



United States Department of the Interior
Office of Aviation Services
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DOI OPERATIONAL PROCEDURES MEMORANDUM (OPM) 13-14

Subject: Alaska Region Aircraft Maintenance System

Effective Date: January 1, 2013

Supersedes: OPM 11-14 dated December 19, 2011

Distribution: A and B

Expiration Date: December 31, 2013

1. Purpose. To establish operational policy for the Alaska Region's aircraft maintenance system and procedures necessary to maintain airworthy aircraft on a routine and timely basis.

2. Fleet Services Responsibilities:

A. Fleet Services will:

- (1) Coordinate with requesting agencies to determine type of aircraft and associated equipment necessary to perform particular flight missions.
- (2) Provide Office of Aviation Services (OAS) pilots with training and emphasize adherence to procedures and requirements in determining that aircraft flown have been approved for return to service.
- (3) Assure changes are made to the Pilot's Operating Handbook to furnish instruction to pilots on the operation of installed equipment.
- (4) Ensure pilots have recorded proper aircraft information on the OAS-2 because:
 - (a) Various turbine engine components are life-limited, based on either total hours or total cycles, whichever occurs first. Cycles are defined as:
 - (i) Pratt and Whitney PT6-34 A cycle is any flight consisting of one start, takeoff, landing and shutdown

Assure that all cycles, as defined above are entered on the OAS-2. All entries are to be made on the OAS-2 in sequential order of occurrence.

- (5) When maintenance is necessary, coordinate with Fleet Services or the assigned vendor facility for scheduling aircraft into maintenance, final inspection, and approval for return to service procedures. Coordination will include:
 - (a) Review logbooks, Airworthiness Directives and other required items and prepare appropriate inspection sheets. All inspections or component maintenance that will fall due during the next 99 hours or 90 days will be entered on the work order.
 - (b) Evaluate discrepancies noted by pilots/maintenance personnel and determine appropriate action.
 - (b) Identify maintenance discrepancies noted during operational flight, record discrepancies on the OAS-2 and forward for maintenance.
 - (c) Notify the user agency when an aircraft is approved for return to service.

B. The OAS Repair Station will:

- (1) Provide aircraft maintenance as requested by Fleet Services.
- (2) Advise Fleet Services on the scope and detail of maintenance required on aircraft assigned to the OAS Repair Station for inspection or repair.
- (3) Provide Fleet Services a current estimate of time for return to service.
- (4) Perform Maintenance on Fleet Aircraft according to the Repair Station Inspection Procedures Manual and 14 CFR.
- (5) When maintenance is completed, the Repair Station will complete the OAS-2 including updating the hours blocks, "Corrective Action", "Inspection(s)" and "Flight Release" blocks.
- (6) Notify Fleet Services when an aircraft is returned to service.
- (7) Return the completed maintenance package to Fleet Services for filing.

3. Pilot Responsibilities.

- A. Prior to flight, pilots shall have an OAS-2, Aircraft Flight/Use Report book for the aircraft to be flown.
- B. The OAS-2's must be reviewed to determine maintenance status of aircraft prior to flight.
 - (1) Pilots are responsible for oil changes and oil samples except those in conjunction with an inspection, i.e., 100-hour or annual. OAS will not authorize payment for oil change between inspections at commercial facilities.
 - (2) Oil change intervals are:

(a) Cessna 206, 185, Found, and PA-18's, Husky's or Scouts equipped with oil filter: each 50 hours.

(b) PA-18's, Husky, and Scout equipped with oil screen: each 25 hours.

C. Pilots shall, after operations in salt water, drain or remove collected water from float compartments or hulls and wash these areas with fresh water upon completion of day's flight activities. Pilot's time will be charged to the using agency.

4. Inspections.

A. Except those aircraft being maintained under an approved inspection program or a continuous maintenance program, no Departmental aircraft may be operated unless within the preceding 12 calendar months, it has had:

(1) An annual inspection in accordance with 14 CFR Part 43 and has been approved for return to service by a person authorized by 14 CFR Part 43.7.

(2) An inspection for issuance of an Airworthiness Certificate.

B. 100-Hour Inspection.

(1) A Departmental aircraft may not be operated unless, within the proceeding 100 hours of time in service, it has received an annual inspection or 100-hour inspection and has been approved for return to service in accordance with 14 CFR Part 43. The 100-hour inspection may be exceeded by a maximum of 10 hours only for the purpose of returning the aircraft to a maintenance facility, and only if the flight is approved by the Supervisory Fleet Services Specialist or the Alaska Regional Director. This time will be subtracted from the next 100-hour inspection time. Users shall notify Fleet Services 14 days prior to requiring an inspection.

