maintenance or their delegate should collaborate together to ensure that additional NEF Items added to the NEF List are based on the logic requirements of the following flow chart. Upon conclusion of the procedures of the flow chart if it is determined that the discrepancy can be added to the NEF list a revision to the NEF List and submittal to Lincoln NE FSDO shall be completed within 10 calendar days from date of discovery.

Upon initiation of the newly added NEF item, an entry is to be made using the company's designated computerized maintenance tracking system to ensure that the submittal is completed within the allotted time frame. The Quality Manager shall be responsible for generating a discrepancy entry in the computerized tracking system with an expiration date no later than 10 days from the date of discovery. The computerized tracking system will provide daily expiration reminders to the Quality Manager, his delegates and the Director of Maintenance. Following FAA approval of the submitted NEF, the Quality Manager will ensure that the approved NEF is received and made available to the appropriate company personnel. Only upon completion of these steps will the corrective action be applied to the discrepancy item in the computerized tracking system and removed from the notifications.


PROCESSES
Expanded Procedures
START
Discrepancy noted in aircraft log.
Can the item be deferred in accordance with the MEL / CDL?
YES
Follow MEL / CDL Deferral Procedures
NO
Is the Item on the NEF Deferral List?
YES
Follow NEF Deferral Procedures
NO
Does the Item affect the safety of flight?
YES
Repair Item prior to flight
NO
Can source (underlying cause) of the discrepancy be identified?
NO
YES or N/A
Individuals Authorized to move discrepancy to the Aircraft Maintenance Log:
- Flight Crew
- Maintenance Personnel
- Personnel authorized and approved to perform such functions as outlined in the operator's maintenance program.
Is it obvious from a maintenance or operational perspective that the item, in and of itself, could have an adverse effect on the safe conduct of flight?
If there is an obvious safety-of-flight issue, then the damaged, inoperative, or missing item may NOT be deferred.
Can the source of the discrepancy be identified?
This step may or may not apply to the item under consideration.
If the source cannot be determined the item may NOT be deferred.



If the source (underlying cause) of the discrepancy affect equivalent levels of safety, then it must be determined if it can be isolated from all other systems so as to alleviate any safety concern.

If, after review, the source of the discrepancy could be condsidered a safety-of-flight concern, the item must be repaired prior to flight.

If the source of the discrepancy is not a safety-of-flight concern then defer the item in accorance with the NEF procedures.

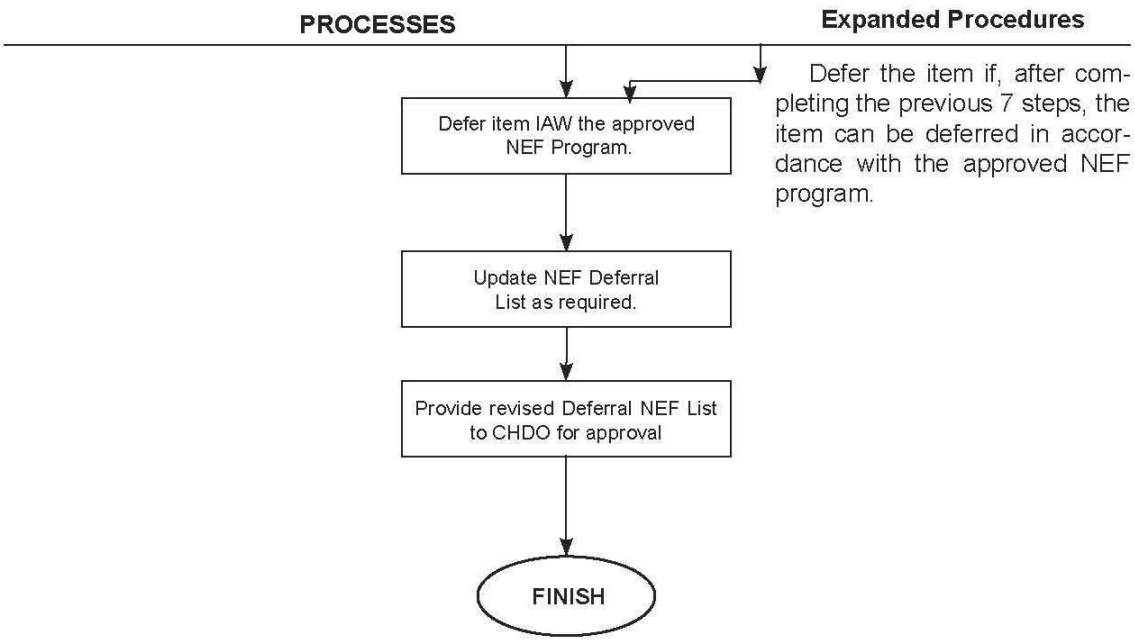
NOTE: In making this determination, very close coordination between flight crew, maintenance, and operations personnel may be required.

If applicable, the source (underlying cause) of the discrepancy must be isolated from all other systems so as to alleviate the safety-of-flight concerns.

If the items cannot be safely isolated then the item must be repaired prior to flight.

If isolated, the isolation of the source must pass the entire test previosly identified in the evaluative process for the item.

If source can be isolated then proceed with NEF deferral.


PROCESSES
Expanded Procedures
Defer item IAW the approved NEF Program.
Update NEF Deferral List as required.
Provide revised Deferral NEF List to CHDO for approval
FINISH
Defer the item if, after completing the previous 7 steps, the item can be deferred in accordance with the approved NEF program.

25 COMPUTERIZED MAINTENANCE TRACKING

25.1 GENERAL

The Computerized Maintenance Tracking System monitors scheduled aircraft maintenance requirements and generates the reports used by the Company to determine the aircraft status. The reports used are the Aircraft Status Report and the Pre-Flight Report. The system is integrated with the FOS used by the flight followers to alert them of tracked maintenance items coming due on an aircraft prior to a flight being booked or a trip itinerary being issued to a pilot.

The **Aircraft Status Report** includes, but is not limited to, the following:

- The total time in service of the airframe, engine(s), propeller(s), APU's, heaters and appliances.
- The current status of life-limited parts of each airframe, engine, propeller and appliance.
- The time since overhaul of items installed on the aircraft that have overhaul time requirements.
- The identification of the current inspection status of the aircraft, including the time since last inspection(s) required by the inspection program under which the airframe, engine(s), propeller(s), APU's, heaters and appliances are maintained.
- The current status of recurring airworthiness directives, including the time and/or date when the next action is required.
- Current status of mandatory Service Bulletins.

25.2 PRE-FLIGHT REPORT

The **Pre-Flight Report** is a projection of maintenance requirements based on the information contained in the Computerized Maintenance Tracking System. The projection covers a pre-determined period subsequent to a chosen date, number of flight hours, cycles or number of landings and lists all inspections, services and component replacements that will come due within those parameters. The default projection is set at 30 Hours, 30 Cycles and 30 Days.

25.3 COMPUTERIZED MAINTENANCE TRACKING SYSTEM

The ability to read and/or enter data into the system is controlled by the Director of Maintenance. Flight crew members are given read only permissions. The Director of Maintenance, Base Maintenance Managers, Maintenance Control Team members and aircraft technicians are given read/enter permission.

The Director of Maintenance has overall responsibility for the maintenance of the Computerized Maintenance Tracking System. System maintenance includes verification of updates to manufacturer’s requirements, the incorporation of additional Instructions for Continued Airworthiness and other maintenance requirements such as mandatory service bulletins, and Airworthiness Directives to ensure compliance within the specified intervals.

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26 MAINTENANCE DUE LIST AND PRE-FLIGHT REPORTS

26.1 GENERAL

The Maintenance Due List is a report generated from the Computerized Maintenance Tracking System, which lists scheduled maintenance items by date, hours, or landings due.

The Maintenance Due List may be used to plan scheduled maintenance, inspections and recurring Airworthiness Directives.

The Maintenance Due List provides information on the upcoming maintenance events.

The Maintenance Due List provides an easy method to communicate to the Company scheduled maintenance.

26.2 AIRCRAFT PRE-FLIGHT REPORTS

Aircraft Pre-Flight Reports are also generated via the Computerized Maintenance Tracking System and are distributed to the pilot in command with a default projection of 30 hours, 30 landings and 30 calendar days. They are used by the crew to identify upcoming scheduled maintenance.

26.3 DISPOSITION OF THE MAINTENANCE DUE LISTS AND AIRCRAFT PRE-FLIGHT REPORTS

The preceding Maintenance Due Lists and Aircraft Pre-Flight Reports may be disposed of anytime a new list is received.

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27 AIRCRAFT MAINTENANCE REPORT FORM

27.1 GENERAL

The Aircraft Maintenance Report Form can be used as a work record to transmit the accomplishment of scheduled or unscheduled maintenance to the Director of Maintenance or their delegate.

The Aircraft Maintenance Report Form can be used to record scheduled maintenance, component changes, inspection, service bulletins and Airworthiness Directive accomplished. The Director of Maintenance or their delegate prior to using the information to update the Computerized Maintenance Tracking System must approve information on the form.

27.2 DISPOSITION OF AIRCRAFT MAINTENANCE FORM

The completed Aircraft Maintenance Report form will be provided to the Director of Maintenance to update the Computerized Maintenance Tracking System for that aircraft and provide verification to the Director of Maintenance or their delegate that the work was completed.

Aircraft Maintenance Report Forms will be retained in the permanent aircraft records as specified in 14 CFR Part 135.439.

27.3 AIRCRAFT MAINTENANCE REPORT FORM COMPLETION PROCEDURES

Information will be entered in the Aircraft Maintenance Report Form as follows: The number in the left column corresponds with the number in the sample form located in Chapter 37 (Forms) of this manual. Any entries not applicable should be indicated as N/A.

The number in the left column corresponds with the number in the sample Aircraft Maintenance Report Form located in Chapter 37 (Forms) of this manual

1. Completion of these blocks is optional.
2. Aircraft serial number.
3. Aircraft Registration number.
4. Date aircraft maintenance was completed.
5. Three letter identifier of airport where maintenance is being performed.
6. Total aircraft hours since new.
7. Total aircraft landings since new.
8. Total #1 engine hours since new.
9. Total #1 engine cycles since new.
10. Total #2 engine hours since new.
11. Total #2 engine cycles since new.
12. Total APU hours since new, if applicable.
13. Total APU cycles since new, if applicable.
14. Total air conditioner hours if applicable.

The number in the left column corresponds with the number in the sample Aircraft Maintenance Report Form located in Chapter 37 (Forms) of this manual

15. Item number used to identify the specific maintenance action or part.

16. Transaction Number. Indicate number of transaction sequentially on each page. This number matches the Reference Number and serves to link the transaction to the corresponding comment.

continued on next page…

17. Type of transaction.

    1= component change,

    2= inspection accomplished

    3= service bulletin accomplished,

    4= airworthiness directive. If an airworthiness directive is recurring, give details of the recurring interval in block 25.

18. Nomenclature of part or description of task accomplished.

19. Position of task or part, e.g., left, right, upper, lower, forward, aft, etc.

18. Part number of installed part.

19. Serial number of installed part.

20. Installed part vendor part number.

21. Installed part serial number.

22. Reason for removal of part. Indicate one of the following codes,

    W= worn to limits,

    S= scheduled,

    U= unscheduled,

    C= convenience,

    N= other.

23. Installed part status, N= new, R= repaired, S= serviceable, O= overhauled.

24. The Reference Number should match the Transaction Number above.

25. Description of the work performed or any other pertinent information.

26. Signature, date, and certificate number of the person approving the aircraft/component for return to service.

28 RETURN TO SERVICE ENTRIES

28.1 GENERAL

Whenever maintenance, preventive maintenance, rebuilding or alterations is performed on Company aircraft, including airframe, engines, propellers, appliances and parts, an entry will be made in the permanent aircraft records.

28.2 AIRCRAFT WITH NINE OR LESS PASSENGER SEATS

28.2.1 Unscheduled Maintenance

Unscheduled Maintenance entries will include:

- A brief narrative of the work performed with reference to approved data.
- The legible signature of the Technician approving the work.
- The type of certificate held by the Technician approving the work or the name of the 14 CFR Part 145 Repair Station if the work is being approved by an FAA approved Repair Station.
- The certificate number of the Technician or the 14 CFR Part 145 Repair Station approving the work.
- The date the work was accomplished.
- Aircraft total time.

Any technician who meets the requirements of, and complies with this manual may sign the entry approving the work.

28.2.2 Scheduled Maintenance/Inspection

Aircraft with 9 or less passenger seats that... are maintained according to an Approved Aircraft Inspection Program shall, in addition to a brief narrative of the work performed, include the following or similarly worded statement in the permanent aircraft records.

NOTE: THIS STATEMENT ONLY APPLIES TO AIRCRAFT OPERATED BY AND LISTED ON JET LINX AVIATION'S OPERATION SPECIFICATIONS AND WHICH ARE MAINTAINED IN ACCORDANCE WITH AN APPROVED AIRCRAFT INSPECTION PROGRAM IN ACCORDANCE WITH 14 CFR Part 135.411 (A)(1). IF THE AIRCRAFT IS MAINTAINED IN ACCORDANCE WITH 14 CFR Part 91.409(f)(3), THIS STATEMENT DOES NOT APPLY.

I certify the above stated maintenance and/or inspection was performed in accordance with current regulations of the Federal Aviation Administration and/or Jet Linx Aviation's Approved Aircraft Inspection Program and is approved for return to service.

TYPE OF INSP. ACCOMP._____ A/C TOTAL LANDINGS:_____

A/C TOTAL TIME: _____ DATE: _____

_____ _____

SIGNATURE CERTIFICATE# & TYPE

Any technician who meets the requirements of this manual and complies with this manual may sign the entry approving the work.

Small adhesive labels of the above statements suitable for use in the aircraft permanent records may be utilized as long as they are legible.

28.3 AIRWORTHINESS RELEASE FOR AIRCRAFT MAINTAINED UNDER A CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM

An entry in the aircraft permanent records with a narrative of the work performed and will include:

- A statement that the work was performed in accordance with the certificate holders' manual.
- A statement that all items required to be inspected were inspected by an authorized person (RII), who determined the work was satisfactorily completed.
- A statement that no known condition exists that would make the aircraft unairworthy.
- A statement that as far as the work performed is concerned the aircraft is in condition for safe operation.
- The legible signature of the technician approving the work.
- The type of certificate held by the technician approving the work or the initials CRS if the work is being approved under an FAA approved Repair Station rating.
- The certificate number of the technician or the Repair Station approving the work.
- The date the work was accomplished.
- Aircraft total time if not already recorded on the form in use.

There are procedural differences in how the Aircraft Maintenance and Discrepancy Log entries are made namely that **each entry** must contain the above information.

Instead of restating each of the conditions of the certification in the above conditions, the signature of an authorized certificated mechanic or repairman constitutes that certification for all return to service maintenance entries. [Reference 14 CFR Part 135.443(b)(3)(d)].

Applies to aircraft that carry 10 or more passengers or those aircraft controlled under a Continuous Airworthiness Maintenance Program:

Whenever maintenance; inspections, tests, checks or life limited parts replacements required by the Continuous Airworthiness Maintenance Program are performed, the following entry (or similarly worded statement) will be made in the maintenance records as required by the General Maintenance Manual if it is approved for Return to Service:

> "I certify that this inspection/maintenance was performed in accordance with the Jet Linx Aviation Continuous Airworthiness Maintenance Program, 14 CFR Part 91.409(f)(1) and the appropriate maintenance manual and is approved for return to service."

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29 TURNOVER REPORT

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program

29.1 GENERAL

The Turnover Report ensures that required inspections, other maintenance, preventive maintenance and alterations that are NOT completed as a result of shift changes or similar interruptions are properly completed before the aircraft, engine or component is released for service.

The report is also used to record the completion of work previously turned over as incomplete.

All items turned over as incomplete on previous reports will be repeated on the following report as either completed or again turned over to the next shift until the items are completed.

Other reports containing the same information are acceptable as a substitute.

29.2 RESPONSIBILITY FOR COMPLETION OF TURNOVER REPORT

The Technician approving the work is responsible for notifying their supervisor or another Technician of any incomplete work existing at the end of the shift.

The Technician is responsible for checking with each technician who works on company aircraft to determine the status of work at the end of the shift. The Technician shall prepare all Turnover Reports. This will also include the status of inspections of items whose inspections still need to be completed.

29.2.1 Turnover Report Form Completion Procedures

Information will be entered in the Turnover Report Form as follows. The number in the left column corresponds with the numbers in the sample form. Any entries not applicable should be marked N/A.

1. Aircraft registration number.
2. Date of turn over.
3. Name of Technician turning items over.
4. Name of Inspector assigned if applicable.
5. Work order number.
6. Indicate Day, Swing, Nights or 1st, 2nd, 3rd.
7. Number pages consecutively, in form 1 of 3, 2 of 3, and 3 of 3.
8. Item number from Work Order.
9. Description of work items turned over as incomplete at the end of shift.
10. Signature of Technician going off duty.
11. Signature of Technician going on duty.

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30 TECHNICAL DOCUMENT CONTROL

30.1 TECHNICAL DOCUMENTS SUPPLIED TO OUTSIDE AGENCIES

Jet Linx Aviation will have occasion to supply an outside agency with technical data/documents. An example would be supplying a Jet Linx Aviation AAIP to an outside agency performing an inspection on its behalf.

When such an occasion arises, prior to any technical document being released to an outside agency for use, that document will be checked for currency of revision. Upon verification, the Document Revision Verification Form will be filled out and a copy provided with the document. When the outside agency no longer has a need for the document it will be returned to the Jet Linx Aviation Director of Maintenance. The Document Revision Verification Form shall be returned to the Director of Maintenance and shall be attached to the record of the inspection (i.e. work order copy or invoice from the outside agency) for future reference.

A copy of the Document Revision Verification Form which contains directions for completion is located in the Jet Linx Aviation General Maintenance Manual Chapter 37 Forms.

30.2 TECHNICAL DATA MAINTAINED FOR INTERNAL USE

1. Once in a period not to exceed quarterly, technical data in use will be checked for currency using the most practical method available. This would typically be accomplished by verifying the current revision level via the data providers' internet site. However currency may also be verified by telephone, email or other such methods.
2. Once verified, the results shall be recorded and kept in a location readily accessible to maintenance personnel. This may be on the Company computer system or in a paper format located in the Jet Linx Maintenance office.
3. If data is discovered to be out of revision, the Director of Maintenance or their delegate shall be immediately notified and the data either removed from use or labeled as Reference Only. Replacement/current data will be obtained as soon as practical and arrangements to 'borrow' current data until revised data is received will be made. Data that is obtained from an online source (i.e. Honeywell or Gulfstream) shall be considered current unless the manufacturer advises differently.
4. Printed technical data for internal use shall be checked for currency before use and discarded immediately after use. Under no circumstances shall printed technical data be retained for future reference without approval by the Director of Maintenance.
5. In cases where data comes with its own revision record and schedule such as ATP there is no need to perform additional verification or to maintain a separate tracking record. Revising per the providers schedule and utilizing its record of revision form is sufficient.

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31 INSPECTION/MAINTENANCE PROGRAMS

31.1 GENERAL

The Director of Maintenance or their delegate shall select and identify a program for the inspection and maintenance of each aircraft on the company operations specifications.

NOTE: “Maintenance” as defined in 14 CFR Part 1 “includes inspection, overhaul, repair, preservation and the replacement of parts”. For clarity relative to commonly used terminology, the word “inspection” may be used independently of the word “maintenance” where appropriate.

- For **turbine powered aircraft with nine or less passenger seats**, a program established by 14 CFR Part 91.409(f) (3) may be selected. Additionally the air carriers Emergency Equipment and Avionics programs are also applicable.
- **100 Hour/Annual Inspection Program** for piston powered aircraft with nine or less passenger seats. Reference 14 CFR Parts 43, 91, 135.415, 135.417 and 135.421. The inspection guide must meet the requirements of 14 CFR Part 43, Appendix D.
- **Approved Aircraft Inspection Program** for turbine powered aircraft with nine or less passenger seats. Reference 14 CFR Parts 135.415, 135.417, 135.419, and 135.421. Each program shall be submitted to and approved by the FAA CHDO.
- **Continuous Airworthiness Maintenance Program** for all turbine or piston powered aircraft type certificated with ten or more passenger seats. Reference 14 CFR Parts 135.415, 135.417, and 135.423 through 433. Each program shall be submitted to and approved by the FAA CHDO.

Each aircraft on the Company Operation Specifications shall comply with the inspection method selected by the Director of Maintenance or his delegate and approved for use by the FAA CHDO.

An Emergency Equipment Inspection Program shall be developed by the Director of Maintenance or their delegate that will universally encompass the emergency equipment used or installed in an aircraft. The Emergency Equipment Inspection Program addresses items not addressed in the manufacturers program. The Emergency Equipment Inspection Program shall augment, not replace or supersede the manufacturers’ maintenance or inspection requirements for a given aircraft. The program is explained in detail in Appendix A4 to this manual. The program shall be submitted to and approved by the FAA CHDO.

An Avionics Inspection Program shall be developed by the Director of Maintenance or their delegate that will universally encompass the avionics and instruments used or installed in an aircraft. The Avionics Inspection Program addresses items not addressed in the manufacturers program. The Avionics Inspection Program shall augment, not replace or supersede the manufacturers’ maintenance or inspection requirements. This program is explained in detail in Appendix A5 to this manual. The program shall be submitted to and approved by the FAA CHDO.

For those aircraft listed in the Company Operation Specifications Paragraphs B046 and D092 authorizing RVSM operations, specific maintenance requirements are incorporated into the inspection or maintenance program for the particular aircraft.

For any maintenance program developed by Jet Linx Aviation, excluding any program used to meet the requirements of 14 CFR Part 91.409(f)(3); the maintenance/inspection program will be developed from the aircraft manufacturer's maintenance or inspection program and address the methods, techniques, practices and standards for the accomplishment of the program. If the manufacturer does not provide a program, procedures will be developed by Jet Linx Aviation and approved by the FAA CHDO.

The Director of Maintenance or their delegate shall review the programs and ensure compliance with the requirements of the manufacturer, type certificate data, the Federal Aviation Administration Operations Specifications and the Federal Aviation Regulations for inspection intervals and operating life-limits of the product. The intervals and limits of the manufacturer's program shall not be exceeded unless approved by the FAA CHDO.

The Director of Maintenance or their delegate shall retain the original maintenance/inspection program at the company's principal business office for each aircraft type on the certificate.

31.2 MANUAL SYSTEM

The chapter titled “Manual System” describes the company manual distribution and the expected location of each manual.

Some manuals may be issued to an aircraft; in this case the manual is to remain with the aircraft. The Director of Maintenance or their delegate is responsible to insure that the manual is revised as instructed by the company.

31.3 CALIBRATION OF PRECISION TOOLS, MEASURING DEVICES AND TEST EQUIPMENT

The procedures established to ensure continued accuracy of devices used in the measuring, testing and checking of components and assemblies are described in Appendix A1 to this manual labeled “Calibrated Tool Program”. A copy of the referenced form appears in the Forms chapter of this manual.

31.3.1 General

The technician will ensure that each piece of equipment used on company aircraft and requiring calibration shall have affixed a calibrated equipment tag giving the name of who or where the calibration was determined to be satisfactory, the date accomplished and the date next due.

No precision equipment shall be used unless it is positively identified and is within the calibration inspection time limit.

Precision equipment shall be calibrated by agencies having adequate facilities and personnel properly trained to perform test and calibration. The equipment manufacturers’ methods, practices, standards and limits as described in each manufacturer’s manual will be followed when calibration is accomplished.

All precision equipment will have its accuracy traceable to the National Institute of Standards and Technology (NIST). In the case of equipment used outside of the United States, its territories and possessions, the standards of the country of manufacture may be used, if approved by the Administrator.

The Director of Maintenance or their delegate will check the calibrated tool listing on a regular basis to verify any upcoming due items. The technician in the city where the affected tool/equipment is kept will be notified via e-mail or telephone of the need to have the calibration checked.

31.4 CALIBRATION FREQUENCY

Precision tools and test equipment shall be calibrated to NIST Standards at the manufacturer’s recommended intervals.

If the manufacturer does not specify an interval, the equipment will be tested for calibration to NIST Standards once every 12 calendar months. In no case will tooling or equipment be used for final approval for return to service without being within a current calibration test interval.

31.5 CALIBRATED EQUIPMENT TAG

The following is an example of the information required affixed to the calibrated equipment.

Any other locally produced tag may be used provided it contains at least the same information.

The calibration is an end-of-month item. Any calibration due during a month will not expire until the end of that month.

Tool Calibration

By_____Date_____

Date Due_____

31.5.1 Calibrated Tools List

To assist those facilities or individual technicians who perform work on company aircraft and do not have an established and documented system for tracking all precision tools, measuring devices and test equipment requiring calibration, etc., the air carrier provides for a simple form to record all precision tools.

The number in the left column corresponds with the numbers in the sample form. Other forms indicating at least the same information are acceptable. The information on the list is as follows.

1. Description of calibrated tool/equipment.
2. The identifier number of the tool/equipment (i.e. model and serial number).
3. Date the tool/equipment was calibrated.
4. The date the tool/equipment is next due to be calibrated.
5. The city in which the calibrated tool/equipment is kept.

A copy of this form can be found in the Forms chapter of this manual.

31.6 LOANING AND BORROWING OF CALIBRATED EQUIPMENT AND TOOLS

Loaning out of any calibrated equipment listed on the Jet Linx Aviation calibrated tools list is strictly prohibited.

When borrowing calibrated equipment or tools to be used for precision measuring or testing for the purpose of inspection and return to service, they must be inspected by the user for a current calibration sticker and any signs of obvious defects. If either is in question, the equipment or tool shall not be used.

