
CAS MEMORANDUM M-16-11

DATE: 11/01/16
TO: ALASKA ALL
FROM: FAIRBANKS MAINTENANCE
RE: NON ROUTINE INSPECTION LADDER

In an effort to reduce errors in tracking non-routine inspections (torque checks, MEL's, NEF's. Etc...) the maintenance department has decided to discontinue the use of the next due block on the individual log page for these. Instead, MHI shall start using the below form by adding it to the front of the log book for better visibility in tracking non-routine inspections. This will avoid having the inspection time carried forward each day with the possibility of transposing numbers. This new form will *only* be for items that require inspection or maintenance action that are not carried on the CALM.

The new inspection ladder template (pictured below) will be sent out as a CAN to each aircraft with instructions. The remaining log books will also have the new ladder placed on the cover page.

SPECIAL INSPECTION / MEL DUE	Due at HRS/Date	Transcribed to Log Book Page #

INSTRUCTIONS

Print out the inspection ladder template on adhesive back paper and affix it to front page of log book. If the ladder gets filled prior to reaching the end of a log book, place a new inspection ladder on top of the old.

When any non routine inspection must be tracked, enter it in the first available line of the SPECIAL INSPECTION / MEL DUE column.

Enter the Acft TT when the inspection is DUE in the Due at HRS/Date column. This number also may be a range such as 3456.5 - 3466.6 Acft TT.

When the inspection comes due, transcribe the inspection to the aircraft log book, noting the log book page number in the third column of the above form. Once the log book page is entered, the non routine inspection entry is considered to be closed out.

If you have any questions contact Isaac Mackey at (907) 452-1197

Thank you

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