(2) Those aircraft operated under an approved inspection program or a continuous maintenance program shall be operated in accordance with the approved program.

5. Aircraft Discrepancies. DOI owned/operated certificated aircraft shall comply with 14 CFR 91.213 as follows:

A. Multiengine Aircraft. Multiengine aircraft shall have a FAA or Director, OAS, approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213, subparagraphs (a) and (c).

B. Turbine-powered Aircraft. Turbine-powered aircraft shall have a FAA or Director, OAS, approved minimum equipment list for each aircraft in accordance with 14 CFR 91.213, subparagraphs (a) and (c).

C. Single Reciprocating Engine Aircraft. Single reciprocating engine aircraft shall be operated and maintained in accordance with 14 CFR 91.213, subparagraph (d). The Supervisory Fleet Services Specialist must approve all deferred discrepancies.

- D. All discrepancies shall be entered on an OAS-2 as they occur. Entries shall remain on the OAS-2 until corrected in accordance with 14 CFR 43 or deferred and moved to OAS 2 Attachment A. Corrective actions shall be entered on the same OAS-2 that carries the discrepancy.
- E. Deviations. Any deviations to the above must be accomplished in accordance with 14 CFR 91.213 (e).

6. Aircraft Flight/Use Reports.

- A. An OAS-2 entry will be completed for each flight/engine run. All applicable data will be entered in appropriate spaces of OAS-2 form.
- B. Upon completion of a flight or upon completion of multiple flights on a calendar day and/or pilot duty day, an OAS-2 will be completed; white and blue copies removed and forwarded by the pilot to OAS Fleet Services.
 - (1) If the aircraft is operated from Anchorage, the OAS-2 will be turned in to Fleet Services daily.
 - (2) If the aircraft is in the field, the OAS-2 will be forwarded to the Fleet Services weekly.
 - (3) Upon receipt, Fleet Services verifies and corrects total time, coding, etc. and inputs data into the automated maintenance tracking system, and forwards the white original the OAS Finance, Boise.
 - (4) If discrepancies are recorded on the OAS-2, it is retained in an active file by "N" number until the discrepancies are entered on a work order for correction.
 - (5) When an aircraft arrives at OAS for maintenance with discrepancies, the OAS-2 book shall be delivered to Fleet Services. If the aircraft is of the general fleet and no maintenance is required, the OAS-2 book will remain in the aircraft.
 - (6) When fleet aircraft arrive at a maintenance facility, the OAS-2 book will be delivered with the aircraft for correction of discrepancies.

7. Aircraft Maintenance at Commercial Facilities.

- A. General. OAS aircraft will be maintained in a condition of continued airworthiness with a neat and presentable appearance. Only those people who have direct operational control can determine airworthiness and appearance of aircraft. Consequently, pilots will be considered to have primary responsibility for the determination of those factors.
- B. Facility and Individual Qualification. The Supervisory Fleet Services Specialist will evaluate, counsel and qualify commercial maintenance facilities or qualified individuals for work on OAS aircraft. An initial and annual evaluation will be made by an on-site visit. A list of approved facilities/individuals will be kept in Fleet Services.
- C. Pilots shall ensure that discrepancies are entered on the OAS-2. After maintenance is completed, pilots shall ensure that certificated individuals make entries in the aircraft logs and OAS-2 book describing the work accomplished, along with their signature and certificate number. This signature constitutes an approval for return to service.