32 CONTINUING ANALYSIS & SURVEILLANCE SYSTEM

The Jet Linx Aviation Continuing Analysis and Surveillance System is maintained under separate cover titled “Continuing Analysis and Surveillance System” as revised.

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33 COMPONENT TEARDOWN REPORT

33.1 GENERAL

A maintenance facility engaged by the company for the repair or overhaul of a specific component will supply a complete component teardown report, equivalent form or a work order in sufficient detail to explain the corrective action implemented.

33.2 RESPONSIBILITY FOR COMPLETION OF COMPONENT TEARDOWN REPORT

The Director of Maintenance or their delegate is responsible for ensuring that the component teardown report, equivalent form or work order is completed by the repair agency and returned with the component or appliance. A copy is given to the Quality Manager for inclusion in the Continuing Analysis and Surveillance program.

When the component or appliance is replaced by a like component or appliance, a component teardown report, equivalent form or work order will be submitted for the original unit only.

The component teardown report, equivalent form or work order will contain the following at a minimum:

- Facility work order number.
- Date part received.
- Condition of part as received.
- Report of findings upon teardown of part.
- Parts replaced, if any.
- Comments.
- Signature, type of certificate, certificate number (or Repair Station number) of technician approving the work.
- Date work completed.

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34 MAINTENANCE FACILITY AUDITS

34.1 GENERAL

Company audits are conducted to determine if a maintenance facility has the resources adequate to accomplish work as specified on company aircraft. This audit program is explained in Appendix A2 of the Jet Linx Aviation General Maintenance Manual. Copies of the associated forms are contained in the Forms chapter of the Jet Linx Aviation General Maintenance Manual. The Quality Manager or his delegate administers the Maintenance Facility Audit Program.

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35 REQUIRED INSPECTION ITEM PROGRAM

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program (CAMP)

35.1 GENERAL

Certain maintenance and alteration items shall be inspected prior to return to service. These items are referred to as Required Inspection Items. The Quality Manager along with the Director of Maintenance establishes the list of designated items and develops the procedures and policies for their control. No deviations are allowed without the concurrence of the Quality Manager and the Director of Maintenance or their delegate(s).

A Required Inspection Item (RII) is an item of maintenance or alteration whose failure, malfunction, or defect could endanger the safe operation of the aircraft if maintenance was performed improperly or if improper parts or materials were used.

It is imperative to remember that aircraft maintenance and aircraft inspection are separate functions and cannot be accomplished by the same individuals within a maintenance facility.

The Directory of Maintenance along with the Quality Manager will act as RII trainers. The Directory of Maintenance and the Quality Manager are considered qualified as trainers due to the knowledge requirements for their positions.

35.2 POLICY

Required Inspections shall be accomplished per the Required Inspection Items list located in this chapter for all scheduled and unscheduled work.

The responsibility for identifying the need for a Required Inspection lies with the Jet Linx maintenance personnel by following the Jet Linx RII Required Item Listing under 35.3 of this manual. Jet Linx will verify that the facilities performing scheduled or unscheduled maintenance follow company policies and procedures for documenting the Required Inspection.

Only personnel authorized by the Quality Manager or the Director of Maintenance may perform the duties of RII on behalf of the company. Prior to being authorized as an RII inspector, an individual will receive training on Jet Linx Aviation's policies and procedures regarding RII items. This training will be given on a recurrent 24 month basis. Records of this training will be kept as part of the inspectors file in the Quality Managers office.

No person may perform a required item inspection if that person also performed the work.

The Quality Manager or their delegate may countermand the decision of any company authorized RII Inspector.

- Inspectors authorized by the company are responsible only to the Quality Manager or their delegate when performing inspection duties on Company aircraft.
- Any dispute between the Technician approving the work and the Inspector will be resolved in person, by phone or by examination of the inspection forms in question by the Quality Manager or their delegate. Any of the parties named above may initiate the contact.
- The Quality Manager or their delegate will determine the final course of action and provide written direction to the RII Inspector.
- All correspondence will be made part of the Inspectors files at company headquarters.
- In the event of any change that affects the RII Program, the Quality Manager or their delegate will notify each RII Inspector of the change. This notification will be signed and returned by the RII indicating understanding of the notification.

35.3 REQUIRED INSPECTION ITEMS

A Required Inspection will be accomplished whenever maintenance is performed on the items designated in the item following and:

- When any listed component is removed or displaced to gain access to other components and its reinstallation is a Required Inspection Item.
- When any unscheduled discrepancy is written as a result of an inspection and the discrepancy involves parts or systems listed as requiring a Required Inspection.

Installation inspection is defined as an inspection of the final installation, operation, and rig or leak check, as required by the maintenance manual.

Items designated as Required Inspection Items: ('X' denotes requirement to perform rigging or adjustment and/or an installation inspection).

Jet Linx Aviation RII Required Item Listing				
ATA Code		**Required Inspection Item**	**Rig / Adjust**	**Install**
21- Air Conditioning				
	a.	Turbines or packs	-	X
	b.	Air valves	-	X
22-Auto Flight				
	a.	Actuating units, servos, cables, pulleys, linkages, hinges, rods	X	X
24-Electrical				
	a.	Alternators, Generators	-	X
26- Fire Protection				
	a.	Engine fire bottles and squibs	-	X
	b.	Engine fire extinguishing valves and check valves	-	X
27-Flight Controls		(includes related components e.g. cables, pulley, rods, linkages, hinges)		
	a.	Primary flight controls, ailerons, elevators, rudders and their actuators	X	X
	b.	Secondary flight controls, wing flaps, tabs, spoilers and their actuators	X	X
	c.	Wing sections, horizontal and vertical stabilizers	X	X
	d.	Hydraulic/electrical actuating units and/or assemblies	X	X
	e.	Stall avoidance system/stall protection system	X	X
	f.	Artificial feel units	X	X

Jet Linx Aviation RII Required Item Listing				
ATA Code		**Required Inspection Item**	**Rig / Adjust**	**Install**
28- Fuel				
	a.	Airframe fuel pumps	-	X
	b.	Fuel transfer and shut-off valves	X	X
29-Hydraulic Power				
	a.	Hydraulic Pumps	-	X
32- Landing Gear				
	a.	Nose/main gear struts & trunnion assembly	X	X
	b.	Landing gear actuators and locks.	X	X
	c.	Emergency landing gear system to include blow down bottles and aux hydraulic systems	X	X
	d.	Any component that affects the extension or retraction system(s).	X	X
	e.	Brake assemblies, shuttle valves	X	X
34- Navigation				
	a.	Pitot/static lines. Ensure: proper routing, connection of lines and a proper leak test is performed.	X	X
	b.	All equipment associated with RVSM operation including: Airdata computers, primary altimeters, altitude alerter, autopilot servos, ATC transponders.	X	X
36- Pneumatic				
	a.	Engine bleed air ducting and valves	-	X
49- APU				
	a.	Fuel (Plumbing, Pumps and Electrical)	X	X
	b.	Bleed air valves and ducting	X	X
	c.	APU installation	X	X
51- Structures				
	a.	Structural component installation and repair of: Spars, ribs, longerons, stringers, bulkheads, formers, frames and skin.	X	X
	b.	Any structural repair or replacement requiring a form 337 (major repair or alteration)	X	X
	c.	Wing fuel panel installation	-	X

Jet Linx Aviation RII Required Item Listing				
ATA Code		**Required Inspection Item**	**Rig / Adjust**	**Install**
52- Door System				
	a.	Exterior passenger and cargo doors.	X	X
	b.	Emergency exits	X	-
	c.	Latching systems	X	X
53- Fuselage				
	a.	Repair or painting of skin adjacent to pitot/static probes (RVSM only)	X	X
56- Windows				
	a.	Cockpit windshields	-	X
	b.	Cockpit side windows	-	X
	c.	Cabin windows	-	X
61- Propeller and Governor System				
	a.	Propeller	X	X
	b.	Connection or adjustment of propeller controls.	X	X
71- Powerplant				
	a.	Powerplant mounts and mounting structures, intakes, fuel and hydraulic hoses	X	X
	b.	Powerplant installation	X	X
72- Engine				
	a.	Engine and engine-in-place repairs to structural components	X	X
	b.	Gearboxes	X	X
	c.	Engine split at any flange, hot section inspection or repair.	X	X
	d.	Alternators, Generators, Hydraulic pumps	-	X
73- Engine Fuel and Control				
	a.	Fuel control	X	X
	b.	Fuel nozzles	-	X
	c.	Engine fuel pumps	-	X

Jet Linx Aviation RII Required Item Listing				
ATA Code		**Required Inspection Item**	**Rig / Adjust**	**Install**
75- Air				
	a.	Engine bleed air ducting and valves	-	X
76- Engine Controls				
	a.	Engine Controls and servos, fuel control cables pulleys and rods	X	X
78- Exhaust				
	a.	Thrust reversers	X	X
	b.	Thrust reverser actuators and rods	X	X
	c.	Thrust reverse cables, pulleys and rods	X	X

35.4 REQUIRED INSPECTION PERSONNEL AUTHORIZATION

35.4.1 RII Authorization Letter

In accordance with 14 CFR Part 135.429(e), The Quality Manager or their delegate shall provide each Required Inspection Item Inspector a Required Inspection Item Inspector authorization letter. This authorization contains the inspector's responsibilities, authorities and inspection limitations.

- The RII Authorization Letter will list the aircraft models, types and ATA for which the Inspector is authorized.
- The Inspector shall sign the letter, in the place provided, accepting the responsibility. The Inspector will make a copy of the letter to be placed in the personnel file of the Inspector at their place of employment. The authorization letter shall remain in effect until either suspended, superseded, surrendered or revoked.
- The Inspector shall keep the original letter on hand and have the letter available for inspection whenever exercising Required Inspection Item authority on company aircraft.

The Inspector will notify the company, preferably in writing, of any change of employment status.

When exercising the privileges of a RII Inspector, the inspector is responsible to complete the inspection in accordance with the Jet Linx Aviation Continuous Airworthiness Maintenance Program, Jet Linx Aviation General Maintenance Manual and the Federal Aviation Regulations. After the inspection he will sign the appropriate airworthiness release for return to service.

35.4.2 Required Inspection Item Inspector File

The Quality Manager or their delegate will maintain a file on each Required Inspection Item Inspector.

The file includes:

- Technician's certificate(s).
- Employment resume describing previous job function held and types of aircraft experience.
- Authorization letter approving the individual.
- Copies of any certificates of training on company aircraft or aircraft systems being inspected by that individual and any certificates issued for training given by the Company.
- A Federal Aviation Administration approved Anti-Drug/Alcohol testing program letter. (When Inspector is not a Jet Linx employee)
- Maintenance Training Record (if not contained on resume).

Each of the previous documents will remain on file until superseded by a subsequent document or rescinded by letter from the Quality Manager or their delegate.

The Quality Manager or their delegate will maintain a database of those persons authorized to inspect Required Inspection Items. The database will track:

- Name
- Location
- A & P number
- Aircraft approved
- Systems authorized
- Date Authorized

35.5 RII INSPECTOR QUALIFICATIONS

The Director of Maintenance or Quality Manager will select individuals to receive RII designations based on an individual's experience and/or specific training. These individuals receive initial training and an recurrent 24 month refresher training on company policies and procedures.

The following experience is the minimum experience and/or school combinations in order to be an authorized RII inspector for the company. Once the Quality Manager or their delegate has determined the individuals' qualifications, he may issue an RII authorization letter as referenced in this chapter.

- 24 months hands on experience with aircraft type family. Example, 14 CFR Part 145 Repair Station, corporate maintenance facility or a single FAA certified mechanic with documented proof of experience of the aircraft model. The Quality Manager and/or the Director of Maintenance will make the determination of qualifications on an individual basis.
- RII qualifications at a previous employer may be considered.
- Each RII candidate may also qualify by attending an FAA approved initial training program on the specific aircraft, i.e. Simu Flite, Flight Safety, Factory or Factory authorized training, plus 12-month hands on experience with aircraft type family. School and experience must be within the last 36 months.

35.6 INSPECTION PROCEDURES

When maintenance is to be performed that will require an RII inspection, the Director of Maintenance or their delegate schedules an RII inspector to perform the inspection, and to ensure that the RII inspector does not perform the maintenance to be inspected.

The inspector inspects to verify the work has been performed in accordance with the approved or accepted data and industry standards as applicable and is in an airworthy condition.

Upon completion of the work the Inspector will signify by signature (or 14CFR Part 145 repair station stamp if on file) on the Jet Linx GMM form 37.20 that each applicable RII inspection has been accomplished and the work found acceptable. The completed form shall become part of the aircraft's permanent maintenance records.

In the case of an aircraft discrepancy the following procedure is to be followed:

- The discrepancy and aircraft information is entered on the Aircraft Maintenance and Discrepancy Log.
- The mechanic completing the repair enters the corrective action and notes the requirement of an RII.
- The inspector inspects the work and if accepted enters his signature (or stamp if on file) and certificate number in block 40 of the form.
- Block by block instructions for filling out the remainder of the form as well as its disposition are found in chapter 23 of this manual titled 'Aircraft Maintenance and Discrepancy Log'.
- The RII log form located in chapter 37 shall be used for logging Required Inspection Items.

The Director of Maintenance or their delegate reviews the maintenance records to ensure that the designated Inspector has accepted all Required Inspection Items.

35.7 "BUY BACK" PROCEDURES

If the work is not acceptable, the Inspector shall not make an entry approving the work but shall write another discrepancy referencing the original discrepancy and stating why the work was not accepted. This entry is made on the 145 repair stations work order or the Aircraft Maintenance and Discrepancy Log as applicable.

When the discrepancy has been satisfactorily corrected an Inspector shall sign the original corrective action and complete and approve the corrective action to his own discrepancy.

The same Inspector will perform the "buy back" inspection, if practicable. In no case will the person performing the work perform the RII inspection even if they are a Jet Linx Aviation appointed RII.

35.8 ONE TIME RII DESIGNATION

If no Required Inspection Item Inspector is available at the location where maintenance will be performed, a person at the location may be designated to be a Required Inspection Item Inspector for the work being performed if he meets the requirements of this chapter. The Director of Maintenance or their delegate must contact and coordinate with the Quality Manager or their delegate to designate a person from the facility or the area as a one-time Company authorized RII Inspector.

The designated person must complete Jet Linx Required Inspection Item training conducted by the Director of Maintenance, Quality Manager or their delegate. The training program is kept under separate cover and maintained by the Quality Manager. A written test must also be completed by the designee with a passing grade in order to receive RII authorization. The written test is kept under separate cover and maintained by the Quality Manager.

The designee must provide evidence of his inspection qualifications to include:

- Technician's certificate(s).
- A brief summary describing past job functions and type of aircraft experience.
- Copies of any certificates of training for the type aircraft involved or certificates of relevant professional training.
- Federal Aviation Administration approved anti-drug program letter.

These records are filed in the Quality Managers office.

The Quality Manager or their delegate will brief the designee on Company procedures and policy. Upon approval by the Quality Manager or their delegate, the Required Inspection Item designee will be sent on Jet Linx Aviation company letterhead (by fax or other means) a letter of authorization to perform only the specific inspections required. The designee will sign and return the letter of authorization by the most expedient method to the Quality Manager or their delegate. The designee may then perform all functions authorized in the written designation.

If a technician is not locally available that can be designated as a Required Inspection Item Inspector, other arrangements will be coordinated by the Pilot in command or Base Maintenance Manager and the Director of Maintenance or their delegate and the Quality Manager or their delegate.

36 MECHANICAL INTERRUPTION NOTIFICATION

36.1 GENERAL

The Mechanical Interruption Notification is a form that is intended to be used to record information to be included in the monthly Mechanical Interruption Summary Report to the Director of Maintenance or their delegate.

36.2 PROCEDURE

When a mechanical interruption as defined in 14 CFR Part 135.417(b) occurs, the pilot in command is responsible to ensure that a Mechanical Interruption Notification form is completed and provided to the Director of Maintenance or their delegate.

The Director of Maintenance or their delegate will retain the individual reports for use in compiling the monthly Mechanical Interruption Summary Report as required by 14 CFR Part 135.417. Once the Mechanical Interruption Summary Report has been compiled, the Mechanical Interruption Notification form is normally discarded.

A copy of the Mechanical Interruption Notification form can be found in the Forms Chapter of this manual.

36.2.1 Instructions for completion

Items 8 through 15 need only be completed if applicable to the interruption.

1. Enter the aircraft registration number
2. Enter route of flight (i.e. OMA to FAY)
3. Enter date mechanical interruption occurred.
4. Enter aircraft manufacturer – i.e. Mitsubishi.
5. Enter aircraft model – i.e. MU-300.
6. Enter aircraft serial number.
7. Enter aircraft total time.
8. Enter engine manufacturer.
9. Enter engine model/series.
10. Enter engine serial number.
11. Enter engine total time.
12. Enter propeller manufacturer.
13. Enter propeller model/series.
14. Enter propeller serial number.
15. Enter propeller total time.
16. Enter stage of flight during which mechanical interruption occurred.
17. Enter action taken- i.e. emergency decent executed.
18. Enter conditions and cause.
19. Enter corrective action- i.e. maintenance changed controller.

20. Enter name of person submitting report.
21. Enter date submitted.

37 FORMS

This chapter contains the forms referenced within the General Maintenance Manual. They may be reproduced as required.

37.1 SERVICE DIFFICULTY REPORT

Company Name	Report Date	Aircraft Maintenance Log Number
Jet Linx Aviation, LLC		

	OPERATIONAL			STRUCTURAL	

Check One Box Above and Below

Date of Event	STAGE OF OPERATION		FLIGHT		GROUND

AIRCRAFT INFORMATION

MFG	MODEL	SERIAL NUMBER	REG. NUMBER	TOTAL TIME	TOTAL CYCLES

ENGINE INFORMATION

MFG	MODEL	SERIAL NUMBER	TOTAL TIME	TOTAL CYCLES

NATURE OR CAUSE OF FAILURE AND/OR DEFECT

LOCATION OF FAILURE OR DEFECT

ATA Code		

PART NAME	MANUFACTURER	PART NUMBER	SERIAL NUMBER	ASSOCIATED SYSTEM

PRECAUTIONARY OR EMERGENCY ACTION TAKEN

TRACKING

Date Due FAA	Date To FAA	Person Filing Report	Computer By	Computer Date

37.2 AIRCRAFT MAINTENANCE AND DISCREPANCY LOG

Date: 1	N# 2	ACTT: 3	ACTL: 4	FLT LOG# 5
Eng 1 TT: 6	Eng 2 TT: 7	APU Hours: 8		
Eng 1 TC: 9	Eng2 TC: 10	APU Cycles: 11		
Signature: 12	Printed Name: 13	Circle: 14 Crew / Mech.	Leg #: 15	
Discrepancy: 16				
Deferred By: 17	Date: 18	MEL Ref: 19	Category: 20 A B C D	
MEL Entry: 21				
Signature: 22	Date: 23	MEL Expiration Date: 24		
Circle 25 MEL Ext: 1 2 3	Extension Authorized By: 26	Date Authorized: 27		
Reason for Extension: 28		Extended to: 29		
Corrective Action	Repair Date: 30	ACTT: 31	ACTL: 32	
Engine: 33 1 2 APU	Engine TT: 34	Engine TC: 35		
Repair Action: 36				
Signature: 37	Printed Name: 38			
Certificate #: 39	RII Insp: 40			
Name of Facility: 41	Facility Location: 42			

37.3 AIRWORTHINESS DIRECTIVE NOTIFICATION

Date: _____

Base Chief Pilot: _____

Airworthiness Directive #: _____ Effective Date: _____

Description: _____

The above Airworthiness Directive has been issued by the Federal Aviation

Administration and may be applicable to the following aircraft:

N#: _____ Make: _____ Model _____ S/N: _____

Procedure:

Determine each one that applies.

1. ___ **Airworthiness Directive is not applicable.**

   Reason: (List P/N and S/N installed) _____

2. ___ **Airworthiness Directive is applicable.**

   Scheduled Compliance:

   Date: _____ Hours: _____ Cycles: _____

3. ___ **Recurring at the intervals below:**

   Calendar: _____ Hours: _____ Cycles: _____

NOTE: An entry in the aircraft permanent records must be made when accomplishing or determining compliance with an Airworthiness Directive.

37.4 CONTINUING ANALYSIS & SURVEILLANCE SYSTEM INFORMATION SHEET

Aircraft: _____

Date: _____

Location: _____

Component Name: _____

Component Part Number: _____

Component Serial Number: _____

Component Hours/Cycles: _____

Hours/Cycles Remaining Until Scheduled Removal: _____

Describe failure: _____

_____

_____

_____

_____

_____

Last maintenance date: _____

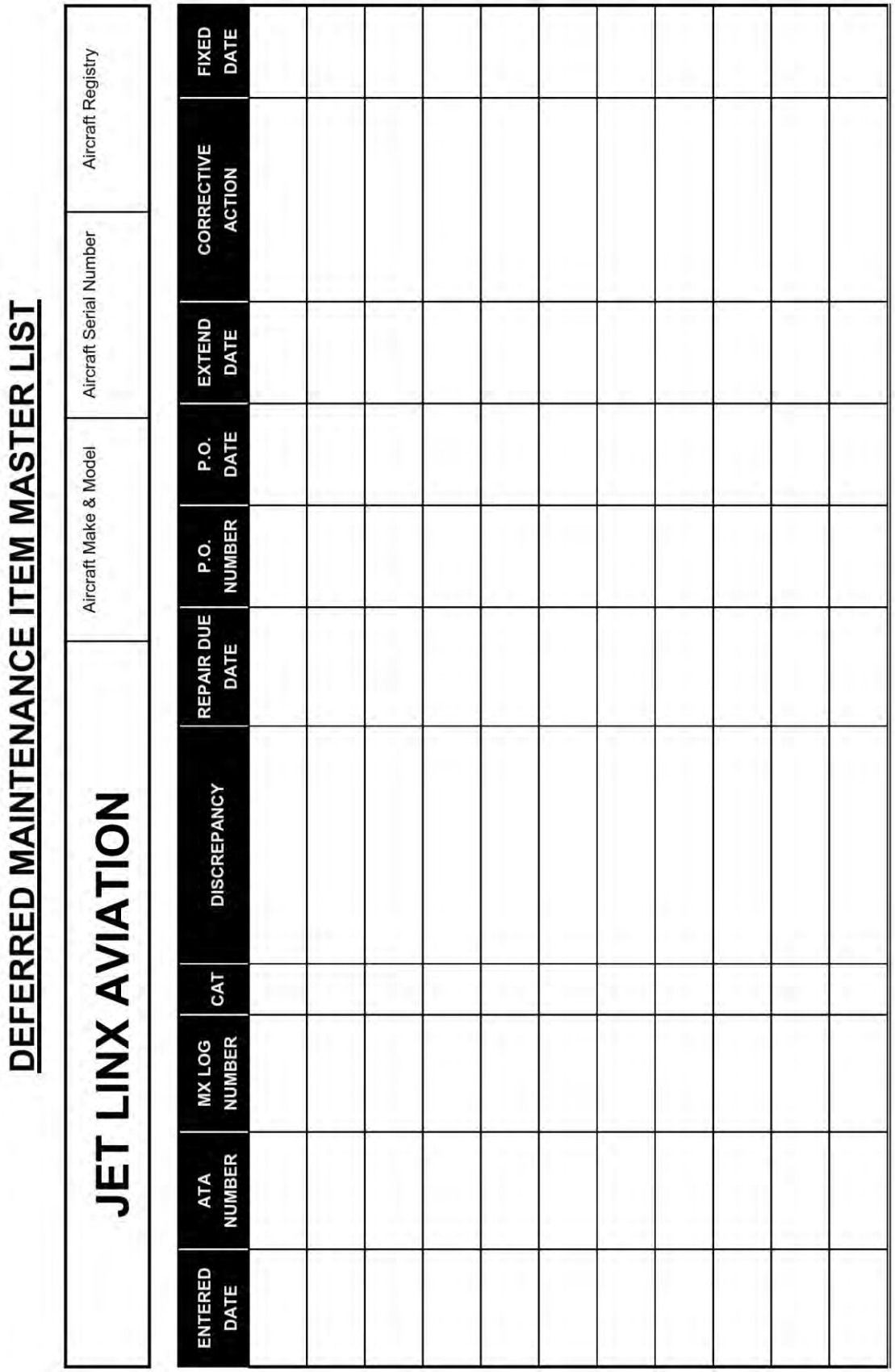
Last Maintenance performed by: _____

Was failed component part of last maintenance work scope? _____

37.5 CALIBRATED TOOL LIST

Description 1	Identifier 2	Cal Date 3	Next Due 4	Location 5

37.6 DEFERRED MAINTENANCE ITEM MASTER LIST



DEFERRED MAINTENANCE ITEM MASTER LIST

JET LINX AVIATION

Aircraft Make & Model | Aircraft Serial Number | Aircraft Registry

ENTERED DATE	ATA NUMBER	MX LOG NUMBER	CAT	DISCREPANCY	REPAIR DUE DATE	P.O. NUMBER	P.O. DATE	EXTEND DATE	CORRECTIVE ACTION	FIXED DATE

37.7 EMPLOYEE TRAINING RECORD

Employee - 1

Position - 2

DATE OF TRAINING	DESCRIPTION	DURATION	TYPE (OJT, CLASSROOM)	INSTRUCTOR
3	4	5	6	7

37.8 MECHANICAL INTERRUPTION NOTIFICATION

A/C 'N' # **1**	Route of flight: **2** From: To:	Date Occurred: **3**

	Manufacturer	Model/Series	Serial Number	Hours
Aircraft	**4**	**5**	**6**	**7**
Engine	**8**	**9**	**10**	**11**
Propeller	**12**	**13**	**14**	**15**

Occurred During: (circle) T.O / Climb / Cruise / Descent / Approach / Landing **16**
Action Taken: **17**
Description of Conditions and Cause: **18**
Corrective Action: **19**

Submitter Name: **21**	Report # **21**

37.9 TURNOVER REPORT FORM

Aircraft Registration Number: 1 Date: 2

Technician: 3 Shift: 6

Inspector: 4 Work Order # 5 Page 7 of _____

ITEMS TURNED OVER AS INCOMPLETE AT END OF SHIFT	
8	9

Off Duty 10 On Duty 11

Signature Signature

37.10 AIRCRAFT MAINTENANCE REPORT FORM

AIRCRAFT MAINTENANCE REPORT FORM

JETLINX

☐ Airframe ☐ Engine #1 ☐ Engine #2 ☐ Engine #3 ☐ Engine #4 ☐ APU
1 Entries Serial # _____ Serial # _____ Serial # _____ Serial # _____ Serial#

A/C serial #	Date (mo-day-yr)	City Identifier	Total A/C Hours	Total A/C Landings	Engine #1 Hours	Engine #1 cycles	Engine #2 hours	Engine #2 cycles	APU hours	APU cycles	A/C Hours
2											
A/C registration #	4	5	6	7	8	9	10	11	12	13	14
3											

Item no.	Transaction NO.	Type	Item Name	Pos.	Installed Vendor Part Number	Installed Serial Number	Removal reason	Installed Part statu
15	16	17	18	19	20	21	22	23

Type transaction
1) Component change
2) Inspection accomplished Detail method of compliance
3) Service Bulletin accomplished under comments below
4) Airworthiness Directive

Removal Reason
W) worn to limits
S) Scheduled
U) Unscheduled
C) Convenience
N) Other (note below)

Installed Part Status
N) new
R) repaired
S) Serviceable
O) Overhauled

Ref. No.	This space is for other maintenance comments including: Test or calibration dates, removed serial numbers, etc. inspected
24	25

I certify that the above maintenance and/or inspection was performed in accordance with current FAA regulations and the aircraft / component identified above is presently airworthy and approved for return to service. 26

37.11 FACILITY AUDIT REPORT

Facility or Technician being audited Name: _____1_____

Address: _____ 2 _____

Telephone: _____ 3_____FAX #: _____ 4_____

Repair Station Number (if applicable): 5_____

Ratings: _____ 6 _____

Aircraft Make and Model Qualified: _ 7 _____

Name and Title of Contact: _____ 8 _____

Auditors Name: _____ 9 _____Date of Audit: ____10 _____

11 ELEMENT	RATING
1. Certification (FAR 65.81, 65.83)	
a. Facility meets Company Requirements.	
b. Copy of Repair Station Certificate and Ops Specs attached, if applicable. Yes_____ No _____	
2. Administration (FAR 119.71, .427, & .429)	
a. Administration of the Quality Control Program is vested in a responsible, authoritative element.	
b. Repair Station manual describes organization, job functions, quality control and production procedures and policies.	
3. Production (FAR 135.423)	
a. Number of production personnel adequate for amount of production required.	
b. Number of production personnel: Full time: _____ Part time:_____	
c. Number of licensed/certificated personnel. Airframe:____ Powerplant: _____ A+P:_____ IA: Repairman: _____	
4. Training (FAR 135.433)	
a. Personnel trained on aircraft to be maintained	
b. Training records maintained including training received, special certifications, authorizations and OJT.	
5. Quality Control (Far 135.423, .429)	
a. Established Quality Control department	
b. No. of Company trained RII inspector if required: _____	
6. Manuals/Records (FAR 135.65, .439, .443)	
a. Technical data is used to perform all pertinent services for aircraft to be maintained.	
b. Technical data is current.	

