



UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL

HEADQUARTERS
PENNSYLVANIA WING
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003
PHONE: 717-861-2335 EMAIL: HQ@PAWG.CAP.GOV

14 February 2012

OPERATING INSTRUCTION 12-1

CREW INSTRUCTIONS FOR CONSOLIDATED MAINTENANCE DROP-OFF / PICK-UP

DROPPING OFF ACTIONS:

Dropping off may be accomplished any day of the week.

Prior to departing ...

- (1) Ensure the aircraft logs books are onboard.
- (2) Make a note of any missing items, as outlined in the AIF front cover sheet "Loose/Removable Equipment". After the mission report those items you found missing to the aircraft OIC. Not reporting indicates that items listed on the front cover of the AIF were in place on your delivery flight.
- (3) If the drop off occurs within 10 days of the end of the month, plan on arrival to remove all old flight logs and transfer the arrival tach and hobbs times to a new flight log sheet. Forward the removed log sheets to the OIC on returning home.
 - a. You are responsible to properly secure the aircraft on arrival unless the facility accepts the aircraft at that time and you are confident that securing the aircraft will be done by them.

PICKING UP ACTIONS:

Pick ups are limited to normal business hours unless special arrangements have been made by the PA Wing LGM.

- (1) Review the Aircraft Engine/Airframe logs for sign offs. Some aircraft have Avionics logbook as well.
- (2) Do a **complete preflight inspection**. You may need to add fuel for your flight as dropping off usually does not include fueling.
- (3) Check for "Loose/ Removable Equipment" as outlined in the AIF front cover sheet. If an item is missing, make an inquiry of the facility.
- (4) Check the hobbs/ tach times. The aircraft may have been test flown. Correct the times on the log by adding a **MX** (maintenance) entry.
- (5) Aircraft leaving the facility out of a 100 hour/annual inspection, in most cases, should have a case of Exxon Elite 20/50W oil and a new filter in the baggage compartment. If it is not there, ask the facility why is it missing.

NOTE: The OIC is required to complete a Form 71 within 5 days of an aircraft returning from a 100 hour/annual inspection. Please forward the form to the PA Wing LGM.