- D. Services. Pilots who require maintenance services shall contact the Fleet Services Specialist, outlining the type of services required. If maintenance at commercial facilities is determined to be appropriate for the maintenance services to be performed, Fleet Services will initiate a requisition for that maintenance. The requisition will reference the work order number, describe the work to be accomplished, and provide the recommended facility or individual's name that will perform the work.
- (1) Aircraft Inspections. Pilots with aircraft requiring annual or 100-hour inspections at commercial facilities will contact the Fleet Services Specialist 14 days prior to obtaining service for authorization and instructions. Inspections shall be accomplished in accordance with applicable manufacturer's instructions, 14 CFR Parts 91 and 43, and OAS procedures. At the outset of an inspection, Fleet Services will contact the individual or facility doing the work and furnish a list of applicable airworthiness directives and deferred maintenance discrepancies. Pilots will be responsible to furnish the inspection facility or individual with those discrepancies on Form OAS-2 Attachment A. OAS inspection and discrepancy forms or an OAS approved equivalent will be used and a completed copy forwarded to OAS with the invoice. Applicable airworthiness directives and discrepancies of an airworthiness nature will be resolved directly as a matter of course. Discrepancies of a non-airworthiness nature will be resolved only after consulting with the Fleet Services Specialist. Tachometer time will be used for recording inspection times. When the aircraft has exceeded 100 hours since the last inspection, the excess time must be included in computing the next 100-hour due time. When an aircraft or engine is approved for return to service the certificated individual or facility will sign the statement provided in the flight log or enter a statement in the flight log in accordance with 14 CFR 43.11. Pilots are responsible to ensure that the approval for return to service is appropriately accomplished. An operational flight to confirm the aircraft's airworthiness will be conducted by the pilot and signed off on Form OAS-2 prior to any mission flying.
 - (2) General Maintenance and Repairs. Pilots requiring configuration changes or general maintenance will contact the Fleet Services Specialist, for authorization and instructions. Maintenance will be accomplished in accordance with applicable manufacturer's instructions, 14 CFR Parts 91 and 43, and OAS procedures. Repair Stations will use the statement provided in the OAS-2 book for approval for return to service. Certificated individuals will make an entry in the OAS-2 book describing the work accomplished along with their signature and certificate number. Pilots are responsible to ensure that the approval for return to service is appropriately accomplished.
 - (3) Modifications. Due to the need to maintain continuity and commonality throughout the OAS fleet, modifications will be accomplished at the OAS Repair Station in Anchorage unless the Regional Director (with recommendations from the Supervisory Fleet Services Specialist) determines it to be more cost effective to have it done elsewhere.

8. Operational Flights.

- A. After approval for return to service, U.S. Fish and Wildlife Service ,National Park Service and BLM aircraft will be operationally checked after 100-hour/annual inspections, configuration changes, and after extended periods of inactivity. The cost of the operational flights will be charged to the using bureau on the OAS-2 form used for the operational flight. An appropriate checklist, from Fleet Services, will be completed and submitted with the OAS-2.
- B. General utility fleet aircraft operational flights will be charged to the aircraft or proportionately, if training is involved. In addition to A. above operational flights shall be conducted in accordance with 351 DM 2.4(A)(2)(m).
- C. Pilots performing operational flights on DOI aircraft will, prior to the flight, review maintenance paperwork for what discrepancies were found and corrective actions, discuss with the Fleet Services Specialist, any special functional check that may be required and identify any deferred items. During the preflight, the pilot is responsible for review of operator's manuals, weight and balance information, and to ensure all documents are on board and up-to-date.
- D. Operational flights to determine that preventive maintenance, rebuilding, or alteration has not appreciably changed the flight characteristics or substantially affected the aircraft's flight operation will be accomplished with a flight crew approved by Fleet Services.
- E. During run-up and flight, each system installed in the aircraft will be functionally checked and results recorded on appropriate OAS flight check sheet. Discrepancies will be recorded on OAS-2 and signed off by the pilot.
- F. After completion of the flight, review the results of the flight.

9. Ferry Flights. With the approval of the Supervisory Fleet Services Specialist or the Alaska Regional Director, aircraft that do not meet their type design because of accident and temporary repair may be flown to a repair facility. The Supervisory Fleet Services Specialist will assign the necessary flight crew.

10. Payment. Aircraft maintenance costs will be done by OAS only under the following conditions:

- A. The Supervisory Fleet Services Specialist or the Regional Director has authorized the cost.
- B. The cost must have been incurred at an OAS approved facility or with an approved individual.
- C. A properly constituted invoice is submitted to OAS. A proper invoice must include the following information and/or documentation:
 - (1) Business name;
 - (2) Purchase order number or other authorization for delivery of property or services;
 - (3) Description, price and quantity of property and services actually delivered or rendered;
 - (4) Payment terms;

- (5) Name, (where appropriate), title, phone number and complete mailing address of responsible official to whom payment is to be sent. Agency personnel signing that they have received supplies and/or services are required to submit a copy of each work order or receipt for supplies to Fleet Services as soon as practicable;
- (6) Completed inspection and discrepancy forms.

11. Revocation of Approval to Perform Maintenance by Commercial Facilities. Approval of facilities or individuals to perform maintenance on OAS aircraft may be either suspended or terminated for cause.

12. Interagency Data Card. At the discretion of the Regional Director or the Supervisory Fleet Services Specialist, an OAS-36A, Interagency Data Card, for an Alaska Fleet aircraft may be renewed based on successful completion of an annual inspection by an approved maintenance vendor. The card will be completed by Fleet Services and forwarded to the appropriate user to be placed in the aircraft.



Director, Office of Aviation Services