11 ELEMENT	RATING
c. Controlled manual revision system in place and operating.	
d. Library copy of the company GMM is current (applies to facilities on the 10 Pass. or Above Primary Maintenance Facilities list only which are already approved).	
e. Work records/change records complete, in order & legible.	
f. Records kept for all tests and inspections.	
g. Records retained for 2 years (FAA Repair Stations only)	
h. Records contain name of person approving the work.	
i. Records contain name of person inspecting the work (RII).	
j. All personnel in USA on FAA approved anti-drug program.	
7. Inspection (FAR 135.419, .425)	
a. Inspections and tests are performed I/A/W current Company inspection forms.	
b. NDT and NDI Capability: (check available methods)	
Eddy Current ___ Magna Flux ___ X-ray _____ Dye Penetrant ___ Ultra Sonic _____	
c. Surveillance maintained of parts storage/shelf life.	
d. Components receiving inspection system in place.	
e. RII program requirement identified on work package and records.	
8. Tooling/Test Equipment (FAR 135.427)	
a. Measuring devices are calibrated to NIST Standards (spot check a variety of tools/equipment)	
b. A calibration record system exists listing all tools requiring calibration.	
c. Tooling and equipment is available and applicable to aircraft to be maintained.	
d. Measuring devices are identified as to current calibration status; device identification indicates date next calibration is due.	
e. Tool and test equipment used as a standard is included in calibration/verification program.	
9. Facilities (FAR 135.425)	
a. Facility is of adequate size to handle the work contracted.	
b. Shop layouts are satisfactory, including lighting, ventilation, work benches and waste containers, fire protection and extinguishers.	
c. Sufficient procedures established to prevent serviceable/non-serviceable component intermix.	
d. Flammable liquids are properly identified and stored.	

11 ELEMENT	RATING
e. Oxygen and nitrogen cylinders are properly identified and stored. Gauges calibrated.	
f. Stands and storage racks of adequate type and number and clearly identified.	
g. hydraulic mule of adequate capacity, calibration and filter change current.	
h. Wing jacks of adequate capacity & have ram locks.	
i. Axle jacks of adequate capacity.	
j. Work stands/cherry picker of adequate type and number.	
k. Oxygen servicing area clean, special use tooling and equipment identified and protected.	
l. Fixed fuel facility /Tank truck maintained to an acceptable standard	
m. Written fuel procedures quality control manual in place (ask to see manual)	
n. Company follows fuel procedures manual as evident in maintained records. *(ask to see records)*	
o. Company trains and maintains records of persons authorized to conduct fueling operations in accordance with their fueling procedure manual. *(ask to see records)*	

37.12 AUDIT DISCREPANCY REPORT

Date of Audit: _____12_____ Auditor: _____13_____

Facility/Technician name: _____14_____

Facility Location: _____15____ Facility Contact: _____16_____

Page _17_ of ____

Discrepancy	Corrective Action
18	19

Items have been complied with:

Name :(print)_____20_____ Title:_____21_____

Certificate Number & Type:_____22_____ Date:_____23_____

Signature:_____24_____

Mail or fax each page of corrected discrepancies within 10 days of receipt to the **Quality Manager** at the Company business address below.

Jet Linx Aviation, LLC
Attn. Quality Manager
13030 Pierce Street, Suite #100
Omaha, NE 68144

Telephone 001.402.991.8060
Fax 001.202.403.0545 (efax area code 202)

37.13 MECHANICAL INTERRUPTION SUMMARY REPORT

This is an FAA-required report under 14 CFR Part 135.417

This report must be mailed to the FAA by the end of the 10th day of the following month.

Company Making This Report	Telephone
JET LINX AVIATION	**402.991.8060**

The report is intended to identify known or suspected mechanical difficulties or malfunctions that are not required to be reported on the Service Difficulty Reports under 14 CFR Part(s) 135.415.

	INTERRUPTION TO A FLIGHT? How many?
	UNSCHEDULED CHANGE OF AIRCRAFT ENROUTE? How many?
	UNSCHEDULED STOP OR DIVERSIONS FROM ROUTE. How many? Explain below.
	KNOWN OR SUSPECTED MECHANICAL DIFFICULTIES/MALFUNCTIONS. Explain below.

REMARKS:

Submitted By:	Date:

37.14 MAJOR ALTERATIONS AND REPAIRS LIST

Page ___1____ of _____

Aircraft Make: _____2_____ Aircraft Model:_____3_____

Aircraft Reg. “N” #_____4_____ Serial Number:_____5_____

Check One: 6 ___ Airframe ___ Power-plant ___Propeller ___Accessory

Date of Modification **7**	Modification/ S.B Number **8**	Description of Modification **9**	Signature, Type and Number of Certificate **10**

37.15 DOCUMENT REVISION VERIFICATION FORM

(1) Document Title/Number: _____

(2) Document Revision Level & Date _____

(3) Revision Level Verified By _____

I certify that I have verified the revision level of the above titled/numbered document.

(4) Signed: Print _____
(for Jet Linx Aviation) (5)

Date: _____

Form Completion Instructions

These numbers correspond with the above numbered items.

(1) Enter the document title or number. (i.e. MU-300 AAIP).

(2) Enter the revision level and date of the document.

(3) Enter the method verified (i.e. checked on internet, LOEP etc.).

(4) Signature of person verifying document.

(5) Date document was verified.

The document described above was distributed to you on a one time use basis. It will not be revised, and as such shall be either destroyed or returned to the Jet Linx Aviation Director of Maintenance after use. This form must be returned to the Jet Linx Aviation Director of Maintenance.

37.16 SUGGESTION FORM

Instructions - If this is a hazard concern that has immediate potential for the safety of persons or property, then contact your supervisor or manager immediately.

☐ **IMPROVE SAFETY** ..... To improve the safety of our work environment or protect the safety of our facilities and equipment.

☐ **IMPROVE EFFICIENCY** . To improve our operating and/or maintenance efficiency.

☐ **SAVE MONEY** ..... To save our company money or reduce future expenses.

☐ Maintenance ☐ Flight Operations ☐ Administration ☐ PAX or Cargo Handling

☐ Training ☐ Line Operations ☐ Other: _____

SUGGESTION – CONCERN – OBSERVATION Attached more pages if needed

** Keep a copy for your records. Submit the other copy to your supervisor or place into the suggestion box.

Submitted By: (optional): Date:

MANAGEMENT REVIEW AND COMMENTS Attached more pages if needed

Reviewed By:	Date:
Comments/Suggestions:	

ACTION TAKEN Forwarded to CASP Committee

37.17 MAINTENANCE FACILITY SERVICE QUESTIONNAIRE

Aircraft registration:	
Facility Name:	
Facility Location:	
Date of Service:	
Service Performed:	
Was aircraft delivery on time?	
If delayed explain reason. Use additional sheets if needed.	
Was paperwork correct?	
If not explain. Use additional sheets if needed.	
Were any items not corrected? (any MEL items upon delivery?)	
If yes, explain reason. Use additional sheets if needed.	
Was communication between provider and Jet Linx acceptable?	
If no explain. Use additional sheets if needed.	
Was aircraft delivered clean and ready for service?	
Were any squawks discovered on first flight after maintenance?	
If yes list squawks and corrective action.	
List anything not covered above that affected delivery, serviceability or vendor performance?	

37.18 BASIC AIRCRAFT EMPTY WEIGHT & BALANCE

Date :_____1_____

A/C MAKE:	2	MODEL:	3 S/N	4	REG:	5

ITEM	WEIGHT	ARM	MOMENT
LEFT MAIN	6	7	8
RIGHT MAIN	9	10	11
NOSE or TAIL	12	13	14
ITEMS REMOVED			
15	16	17	18
ITEMS ADDED:			
19			
ITEMS INSTALLED:	WEIGHT	ARM	MOMENT
23	24	25	26
Scale Model:_____27_____ Scale S/N:_____28_____ Scale Calibration Date: _____29_____:			
AIRCRAFT EMPTY WEIGHT:	30	31	32
	Signature: 36		

New Empty Weight:	33	Lbs.	Name: Company: Address: Certificate No.:
New Empty Weight CG:	34	In.	
% of CG	35		

37.19 MAINTENANCE DISCREPANCY SHEET

Aircraft: **1**		WO#: **2**	
k# **3**	Discrepancy: **4**	Tech **5**	RII **6**
Corrective action: **7**		p/n on **8**	
		p/n off **9**	
		s/n on **10**	
		s/n off **11**	
Sqk#	Discrepancy:	tech	RII
Corrective action:		p/n on	
		p/n off	
		s/n on	
		s/n off	
Sqk#	Discrepancy:	tech	RII
Corrective action:		p/n on	
		p/n off	
		s/n on	
		s/n off	
Sqk#	Discrepancy:	tech	RII
Corrective action:		p/n on	
		p/n off	
		s/n on	
		s/n off	
Sqk#	Discrepancy:	tech	RII
Corrective action:		p/n on	
		p/n off	
		s/n on	
		s/n off	

37.20 REQUIRED INSPECTION ITEM LOG

MAKE:	MODEL:	N #:	S/N:	ACTT:	ACTL:	DATE:

MFG ATA Code	ITEM DESCRIPTION	Tech	RII

I certify that the required inspection items listed above have been inspected in accordance with the Jet Linx Aviation General Maintenance Manual (GMM) chapter 35 and the approved Continuous Airworthiness Maintenance Program (CAMP) for the aircraft listed above.

RII Designee Name:	RII Signature:	Certificate or CRS Number & Type:	CRS Name:	Date:

Work Performed by Name:	Certificate or CRS Number & Type	Work Order Number:

37.21 MX TAXI-RUN ASSET TRAINING CHECKLIST

JETLINX

ASSET TRAINING CHECKLIST

Technician: _____

PIC EVALUATOR: Must be an aircraft qualified Pilot-in-Command.

REQUIREMENT FOR ASSET TRAINING CERTIFICATION (#1) Maintenance Technicians annually complete the ASSET Checklist pages 1-2;

METHOD USED: The PIC evaluator enter the code for the "Method Used" in the box adjacent to the item..

O = Operated during ASSET review
H = Handled during ASSET review
D = Discussed during ASSET review
N/A = NOT APPLICABLE

DISTRIBUTION: Original: All Pages to Technician
Copy: All pages to PIC and transmit Page 1 to Maintenance Control

Complete the preflight by following the Aircraft Flight Manual or the QRH's PREFLIGHT Checklist. ** Use the Passenger briefing Card to discuss the operation of emergency exits.

Refer to the AFM for all limitation, procedures and requirements.

AIRCRAFT EXTERIOR

Item	Method Required	Method Used
APU Exhaust Danger Zone	D	
Battery Switch(s)	D	
Emergency Exit(s) & Door(s)	D	
Entry Doors	Operate	
Exterior Lighting & Significance	D	
Ground Power Hookup	D	
Open Main Gear doors, view strut, linkage, brakes & any gauges.	Operate	
Open Nose Gear doors, view strut, linkage & any gauges.	Operate	
Wing Walk Areas	D	

ENTRY DOOR(S) & EMERGENCY EXIT(S)

Item	Method Required	Method Used
Auxiliary Exit(s)	D	
Emergency Exit(s)	D / O	
Entry Door(s)	Operate	
Evacuation Assistance Device(s)	D	
Exit Slide(s)	D	

COCKPIT/CABIN EMERGENCY EQUIPMENT

Item	Method Required	Method Used
APU Fire Control; ref pg3 Briefings	D	
Battery Power Switch(s)	D	
Emergency Procedures Checklist	D	
Radio	D	
Fire Extinguisher(s)	D	
Flashlight(s)	D	
Hearing Protection	D	
Jump Seat Oxygen Mask	Operate	
Fire Extinguisher(s)	D	
First Aid Kit(s)	D	

*inspect tags, seals, dates and proper charge levels, as appropriate

CABIN INTERIOR

SYSTEMS AND COMPONENTS

Item	Method Required	Method Used
Cabin Compartment Divider(s) or Door(s)	D	
Cabin Lighting	Operate	
Cabin, Galley & Lavatory Circuit Breakers	D	
Cockpit Door	D	
Heat & Cooling Systems	D	
No Smoking/Seat Belt Signs	D	
PA/Intercom – Cockpit Call	Operate	
Smoke Detector(s)	D	
Smoke Evacuation Procedures	D	
Table Stowage	D	

Aircraft

LIMITATIONS

Item	Method Required	Method Used
Starts	D	
Temperatures	D	
Start failures	D	
Wind speed	D	
Engine start clear area	D	

Revision-original

Page 1 of 2

Airport Operations

Airport Diagram

Item	Method Required	Method Used
Taxi lines	D	
Signage	D	
Lighting	D	
Hold short lines	D	
Taxiways	D	
Radio frequencies	D	
Right of Way	D	
Radio Etiquette	D	
Field Run-up location	D	
Building locations	D	
Taxi speed	D	
Emergency notifications	D	
Light Gun signals	D	

CABIN INTERIOR

SYSTEMS AND COMPONENTS

Item	Method Required	Method Used
Cabin Compartment Divider(s) or Door(s)	D	
Cabin Lighting	Operate	
Cabin, Galley & Lavatory Circuit Breakers	D	
Cockpit Door	D	
Heat & Cooling Systems	D	
No Smoking/Seat Belt Signs	D	
PA/Intercom – Cockpit Call	Operate	
Smoke Detector(s)	D	

Emergency Procedures

SYSTEMS AND COMPONENTS

Item	Method Required	Method Used
Engine Fire Procedures	D	
Cabin Lighting - Evacuation	Operate	
Brake Failure	D	
Steering Failure	D	
Brake Fire	D	
Smoke Detector(s)	D	
Smoke Evacuation Procedures	D	
Pins	D	
Covers – pitot, static, engine, ram	D	
Locks – flight controls	D	
Pressurization	D	

PIC _____

Name (cannot be the named pilot above)

I certify that I have evaluated the training indicated above with the Trained Crewmember in accordance with applicable company training program. In addition, a Crew Communications Briefing was conducted. The individual named above has successfully completed the training requirements specified by the Jet Linx Aviation Training Program.

PIC Signature _____ *Date* _____

37.22 MX TAXI-RUN ASSET TRAINING CERTIFICATE

JETLINX

ASSET TRAINING CERTIFICATE

Record of ASSET Training

ASSET is an acronym for: Aircraft Specific Survey (and) Emergency Training. A JLA aircraft qualified PIC may perform the duties of Instructor. After completing ASSET training, the PIC will sign and submit to Jet Linx. Note - both technician and crewmember will receive credit for the training.

Jet Linx Aviation, LLC
13030 Pierce Street, #100
Omaha, NE 68144

Title 14 CFR Part 135 Air Carrier #9JLA 375M

Fax: 1.202.330.4525 Email: mxcontrol@jetlinx.com

POSITION BEING TRAINED	TECHNICIAN NAME (Last, First MI)
☐ Technician ☐_____	
Aircraft Type:	

✓	CHECK THE TRAINING ACCOMPLISHED	TRAINING FREQUENCY
	1. ASSET Training Certification	*every 12-months*

Complete ASSET Pages 1 to 2 ☐ Emergency Training

Includes: cabin systems and components | emergency equipment location | normal operating procedures and emergency operating procedures for a specific aircraft type and model in accordance with applicable AFM | company operating procedures in accordance with Federal Aviation Regulations | Operate or demonstrate the opening all emergency hatches every 24-months.

A Jet Linx aircraft qualified PIC will complete all ASSET pages 1-2, *as needed.*

ASSET TRAINING CERTIFICATION verified by a qualified Jet Linx Aviation PIC

This is to certify that the individual named above has successfully completed the training requirements specified by Jet Linx Aviation's ASSET Training Program.

PIC _____ Date:_____

RECORDKEEPING

FAR ☐ 135.331 Crewmember Training FOS ☐ _____

Revision-original

Page 1 of 1

37.23 SUPPLIER EVALUATION QUESTIONNAIRE

Please complete and send to mxcontrol@jetlinx.com or fax: (202)403-0545

Company Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____

Type of Business:

Distributor: ☐ **Aircraft Repair Station:** ☐ **Manufacturer:** ☐ **Other:** ☐

Describe:

_____

Surplus Dealer: **Government Surplus %** _____ **Commercial Surplus %** _____

Company Information:

Employees: Total Number: _____ **Quality Assurance:** _____ **Manufacturing:** _____ **Other:** _____

Years in Business: _____ **CAGE/FSCM CODE:** _____

PLEASE MARK THE QUALITY PROCEDURES YOUR COMPANY IS CURRENTLY CERTIFIED TO:

Military Specifications: ☐ **MIL-Q-9858** ☐ **MIL-I-45208A** ☐ **Other:** _____

ISO / AS Certifications: ☐ **9001** ☐ **14001** ☐ **AS 9001 REV** _____ ☐ **AS 9120 REV** _____

Others (Please List): _____

Completed by: _____ **Printed Name:** _____
(signature)

Title: _____ **Date:** _____

****IF YOU HAVE AN ISO 9001/QS 9000 CERTIFICATION, IT IS NO NECESSARY TO COMPLETE THE REMAINDER OF THIS FORM. PLEASE SEND A COPY OF THE REGISTRATION CERTIFICATE ALOND WITH THE FIRST PAGE OF THIS SURVEY. IF YOU DO NOT HAVE AN ISO 9001/QS 9000 CERTIFICATION, PLEASE COMPLETE OF THE REMAINDER OF THIS SURVEY AND RETURN AS SOON AS POSSIBLE WITH A COPY OF YOUR QUALITY MANUAL ****

SUPPLIER EVALUATION QUESTIONNAIRE

No.	Description	Yes	No	N/A
1	There is a quality assurance system that is properly implemented and documented			
2	There is a quality assurance manual. (if YES, please send a copy of your manual)			
3	There are documented procedures and work instructions for all operations which affect quality			
4	There is a corrective action program that is implemented			
5	The quality assurance organization trains and documents employees in the application of quality assurance methods			
6	There is a calibration program for your test and measurement equipment			
7	All of your tests are within calibration			
8	All the raw materials, parts and supplies are rated upon receipt to assure conformance to all requirements			
9	There is a system for rating your suppliers for quality and delivery			
10	Your measurement standards are traceable to NIST standards			
11	Your measuring and test equipment is identified to indicated the last calibration date, by whom and next calibration due date			
12	You have documented inspection systems for incoming, in-process and final inspection			
13	You have a documented shelf life program			
14	Inspection records and traceability are provided with each order			
15	Inspection records are kept a minimum of 7 years			
16	All of the discrepant materials are promptly and adequately identified and separated from normal work operations			

Additional Comments/Remarks:

_____
_____
_____
_____
_____

37.24 MAINTENANCE TRAINING NEEDS ASSESSMENT

TECHNICIAN NAME: _____

PERSON CONDUCTING ASSESSMENT: _____

TECHNICIAN BASE LOCATION: _____

Complete the following checklist:

No.	ITEM DESCRIPTION	Completed
1	Review the Jet Linx technician's previous training records	
2	Review the type and count of aircraft being maintained at the Jet Linx technician's base of operations	
3	Review the records of other Jet Linx technician's (if any) at the same base	

Record all aircraft types at technician's base in column 1.

Record number of each of the aircraft types in column 2.

Record whether training related to that aircraft type has been conducted in previous 24 months by entering "Y" for yes and "N" for No in column 3.*

Record if training related to that aircraft type has not been conducted in previous 24 months, how many months since last training in column 4.*

* Related training includes but is not limited to airframe, power plant, avionics, accessories etc.

1	2	3	4
Aircraft Type	Number of AC Type	Related Training Received in Previous 24 Months? Y or N	If NO in Column 3, How Many Months Since Last Training

1	2	3	4
Aircraft Type	Number of AC Type	Related Training Received in Previous 24 Months? Y or N	If NO in Column 3, How Many Months Since Last Training

Based on the above data it has been determined that technician is to attend training in the following course:

Course Name: _____

Course Training Date: _____

Training Location: _____

Technician Signature: _____ Date: _____

37.25 CAFP JET LINX AVIATION MAINTENANCE TRAINING

TECHNICIAN NAME: _____

PERSON CONDUCTING ASSESSMENT: _____

TECHNICIAN BASE LOCATION: _____

Complete the following checklist:

No.	ITEM DESCRIPTION	Completed
1	Review 14CFR 21.197 Special Flight Permits	
2	Review 14CFR 21.199 Issue of Special Flight Permits	
3	Review FAA Order 8900.1, Vol. 4, Ch. 13, Sec. 1 Safety Assurance System	
4	Review FAA Order 8130-2J, Ch. 18, Sec. 1 Special Flight Permits	
5	Review of Jet Linx Aviation CAFP per Jet Linx GMM Appendix A-3	

Qualification	Check One
Director of Maintenance Approval	
Quality Manager Approval	
Maintenance Technician Approval	
Flight Crew Member Holding Mechanic Certificate Approval	

Date: _____

Trainer Name: _____

Trainer Signature: _____

Trainee Name: _____

Trainee Signature: _____

37.26 JET LINX AVIATION FERRY PERMIT

Jet Linx Aviation Ferry Permit

SPECIAL AIRWORTHINESS CERTIFICATE		
CATEGORY/DESIGNATION **SPECIAL FLIGHT PERMIT**		
PURPOSE **FERRY FLIGHT FOR:**		
	AUTHORIZED BY OPERATIONS SPECIFICATIONS PARAGRAPH D084	
FLIGHT (with fuel stops as necessary)	FROM	
	TO	
N-		SERIAL NO.
MAKE :		MODEL :
DATE OF ISSUANCE		EXPIRY
OPERATING LIMITATIONS DATED ***SEE BELOW** ARE A PART OF THIS CERTIFICATE		
SIGNATURE OF JET LINX MAINTENANCE REPRESENTATIVE		JET LINX AVIATION (9JLA) MAINTENANCE DEPT.

***THE FOLLOWING OPERATING LIMITATIONS APPLY**

1. This authorization must be displayed in the aircraft I/A/W section 91.203 of the Federal Aviation Regulations.
2. Flight is authorized for DAY ☐ NIGHT ☐ VFR ☐ IFR ☐
3. Landing gear operations: ☐ Normal ☐ Extended
4. Flap Operations: ☐ Normal ☐ Retracted
5. Airspeed limits: ☐ Normal ☐ MPH/Knots
6. The carriage of cargo or persons other than the crew necessary for the purpose of the flight is prohibited.

   ☐ Pilot only ☐ Other Specify _____
7. Operations must be conducted in accordance with applicable sections of FAR 91.
8. Except for takeoff and landing, flights over congested areas are prohibited.
9. Prior to flight, aircraft must be inspected by an appropriately certificated Mechanic or Repair Station and an entry made in the aircraft records that the aircraft is safe for the intended flight.
10. Airworthiness Directives that are required to be complied with prior to flight must be accomplished.
11. This authorization expires upon arrival at destination or on _____ and is valid only in U.S. airspace.
12. Other limitations:

37.27 REJECTED PARTS TAG

REJECTED PART,
DO NOT USE!

OWNER

Jet Linx Aviation, LLC

COMPONENT NAME:

MFG NAME:

PART NO:

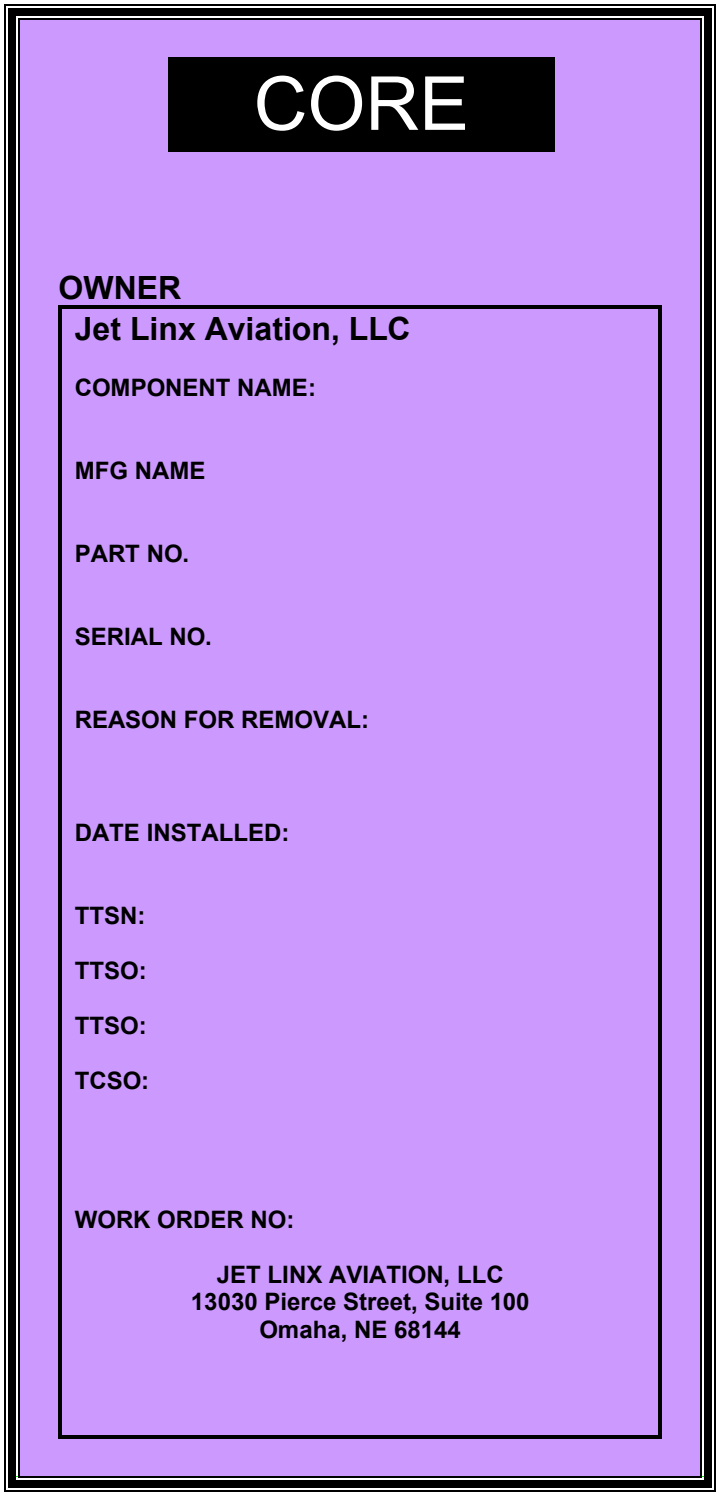
SERIAL NO:

REASON FOR REJECTION:

WORK ORDER NO.

JET LINX AVIATION, LLC
13030 Pierce Street, Suite 100
Omaha, Ne 68144

37.28 CORE PARTS TAG



37.29 REPAIRABLE PARTS TAG

REPAIRABLE

OWNER

Jet Linx Aviation, LLC

COMPONENT NAME:

MFG NAME:

PART NO:

SERIAL NO.

REASON FOR REMOVAL:

DATE INSTALLED:

TTSN:

TCSN:

TTSO:

TCSO:

WORK ORDER NO:

JET LINX AVIATION, LLC
13030 Pierce Street, Suite 100
OMAHA, NE 68144

37.30 TOOL SIGN-OUT SHEET

Date	Technician	Tool Name	Aircraft Reg#	Time out	Time In

37.31 EMERGENCY MAINTENANCE REPORTING FORM

REPORT OF EMERGENCY MAINTENANCE
135 On-Demand Operators/91.147 Operators

14 CFR part 135 on-demand operators and 91.147 operators must provide the following information:

Company Name: _____ Certificate #: _____
Type of Operation: _____
Date of Occurrence: _____
Aircraft Type: _____ Registration #: _____
Location: _____ Airport Identifier: _____
Emergency Mechanic Name: _____
Emergency Mechanic Certificate #: _____
Type of Maintenance Performed: _____
Description of occurrence to include the following:

- Events surrounding the incident:
  _____
  _____

  _____
- Name & certificate number of the mechanic re-inspecting the aircraft.
  Name: _____ Certificate #: _____
- Date of reinspection: _____
- Statement that the mechanic reinspecting the aircraft is covered under an FAA-mandated antidrug and alcohol misuse prevention program (14 CFR Part 120): _____
  _____
  _____
  _____
  _____

Include the following documentation:

1) **A copy of the aircraft log showing return-to-service sign-off by the emergency mechanic.**
2) **A copy of the aircraft log showing return-to-service sign-off by the re-inspecting mechanic.**

Mail to:	Federal Aviation Administration Drug Abatement Division, AAM-800 800 Independence Ave., S.W. Washington, DC 20591
Fax to:	(202) 267-5200

RESERVED

38 MAINTENANCE DISCREPANCY SHEET

The Maintenance Discrepancy Sheet serves as a method to transmit information regarding discrepancies found during inspection by Jet Linx Aviation personnel at a Jet Linx facility to the Director of Maintenance.

It may also be used by non-Jet Linx personnel for transmitting inspection discrepancy information to the Director of Maintenance if in the opinion of the Director of Maintenance the inspecting organization's internal discrepancy reporting documentation is insufficient.

This form is not intended to convey an approval for return to service of an aircraft.

The Director of Maintenance is responsible for retaining the Maintenance Discrepancy Sheet as part of the aircraft permanent records.

38.1 THE MAINTENANCE DISCREPANCY SHEET IS IDENTIFIED BY AIRCRAFT REGISTRATION NUMBER AND WORK ORDER NUMBER.

The instructions for form completion are as follows. The numbers listed correspond to the numbered example found in section 37 of this manual titled 'Forms'.

1. Enter aircraft registration number
2. Enter work order number
3. Enter squawk or discrepancy number. The numbering system is sequential beginning with #1.
4. Enter a description of the discrepancy.
5. Enter technicians name or initials writing the discrepancy/corrective action.
6. Enter name or initials of RII inspector approving the maintenance if applicable.
7. Enter description of corrective action.
8. Enter part number of installed part if applicable
9. Enter part number of removed part if applicable.
10. Enter serial number of installed part if applicable.
11. Enter serial number of removed part if applicable.

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39 FATIGUE MANAGEMENT

The purpose of the Jet Linx Aviation maintenance technician Fatigue Management policy is to manage fatigue associated with maintenance operations and to mitigate the risk associated with fatigue.

39.1 JET LINX AVIATION MAINTENANCE TECHNICIAN FATIGUE MANAGEMENT POLICY

As a commitment to the continuous improvement of safety, Jet Linx Aviation has developed this schedule to manage fatigue-related risks in the aircraft maintenance department. This schedule applies to technicians performing maintenance on company aircraft in accordance with the Jet Linx Aviation General Maintenance Manual. All other operations will operate under the prescriptive flight and duty time regulations. As part of this policy, Jet Linx Aviation aircraft maintenance technicians are required to receive formal training related to identification of fatigue hazards, assessing the associated risks, and developing controls and mitigations.

As part of this policy, Jet Linx has developed duty time limits for technicians performing aircraft maintenance that is deemed exhaustive and non-elementary in nature. A list of tasks considered elementary in nature are included but not limited to those listed in table 1. Any item not listed in **Table 1** shall be considered non-elementary unless deemed otherwise by the Director of Maintenance or their delegate.

39.2 TECHNICIAN DUTY TIME LIMITS

Proper rest and reasonable duty limits are an important component of safety. The following standards are established to guide personnel in the scheduling of maintenance technicians.

Operational Situation	Maximum Duty Period	Minimum Rest Period After Duty	Note
2 technicians present	14 hours	8 hours	(a)
1 technician	12 hours	10 hours	(b)

Notes

a. Any aircraft maintenance requiring in excess of 14 hours in a 24 hour period to accomplish, must be approved by the Director of Maintenance and consent agreed to by all involved parties.

b. Any aircraft maintenance requiring in excess of 12 hours in a 24 hour period to accomplish, must be approved by the Director of Maintenance and consent agreed to by all involved parties.

Table 1

1. Performance of pre-flight or turnaround checks
2. Removal and installation of passenger seats or seat belts
3. Repairs to upholstery and cabin furnishings
4. Removal, installation or repositioning of non-structural partitions in the passenger cabin
5. Opening and closing of non-structural access panels
6. Removal and installation of fuses & light bulbs
7. Removal and installation of aircraft batteries

39.3 MAINTENANCE RISK ASSESSMENT TOOL

The Maintenance Risk Assessment Tool shall be used when any deviations to the above prescribed duty time limits are proposed. Using the Risk Calculation Table 2 a score shall be determined for the risk level associated with a job task. Deviations must be approved by the Director of Maintenance or their delegate and consent agreed to by all involved parties.

Table 2

	Risk Calculation Table	Value	Actual
1	Completed by:		
2	Completion date:		
	General		
3	Activity Type: Aircraft Maintenance	2	
4	Activity Type: Hangar or Facility Maintenance	2	

5	Weather/Environmental Condition: Indoors	1	
6	Weather/Environmental Condition: Outdoors	4	
	Score		
	Human Factors		
7	Scheduled Duty Time: In excess of Time Limits above (39.2)	3	
8	Work Performed Outside Normal Work Schedule	3	
9	Off-Duty Rest: 10 hours or less	3	
10	Working Alone	2	
11	Contract Maintenance Personnel	2	
	Score		
	General Condition & Activities		
12	First Aid Kit Available	-1	
13	Emergency Shower/Eye Wash Station Available	-1	
14	AED Available	-1	
15	Protective Clothing/Equipment Available	-1	
16	Use of Compressed Gas	2	
17	Entering Confined Space	2	
18	Use of Hazardous Chemicals/Combustible Materials	3	
19	Work in High Noise Areas (85dBA+)	2	
	Score		
	Aircraft Maintenance Activity		
20	Technical Data Reviewed	-2	
21	Servicing: Fuel	2	
22	Servicing: Oxygen	2	
23	Servicing: Tire Inflation	2	
24	Maintenance: Pre-Flight/Post-Flight Inspection	1	
25	Maintenance: Scheduled Inspection	2	
26	Maintenance: Unscheduled	3	
27	Tools & Equipment: Use of Work Platforms/Ladders	3	
28	Tools & Equipment: Use of Safety Harness	-2	
29	Tools & Equipment: Use of Jacks	3	
30	Work Not Double Inspected	2	
31	Towing of Aircraft	1	
	Score		
	Ramp, Hangar & Tools		
32	Hangar: Tightly Stacked	1	

33	Hangar: Other Obstructions/Obstacles	2	
34	Hangar: Fall/Slip Hazards	3	
35	Power Tools: Used Outdoors	3	
	Score		
	Total Score		

If Score is > 15: Caution
If Score is > 20: Review and Mitigate
If Score is > 25: Review and Approval Required
If Score is > 30: Alternate Action Required

Approval Signature: _____ Date: _____

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APPENDIX A

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APPENDIX Chapter, Section A

A1 MAINTENANCE TOOLING PROGRAM

A1.1 CALIBRATED TOOL PROGRAM

The calibrated tool program is intended to provide a means of tracking calibrated tooling and equipment used in the performance of maintenance by Jet Linx Aviation personnel.

A1.2 PROCEDURE

The Director of Maintenance administers the Calibrated Tool Program. However each Technician is responsible to ensure that any calibrated tool or precision equipment is within the calibration period.

Tooling and equipment calibration shall be checked for accuracy on a regular basis. This includes “employee owned” tools and equipment. If an employee chooses not to place their tools and equipment on the Company Calibrated Tool Program, they must remove the tools or equipment from the facility.

Manufacturers recommended calibration periods will be maintained. Where no manufacturer recommended time is available, the Director of Maintenance shall determine the interval based on use. In no circumstance shall that period exceed 1 year/12 months.

Except when specified by the manufacturer, calibration periods shall be due at the end of the calendar month (i.e. an item calibrated on July 6th 2007 will be due anytime during July 2008).

Tool calibration records will be kept electronically on the company’s internal computer system. The Director of Maintenance or his designee shall enter pertinent information related to the tooling such as nomenclature, serial number, calibration date and next due date into a computerized tracking program. On a monthly basis, the Director of Maintenance or his designee shall review calibration records in the tracking system and notify the tooling owner when each item is due for calibration. Upon completion of the calibration, the tool owner will supply the Director or Maintenance or his designee with a copy of the calibration certificate which is saved on the company’s internal computer system and the computerized tracking program subsequently updated with the new calibration date and next due date.

Unusual circumstances such as dropping a tool may cause a tool to require a calibration check prior to its due date.

If calibration cannot be accomplished when required, that tooling/equipment shall not be used until such a time it has its calibration checked.

The following is an example of the information required to be affixed to the calibrated equipment. Any other locally produced tag may be used provided it contains at least the same information.

Tool Calibration

By_____ Date_____

Date Due_____

A1.3 CALIBRATED TOOLS LIST COMPLETION INSTRUCTIONS

To assist those facilities or individual technicians who perform work on company aircraft that do not have an established and documented system for tracking all precision tools, measuring devices and test equipment requiring calibration, etc., the simple form provided shall be used to record information pertinent to calibration of the tool.

The number in the left column corresponds with the numbers in the sample form. Other forms indicating at least the same information are acceptable. The information on the list is as follows.

1. Description of calibrated tool/equipment.
2. The identifier number of the tool/equipment (i.e. model and serial number).
3. Date the tool/equipment was calibrated.
4. The date the tool/equipment is next due to be calibrated.
5. The city in which the calibrated tool/equipment is kept. This may also list the individual technician in possession of the tooling/equipment.

A copy of the Calibrated Tools List can be found in the Forms Chapter of the Jet Linx Aviation General Maintenance Manual.

A1.4 TOOL CONTROL

The tool control program is designed to minimize the risk of foreign object damage, accidents and incidents associated with technician's tools being left in or around aircraft following maintenance. In order to accomplish this, it is necessary keep an accurate count of tools being removed from technician's tool boxes and/or tool storage areas. Each Jet Linx technician is provided with a laminated number grid to be placed on tool boxes and in other personal tool storage areas.

Upon removal of a tool from a toolbox or tool storage area for the purpose of performing maintenance on an aircraft, the technician will "X" out a number on the number grid for each tool removed using an erasable marker or grease pencil. Upon completion of aircraft maintenance as the tools are returned to their storage place, the corresponding number of "X"s will be erased from the grid.

For example, if three tools are removed from a toolbox, three number boxes on the grid will be marked with an "X". As each tool is returned, an "X" will be erased.

If upon completion of maintenance on an aircraft it is discovered that any "X"s still remain on the grid, maintenance control is to be notified immediately and the aircraft may not be approved for return to service until the tool has been located and returned to its proper storage area.

For tools owned/kept by the base stored in other areas, a tool sign-out sheet is to be utilized by persons removing the tools from the storage area whether it be for maintenance use or for re-calibration. A copy of the form is located in GMM Chapter 37 "Forms". To use the form, the person removing the tool from the storage area is to:

- Record the date the tool was removed
- The name of the technician removing the tool from the storage area
- the name of the tool
- the aircraft registration number on which the tool is to be used
- the time of day when the tool was removed.

Upon return of the tool to the storage area, the time of return is to be recorded on the form.

A2 MAINTENANCE FACILITY & SUPPLIER AUDIT PROGRAM

A2.1 GENERAL

Company audits are conducted to determine if a maintenance facility has the resources adequate to accomplish work as specified on company aircraft and to identify deficiencies or hazards that may pose a safety threat to the flying public.

A2.2 MAINTENANCE FACILITY CRITERIA

Maintenance 'facilities' are defined as and may include 14 CFR Part 145 Repair Stations, non-certificated maintenance shops, a group of technicians certificated by 14 CFR Part 65 or a single technician certificated by 14 CFR Part 65 as well as all persons qualified to support any of those categories.

The company further classifies maintenance facilities as:

- Primary Maintenance Facilities: Could include any of the types of facilities above designated by the company to perform maintenance on company aircraft and listed on the company's approved maintenance facility list. Furthermore, Primary Maintenance Facilities are those facilities performing scheduled maintenance as required by Federal Aviation Regulations, the US Department of Transportation and/or those inspections as recommended by the aircraft manufacturer.
- Secondary Maintenance Facilities: Secondary facilities are those facilities not considered primary and are approved to perform maintenance on an as-needed basis or any support facility used as an extension of a primary maintenance base. Such maintenance may include unscheduled maintenance away from home base or sub-contracted modifications or alterations to the aircraft.

Facilities will meet basic requirements by:

- Performing the intended maintenance per the Jet Linx maintenance program and manuals
- Having the aircraft adequately housed to protect the work from being exposed to the elements.
- Having necessary equipment available necessary to perform the work.
- Having required technical data available to include Jet Linx company manuals.
- Operating on a Federal Aviation Administration approved Anti-Drug/Alcohol Program.

Individuals or companies conducting audits on behalf of the company will be authorized by the Quality Manager.

A2.3 MAINTENANCE SUPPLIER APPROVAL

Maintenance "suppliers" are defined as suppliers of aircraft parts and materials for installation on and repair of aircraft. Suppliers may include 14 CFR Part 145 Repair Stations, third party suppliers/distributors as well as aircraft and/or appliance manufacturers.

Usage of suppliers other than aircraft and appliance manufacturers must be approved by the Jet Linx Quality Manger through the use of the Supplier Evaluation Questionnaire. A copy of the questionnaire form is located in Chapter 37 of the Jet Linx GMM. 14 CFR Part 145 repair stations that have been approved by the Jet Linx Quality Manager under the Maintenance Facility Audit Program are automatically approved as a supplier and need not complete the Supplier Evaluation Questionnaire

In order to obtain approval of a supplier, a copy of the Supplier Evaluation Questionnaire form is to be provided to the supplier for completion. Upon completion of the form, the supplier is to forward the form to the Jet Linx Quality Manager. Upon review and acceptance, the Quality Manager will add the supplier to the approved vendors list contained in the computerized maintenance tracking system.

A2.4 FREQUENCY AND RESPONSIBILITY FOR AUDITS

Primary Maintenance Facilities that perform work on company aircraft will be provided an initial on-site audit and a recurrent audit every 24 calendar months by the company. The company audit form will be used to conduct the audit.

Maintenance facilities for company aircraft will operate under an approved drug and alcohol-testing program and meet the requirements listed in (Basic Requirements) above. The pilot in command may determine that a facility meets the company requirements by reviewing the items in (Facility Criteria) at the facility. If there is any question, then the Director of Maintenance or their delegate should be contacted.

Regardless of what day an audit occurs during the month, it is valid to the last day of that month. The Quality Manager may extend the due date of an audit for a maximum of one additional calendar month.

National Crisis Primary Vendor Audit Extension Provision

In the event of a national emergency or pandemic Jet Linx may extend the 24 month primary vendor audit interval for no more than 90 days or until the crisis ends, whichever occurs sooner. Should the interval extend beyond the 90 day period the primary vendor will be changed to secondary vendor status in the maintenance vendor tracking program. If the audit is extended, the following audit is to be scheduled based on the original due date.

A2.5 AUDIT PROCEDURES

A2.5.1 AUDITING

- Any person appointed by the Quality Manager may perform company audits using the company standardized audit forms. The Quality Manager will discuss the company audit procedures with the appointee to the extent necessary to ensure understanding of company procedures.
- Third party audits may be accepted by the company if the form used establishes the same overall quality standard as the company audit form. The Quality Manager may make this determination.

A2.5.2 CONDUCTING THE AUDIT

- The audit will be conducted using the company Facility Audit Form for all new and recurrent on site audits.
- The Facility Audit Form is only a guide; the auditor has the responsibility to assure himself that the intent and scope of the audit is satisfactorily accomplished. The prime responsibility of the auditor is to ensure that the agency is performing or capable of performing the work in accordance with the company's procedures, policies and Federal Aviation Administration regulations and requirements.
- The auditor shall not interfere with production schedules or on-going maintenance activities. Auditors are responsible for questioning individuals to the extent necessary for the purpose of obtaining clarification or understanding of functions being audited.
- Unacceptable procedures should not be brought to the attention of workers but to the supervisor in charge.
- Upon completion of the audit, the auditor will brief the facility representative on the outcome of the audit, using the audit form. The briefing will be a report of findings, observations, recommended changes and other items as noted during the audit.
- During the briefing, the auditor will report any discrepancies discovered during the audit and will provide a copy of the discrepancy page from the Audit Discrepancy Report to the facility representative. In some instances, the discrepancies may have to be corrected before the facility is approved or allowed to continue as a maintenance base for company aircraft.
- All facility audit reports will be forwarded to the Quality Manager. It is the responsibility of the Quality Manager to follow up and obtain any needed corrective action as a result of any audit performed.

A2.6 RECORD KEEPING

Each Primary Facility audit file at the company will contain:

- Facility Audit Report and Audit Discrepancy Report (even if discrepancies were not outstanding at the last audit).
- Copy of Air Agency Certificate and Operations Specifications if the facility is a 14 CFR Part 145 Repair Station or in the case of a 14 CFR Part 65 certified technician, a copy of the technician's certificate and training certificates. These documents may be kept under separate cover in the Director of Maintenance office.

Each of the above documents will remain on file until superseded by a subsequent document or rescinded by the Quality Manager.

A2.7 FACILITY AUDIT REPORT COMPLETION PROCEDURES

Information will be entered in the Facility Audit Report as follows: The number in the left column corresponds with the numbers in the sample form. Any entries not applicable should be indicated as N/A.

1. Name of the facility or technician being audited.
2. Address of same.
3. Primary telephone number of the facility or technician.
4. Fax number of the facility or technician.
5. Repair Station number if facility being inspected is a repair station.
6. Ratings held by the facility or technician being audited.
7. Make(s) and model(s) of aircraft on which the facility or technician is qualified.
8. Name and title of contact if inspecting a facility.
9. Name of auditor conducting the audit.
10. Date of audit.
11. Complete all items of the audit by writing the auditors initials in the appropriate bland (SAT= satisfactory, UNSAT= unsatisfactory, and N/A= not applicable). In those cases where specific information is requested, fill in the blank or indicate N/A as required.
12. Date of the audit.
13. Auditors name.
14. Facility or technician's name.
15. Airport or town where facility or individual is located.
16. Individual with whom the audit was conducted.
17. Indicate all pages included in form (1 of 3, 2 of 2, and 3 of 3).
18. Auditor will describe all discrepancies.
19. Corrective action for each discrepancy.
20. Name of person responsible for completing corrective actions.
21. Title of same person.
22. Number and type of certificate held by same person.
23. Date corrective actions completed.
24. Signature of same person.

A2.8 JET LINX AVIATION AUDITOR GUIDELINES

This portion of this chapter comprises a “handbook” that is intended to be used as a guide in planning and conducting audits of suppliers/vendors for Jet Linx Aviation.

An auditor should have experience in the area to be audited and/or experience in the maintenance/quality assurance/quality control fields. However anyone that the company deems able to conduct an audit on their behalf can be authorized.

An auditor will be completely independent and objective. Wherever possible an auditor should not have a professional or personal relationship with the management of the audited facility.

An auditor must be thoroughly familiar with the standard used to audit. Audit criteria are only guidelines and auditors should understand the subjects well enough so as not to be misled by the vendor and to be able to teach/expand on significant areas. Auditors should also have a good understanding of applicable Federal Regulations. Auditors should have:

- Good communication skills, choice of words, clarity of thought, listening, understanding, response and writing skills.
- The ability to plan, organize, observe and analyze
- Leadership skills that supervise, delegate, gain cooperation and direct vendor to objectives
- Decision making ability; separate facts from opinion; compile information and evidence and compare with the standard
- Ability to work independently, systematically and energetically
- Good outward appearance and conduct (dress for the audit, and consult with the vendor)
- Intelligent, alert, comprehending and reasoning
- Emotionally stable, calm, self-confident, persistent, insistent and task-oriented
- Honest, reliable, constructive, helpful and diplomatic
- Good attitude, value, interest, good work habits; initiative, careful, curious and open minded
- Remember you represent Jet Linx Aviation

A2.8.1 AUDITING TECHNIQUES

- Establish rapport with a friendly greeting
- Exchange business cards
- State the purpose of the audit (initial, follow-up)
- Review scope of the audit
- Identify any personnel to be interviewed/audited
- Confirm agenda for audit and duration of audit
- Agree on lunch break time and daily end time
- Review any past audits on file
- Review Repair Station and Quality Control Manual BEFORE the audit
- Answer all checklist items. (This is most important and remember to accomplish all capabilities and work processes)
- Listen, Listen, Listen
- Be aware of body language

A2.8.2 AUDIT BEHAVIOR

- Always behave professionally.
- Have a positive approach – be friendly.
- Avoid 'Gotchya's' – there is no quota.
- Don't argue – stay out of the audit emotionally.
- Don't be judgmental.
- Don't be nit-picky – if discrepancy is noted – don't lecture.
- Maintain confidentiality, avoid gossip.
- Give positives where rightfully earned
- Always maintain objectivity, and record accurate and factual details.
- Please note the difference between your opinions and judgmental observations.
- Never mention other vendors or companies by name when using examples.

A2.9 CONDUCTING THE AUDIT

- Review any standards/regulations that apply before the audit date.
- Send the audit standard to the vendor several weeks before the audit is scheduled to take place.
- Schedule the audit.
- Use the appropriate checklist for the vendor or supplier being audited.
- Assist with the compliance of all requirements where necessary.

A2.9.1 INTRODUCTORY MEETING

- This meeting is used to establish rapport, exchange business cards and state the purpose of the audit.
- Review the scope of the audit and any personnel to be audited / interviewed.
- Confirm your schedule and make sure you are aware of the vendor's daily routine.
- Review any prior discrepancies, if applicable.

A2.9.2 CHECKLIST

- Follow checklist order or an order that makes sense to answer all the checklist items; i.e. production example: begin in receiving and proceed through production, then ending with shipping.
- Follow the checklist order or an order that makes sense to answer the entire checklist items; i.e. production, sequence or back-track.
- Avoid becoming predictable, change techniques as necessary.
- Answer all the checklist items even if the answer is 'not performed'.

A2.9.3 THE AUDIT

- Take a quick tour of the area to be audited. This helps you get your bearings and better understand the overall scope of the audit.
- Complete the audit.
- Verify all information as required.
- Details of an observation or finding should always be documented at the time it is discovered.
- Avoid becoming predictable, change techniques as necessary.
- Select your own samples from files or different stages of work/manuals etc.
- Try to be random. Group same items in each sampling.
- Compare what is required to what is being accomplished.
- Focus on key indicators and watch for trends.
- Ask questions and clarify gray areas.
- Call it as you see it and share your knowledge.
- Always consider security/safety as well as quality.
- Be selective in gathering data and verify all data.

A2.9.4 AUDIT CONCLUSION

- Explain to the vendor any findings, concerns and provide FAR and other references to support each item.
- Make sure that the vendor understands the findings and offer ideas that may promote corrective actions.
- Obtain an agreement on corrective action and a date of completion.
- Discuss all positive aspects of the audit and facility.
- Share your knowledge and assist with the compliance of requirements to promote quality and safety.
- The vendor should understand his status as to the requirements. Did he meet the Standard?
- Graciously thank the vendor for his time and assistance and leave his place of business.
- Retain a copy of all records and correspondence.

A2.10 AUDIT REPORT

Even though you have verbally communicated the discrepancies found, it is only right that the vendor receive from you a written report. While the format of the report may vary among companies, it should be concise and to the point with the discrepancies found.

It is advised to reference the discrepancy noted. Utilize your standard, CFR's, CAR's, and industry standards.

The vendor must report back regarding corrective action, planned action to ensure the item remains corrected, notation of the root cause of the problem and plans for preventive recurrence. This must also be accomplished in a timely manner. If circumstances dictate, the vendor must inform you of necessary extensions. You are the approver and may grant extensions within reason.

When you are confident that the actions needed to correct discrepancies have been implemented and are effective, close-out the audit and update the audit records.

A2.11 EIGHT QUESTIONS

These eight questions are offered to assist you when facing an ethical dilemma:

1. Have you defined the situation accurately?
2. How would you define the problem if you were a Customer? Vendor? Competitor?
3. Where is your responsibility as an individual? As a Company?
4. What is your intention?
5. What are your alternatives?
6. What are the likely consequences?
7. Are you confident that your position will be as valid over a long period of time as it seems now?
8. Would you disclose without qualm your decision or action to your Boss? CEO? Board of Directors? Family? Society?

EXAMPLE OF VENDOR AUDIT FOLLOW-UP LETTER

Jet Linx Aviation

Date

Company
Quality Department Management
Street
City, State, ZIP

Dear Quality Department Management:

On date xyz, Jet Linx conducted a system/process audit of your facility. An audit is only a sampling examination to verify compliance with a specification or requirement. It is not an in-depth inspection. Management is expected to use the audit findings as indicators of possible problem areas or of inadequate procedures or controls.
Management should conduct its own in-depth examination to determine the extent of problems and their root cause.

The attached page(s) list the discrepancies found by the audit. Please reply by DATE in writing to Auditor describing in detail:

1. What action or planned action was taken to correct the findings reported?
2. What action or planned action was taken to assure that similar findings do not exist or were corrected in areas that were not reviewed during the audit?
3. The root cause of the problem and what action or planned action was taken to prevent recurrence of those files?
4. Date corrective action will be completed by.

If I can be of any assistance, please call me at *auditor phone number*.
Send reply to: Jet Linx Aviation

Respectfully,

signature

RESERVED

A3 MAINTENANCE TRAINING PROGRAM

This Training program document contains the procedures Jet Linx Aviation uses to determine its training requirements associated with maintaining aircraft operated under their 14 CFR Part 135 Air Carrier certificate.

Jet Linx Aviation is responsible for ensuring each person performing maintenance (including inspection), preventive maintenance, and alteration is capable of performing the assigned tasks. This plan identifies the procedures used to identify an employee's training needs in a systematic manner, develop training and/or identify appropriate existing training, select the training methods, provide training, and record the training accomplished.

Throughout this program, Jet Linx Aviation may be referred to as the 'Company'.

Jet Linx Aviation's' training program consists of the following basic components:

- Assessment of training needs, to identify the organizations overall training needs and the individual employee's training needs.
- Course definition to define specific courses of study and individual courses.
- Identification of training sources and methods to identify options and select how Jet Linx Aviation will provide the training.
- Documentation of training to ensure all employees' training is documented, and records are retained.

A3.1 BACKGROUND

Jet Linx Aviation has established a training program that includes indoctrination, recurrent, specialized and remedial training for employees performing maintenance (including inspection), preventive maintenance, and alteration tasks.

The procedures in this program enable Jet Linx Aviation to ensure its training policy meets Jet Linx Aviation's needs and are consistent with all regulatory requirements.

All information pertaining to the current training records is available for review by request at Jet Linx Aviation's Omaha, NE facilities during normal business hours. Employees may review their own records at the same location and hours as above.

A3.2 TRAINING NEEDS ASSESSMENT

A3.2.1 OVERALL COMPANY NEEDS ASSESSMENT

To determine its overall training requirement, the company will review the types of work being performed and planned in order to identify and update the types of knowledge skills that the company requires. This will include reviewing such items as the Jet Linx Aviation operations specifications (Ops Specs); expected scope of work; and the relevant experience of each technician that will be assigned to perform maintenance, preventive maintenance, or alteration tasks.

This general needs assessment will result in a description of the knowledge and skill an employee must have to properly perform the tasks associated with the work assignment.

The results are recorded in a brief summary report establishing the type and level of training required for an indoctrination to company procedures. New maintenance department employees will have their training records reviewed and aircraft type-specific training will be scheduled as necessary for that employee based on that person's training and hands-on experience. Recurrent training on the same aircraft type or related systems such as power plant, avionics etc. is to be accomplished at intervals not to exceed 24 calendar months. These basic training goals are documented in the training program files, but do not require FAA approval.

Jet Linx Aviation reviews overall training requirements and the requirements of specific individuals in relation to specific tasks to be performed. Jet Linx Aviation will provide training to employees:

- When an individual becomes an employee
- When individual employee knowledge or skill deficiencies are identified or
- When significant changes are made to its work scope, or such changes are planned such that the knowledge, skills, or experience render the employee unable to perform work properly such as-
    - New regulatory requirements are introduced.
    - New tools, equipment or skills are required to perform the work properly.

Training needs assessments shall take place at a minimum of once a year.

A3.3 JET LINX AVIATION NEEDS ASSESSMENT GUIDELINES

These items should be considered by the EVP/COO or their delegate when determining the overall training needs of the company. This list is not to be considered all inclusive.

- Has each employee had current training on:
    - The Jet Linx Aviation Operation Specifications (Ops Specs).
    - Any special customer requirements.
- Is any work scheduled through the next assessment that will require additional training?
- Are there any additions or changes to the Ops Specs that will require additional training?

A3.3.1 INDIVIDUAL NEEDS ASSESSMENT

As part of an individual's indoctrination, their training records will be reviewed and future training needs assessed. Individual training will also be part of the yearly overall training needs assessment.

The Executive Vice President/Chief Operating Officer or their delegate will outline training requirements for the company and for the individual, based on the results of a training needs assessment. GMM Chapter 37 contains a training needs assessment checklist to assist with determining the best training course for the technician to attend.

A3.3.2 IDENTIFICATION OF CAPABILITY DEFICIENCIES

Jet Linx Aviation may identify individual capability deficiencies through methods which may include:

- FAA or other external agency oversight findings.
- Investigation that lead to voluntary disclosures.
- Internal or external assessment results.

The Executive Vice-President/Chief Operating Officer has the responsibility to ensure that the above programs are regularly reviewed to determine if any training deficiencies exist. They will decide on the appropriate training after consulting with members of the technical staff. They are also responsible for ensuring that the work performed by any individual requiring additional training will not affect the quality of Jet Linx Aviation's' work until the required training is successfully completed. This can be accomplished through additional supervision or by changing work assignment.

The Executive Vice-President/Chief Operating Officer may delegate this responsibility in part or in its entirety, however such delegation does not relieve them of overall responsibility.

A3.3.3 TRAINING DOCUMENTATION

Copies of the documentation associated with any training accepted or given by the company shall be retained in the training program files or in the file of the individual employee assigned to perform maintenance (including inspection), preventive maintenance, or alterations.

The company will ensure training records are generated and maintained for all Jet Linx Aviation employees that establish each individual is capable of performing the maintenance (including inspection), preventive maintenance and alteration tasks assigned. The records should include FAA certifications, other applicable certifications and degrees, Jet Linx Aviation qualifications and authorizations, and for each course completed, the total time credited; the date, the instructor, the locations and the results of any associated examination.

A copy of the employee training record form is located in the chapter 37 of this manual titled 'Forms'. The following represents instructions for its completion. The numbers correspond to numbered blocks on the form example.

1. Enter employee name.
2. Enter position of employee – i.e. mechanic, apprentice etc.
3. Enter completion date of training.
4. Enter a brief course description- i.e. BeechJet Initial.
5. Enter duration of training in hours or days.
6. Enter type- i.e. OJT, Classroom etc.
7. Enter instructor- may be company in cases such as FlightSafety training.

All documents showing proof of any of the aforementioned training are retained for as long as the individual is a Jet Linx Aviation employee and for a minimum of two (2) years thereafter.

Any employee may review their individual training records to verify that they are complete and current. If an employee notes a discrepancy in the training record documentation, that employee will inform the EVP/COO or their delegate of the discrepancy. Any change necessary to update an employees' training record must be approved by the EVP/COO or their delegate.

A3.4 TRAINING METHODS AND SOURCES

Jet Linx Aviation may use any training sources and methods available to provide employees with the information necessary for them to perform assigned maintenance (including inspection), preventive maintenance, and alteration tasks correctly.

The majority of the training provided by the company will utilize on-the-job (OJT) methodology.

When a particular training need is identified, the Director of Maintenance and Executive Vice President or their delegates will decide which method will be used to best provide the training.

A3.5 FREQUENCY OF TRAINING

It is the intention of the company that each maintenance employee attends a formalized technical training program at a minimum of one (1) time every two (2) years.

This training may be recurrent to a subject the technician has previously attended or an initial type training course on a different subject matter. This should be determined during the annual needs assessment.

In addition to formalized technical training, each maintenance employee is to receive general training in the following areas at intervals not to exceed 24 calendar months:

- Human Factors
- Suspected Unapproved Parts
- Safety Management System (SMS)
- Fatigue Management
- RVSM
- Hazardous Materials & Dangerous Goods Acceptance
- Company Policies Review

This training will be conducted by the Quality Manager, Director of Maintenance, Director of Safety or on-line.

A3.6 WORK PERFORMED BY INTERIM MAINTENANCE EMPLOYEES

If the need arises such as during a period of heavy workload, Jet Linx Aviation may supplement its workforce with interim maintenance employees. These individuals need not be given a complete needs assessment; however the EVP/COO or their delegate must determine where the individual will work to ensure all individuals possess or are provided training appropriate to the particular assignment before they are required to begin work. Exceptions to this would be individuals working for an FAA Certified Repair Station, and remote maintenance providers else wise qualified through Jet Linx approved procedures.

A3.6.1 OUTSOURCED MAINTENANCE TRAINING

Jet Linx does routinely provide aircraft specific training to outsourced maintenance providers.

When an RII item is identified during maintenance performed from an outsource provider, Jet Linx will provide training to the selected RII inspector with respect to the manual requirements of an RII inspector. This procedure is outlined in Chapter 35 of this manual.

A3.7 ENGINE RUN AND TAXI TRAINING

- Jet Linx requires that any maintenance technician performing engine runs or taxiing aircraft receive run and taxi training. The training may be conducted by a factory authorized training facility or by a type rated Jet Linx flight crew member.
- For training conducted by a Jet Linx flight crew member, the asset training checklist shall be completed. The checklist is located in Chapter 37, Forms, of this manual. Upon completion of the training, the completed checklist is to be forwarded to the Director of Maintenance or their delegate. The Director of Maintenance or their delegate shall then issue a completed certificate of training. A blank copy of the certificate can be found in Chapter 37, Forms, of this manual.

A3.8 MAINTENANCE EMPLOYEE INDOCTRINATION

Prior to hiring a new maintenance employee for a safety sensitive position, a successful drug screening test result will be obtained. A current employee transferring from a non-safety sensitive position to a safety sensitive position will also be required to meet the testing criteria prior to transfer. Upon hiring of a new technician, Jet Linx Aviation will complete the following indoctrination checklist. A summary report will be generated from this checklist that outlines needed areas of improvement and training needed. These areas will be discussed with the employee. Copies of this checklist and any subsequent summary report(s) will become part of the individual employees training record but will not require FAA approval.

Jet Linx HR/Payroll personnel will accomplish the following:

- Obtain copies of all FAA certificates, past training certificates, and any training history documentation from the new employee.
- Enrollments for insurances etc.

Jet Linx Quality Manager will accomplish the following:

- The Quality Manager will verify the validity of the technician's certificate by logging on to https://amsrvs.registry.faa.gov/airmeninquiry/ , and electronically copy the report in the personnel file prior to any work being performed on a Jet Linx aircraft.

The Director of Maintenance will perform the indoctrination by accomplishing:

- Facility orientation
  - General overview of locations within the building (restrooms, break rooms, maintenance offices, etc.).
  - Discuss operations conducted at the accounting location.
  - Basic computer system capabilities and operation.
  - Obtain access permissions, email accounts etc.
- Introductions to available personnel as well as awareness of weekly employee meeting.
- Review position related policies and procedures.
  - Job duties and responsibilities
  - Work schedule
  - Uniforms
  - "Chain of Command"
  - Locations of job specific equipment.
  - Emergency response procedures. (Response plan, notifications, etc.)
- Past training, skills and abilities as well as limitations.
- Job specific procedures.
  - Completing various company paperwork.
  - Minimum Equipment List (MEL), Aircraft Maintenance and Discrepancy Log (AMDL) etc. procedures
  - Parts ordering and receiving etc.
  - Brief review of applicable Federal Aviation Regulations:

14 CFR Parts 43, 91, 135 and their inter-relationship

- Review requirements of 14 CFR Part 135 Operations Specifications and the company General Maintenance Manual in regards to maintenance activities.

A3.9 NEW MAINTENANCE EMPLOYEE INDOCTRINATION CHECKLIST

Facility Orientation	
General Overview of locations within the building	
Discuss operations conducted at the accounting location	
Discuss basic computer system capabilities	
Obtain access permissions to computer systems and email accounts	
Company Personnel	
Introduction to company personnel and their positions	
Inform of weekly meeting schedules	
Position Related Policies and Procedures	
Discuss job duties and responsibilities	
Discuss work schedule	
Discuss uniform service and policy	
Discuss chain of command	
Show locations of job related equipment	
Discuss emergency response procedures (response plan, notifications)	
Training Assessment	
Review employee's training record, enter record into database	
Review employee's needs for additional training	
Review employee's past work history	
Job Specific Procedures	
Discuss completion of various company paperwork	
Discuss Minimum Equipment List (MEL) & procedures	
Discuss Aircraft Maintenance & Discrepancy Log (AMDL) & procedures	
Discuss parts ordering process & procedures	
Discuss maintenance work order system	
Brief review of 14 CFR Parts 43, 91 & 135 and how they relate to job	
Company Manual System	
Conduct overview of Jet Linx General Maintenance Manual (GMM)	
Conduct overview of Jet Linx General Operations Manual (GOM)	
Review requirements of 14 CFR Part 135 Operations Specifications	
Conduct overview of Maintenance Department Resource/Training Manual	
Personal Property	
Review employee's requirements for tooling to perform duties	
Review employee's tooling calibration requirements	

Employee Name _____

Indoctrination performed by _____

Date _____

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A4 EMERGENCY EQUIPMENT INSPECTION PROGRAM

1. Introduction

This inspection program provides for the continuing inspection and maintenance of the emergency equipment installed on Jet Linx Aviation Corporation aircraft in 14 CFR Part 135 operations. This equipment shall be maintained in a constant state of airworthiness in accordance with the aircraft manufacturer's maintenance schedule, the equipment manufacturer's maintenance schedule for individual items or a combination of both. When the aircraft manufacturer establishes inspection criteria for the emergency equipment installed, it shall take precedence over all others. In absence of a manufacturer's recommended program the criteria established by this inspection program as outlined in Advisory Circular (AC) 43.13-1B shall apply.

The following information shall be used as reference material in conjunction with this program:

1. Aircraft or Equipment Manufacturers Maintenance Manuals.
2. Service Bulletins, Service Letters and/or Service instruction.
3. Federal Aviation Regulations
4. Airworthiness Directives
5. FAA Advisory Circular 43.13-1B

2. Program Responsibilities

The Director of Maintenance for Jet Linx Aviation shall be responsible for this program. The Director of Maintenance may delegate this authority to any qualified assistant as necessary, but shall retain overall responsibility. It shall be the duty of the Director of Operations to ensure compliance with this program.

3. Inspection Program

The inspection intervals are based upon the aircraft manufacturer's schedule of maintenance, the equipment manufacturer's schedule of maintenance for individual items or a combination of both. When the aircraft manufacturer establishes inspection criteria for the emergency equipment installed, it shall take precedence over all others. In absence of a manufacturers recommended program the criteria established by this inspection program as outlined in AC 43.13-1B, shall apply.

Hydrostatic testing of pressure vessels shall be performed in accordance with the aircraft or equipment manufacturers schedule of maintenance and/or in accordance with 49 CFR Part 173. All Life Vests, Life Rafts, ELT's and ULB's will be recorded and tracked in the maintenance tracking system.

The manufacturer, part number and frequency/type of inspection will be entered in the maintenance tracking system for verification and to insure the proper inspection schedule is followed. All other Emergency Equipment will be entered in the maintenance tracking system and inspected in accordance with the procedures referenced in this appendix.

If the inspection item is controlled by calendar time, it shall be considered overdue after the tenth (10) day of the end of the month, following the due date. This time may not be added to the next due point. Hourly inspection intervals may not be extended unless authorized by the manufacturer.

4. Personnel Qualifications

All Life Raft, Life Vest, ELT and ULB repairs or overhauls and hydrostatic testing of pressure vessels shall be accomplished by the equipment manufacturer or a properly certified and rated FAA Approved Repair Station ONLY.

All other emergency equipment inspections may be performed by persons holding a valid A&P certificate, by an appropriately rated FAA Approved Repair Station or by a person holding an appropriately rated repairman's certificate.

5. Inspection record

All inspections accomplished under the Jet Linx Aviation approved Emergency Equipment Inspection Program that are not covered by the aircraft manufacturer's schedule of maintenance or the equipment manufacturer's schedule of maintenance for individual items, shall be recorded on the inspection guides found in this program by the person performing the inspection. Jet Linx Aviation inspection guides contain the minimum requirements.

Inspections of portable equipment such as cabin fire extinguishers, first aid kits, oxygen masks, (except drop outs), portable oxygen systems and pyrotechnic signaling devices shall also be recorded on tags or labels which shall be affixed to that equipment. The inspection record tags/labels shall state when the inspection was accomplished, when the next inspection is due and the signature and certificate number of the person conducting the inspection. Inspection forms for this equipment are provided in this program and shall be used during these inspections.

Inspection of equipment that is permanently installed/mounted in the aircraft shall be recorded in the permanent aircraft maintenance records.

Copies of completed inspection forms/guides and discrepancy reports shall be retained with the permanent aircraft maintenance records in accordance with 14 CFR Part 43.11.

All inspections shall be recorded on a Jet Linx Aviation records form or computer generated log page. When completed, these forms shall be forwarded to the Director of Maintenance for Jet Linx Aviation and shall be retained with the permanent aircraft maintenance records.

6. Discrepancies

All discrepancies found during an inspection shall be recorded on Jet Linx Aviation Aircraft Maintenance and Discrepancy Log, FAA Approved Repair Station discrepancy form or other forms, which provide sufficient information of the discrepancy and corrective action. All discrepancies shall be corrected by persons qualified under Chapter(s) 8, 9 and 34 of this manual before approving the product for return to service as airworthy.

7. Overhaul or Major Repairs

Only the manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station shall accomplish overhauls or Major Repairs of Life Raft, Life Vest, ELT, ULB or Hydrostatic testing of pressure vessels.

8. Implementation of Program

Persons conducting the Jet Linx Aviation 14 CFR Part 135 Approved Emergency Equipment Inspection shall review the maintenance records and inspect the equipment to the extent necessary to ensure that the emergency equipment meets the requirement of this program and the Federal Aviation Regulations. All discrepancies noted shall be corrected before the equipment is placed in service for 14 CFR Part 135 operations.

9. Definitions

Approved Inspection Program: An inspection program for the inspection and maintenance of Jet Linx Aviation emergency equipment, at scheduled times in accordance with procedures approved by the FAA.

Captain: The captain is the pilot-in-command. He may delegate his duties to any qualified First Officer, but he retains overall responsibility.

Check: Examinations in the form of comparisons with stated standards for the purpose of verifying condition, accuracy and/or tolerances.

Inspection: Utilizing acceptable methods, techniques and practices to determine physical, operational or functional condition and defects.

Maintenance: Maintenance as defined in 14 CFR Part 1 means: "Inspection, overhaul, repair, preservation and the replacement of parts, but excluding preventive maintenance."

Test: Operation of equipment to evaluate functional and/or operational performance. A functional test to ensure the equipment meets its specific parameter values. An operational test to ensure the equipment performs to its intended function.

10. Cabin/Cockpit Fire Extinguishers

a. All Cabin/Cockpit fire extinguishers shall be inspected every twelve (12) calendar months in absence of an inspection program provided by the manufacturer of the equipment or the aircraft manufacturer. The inspection shall be entered on a tag and affixed to the fire extinguisher with the date, signature and certificate number of the person conducting the inspection.
b. The inspection shall be recorded on the Inspection form found on page 7 of this program. A Maintenance Record shall be made in the aircraft permanent records.
c. Hydrostatic test of fire extinguishers shall be accomplished by the manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station ONLY or discarded and replaced. The aircraft or equipment manufacturer's recommended limits and/or 46 CFR Part(s) 71.25, and 162.028 shall be followed.

11. Powerplant (Engine) Fire Extinguisher Systems

a. All Powerplant (engine) compartment fire extinguishers shall be inspected every twelve (12) calendar months in absence of an inspection program provided by the manufacturer of the equipment or the aircraft manufacturer. The inspection shall be entered on a tag and affixed to the fire extinguisher with the date, signature and certificate number of the person conducting the inspection.
b. The inspection shall be recorded on the Inspection form found on page 8 of this program. A Maintenance Record shall be made in the aircraft permanent records in accordance with page 2 paragraph 5 of this appendix.
c. Hydrostatic test of fire extinguishers shall be accomplished by the manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station ONLY or discarded and replaced. The aircraft or equipment manufacturer's recommended limits and/or 49 CFR Part 180 shall be followed.

12. Portable Oxygen System (Walk-Around Oxygen Bottle)

a. All Portable Oxygen Walk-Around Bottles shall be inspected every twelve (12) calendar months in absence of an inspection program provided by the manufacturer of the equipment or the aircraft manufacturer. The inspection shall be entered on a tag and affixed to the bottle with the date, signature and certificate number of the person conducting the inspection.

b. Any entry of the inspection completion shall be made in the aircraft permanent records in accordance with page 2 paragraph 5 of this appendix.

c. Hydrostatic test of Oxygen Bottles shall be accomplished by the manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station ONLY or discarded and replaced. The aircraft or equipment manufacturer's recommended limits and/or 49 CFR Part 180 shall be followed.

13. Life Preservers (vests)

a. The manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station shall accomplish overhauls or Major Repairs of Life Vests and installed equipment ONLY.

b. A Maintenance record shall be made in the aircraft permanent records.

14. Life Rafts

a. The manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station shall accomplish overhauls or Major Repairs of Life Rafts and installed equipment ONLY.

b. A Maintenance record shall be made in the aircraft permanent records in accordance with page 2 paragraph 5 of this appendix.

15. Pyrotechnic Signaling Device (Flare Gun)

a. All Pyrotechnic Signaling Devices shall be inspected every twelve (12) calendar months in absence of an inspection program provided by the manufacturer of the equipment or the aircraft manufacturer. The inspection shall be entered on a tag and affixed to the signaling device with the date, signature and certificate number of the person conducting the inspection. The tag should be placed in such a manner as to easily identify when the equipment has been used, opened or disturbed. Anytime the seal is broken the equipment must be re-inspected.

b. A Maintenance Record shall be made in the aircraft permanent records in accordance with page 2 paragraph 5 of this Appendix.

16. First Aid Kits

a. All First Aid Kits shall be inspected every twelve (12) calendar months in absence of an inspection program provided by the manufacturer of the equipment or the aircraft manufacturer. The inspection shall be entered on a tag and affixed to the first aid kit with the date, signature and certificate number of the person conducting the inspection. The tag should be placed in such a manner as to easily identify when the equipment has been used, opened or disturbed. Anytime the seal is broken the equipment must be re-inspected.

b. A Maintenance Record shall be made in the aircraft permanent records in accordance with page 2 paragraph 5 of this Appendix.

A4.1 CABIN / COCKPIT FIRE EXTINGUISHERS INSPECTION FORM

A/C MAKE/MODEL _____ N_____ S/N_____A/C HOURS _____

EQUIP. MAKE & MODEL _____ S/N_____ DATE_____

To be accomplished every twelve (12) calendar months or during each scheduled inspection, whichever comes first.	Inspector
Remove fire extinguisher from the mounting bracket.	
Weigh extinguisher- weight must conform to manufacturer's recommendations.	
Inspect container for dents, bulges, deep scratches or other visible damage. If damaged the bottle must be removed and replaced with a serviceable bottle.	
Inspect that the operational and other instructions are legible.	
Inspect safety pin and/or wire for condition.	
Inspect mounting bracket for security.	
Record inspection and affix tag to extinguisher I/A/W page 2 paragraph 5 of this Appendix.	
Reinstall fire extinguisher in the mounting bracket and inspect fastener for condition, operation and security.	

An entry shall be made in the aircraft or equipment records in accordance with 14 CFR §43.11 and on this form. A tag shall also be affixed to the fire extinguisher with the date, signature and certificate number of the person completing the inspection.

I certify the cabin/cockpit fire extinguisher(s) have been inspected in accordance with the procedures contained in the Jet Linx Aviation Corporation Emergency Equipment Inspection Program and is/are approved for return to service as airworthy.

Date _____A/C time _____ Next Due _____

Signed _____Cert. # _____

A4.2 POWERPLANT (ENGINE) FIRE EXTINGUISHERS INSPECTION FORM

A/C MAKE/MODEL _____ N_____ S/N_____A/C HOURS _____

EQUIP. MAKE & MODEL_____ S/N_____DATE _____

To be accomplished every twelve (12) calendar months.	Inspector	
	Left	Right
Remove extinguisher from the mounting bracket in accordance with the applicable maintenance manual.		
Inspect all lines/hoses & nozzles for condition.		
Weigh extinguisher- weight must conform to manufacturer's recommendations.		
Inspect the container for dents, bulges, deep scratches or other visible damage. If damaged the bottle must be removed and replaced with a serviceable bottle.		
Inspect that the operational and other instructions are legible.		
Inspect wiring and connector for condition.		
Inspect mounting bracket for security.		
Inspect squib date and replace as required		
Record inspection and affix tag to extinguisher I/A/W page 2 paragraph 5 of this Appendix.		
Reinstall fire extinguisher in the mounting bracket and inspect fastener for condition, operation and security.		

An entry shall be made in the aircraft or equipment records in accordance with 14 CFR Part 43.11 and on this form. A tag shall also be affixed to the fire extinguisher with the date, signature and certificate number of the person completing the inspection.

I certify the engine fire extinguisher(s) have been inspected in accordance with the procedures contained in the Jet Linx Aviation Corporation Emergency Equipment Inspection Program and is/are approved for return to service as airworthy.

Date _____A/C time _____ Next Due _____

Signed _____Cert. # _____

A4.3 PORTABLE OXYGEN SYSTEM INSPECTION FORM

A/C MAKE/MODEL_____ N_____ S/N_____A/C HOURS_____

EQUIP. MAKE & MODEL_____ S/N_____DATE_____

To be accomplished every twelve (12) calendar months.	Inspector
Remove oxygen bottle from the mounting bracket.	
Inspect oxygen mask and hose for condition.	
Inspect oxygen regulator for condition.	
Inspect bottle for dents, bulges, deep scratches or other visible damage. If damaged the bottle must be removed and replaced with a serviceable bottle.	
Inspect that the operational and other instructions are legible.	
Inspect mounting bracket for security.	
Record inspection and affix tag to oxygen bottle I/A/W page 2 paragraph 5 of this Appendix.	
Reinstall oxygen bottle in the mounting bracket and inspect fastener for condition, operation and security.	

The manufacturer's recommended life limits and/or AC 43.13-1B shall be followed.

An entry shall be made in the aircraft or equipment records in accordance with 14 CFR Part 43.11 and on this form.

I certify the portable oxygen masks and bottle have been inspected in accordance with the procedures contained in the Jet Linx Aviation Corporation Emergency Equipment Inspection Program and is/are approved for return to service as airworthy.

Date _____A/C time _____ Next Due _____

Signed _____Cert. # _____

A4.4 PYROTECHNIC SIGNALING DEVICE INSPECTION FORM

A/C MAKE/MODEL_____ N_____ S/N_____A/C HOURS_____

EQUIP. MAKE & MODEL_____ S/N_____DATE_____

To be accomplished every twelve (12) calendar months. Cartridges life limited to forty two (42) calendar months.	Inspector
Inspect condition of hand held flare pistol.	
Inspect condition and date of cartridges/flares.	
Install in bag or storage case and seal I/A/W page 2 paragraph 5 & page 5 paragraph 15 of this Appendix.	
Re-place Pyrotechnic Signaling Device in aircraft.	

An entry shall be made in the aircraft or equipment records in accordance with 14 CFR Part 43.11 and on this form. A tag shall also be affixed to the pyrotechnic device with the date, signature and certificate number of the person completing the inspection.

I certify the pyrotechnic device has been inspected in accordance with the procedures contained in the Jet Linx Aviation Corporation Emergency Equipment Inspection Program and is/are approved for return to service as airworthy.

Date _____A/C time _____ Next Due _____

Signed _____Cert. # _____

A4.5 FIRST AID KIT INSPECTION FORM

A/C MAKE/MODEL_____ N_____ S/N_____A/C HOURS_____

EQUIP. MAKE & MODEL_____ S/N_____DATE_____

To be accomplished every twelve (12) calendar months.	Inspector
Remove kit from mounting bracket.	
Inspect First Aid Kit for condition of contents and completeness. Replace any item indicating deterioration that has been removed or expired.	
Seal First Aid Kit I/A/W page 2 paragraph 5 & page 6 paragraph 16 of this Appendix.	
Reinstall First Aid Kit in the mounting bracket and inspect fastener for condition, operation and security.	

An entry shall be made in the aircraft or equipment records in accordance with 14 CFR Part 43.11 and on this form. A tag shall also be affixed to the First Aid Kit with the date, signature and certificate number of the person completing the inspection.

I certify the First Aid Kit(s) has/have been inspected in accordance with the procedures contained in the Jet Linx Aviation Corporation Emergency Equipment Inspection Program and is/are approved for return to service as airworthy.

Date _____A/C time _____ Next Due _____

Signed _____Cert. # _____

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A5 AVIONICS INSPECTION PROGRAM

1. Introduction

This inspection program provides for the continuing inspection and maintenance of the avionics equipment used in Jet Linx Aviation Corporation aircraft in 14 CFR Part 135 operations. This equipment shall be maintained in a constant state of airworthiness. This inspection program supplements all maintenance programs approved for use by Jet Linx Aviation. Depending on current approvals granted by the administrator, this could include any of the following programs: 100 hour/annual inspection, Approved Aircraft Inspection Program (AAIP), Continuous Airworthiness Maintenance Program (CAMP) and the Manufacturers Maintenance Programs (14 CFR Part 91.409(F) (3)) as applicable.

When the aircraft manufacturer establishes inspection criteria for the installed avionics, it shall take precedence over all others. In absence of a manufacturers recommended program the criteria established by this inspection program shall apply

The following information shall be used as reference material in conjunction with this program:

1. Manufacturers Maintenance Manual for the product involved.
2. Service Bulletins, Service Letters and/or Service instruction.
3. Federal Aviation Regulations
4. Airworthiness Directives
5. FAA Advisory Circular 43.13-1B

2. Program Responsibilities

The Director of Maintenance for Jet Linx Aviation shall be responsible for this program. They may delegate this authority to any qualified assistant as necessary, but shall retain overall responsibility. It shall be the duty of the Director of Operations to ensure compliance with this program.

3. Inspection Program

The inspection intervals are based upon calendar times. If the inspection item requires an annual inspection, or other calendar time interval, it shall be considered due at the end of the month determined by the inspection interval.

4. Personnel Qualifications

Only appropriately rated Technicians shall accomplish inspections of Section Two (2) and Section Three (3) of this program. Section One (1) will be accomplished in accordance with Paragraph 11 of this program.

5. Inspection record

All inspections accomplished under Jet Linx Aviation's Avionics Inspection Program shall be recorded on the inspection guides found in this program by the person performing the inspection. Jet Linx Aviation inspection guides contain the minimum requirements.

Copies of completed inspection forms/guides and discrepancy reports shall be retained with the permanent aircraft maintenance records in accordance with 14 CFR Part 43.9 and 91.417.

All inspections shall be recorded on a Jet Linx Aviation records form or computer generated log page. When completed, these forms shall be forwarded to the Director of Maintenance for Jet Linx Aviation or their delegate and shall be retained with the permanent aircraft maintenance records.

6. Discrepancies

All discrepancies found during Section Two and Section Three inspections shall be recorded on the appropriate form or other forms containing the same data as the Jet Linx Aviation form.

Discrepancies found during accomplishment of Section One shall be recorded on the appropriate Jet Linx Aviation form.

7. Overhaul or Major Repairs

Only the manufacturer of the equipment or a properly certified and rated FAA Approved Repair Station shall accomplish overhauls or Major Repairs of avionics equipment and perform the certification tests required by Section 3 of this program.

8. Implementation of Program

Persons conducting the Jet Linx Aviation 14 CFR Part 135 Aircraft Compliance Inspection shall review the maintenance records and inspect the equipment to the extent necessary to ensure that the avionics equipment meets the requirement of this program and the Federal Aviation Regulations.

9. Definitions

Captain: The captain is the pilot-in-command. He may delegate his duties to any qualified First Officer, but he retains overall responsibility.

Check: Examinations in the form of comparisons with stated standards for the purpose of verifying condition, accuracy and/or tolerances.

Visual Check: (VC) A visual check is an observation to determine that an item is fulfilling its intended purpose. It does not require quantitative tolerances. This is a failure finding task

Operational check: (OC) An operational check is a task to determine that an item is fulfilling its intended purpose. It does not require quantitative tolerances. This is a failure finding task.

Functional check: (FC) A quantitative check to determine if one or more functions of an item check performs within specified limits.

Inspection: Utilizing acceptable methods, techniques and practices to determine physical, operational or functional condition and defects.

Maintenance: Maintenance as defined in 14 CFR Part 1 means: “Inspection, overhaul, repair, preservation and the replacement of parts, but excluding preventive maintenance.”

Technician: May be a Mechanic who holds an airframe and powerplant rating or a repairman at a certificated repair station and has received prior training or having prior experience on the use of the type test equipment used for the task performed.

10. Avionics Inspection

The installed avionics equipment will be inspected at intervals established by this program or as specified by the equipment manufacturer or by FAR's. This program consists of visual, functional and operational checks of the avionics installed in the aircraft (in situ) using calibrated test equipment. Items referenced with an asterisk (*) require calibrated equipment for functional check.

Manufacturer's manuals and specifications will be used while performing these visual and functional checks. In accordance with 14 CFR 91.411/91.413, Part 43 Appendix E & F, shall be accomplished at the time intervals as required by the FAR's.

The intent of this visual and functional test is to test the aircraft's complete system to insure that the system is functioning properly in all aspects in conformance with minimum acceptable operational specifications. The VOR systems will be calibration checked every twelve (12) months in accordance with paragraph 11 of the avionics inspection program.

All discrepancies noted shall be corrected or deferred in accordance with the approved MEL before the aircraft is returned to service.

11. VHF Omni-Directional Range (VOR)

The VOR systems will be operationally checked every thirty (30) days as required by 14 CFR Part 91.171. Only a technician may perform the VOR check using a radiated signal from a radio repair station. A pilot may perform the VOR checks using the other approved methods that are provided by and published by the FAA. The pilot performing the operational check shall record the results on the VOR/VOT check log located on board the aircraft.

Federal Aviation Regulations (14 CFR Part 91.171) provides for certain VOR equipment accuracy prior to flight under instrument flight rules. To comply with this requirement the FAA has provided pilots and technicians with the following means of checking VOR receiver accuracy.

a. VOT or a radiated test signal from a certified radio repair station.
b. Certified airborne checkpoints.
c. Certified checkpoints on the airport surface.

The FAA provides VOR test facilities (VOT) which transmit a test signal as a convenient means to determine the operational status and accuracy of a VOR receiver while on the ground where a VOT is located. The airborne use of VOT is permitted; however, its use is strictly limited to those areas/altitudes specifically authorized in the Airport Facility Directory (A/FD) or appropriate supplement.

To use the VOT service, tune in to the VOT frequency on your VOR receiver. With the Course Deviation Indicator (CDI) centered, the omni-bearing selector should read zero (0) degrees with the to/from indication showing “from” or the omni-bearing selector should read 180 degrees with the to/from indication showing “to”. If the VOR receiver operates an RMI (Radio Magnetic Indicator), it will indicate 180 degrees on any omni-bearing selector (OBS) setting.

Calibration of the aircraft VOR receivers by an authorized repair facility is required to re-calibrate the receiver to the manufacturer’s specifications every twelve (12) months. An appropriately rated and certified repair station only may perform this check. If a receiver’s Automatic Gain Control or modulation circuit deteriorates, it is possible for it to display acceptable accuracy and sensitivity close to the VOR or VOT and display out of tolerance readings when located at greater distances where weaker signal areas exist. The likelihood of this deterioration varies between receivers, and is generally considered a function of time.

A radiated VOR test signal from an appropriately rated radio repair station serves the same purpose as an FAA VOR signal and the check is made in much the same manner as a VOT with the following differences:

a. The frequency normally approved by the FCC is 108.0 MHz.
b. Repair Stations are not permitted to radiate the VOR test signal continuously; consequently, the technician must arrange with the repair station to have the test signal transmitted. This service is not provided by all radio repair stations. The technician must determine which repair station in the local area provides this service. A representative of the repair station transmitting the signal must make an entry into the aircraft logbook or other permanent record certifying to the bearing transmitted and the date of transmission. An appropriately rated technician will accomplish the necessary checks in the aircraft and make a logbook entry stating the results. It is necessary to verify which test radial is being transmitted and whether you should get a “to” or “from” indication.

12. ALTIMETERS AND TRANSPONDERS

The Altimeter(s) and Transponder(s) shall be inspected, tested and certified in accordance with 14 CFR 91.411/91.413, Part 43 Appendix E & F, every twenty four (24) calendar months, as required by regulations. The certification must be recorded in the aircraft permanent records.

Any time any component of the altimeter or transponder system has been removed, replaced or repaired, a correlation check will be performed in accordance with 14 CFR Part 91.411/91.413, Part 43 Appendix E & F, and certification completed.

NOTE: Some aircraft manufacturers have determined that the removal and replacement of components utilizing quick disconnects and associated fittings, when properly connected, will not require a leak check. While this approach may allow the aircraft to meet static system certification standards when properly connected, it does not always ensure the integrity of the fittings and connectors, nor does it confirm system integrity during component replacement and reconnections. Therefore, a system leak shall be accomplished any time a quick disconnect static line is broken.

Anytime the pitot/static system is blocked to facilitate testing, an entry shall be made in the repair station work order or Jet Linx Aviation discrepancy form indicating the condition. The entry will be cleared after the work is completed to insure that tape, moisture resistant paper, covers and caps/plugs installed for the test are removed from the sensory areas.

13. EMERGENCY LOCATOR TRANSMITTER (ELT)

The ELT shall be inspected and tested in accordance with 14 CFR Part 91.207

Avionics Inspection Program (continued)

A/C MAKE:	A/C MODEL:
N#	S/N
TOTAL TIME:	TOTAL LANDINGS:
DATE:	

INSTRUCTIONS:

The intent of this visual, operational and functional test is to insure that the aircraft's complete avionics system as installed in the aircraft (in situ) is in airworthy condition and in compliance with the Federal Aviation Regulations. This inspection is a three part inspection:

Section One of this inspection program requires the VOR system to be calibrated in accordance with manufacturer's tolerances. The VOR system calibration will be checked every twelve (12) months by a qualified technician at an appropriately rated repair station. VOR systems performance will be recorded on the form provided in this inspection program. Section One also provides for the test of the ELT system as required by 14 CFR Part 91.207.

Section Two provides testing to determine avionics system performance, pitot probe general condition and information intended in determining the depth of inspection required on the equipment checked. The technician shall review the aircraft records for recent replacement or maintenance of avionics equipment. The technician shall comply with all steps in Section Two as applicable. The technician will use the form provided in this inspection program to record the requirements of Section Two. The general performance of the avionics systems will be checked every 24 months.

Section Three provides for inspection of the altimeters, transponders and/or encoders in accordance with 14 CFR Part 91.411/91.413, 14 CFR Part 43 Appendix E & F, as required by 14 CFR Part 91. At the bi-annual re-certification, a complete re-certification must be performed in accordance with 14 CFR Part 91.411/91.413, 14 CFR Part 43 Appendix E & F. The technician will use the form provided in this inspection program to record the requirements of Section Three. The inspection of the altimeters, transponders and/or encoders in accordance with 14 CFR Part 91.411/91.413 14, CFR Part 43 Appendix E & F is required every 24 months. Only an appropriately rated repair station using calibrated test equipment as required must perform Section Three.

NOTE: Do not exceed the aircraft airspeed and altitude limitations. Perform pitot/static leak check in accordance with the aircraft manufacturer's maintenance manual.

NOTE: Inspection intervals for the Section One, Two and Three are aircraft specific and may vary from those listed in the example form.

In the technician block provided for all inspections, the technician will print their name, or a repair stations approved method of sign off, and indicate Pass, Fail or NA (not applicable) for each item. **Initials will not be accepted. All items that fail will be transferred to a maintenance discrepancy form for repair action. Behind each section (One, Two, & Three) of this inspection program, the person performing the work and the person inspecting the work will provide all information in the space provided on the sign- off form.**

A5.1 SECTION ONE

TO BE PERFORMED EVERY 12 MONTHS

Item	Description	PASS	FAIL	N/A
1.	Calibration check #1 VHF NAV: VOR NAV test: Check TO/FROM and LEFT/RIGHT Enter Deviation: _____ Check Location: _____ Date: _____ Bearing Transmitted: _____			
2.	Calibration check #2 VHF NAV: VOR NAV test: Check TO/FROM and LEFT/RIGHT Enter Deviation: _____ Check Location: _____ Date: _____ Bearing Transmitted: _____			
3	OC ELT: If installed, Check in accordance with 14 CFR Part 91.207. Each emergency locator transmitter required by paragraph (a) of 14 CFR Part 91.207 must be inspected within 12 calendar months after last inspection for- 1) Proper installation; 2) Battery corrosion; 3) OC controls and crash sensor; 4) OC signal radiated from its antenna Battery EXP Date (does not apply to water activated batteries) ___/___/____			
4	Check compliance with Manufacturer's or STC holder's RVSM inspection requirements.			

Note: The VOR calibration may only be performed, recorded and signed by a qualified technician at an appropriately rated repair station.

Section One

A/C MAKE:	A/C MODEL:
A/C S/N	N#
TOTAL TIME:	TOTAL LANDINGS:

I certify Section One of the Jet Linx Aviation Avionics Inspection Program has been accomplished and all applicable equipment was tested and/or inspected in accordance with the instructions contained in the Jet Linx Aviation Avionics Inspection Program and the aircraft/ equipment manufacturer's maintenance procedures and is/are approved for return to service as airworthy.

Date _____

Technician _____ (signature) _____

Certificate Type and Number _____ _____

A5.2 SECTION TWO

TO BE PERFORMED EVERY 24-MONTHS

Item	Description	PASS	FAIL	N/A
1.	OC AUTOPILOT: All Modes, Annunciators, Servo Engage/Override, Flight Director Coupler.			
2.	OC #1 YAW DAMPER: Test, Servo Engage/Override.			
3.	OC #2 YAW DAMPER: Test, Servo Engage/Override			
4.	OC #1 DIRECTIONAL GYRO: Flag, Fast/Slow Slaving.			
5.	OC #2 DIRECTIONAL GYRO: Flag, Fast/Slow Slaving.			
6.	OC MAGNETIC COMPASS: Lighting, Correction Card.			
7.	OC #1 RMI: Flag, Slaving and VOR/ADF Needle Function.			
8.	OC #2 RMI: Flag, Slaving and VOR/ADF Needle Function.			
9.	OC #1 VERTICAL GYRO: Flag, Fast Erect.			
10.	OC #2 VERTICAL GYRO: Flag, Fast Erect.			
11.	OC #3 VERTICAL GYRO (standby): Flag, Fast Erect.			
12.	OC EMERGENCY ATTITUDE: Battery and Annunciators. Check proper use of both normal and emergency power.			
13.	OC Turn and Bank Indicators.			
14.	OC Pilots Flight Director: Test, Annunciators, Mode Functions.			
15.	OC Co-Pilots Flight Director: Test, Annunciators, Mode Functions.			
16.	FC Glide Slope using calibrated equipment: Centered_____ Up Half Scale_____ Up Half Scale_____ Down Half Scale_____ Down Full Scale_____ Check NAV Audio_____			
17.	OC LORAN-C: Test, Annunciators, HSI/CDI Switching, Station Reception Q #1_____ #2_____#3_____			
18.	OC GPS: Test, Annunciators, HSI/CDI Switching, Satellite Reception Q #1_____ #2_____#3_____			
19.	OC H.F. Comm.: Test, Transmit, Receive, Side Tone, Squelch. For Collins radios, call (319)395-2345 for H.F. test frequency. For King radios, call (800)257-0276 for H.F. test frequency.			
20.	OC #1 ADF: Test, Audio.			
21.	OC #2 ADF: Test, Audio.			
22.	OC Radar Altimeter: Test, DH Light, Flag, Needle.			
23.	OC Weather Radar: Test, Tilt, Return Targets, Stabilization.			
24.	OC #1 Comm.: Test, Transmit, Receive, Side Tone, Squelch.			
25.	OC #2 Comm.: Test, Transmit, Receive, Side Tone, Squelch.			
26.	OC Pilot's Audio Panel: Mic, Audio, Phones, Speaker, Side tone, Interphone, PA			
27.	OC Co-Pilot's Audio Panel: Mic, Audio, Phones, Speaker, Side tone, Interphone, PA			

Item	Description	PASS	FAIL	N/A
28.	FC RNAV: Offset VOR/DME 10 miles: Check Distance Display, Check TO/FROM and LEFT/RIGHT using Course Selector. Check Annunciation and HIS/CDI Switching using calibrated equipment.			
29.	OC #1 DME: Check Distance, 5 Miles_____ 20 Miles_____50 Miles_____ Check Audio.			
30.	OC #2 DME: Check Distance, 5 Miles_____ 20 Miles_____50 Miles_____ Check Audio.			
31.	OC CVR Underwater Locator Beacon:_____ Battery Due date____/____/____Ping Test Due____/____/____			
32.	OC Cockpit Voice Recorder: Test, Mic, Audio (area mic, pilot audio, co-pilot audio)			
33.	OC Marker Beacon: Test, Audio, Lights.			
34.	OC Check Antennas: Cracks, Broken or Leaking Sealant.			
35.	OC Inspect Pitot probes for general condition, damage and/or erosion. Note: If any erosion or damage of the probe is present, inspection limit criteria must be obtained from the probe manufacturer. This criterion must be attached and returned with this inspection.			
36.	OC Check Instrument Panel Lighting.			
37	OC Instrument Panels: Scratches, Placards, General Condition.			
38	OC Instruments: Cracked or Broken Glass, General Condition.			
49.	OC Overlays: Cracks, Broken Overlays, Lettering, Placards.			
40.	OC Clocks: Set and Prepared for Operation.			
41.	If aircraft is equipped with INS avionics system, perform maintenance test in accordance with manufacturer's sub-system check.			
42.	OC E.F.I.S. system: Perform manufacturer's system sub-system tests.			
43.	OC AHRS system: Perform manufacturer's system sub-system tests.			
44.	OC Flight Management System: FMS Software Version:_____			
45.	Verify the avionics and RVSM air data components are properly installed and operational.			
46.	Perform annual inspection of RVSM air data equipment. Reference the appropriate manufacturers or STC holder's documentation. **NOTE: Verify the manufacturers or STC holder's data used to perform this inspection is the most current revision.**			

Section Two (continued)

A/C MAKE:	A/C MODEL:
A/C S/N	N#
TOTAL TIME:	TOTAL LANDINGS:

I certify Section Two of the Jet Linx Aviation Avionics Inspection Program has been accomplished and all applicable equipment was tested and/or inspected in accordance with the instructions contained in the Jet Linx Aviation Avionics Inspection Program and the aircraft/ equipment manufacturer's maintenance procedures and is/are approved for return to service as airworthy.

W.O. # _____

Date _____

Work Performed by _____ (signature) _____

Certificate type and number: _____ _____

Work Inspected by _____ (signature) _____

Certificate type and number: _____
I have inspected the aircraft and have determined that all materials used to block or plug the pitot / static system have been removed and the system is free and clear of all obstruction.

Technician _____

Date _____ Certificate _____

A5.3 SECTION THREE

To Be Performed Every 24-Months

Item	Description	Technician		
	Note: Check Aircraft records for compliance with 14 CFR Part 91.411/91.413, 14 CFR Part 43 Appendix E & F. If complied with record due date. If due comply with 14 CFR Part 91.411/91.413; 14 CFR Part 43 Appendix E & F.	PASS	FAIL	N/A
1.	Perform Altimeter Systems test per 14 CFR Part 91.411; 14 CFR Part 43, Appendix E. Pilots System: Date Complete:_____ Date Due:_____ Co-Pilots System: Date Complete:_____ Date Due:_____ Remove all moisture resistant paper, tape, or other means used to block static ports and tubes during test. Name:_____ Certificate:_____			
2.	Perform Transponder test per 14 CFR Part 91.413; 14 CFR Part 43, Appendix F. Complied with. #1 System: Date Complete:_____ Date Due:_____ #2 System: Date Complete:_____ Date Due:_____			
3.	Conduct a visual inspection of the RVSM critical region. Date Complete:_____ Date Due:_____ NOTE: Verify the manufacturers or STC holder's data used to perform this inspection is the most current revision.			

Section Three (continued)

A/C MAKE:	A/C MODEL:
A/C S/N	N#
TOTAL TIME:	TOTAL LANDINGS:

I certify Section Three of the Jet Linx Aviation Avionics Inspection Program has been accomplished and all applicable equipment was tested and/or inspected in accordance with the instructions contained in the Jet Linx Aviation Avionics Inspection Program and the aircraft/ equipment manufacturer's maintenance procedures and is/are approved for return to service as airworthy.

W.O. # _____

Date _____

Work Performed by _____ (signature) _____

Certificate Type and Number _____ _____

Work Inspected by _____ (signature) _____

Certificate Type and Number _____ _____

I have inspected the aircraft and have determined that all materials used to block or plug the pitot / static system have been removed and the system is free and clear of all obstruction.

Technician _____

Date _____

Certificate _____

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A6 APPROVED VENDOR LIST FOR AIRCRAFT OF 10 OR MORE CAPACITY

Applies to aircraft maintained under a Continuous Airworthiness Maintenance Program

Jet Linx Aviation maintains an Approved Vendor List under separate cover. It contains a list of persons with whom it has arranged for the performance of any of its required inspections, other maintenance, preventive maintenance, or alterations, including a general description of that work. It is intended to list vendors that Jet Linx Aviation intends on using multiple times.

Approving of those vendors is accomplished by completion of Chapter 34 of the Jet Linx Aviation General Maintenance Manual.

In ‘emergency’ or single use situations, vendors will be qualified and their records maintained as explained in Chapter 9 of the Jet Linx Aviation General Maintenance Manual.

The Quality Manager or their delegate develops, maintains and administers the Approved Vendor List for Aircraft of 10 or More Capacity.

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A7 AIRCRAFT CONFORMITY ACCEPTANCE GUIDE

INSTRUCTIONS
ADDING AN AIRCRAFT TO AIR CARRIER OPERATIONS

To add an aircraft to Jet Linx Aviation, LLC ("Jet Linx"), an air carrier operation (#9JLA), Jet Linx will complete the following steps:

1. Decide the kinds of operations you intend with the aircraft and prepare a written statement showing that the aircraft and its equipment conforms to the requirements of §135.25(a), including registration, current airworthiness certification, identification, and current airworthy condition. Jet Linx will also show that it meets the requirements for all intended operations.

2. Provide copies of the documents prepared in section 1 to the FSDO and receive Operations Specifications Paragraph D085 and any other Operations Specifications that may be required.

3. Comply with §135.63(a)(3) by adding the aircraft, including the kinds of operations authorized for the aircraft, to your official control-listing of aircraft used or available for use in air carrier operations.

The following documents provide a means to record compliance and provide the information needed to issue all necessary Operations Specifications. Prior to being operated by Jet Linx under its 14 CFR Part 135 Air Carrier Certificate #9JLA375M; an aircraft will have the following document completed. Whenever possible the applicable portions of the checklist shall be accomplished by Jet Linx technicians, however the completion of the checklist may be accomplished by any person approved by the Director of Maintenance or their delegate. The checklist provides a method of recording pertinent aircraft, systems and component information. It also includes statements of completion as well as a method of recording unsatisfactory items and their correction.

"SECTION 1" INFORMATION IS REQUIRED. Use any method that provides complete and accurate information. Section 1 provides Jet Linx Aviation a means to provide the FSDO the information it needs to issue the appropriate Operations Specifications. After completion, record any deficiency on the included discrepancy form Table 5. This will allow for tracking of its correction. The Director of Maintenance or their delegate should be informed of any noted deficiencies as soon as possible in order to avoid a delay in placing the aircraft into service.

"SECTION 2" is to be completed prior to entry of aircraft into service on Jet Linx's certificate. The Director of Maintenance or their delegate will review the guide for completion, verify all discrepancies have been resolved, and then sign the certification statement contained within the guide indicating that the aircraft is able to be operated on Jet Linx's air carrier certificate.

ACCURACY IS IMPORTANT: The **Director of Maintenance** should complete the document in consultation with the **Director of Operations**. The **Director of Maintenance** should sign the statement at the end of Section 1 signifying complete and accurate technical information. Consult with qualified specialists as needed for special operations or special means of navigation. Technical errors or omissions can cause unnecessary delays to completion of the project.

SECTION 1 OPERATOR AND AIRCRAFT INFORMATION

OPERATOR: **Jet Linx Aviation, LLC** CERTIFICATE NUMBER: **9JLA375M**

1.1 AIRCRAFT GENERAL

Aircraft Make		Model Number		Serial No		Registration No.	
Type Cert #		Seats approved		Noise stage		Base airport	

Aircraft total hours			Aircraft total landings		
Engine 1 Serial #		Engine 2 Serial #		Engine 3 Serial #	
Engine 1 hours		Engine 2 hours		Engine 3 hours	
Engine 1 cycles		Engine 2 cycles		Engine 3 cycles	
APU hours		APU cycles		Air cond. hours	

1.1.1 AIRCRAFT DOCUMENTS

Airworthiness Certificate Date		FCC Radio Station License Date	
Registration Certificate Date		Registration Certificate	PERM / TEMP (circle one)
Aircraft Flight Manual Rev No.		Aircraft Flight Manual Rev Date	
Pilot's Operating Handbook Rev No		Pilot's Operating Handbook Rev Date	
Quick Reference Handbook Rev No		Quick Reference Handbook Rev Date	

1.1.2 REGISTERED OWNER

Name			
Address			
City-St-Zip			

1.1.3 CONTACT INFORMATION

Director of Maintenance	**Anthony W. Boatwright**	Phone	(402)-315-1026
		Email	tboatwright@jetlinx.com
		Fax	(202)-403-0545
Director of Operations	**Michael D. Kopp**	Phone	(402)-991-8013
		Email	mkopp@jetlinx.com
		Fax	(202)-330-4525

1.1.4 DOCUMENTS REQUIRED AT FAA SUBMISSION

☒ Document Included	Not Applicable ☒	☒ Document Included	Not Applicable ☒
☐ Minimum Equipment List (MEL) /revision	☐	☐ Approved Aircraft Inspection Program	☐
☐ Maintenance Program / Revision	☐	☐ Other (list)	☐
☐ Copy of aircraft lease, letter of intent, or other agreement	☐	☐ Continuous Airworthiness Maintenance Program (CAMP; 10 or more)	☐
☐ Operations Manual / Revisions	☐	☐ Approved de-Icing Procedures / Revision	☐

1.1.5 INTENDED KINDS OF OPERATIONS

Cargo Only (Never Passengers)	Maximum Passenger Seating Capacity	Day Only	Day/Night
☐ Yes ☐ No		☐ Yes ☐ No	☐ Yes ☐ No

1.1.6 AREAS OF OPERATION

Operations Outside the Contiguous United States: If YES, list each country and oceanic area of operation.	Yes ☒	No ☐
Enter "No change to B050" if appropriate		
No change to B050.		

1.2 AIRCRAFT OPERATIONS

Instructions

☐ 1. Check the box to the left of its description, If you want an operation described.

☒ 2. Then, look to see if a ✓ appears to the right of the operation under "Procedures" and/or "Training/Skill" and revise/review the JLA operating procedures and training manual.

1.2.1 GENERAL

☐ Conduct certain FAR 135 operations in accordance with flight and rest time limitations under §135.261 through §135.273.	✓		A033

1.2.2 FLIGHT CREW TRAINING

☐	Make arrangements with training centers and other organizations for certificate holder training in accordance with §135.324. If applicable, provide the FAR 142 Training Center information below or attach a list with the indicated information. **Name**: Flight Safety International; **Certificate number**: UJFX071K; **Address**: Various; **Course name(s)**: Initial/Transition/ Upgrade/ Recurrent/ Requal				✓		A031
☐	Use an approved computer-based flight Crew recordkeeping system for FAR 135 operations				✓		A025
☐	Use an autopilot in lieu of a second-in-command. Provide the following Autopilot Make/Model: _____ Date Installed : _____					✓	A015
☐	Furnish a copy (cover page only) of the Flight Manual Supplement that identifies the aircraft and the autopilot.					✓	A015
☐	Furnish a copy of the FAA Form 337 showing the installation data, unless the autopilot is aircraft manufacturer installed,.					✓	A015

1.2.3 ICING

☐	Conduct a pretakeoff contamination check during ground icing conditions for Part 135 Operators.	✓	✓	A041
☐	Conduct Part 135 airplane operations without a deicing/anti-icing procedure.	✓	✓	A042
☐	Determine ground icing conditions for the purpose of flight [using an approved deicing/anti-icing procedure IAW §135.227(b)(3)].	✓	✓	A023

1.2.4 SPECIAL OPERATIONS

☐	Conduct airplane air ambulance operations Part 135.	✓	✓	A024
☐	Conduct Land and Hold Short Operations (LAHSO) at designated airports and specified runway configurations as identified by Air Traffic Services in Notice 7110.118, Appendix 1.	✓	✓	A027
☐	Conduct Single Engine IFR (SE-IFR) Passenger-Carrying Operations Under Part 135.	✓	✓	A046
☐	Conduct special en route IFR operations in Class G airspace.	✓	✓	A014
☐	Conduct data link communications using FAA-certified data link communication systems	✓	✓	A056
☐	Conduct flight operations using Automatic Dependent Surveillance-Broadcast Out	✓	✓	A153

1.3 ENROUTE

Complete section titled, “AREA or Long Range NAV Systems; §135.165 in paragraph 8.13

☐	IFR Enroute Operations.		✓	B032

1.3.1 CLASS I NAVIGATION

☐	Using an area navigation system certified under one or more of the following Advisory Circulars: AC 90-45A, AC 20-130A, AC 20-138A & B.	✓	✓	B034
☐	In the U.S. Class A airspace using an area or long-range navigation system.	✓	✓	B035

1.3.2 CLASS II NAVIGATION

☐	Conduct using (dual) long-range navigation systems (LRNS).	✓	✓	B036
☐	Conduct using (single) long-range navigation system (S-LRNS).	✓	✓	B054
☐	Conduct extended overwater operations using a single long-range communication system (S-LRCS).	✓	✓	B045
☐	Conduct operations in Central East Pacific (CEP) airspace.	✓	✓	B037
☐	Conduct operations in North Pacific (NOPAC) airspace.	✓	✓	B038
☐	Conduct operations in North Atlantic minimum navigation performance specifications (NAT/MNPS) airspace.	✓	✓	B039
☐	Conduct operations in areas of magnetic unreliability.	✓	✓	B040

1.3.3 RVSM

☐	Conduct operations in reduced vertical separation minimum (RVSM) airspace.	✓	✓	B046

1.4 TERMINAL AREA OPERATIONS

☐	Conduct terminal instrument operations using specific procedures and landing minima for airplanes.	✓	✓	C051
☐	Conduct Basic Instrument Approach procedure authorizations – all airports		✓	C052
☐	Conduct straight-in Category I approach procedures other than ILS, MLS, or GPS with specific IFR landing minimums for airplanes at all airports.		✓	C053
☐	Conduct IFR approach procedures using special IFR landing minimums for airplanes.		✓	C054
☐	Use IFR Takeoff Minimums, FAR 135 Airplane Operations - All Airports.		✓	C057
☐	Conduct foreign terminal instrument procedures with special restrictions for airplanes.		✓	C058
☐	Conduct nonscheduled passenger and/or all-cargo, special terminal area IFR airplane operations in Class G airspace and at airports without an operating control tower.		✓	C064
☐	Use powerplant reversing systems for rearward taxi in specific airplane operations.	✓	✓	C065
☐	Conduct turbojet airplane operations with tailwind components in excess of 10 knots but not to exceed 15 knots.		✓	C066
☐	Conduct turbojet airplane takeoff operations with tailwind components of 10 knots or less.		✓	C069
☐	Engage the autopilot after takeoff and initial climb at an altitude lower than specified for en route operations by §135.93 (a).		✓	C071
☐	Conduct engine-out departure procedures with approved 10-minute takeoff thrust time limits.		✓	C072
☐	Conduct airplane Category I, ILS, MLS, or GLS approach procedures with specific IFR landing minimums.	✓	✓	C074
☐	Conduct airplane circle-to-land approach maneuvers using IFR Category I landing minimums.	✓	✓	C075
☐	Conduct airplane contact approaches using IFR Category I landing minimums.	✓	✓	C076
☐	Conduct certain Part 135 turbojet operations in the terminal area using visual flight rules.	✓		C077
☐	Conduct takeoffs in weather minimums below Category I takeoff minimums for FAR 135 airplane operations.	✓	✓	C079

1.4.1 RNAV

☐	**Conduct airplane operations using published RNAV (VOR/DME) instrument approach procedures with an area navigation system.**	✓	✓	C063

1.4.2 VNAV

☐	**Conduct IFR airplane approach procedures using vertical navigation (VNAV) utilizing a published MDA as a DA(H).**	✓	✓	C073

1.5 MAINTENANCE PROGRAM

1.5.1 CAMP: §135.411 (A)(2) AND §135.423

☐	Conduct continuous airworthiness maintenance programs. (CAMP) (required for 10-or-more passenger aircraft operators, optional for all others).	✓	✓	D072
☐	Use the provisions of contractual agreements limited to specific maintenance functions.	✓		D078
☐	Conduct ferry flights under special flight permits with continuing authorization.	✓	✓	D084
☐	Use maintenance time limitations for operators without a reliability program.	✓		D089

1.5.2 AAIP: §135.419

☐	Use an approved aircraft inspection program (AAIP).	✓	✓	D073

1.5.3 RVSM

☐	Use an approved maintenance program for listed airplanes used in operations in designated RVSM airspace.	✓	✓	D092

1.5.4 MEL: §135.179

☐	Use an approved minimum equipment list (MEL). Inoperable instruments and equipment:	✓	✓	D095

1.5.5 NINE OR LESS PAX SEATS: §135.411 (A)(1)

☐ Annual & 100 Hour Inspections §91.409(a) & (b)	☐ Additional maintenance requirements of §135.421 applicable for aircraft engine, propeller, and propeller control (governor).			D101
☐ Progressive Inspections Part §91.409 (d)	☐ Additional maintenance requirements of §135.421 applicable for single engine IFR.	✓	✓	D103
☐ Manufacturers Program §91.409 (f3)	☐ Additional maintenance requirements of §135.421 applicable for emergency equipment.			D104

1.6 ADDITIONAL REQUIRED AIRCRAFT INFORMATION

AIRCRAFT: Enter the Aircraft Maintenance Publication & CAMP Document, if required.		Aircraft Maintenance Manual No.			
		Revision Level			
		Revision Date			
ITEM	**Make& Model**	**Maintenance/ Overhaul Document ID or Part Number (Note 1)**	**Time In Service Document ID or Part Number (Note 2)**	**Time Since Overhaul**	**Time in Service Interval**
ENGINE 1					
ENGINE 2					
ENGINE 3					
PROPELLER 1					
PROPELLER 2					
PROPELLER GOVERNOR 1					
PROPELLER GOVERNOR 2					
PRIMARY GOVERNOR					
OVERSPEED GOVERNOR					

NOTICE: Part numbers and document numbers must be complete and accurate.

NOTE 1. Please enter the exact name and identification or part number of the publication(s), including revision level, under which the item will be maintained (normally these are the airframe and the engine, propeller, and governor service manuals).

NOTE 2. Please identify the manufacturer's publication(s) by exact number and title that specify the overhaul /replacement time, or time-in-service interval for the item. This is often a service bulletin.

1.6.1 ALL MAJOR ALTERATIONS THAT CURRENTLY APPLY TO THE AIRCRAFT

Use additional copies of this page as needed.

	Instructions for Continued Airworthiness			
		Field Approval		
			Flight Manual Supplement	
DATE 337 block 7	Apply (Yes or No)	in Block 3 Yes or No	Required Yes or No	Brief Description of the Major Alteration
Obtain copies of all Instructions for Continued Airworthiness that currently apply.				☐

1.7 INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

List all ICA documents that currently apply

Document description	Document Number	Document Source

1.7.1 FLIGHT MANUAL SUPPLEMENTS

List all Flight Manual Supplements that currently apply & verify their presence in the Aircraft Flight Manual

Document description	Document Number	Document Source

1.7.2 PRESSURE CYLINDERS, SPHERES INSPECTION & SCRAP INFORMATION

Portable oxygen, primary oxygen, portable fire extinguisher, engine fire extinguisher, emergency gear.

Part Number	Part Name	Mfg. Date	Applicable limitations	Current Due Dates

1.8 ALL AIRCRAFT

Instructions For Completion

Refer to Part 135 Subpart C, Aircraft and Equipment, and Part 91, as applicable, for the specific requirements of the items listed below

☒ **Check the box to indicate that it meets the requirements of the regulation. Provide all additional information indicated.**

1.8.1 EMERGENCY EQUIPMENT

§91.207	**Emergency Locator Transmitter**						
	Make/ Model	/	**ELT Type**		**ELT Test Date**		**Battery Expiration**	
	Hexadecimal Code						
§135.157	**Oxygen System**						
	☐ Meets all capacity requirements						
§135.167	**Emergency Equipment for Extended Overwater Operations**						
	☐ Life Preserver with Light for each occupant.	**Model**		Vest(s) Part 135 approved ☐			
	☐ Life rafts as specified in §135.167(b) & (c).	**Model**		Raft(s) Part 135 approved ☐			

NOTE 1. Complete Table 1 for each life preserver installed.

NOTE 2. Complete Table 2 for each life raft installed.

NOTE 3. Complete Table 3 for each life raft ELT installed.

1.8.2 ATC TRANSPONDERS

	☒ **ATC Transponder**	**Make & Model**	**Date Installed**
§135.143	**#1**		
	#2		

1.8.3 IFR CERTIFICATION

Date Complied With:	§91.411:	§91.413:

1.8.4 EQUIPMENT REQUIREMENTS: GENERAL

§135.144	☐ List all portable electronic devices intended to be used by the Flight Crew	
§135.147	☐ Dual controls are installed	
§135.149	☐ (a) Altimeter(s): Sensitive & adjustable for barometric pressure	
	☐ (b) Carburetor: Heat/Deice; or ☐ Pressure Carburetor: Alternate air source	
	☐ (c) For Turbojet airplanes: Third artificial horizon installed according to §121.305(j)	

1.8.5 PERFORMANCE REQUIREMENTS

§135.181	☐ Aircraft operated over-the-top or in IFR conditions
§135.183	☐ Land aircraft operated over water.

1.8.6 EMPTY WEIGHT AND CENTER OF GRAVITY

§135.185	**Date Last Weighed**	

1.8.7 PASSENGER CARRYING UNDER VFR AT NIGHT OR VFR OVER-THE-TOP CONDITIONS

§135.159	☐ (a) Gyroscopic Rate-of-Turn indicator ☐ (b) Slip skid indicator ☐ (c) Gyroscopic bank-and-pitch indicator ☐ (d) Gyroscopic direction indicator	☐ (e) Generators meeting FAR specifications (f) For Night Flight Authorization ☐ Anti-collision light system ☐ Instrument lights ☐ 2 "D" Cell flashlight or equivalent

1.8.8 PASSENGERS UNDER IFR

§135.163	☐ (a) Vertical speed indicator ☐ (b) Free air temperature indicator ☐ (c) Heated pitot tube for each airspeed indicator ☐ (d) Gyroscopic power source indicator or power failure warning indicator	☐ (e) Alternate static source See Order 8340.1a chg 81, app 14, par 34-31 for exceptions ☐ (f) Single-Engine aircraft (Generator/load combination as specified) ☐ (g) Multi-engine aircraft: (two generators loaded as specified) ☐ (h) Two independent sources of energy as specified to power gyroscopic instruments

1.8.9 VFR RADIO AND NAVIGATIONAL EQUIPMENT

	Make/Model		Make/Model
§135.161	**VHF COM 1**		☐ 8.33 KHz Spacing
	VOR NAV 1		☐ FM Immunity

1.8.10 RADIO AND NAVIGATIONAL EQUIPMENT: IFR OPERATIONS

§135.165	**Make/Model** **VHF COM 2** **VOR NAV 2**	☒ two microphones ☒ Marker Beacon Receiver ☒ two headsets or ☒ one headset and one speaker
§135.150	☐ Public address and crewmember interphone systems	

1.8.11 ADDITIONAL EQUIPMENT REQUIREMENTS

		Make/Model	Date Installed
§135.151	☐ Cockpit Voice Recorders	/	
§135.151(d)	☐ Dual Headsets/Boom Mics	/	
§135.152	☐ Flight Data Recorders ☐ **(Meets requirements for 10-or-more seat aircraft per 14CFR 135.152)**	/	
§135.154	☐ Terrain Awareness & Warning System (TAWS) ☐ Class A ☐ Class B	/	
§135.158	☐ Pitot heat indication systems		

1.8.12 ADDITIONAL AIRWORTHINESS REQUIREMENTS

§135.169	**(a) For all large airplanes with a maximum certificated takeoff weight of more than 12,500 pounds**		
	☐ The aircraft is a commuter category airplane, or ☐ meets the additional requirements of §121.213 through 121.283, and 121.307: (SEE NOTE)		
	(b) For Reciprocating-engine airplanes configured for ten-or-more passengers or For Turbo propeller-powered Small Airplanes configured for 10-or-more passengers		
	☐ Meets all applicable conditions specified in 135.169(b) NOTE: Applicants must attach a conformity statement showing compliance with all additional rules indicated in the applicable paragraph above.		
	(c) For all 10-or-more small airplanes		
	State the maximum Passenger seating configuration ___		
	(d) Cargo or baggage compartments: All transport category airplanes type certificated after January 1, 1958		
	☐ Each class C or D cargo compartments is not greater than 200 cubic ft. in volume, or ☐ meets all applicable conditions specified in this 135.169(d)		
§135.170	☐ Materials for compartment interiors		
§135.171	☐ Shoulder harness installation at flight crewmember stations		
§135.173	☐ **Airborne thunderstorm detection equipment requirements**	/	
§135.175	☐ **Airborne weather radar equipment requirements**	/	
§135.177	☐ **Emergency equipment requirements for aircraft having more than 19 passengers**		
§135.180	☐ Traffic Alert and Collision Avoidance System	/ ☐ TCAS I ☐ TCAS II TCAS II Software Version 7.0 ☐ Version 7.1 ☐	
74-08-09	☐ Compliance with Airworthiness Directive 74-08-09	Date:	Aircraft hours:

1.8.13 OPERATIONS SPECIFICATIONS FOR ROTARY WING AIRCRAFT

INSTRUCTIONS

1. If you want an operation described below, check the box to the left of its description.
2. Then, look to see if a ✓ appears to the right of the operation under "Procedures" and/or "Training/Skill" and revise your operating procedures and training manual and prepare to show proficiency as indicated. The FSDO will provide any guidance you request.

☒		Document Requirements	Procedures	Training/ Skill	OPSS Ref Par
☐	Use An Approved Security Program In Helicopter Operations. (to Deplane PAX in sterile areas)		✓	✓	A017
☐	Conduct helicopter air ambulance operations in accordance with CFR 14 Part 135.		✓	✓	A021
☐	Conduct helicopter night vision goggle operations.		✓	✓	A050
☐	Use an approved maintenance program for its helicopter night vision goggle operations.				D093
☐	Use aircraft with nine or less passenger seats with the additional maintenance requirements of 14 CFR Section 135.421 applicable for rotorcraft operations.				D102
☐	Conduct terminal flight operations under instrument flight rules - helicopter.				H101
☐	Conduct operations using basic instrument approach procedures for helicopters.				H102
☐	Conduct Category I IFR landings other than airborne radar approaches - helicopter.		✓	✓	H103
☐	Conduct IFR helicopter en route descent (HEDA) procedures.				H104
☐	Use alternate airport IFR weather minimums - helicopter.				H105
☐	Conduct helicopter operations using standard takeoff minimums under Part 135.				H106
☐	Use special restrictions for foreign terminal instrument procedures - helicopter.				H107
☐	Conduct helicopter Category II operations.		✓	✓	H108
☐	Conduct helicopter Category III operations.		✓	✓	H109
☐	Use flight control guidance systems for aircraft automatic landing operations - helicopter.		✓	✓	H110
☐	Use manually flown flight control guidance systems certified for aircraft landing operations - helicopter.		✓	✓	H111
☐	Conduct helicopter approach operations using an area navigation system.		✓	✓	H112
☐	Conduct nonscheduled passenger and all-cargo (scheduled and nonscheduled) special terminal area IFR rotorcraft operations in Class G airspace.		✓		H113
☐	Use special airport authorizations, limitations, and provisions - helicopter.				H114
☐	Conduct helicopter operations using lower than standard takeoff minimums under Part 135.				H116
☐	Conduct helicopter Category I, ILS, MLS, or GLS approach procedures with specific IFR landing minimums.				H117
☐	Conduct helicopter circle-to-land maneuvers using IFR Category I landing minimums.		✓	✓	H118
☐	Conduct helicopter contact approaches using IFR Category I landing minimums.		✓	✓	H119
☐	Conduct special non CFR Part 97 instrument approach or departure rotorcraft operations specified for the following airports.		✓	✓	H122

1.8.14 AREA OR LONG RANGE NAV SYSTEMS: §135.165

Radio and navigational equipment for Extended Overwater Operation Authorization

	Part Number/Make/Model	SENSORS -- INDICATE ALL	APPROVED FOR
1	/ / Software Version _____ Date Installed	☐ Flight Management System or ☐ NAV Management System ☐ Loran C ☐ GPS ☐ INS/IRS ☐ OTHER ☐ SHORT-RANGE RNAV ☐ VOR/DME or ☐ DME/DME-FMS	☐ Enroute/Terminal ☐ Non-Precision Approaches ☐ Remote/Oceanic ☐ RNP TYPE(s) Time Limits: . ☐ BRNAV ☐ VNAV
2	/ / Software Version _____ Date Installed	☐ Flight Management System or ☐ NAV Management System ☐ Loran C ☐ GPS ☐ INS/IRS ☐ OTHER ☐ SHORT-RANGE RNAV ☐ VOR/DME or ☐ DME/DME-FMS	☐ Enroute/Terminal ☐ Non-Precision Approaches ☐ Remote/Oceanic ☐ RNP TYPE(s) Time Limits . ☐ BRNAV ☐ VNAV
3	/ / Software Version _____ Date Installed	☐ Flight Management System or ☐ NAV Management System ☐ Loran C ☐ GPS ☐ INS/IRS ☐ OTHER ☐ SHORT-RANGE RNAV ☐ VOR/DME or ☐ DME/DME-FMS	☐ Enroute/Terminal ☐ Non-Precision Approaches ☐ Remote/Oceanic ☐ RNP TYPE(s) Time Limits ☐ BRNAV ☐ VNAV

1.8.15 LONG-RANGE COMMUNICATION SYSTEM(S) (LRCS): §135.165:

	Make/Model	LRCS Type	Date Installed
1	/ .	☐ HF ☐ SAT/COM ☐ CPDLC DATALINK ☐ OTHER	
2	/ .	☐ HF ☐ SAT/COM ☐ CPDLC DATALINK ☐ OTHER	
3	/ .	☐ HF ☐ SAT/COM ☐ CPDLC DATALINK ☐ OTHER	

Airworthiness and Operating Limitations; §135.165:

For each item listed above provide the following:

☐ Copies of the portions of the installation approval documents (original Equipment List or FAA Form 337); and

☐ Flight Manual Supplements that show the make and model of the equipment and approval for the requested operation..

Selective Calling Number Code (SELCAL)	-

1.8.16 INSPECTION ITEMS

☒ Check if the item meets all applicable FAR Requirements	
CERTIFICATES AND REGISTRATION	**PASSENGER SAFETY**
☐ The Registration Certificate is on board and current.	☐ All internal cabin placards required by the Type Certificate or the AFM are secure and readable.
☐ The Airworthiness Certificate is on board and current.	☐ Passenger Briefing Cards meet 14 CFR 135 Requirements.
☐ The Radio Station License is on board and current.	☐ Required emergency equipment is on board, properly stowed, and inspected.
	☐ No smoking/Seat belt sign visible from all passenger seat locations
OPERATING LIMITATIONS	**GENERAL AIRWORTHINESS**
☐ FAA Approved Aircraft Flight Manual (AFM) or Pilots Operating Handbook is current, complete, and in serviceable condition.	☐ The aircraft has the proper equipment and approval documentation required by 14 CFR 135 Sub-Part C. All equipment is operating properly.
☐ AFM contains Flight Manual Supplements that are current and applicable to the installed Autopilot/Flight Director, Navigation equipment, and other installed equipment to which a Flight Manual supplement applies.	☐ All external placards, required by the Type Certificate or the AFM, are secure and readable.
☐ All flight deck placards required by the Type Certificate or the AFM are secure and readable.	☐ All cowl fasteners, screws, etc., are secure.
☐ The flight deck contains all operating manuals and/or placards required by TC, STC, or FAA Form 337s.	☐ Antennas are free from erosion.
☐ All switches, circuit breakers, controls, etc., are properly labeled	☐ Whip antenna (if installed) is under spring tension.
☐ AFM contains current weight and balance data, and all obsolete weight and balance data is superseded; or, for aircraft not requiring an AFM, the current weight and balance and equipment list is in the aircraft.	☐ All static wicks installed, none broken except as allowed under MEL. No bonding straps broken
☐ AFM contains a current and complete equipment list.	☐ The aircraft Make, Model and Serial Number data are on the outside of the fuselage.
☐ For multiengine aircraft, the AFM contains a weighing record showing the aircraft was weighed within the last three years. The record includes an equipment list, which describes the approved aircraft configuration at the time of weighing. The weighing record has the signature and certificate number of the person or agency doing the work and the date of completion.	☐ All instruments, systems and equipment are operating properly; the aircraft is airworthy and legal to fly.

1.8.17 PASSENGER AMENITIES

Check boxes for equipment installed									
Exterior Paint Date						Interior Refurbishment Date			
Airshow	☐	Leather Seats	☐	Oven	☐	Data Port	☐	PAX Headsets	☐
WiFi	☐	Cloth Seats	☐	TV (ea)	☐	Ice Bin	☐	Single Point Fuel	☐
SAT TV	☐	MED Link	☐	Blue Ray	☐	Microwave	☐	Enclosed Lavatory	☐
110 VAC	☐	Ski Tube	☐	DVD (1ea)	☐	Toaster	☐	Air Conditioning	☐
Defibrillator	☐	Data Link	☐	CD	☐	Skillet	☐	Crew Rest- Seat / Bunk Circle one	☐
FAX	☐	Espresso	☐	iPod Dock	☐	VCR	☐	Galley- Full / Mini Circle one	☐
Other	☐	Other	☐	Other	☐	Other	☐	Other	☐

1.8.18 MAINTENANCE PROGRAMS

Program Type	Program Description	Program Number
Parts		
Avionics		
Avionics		
Engine		
Auxiliary Power Unit		

1.8.19 LIFE VESTS INSTALLED

Table 1

Make	Model	Serial Number	Last Inspected	Next Due

1.8.20 LIFE RAFTS INSTALLED

Table 2

Make	Model	Serial Number	Capacity	Last Inspected	Next Due

1.8.21 LIFE RAFT ELT INFORMATION

Table 3

Make	Model	Serial Number	Hexadecimal Code

1.8.22 CREW OXYGEN MASK INFORMATION

Make	Model	Serial Number	Overhaul Date

1.8.23 THERAPEUTIC OXYGEN

	Number of outlets	Masks Available
☐ The aircraft is equipped with therapeutic oxygen system.		☐

1.9 ADDITIONAL AIRCRAFT EQUIPMENT INFORMATION

Aircraft Batteries	Manufacturer	Model No.	Last Inspected	Next due
Main Battery #1				
Main Battery #2				
Standby Battery #1				
Standby Battery #2				
Standby Battery #3				
Standby Battery #4				
Standby Battery #5				
Recording Equipment	**Manufacturer**	**Model No.**	**ULB Model**	**ULB replacement**
Cockpit Voice Recorder				
Flight Data Recorder				

1.9.1 PASSENGER SEATING

Number of single seats installed	
Number of divans installed	
Number of seats on divan	
Toilets seat(s) certified for takeoff & landing	YES / NO (circle one)
Number of jump seats installed	
Jump seat certified for takeoff & landing	YES / NO (circle one)
Number of passenger seats facing forward	
Number of passenger seats facing aft	
Number of side facing passenger seats	
Total number of passenger seats	

1.9.2 PHYSICAL INSPECTION

Inspection	Satisfactory
Verify presence of radio call sign in cockpit	☐
Check condition of crew seat belts and for compliance with TSO (§135.171)	☐
Verify presence of aircraft Type Certificate (T.C.) (§45.13)	☐
Verify presence of aircraft external data plate (§45.13)	☐
Check condition of passenger seat belts and for compliance with TSO (§91.205)	☐

1.9.3 DOCUMENT VERIFICATION

Document Name	Completed
Type Certificate Data Sheets (TCDS) checked for Time-Life Limited Items	☐
Aircraft data package submitted for enrollment into computerized tracking system	☐
Perform 100% check of manufacturer's required inspections & life limited/overhauled airframe & engine components	☐
Perform maintenance records research to verify proper compliance with all applicable airworthiness directives and documentation of non-applicable airworthiness directives	☐
Verify log book entry for flight controls balance at last paint	☐
Verify log book entry for RVSM skin mapping at last paint	☐
Fire Blocking of seats meets the requirements of (§25.853 Appendix F, §135.169 & §135.170)	☐

1.9.4 DOCUMENT COPIES REQUIRED

Document Name	Copies Made
All Supporting Documentation of Compliance with Chapter 4 & Chapter 5 Requirements	☐
All Supporting Documentation of Compliance with Airworthiness Directives. NOTE: A complete AD status report and supporting documentation must be supplied at submittal	☐
Aircraft and Avionics Equipment Lists	☐
Engine Rotating and Life Limited Parts Cards	☐
Weight & Balance for All Configurations. Copy of BOW	☐
Passenger seating configuration from Weight & Balance	☐
All pertinent RVSM equipment & inspection requirements.	☐
Registration Certificate	☐
Airworthiness Certificate	☐
FCC Radio Station License	☐
Aircraft Customs Decal (photograph)	☐
Aircraft Flight Manual Revision Page(s)	☐
Pilot's Operating Handbook Revision Page(s)	☐
Life Limited/Overhaul Components Records	☐
Navigation performance documentation for flight management system	☐
Vertical burn certificates (8110-3) for all interior refurbishment materials used. List each material in Table 4, use additional sheets if necessary	☐
Fire blocking certificates (8110-3) for passenger seating. List each material in Table 4	☐
Maintenance program contracts	☐

1.9.5 INTERIOR MATERIALS TESTING

Table 4

Material	Date	Performed by

1.10 DISCREPANCIES

Table 5

Description	Corrected by	Completed
		☐
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SECTION 2 FINAL INSPECTION

	Completed
Aircraft Maintenance Log (§135.65) contains no open Mechanical Irregularities	☐
Aircraft Weight & Balance manual is on board	☐
Aircraft Flight Manual is on board and current	☐
Aircraft Quick Reference Handbook is on board	☐
Aircraft Normal Checklist is on board	☐
Deferred Maintenance Log contains no items deferred beyond the time allowed in the MEL.	☐
Jet Linx Aviation Emergency Equipment Inspection Program is complete	☐
Jet Linx Aviation Avionics Inspection Program is complete.	☐
The maintenance records show that all airworthiness inspections are current including, Annual/100 hr. or Programmed Inspection, Altimeter, Encoder, Static System, ATC Transponder, etc.	☐
All required maintenance, including maintenance of life limited items, is current.	☐
The maintenance records include an Airworthiness Directive (AD) Listing showing that all ADs are complied with including Recurring ADs. The listing must comply with §91.417(a)(i)(v)	☐
All discrepancies noted in Table 5 of this guide have been corrected.	☐
All required inspections, life limited/overhauled components are loaded into the computerized maintenance tracking system.	☐
All Instructions for Continued Airworthiness that apply are being tracked in the computerized tracking system	☐
All aircraft and life raft 406 MHz emergency locator transmitters have been registered with NOAA	☐
Air Carrier Certificate Number is installed externally on the aircraft	☐
Entry made in aircraft permanent maintenance records stating aircraft conformity inspection complete and aircraft is to be maintained under Jet Linx Aviation maintenance program.	☐

2.1 AUDIT COMPLETE STATEMENT

A physical inspection and review of the records for this aircraft have been performed. The aircraft records were found to meet the requirements for Part 135 operation as outlined in the Federal Aviation Regulations and may be submitted for addition to the Jet Linx Aviation Air Carrier Certificate.

I have conducted the acceptance audit using the Jet Linx Aircraft Conformity Acceptance Guide. All items and dates given in the checklist have verifiable entries in the aircraft permanent records. All dates or times given for components have aircraft records that support the information listed. All copies of requested records have been made as instructed in the acceptance guide. I have conducted the aircraft review and certify that this information reflects the true and current status of the aircraft. A life limited component report has been generated for review and entry into the computer based maintenance tracking system.

Signature: _____ Certificate #:_____ Date:_____

2.2 FINAL REVIEW

I have conducted the final review of the aircraft package and find it satisfactory for addition to the Company Operations Specifications.

Director of Maintenance: _____ Date: _____

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JET LINX AVIATION

General Maintenance Manual
Appendix B
Aircraft Specific Continuous Airworthiness Maintenance Programs (CAMP)

REMOVED AND PLACED
UNDER SEPARATE COVER

Appendix C

Reduced Vertical Separation Minimums Maintenance Program for 10-or-More Passenger Aircraft

Contents

List of Effective Pages

LEP Pages C-3. Page Control Date: 14-MAR-2014

NOTE: When any part of a chapter is revised the entire chapter is reprinted and dated. There are no page-by-page control items, only a chapter-by-chapter.

LIST OF EFFECTIVE PAGES				
Chapter Number	**Page Numbers**	**Chapter Title**	**Rev.**	**Control Date**
C	2	RVSM Maintenance Program for 10-or-More Passenger Aircraft	19	14-MAR-2014

Log of Revisions

Revision	Chapter Revised	New Date
17	This is the original issue of Appendix C submitted in conjunction with GMM Rev 17	30-Sep-2013
18	N/A	N/A
19	Revised names of RVSM contacts as a result of management change	14-MAR-2014
20		
21		

Reduced Vertical Separation Minimums

General

Federal Aviation Regulations require that aircraft appropriately equipped and authorized by the Company Operations Specifications may operate in the “North Atlantic Minimum Navigation Performance Specification, (**NAT-MNPS**) airspace.

The Director of Maintenance is responsible to ensure that the aircraft that are approved for Reduced Vertical Separation Minimums (**RVSM**) operations are maintained in accordance with the Jet Linx Aviation approved RVSM program.

Flights within certain airspace dimensions require operations in accordance with RVSM requirements.

The only aircraft authorized to operate in these specific airspace dimensions are those appropriately equipped, and authorized by the Company Operations Specifications.

Due to the extremely critical nature of all equipment required for this operation performing satisfactorily, the following procedures must be adhered to at all times. This is applicable to all flight operations 14 CFR Parts 91 and 135.

Jet Linx Aviation maintains those aircraft listed in its Operation Specifications under approved maintenance programs. These programs contain the maintenance requirements for each aircraft type. Components critical to RVSM operation are located in the GMM B appendices associated with each aircraft.

All RVSM equipment shall be maintained in accordance with the approved maintenance program (CAMP or AAIP) requirements and the performance requirements outlined in the approved data package (RVSM Service Bulletin for the specific aircraft contained in the CAMP, STC, Manufacturer’s instructions or AAIP).

Jet Linx Aviation will utilize appropriately rated FAA Approved facilities to perform maintenance on RVSM systems and components. The Director of Maintenance or their delegate will qualify facilities in accordance with Chapter 34 of this manual titled ‘Maintenance Facility Audits’. When maintenance cannot be completed by a qualified FAA Approved facility, the aircraft must be shown as non-RVSM capable until inspected by a qualified facility. The Director of Maintenance or their delegate shall ensure that the requirements of the Jet Linx Aviation RVSM programs are being met by the facility providing the services.

Definitions

The following definitions are intended to clarify certain specialized terms used in this advisory material:

Aircraft Group. A group of aircraft that are of nominally identical design and built with respect to all details that could influence the accuracy of height keeping performance.

Altimetry System Error (ASE). The difference between the pressure altitudes displayed to the flight crew when referenced to ISA standard ground pressure setting (29.92 in. Hg/1013.25 hPa) and free stream pressure altitude.

Assigned Altitude Deviation (MD). The difference between the transponded Mode C altitude and the assigned altitude/flight level.

Automatic Altitude Control System. Any system which is designed to automatically control the aircraft to a referenced pressure altitude.

Avionics Error (AVE). The error in the processes of converting the sensed pressure into an electrical output, of applying any static source error correction (SSEC) as appropriate, and of displaying the corresponding altitude.

Height-Keeping Capability. Aircraft height-keeping performance, which can be expected under nominal environmental operating conditions with proper aircraft operating practices and maintenance.

Height-Keeping Performance. The observed performance of an aircraft with respect to adherence to a flight level.

Non-Group Aircraft. An aircraft for which the operator applies for approval on the characteristics of the unique airframe rather than on a group basis.

Residual Static Source Error. The amount by which static source error (SSE) remains under corrected or overcorrected after the application of SSEC.

Static Source Error. The difference between the pressure sensed by the static system at the static port and the undisturbed ambient pressure.

Total Vertical Error (WE). Vertical geometric difference between the actual pressure altitude flown by an aircraft and its assigned pressure altitude (flight level).

Aircraft Weight (W). Weight divided by the atmospheric pressure ratio.

Approval Before Maintenance

The Director of Maintenance or their delegate must be contacted before any maintenance may be performed in areas designated in the appropriate STC, AAIP or CAMP as RVSM critical on those aircraft approved for RVSM operations listed in the Company Operation Specifications. The specific maintenance requirements for those aircraft designated and approved for RVSM operations is contained in the appropriate STC, AAIP or CAMP. The manufacturer shall approve any modification, repair, or design change in RVSM critical areas or any modification, repair, or design change, which in any way alters the initial RVSM approval.

Some aircraft manufacturers have determined that the removal and replacement of components utilizing quick disconnects and associated fittings, when properly connected, will not require a leak check. While this approach may allow the aircraft to meet static system certification standards when properly connected, it does not always ensure the integrity of the fittings and connectors, nor does it confirm system integrity during component replacement and reconnections. Therefore, a system leak shall be accomplished any time a quick disconnect static line is broken.

Airframe and static systems shall be maintained in accordance with the approved maintenance program for the aircraft.

To ensure the proper maintenance of airframe geometry for proper surface contours and mitigation of altimetry system error, surface measurements or skin waviness checks shall be made to ensure adherence to the airframe manufacturers', STC, or CAMP RVSM tolerances. These tests and inspections shall be performed as established by appropriate RVSM STC, AAIP, CAMP or RVSM Service Bulletin for each aircraft as contained in the maintenance program for the aircraft as listed in the Company Operation Specifications.

The auto-pilot system maintenance and inspection program contained in the approved maintenance program as listed in the Company Operation Specifications ensures continued accuracy and integrity of the automatic altitude control system to meet the height-keeping standards for RVSM operations as outlined in the applicable manufacturers, STC holders, or AAIP data as appropriate.

RVSM Maintenance Practices for Non-compliant Aircraft

Any incident or failure to maintain RVSM height keeping requirements must be transmitted to the Director of Maintenance or their delegate immediately, but no later than 24 hours.

The Director of Operations or their delegate will notify the FAA in writing, within 72 hours of the error. The report will include a description of the malfunction and steps to insure the malfunction is not repeated. The notification procedures are described in detail in the Jet Linx Aviation General Operations Manual 1, Chapter 7, Departure and Enroute. Any trend or repetitive failure of RVSM critical components will be reported through the Computerized Maintenance Tracking System.

Crew notification of Non-RVSM Operation

In the event that any RVSM critical component is inoperative, the Director of Maintenance or his delegate shall be responsible for notifying the flight crew that the aircraft cannot be operated in RVSM airspace. The director of Maintenance or his delegate shall make an entry in the Computerized Maintenance Tracking Program stating the aircraft is not RVSM compliant. This non-compliance will show on the aircraft status report which is provided to the flight crew.

Returning to Service

The Director of Maintenance or their designee is responsible for ensuring that following maintenance performed on any Company RVSM component/system; the person approving the inspection for return to service will complete the sign-off portion of the Aircraft Maintenance and Discrepancy log and complete an entry for the aircraft permanent records. Copies of completed work orders, permanent record entries, Aircraft Maintenance and Discrepancy Logs and any associated serviceable tags, FAA Form 8130’s, will be kept with the aircraft’s permanent records. Any time any component of the altimeter or transponder system has been removed, replaced or repaired, a correlation check will be performed in accordance with 14 CFR Part 91.411/91.413, 14 CFR Part 43 Appendix E & F and certification completed. For RVSM certified aircraft, reference the manufacturers, STC holders, or AAIP data as appropriate.

Component and Part Eligibility

The Director of Maintenance or his delegate is responsible for ensuring that all RVSM system replacement components and parts installed in the aircraft are eligible for installation in accordance with manufacturers illustrated parts listing and the most current revision of FAA Advisory Circular (AC) No. 21-29.

Aircraft positively identified as exhibiting height-keeping performance errors shall not be operated in airspace where RVSM is applied until the following actions have been taken:

- The failure or malfunction is confirmed and isolated by maintenance action;
- Corrective action is carried out in accordance with the approved maintenance program (as listed in company operation specifications) and documented in accordance with this GMM; and
- Verified by the extent necessary to ensure continued RVSM approval integrity.

Any modification, repair, or design change that in any way alters the initial RVSM approval, will be subject to a design review by persons approved by the aircraft manufacturer, the STC holder, the Company, and the Administrator.

Any maintenance practices that may affect the continuing RVSM approval integrity, e.g., the alignment of pitot/static probes, dents, or deformation around static plates, must be referred to the Director of Maintenance or their delegate.

Built-in Test Equipment (BITE) testing is not an acceptable basis for system calibrations, (unless it is shown to be acceptable by the airframe manufacturer with the Federal Aviation Administration’s approval) and must only be used for fault isolation and troubleshooting purposes.

Conditions for Removal of RVSM Authority

The incidence of height-keeping errors that can be tolerated in an RVSM environment is very small. It is incumbent to take immediate action to rectify the conditions that caused the error. These errors must also be reported to the FAA in writing, within 72-hours containing initial analysis of causal factors and appropriate measures to prevent further events. The reporting procedures are outlined in the Jet Linx Aviation General Operations Manual 1, Chapter 7, Departure and Enroute. The Company will determine the requirement for follow up reports.

Errors that must be reported and investigated are:

WE equal to or greater than +/- 300 ft. (+/- 90 m);

ASE equal to or greater than +/- 245 ft. (+/- 75 m), and

MD equal to or greater than +/- 300 ft. (+/-90 m).

Height-keeping errors fall into two broad categories:

- Errors caused by malfunction of aircraft equipment and,
- Operational errors.

Any aircraft that consistently commits errors of either variety will be removed from the company operations specifications allowing authority for RVSM operations. If a problem is identified which is related to one specific aircraft type, then RVSM authority may be removed for the aircraft type in question.

The operator should make an effective, timely response to each height-keeping error. The FAA may consider removing RVSM operational approval if the operator response to a height-keeping error is not effective or timely. The FAA should also consider the operators' past performance record in determining the action to be taken. If an operator shows a history of operational and/or airworthiness errors, then approval may be removed until the root causes of these errors are shown eliminated and RVSM programs and procedures are shown to be effective. The FAA will review each situation on a case-by-case basis.

Periodic Inspections and Maintenance

Any person performing periodic inspections or maintenance to the RVSM system shall perform such functions in accordance with maintenance practices contained in Company AAIP's and/or Company CAMP programs. Tooling and test equipment used for inspections shall be calibrated on an annual basis or more frequently if recommended by the equipment manufacturer.

Height-Keeping Performance Monitoring

Aircraft that have been issued an U.S. RVSM approval shall ensure that a minimum of two airplanes of each [RVSM] aircraft type grouping of the operator have their height-keeping performance monitored, at least once every two years or within intervals of 1,000 flight hours per airplane, whichever period is longer. If an operator aircraft type grouping consists of a single airplane, monitoring of that airplane shall be accomplished within the specified period. The Director of Maintenance will coordinate the scheduling of a height-keeping performance monitoring flight with the base chief pilot associated with that aircraft.

Names of RVSM Contacts

Michael Kopp - Director of Operations

Tony Boatwright - Director of Maintenance