



Bristow Alaska Inc.

Air Agency

EOPA636D

General Maintenance Manual

BRISTOW ALASKA INC.
GENERAL MAINTENANCE MANUAL

RECORD OF MANUAL REVISION

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BRISTOW ALASKA INC.
GENERAL MAINTENANCE MANUAL

This manual is prepared in conformance with Company policy and applicable Federal Aviation Regulations.

Current Operations Specifications are available through the Director of Maintenance and Director of Operations.

This manual is considered accepted by the FAA.

Jeff Ryhti
Director of Maintenance

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SECTION I

Chapter 1.0 General Information

1.01 Purpose and Construction

The purpose of this manual is to provide guidelines for mechanics to carry out their assigned duties and responsibilities.

This manual is prepared using Federal Aviation Regulations (herein after referred to as FAR's) Part 135. The procedures and policies contained herein supplement the regulations and are considered essential to good operating practices and safety.

This manual shall be used for guidance of Bristow Alaska Inc. management and maintenance personnel to conduct maintenance of aircraft in compliance with FAR Part 135 and the Operations Specifications.

Within the Bristow Alaska Inc. General Maintenance Manual are specific instructions, information, and facts necessary for maintenance personnel to carry out their duties and responsibilities with the utmost safety. Terminology implying the masculine gender also applies to the feminine.

This General Maintenance Manual contains procedures that may apply to more than one model aircraft. Rather than duplicate this information and insert it in each respective AAIP or CAMP, it has been compiled here for convenience.

Each chapter and/or appendix as shown in the Table of Contents, lists the individual Sections within the Chapter or Appendix.

Contents of this manual are not contrary to any FAR's, nor is this manual intended to supplant or replace any Federal Aviation Regulation. Authority to deviate from any company rules or procedures in this manual is granted only by the Director of Maintenance or chief Inspector and only on an individual basis for specific, unique circumstances. Deviations to "FAA Approved" portions of this manual, or if contrary to the FAR's, are prohibited.

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1.02 Revision and Control

The Director of Maintenance shall approve this manual and the future changes to the manual. This manual and the incorporated changes establish standardized procedures for the maintenance personnel of this air agency.

The maintenance management department or the inspection department shall write revisions. Revisions are made as necessary to comply with regulatory changes and changes made by the equipment manufacturers to their maintenance requirements.

A change proposal is initiated by management or maintenance personnel. The proposal is sent to the Director of Maintenance or Chief Inspector by electronic means or in hard copy. The Director of Maintenance and/or the Chief Inspector will review the proposed change and determine if it will be included in the next revision of the manual and / or appendix. The originator of the change proposal will be informed of the status of the proposal by electronic means or in hard copy within 30 days of submitting the proposal. The inspection department shall maintain a file of proposed changes to be incorporated into the next revision of the manual and / or appendix.

Following approval by the Director of Maintenance, the Maintenance management or inspection department shall submit the proposed revision in hard copy or electronically to the Federal Aviation Administration (FAA) for review and acceptance. Should a proposed revision be found unacceptable by the FAA, the Director of Maintenance will immediately withdraw the proposed revision and decide whether to further revise and resubmit to the FAA.

A revision to the General Maintenance Manual is not required if an appendix is revised. The Log of Effective pages in the General Maintenance Manual does not show revision status of the individual appendixes. The revision status of the individual appendixes may be found in the Bristow Alaska Inc. monthly Master Publications List.

The maintenance management or inspection department will provide the FAA accepted changes to the Records Technician for distribution to manual and / or appendix holders using company internal distribution. Manual and / or appendix holders will sign and date the accompanying receipt memorandum and return it to the Maintenance Records Department for tracking purpose. The Records Technician will initiate follow up action for receipts not returned within 15 days.

Each approved change shall be posted in the Record of Manual Revision. The portion of the text affected by the latest revision is indicated by a vertical line on the left margin. The revision number and effective date are listed at the top of each page.

The following changes may be made without FAA approval:

- ◆ Correction of typographical errors
- ◆ changes in wording to coincide with manufacturers' manuals

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- ◆ changes to reference notations
- ◆ wording changes that in no way alter intent

A copy of this manual, including all current revisions, is provided in paper bound or Electronic PDF format to all locations where maintenance is performed. If the location has access to the document via internet it is not required to have a physical copy on site. A copy is also provided to the local Flight Standards District Office in a format acceptable to the FSDO.

It is the responsibility of each maintenance manager or lead mechanic to ensure that all personnel under his direction have read, and are familiar with, the applicable portions of this maintenance manual.

All maintenance personnel, while performing their duties under the FAR Part 135 Certificate, have a copy of this manual readily available. Maintenance supervisory personnel are responsible for keeping all maintenance manuals assigned to their area of operations at the current revision level.

Each paper manual and / or appendix holder shall insert revisions by

1. Replacing all pages in the manual
2. Returning the Publication Revision Memorandum to the Maintenance Records Department.

Each electronic PDF holder shall

1. Return the Publications Revisions Memorandum to the Maintenance records Department.
2. Return the last revision disc or electronic format to the maintenance Records Department.
3. Or update the electronic copy by downloading the latest version from the internet.

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Chapter 2.0 Company Organization

2.01 General Information

Bristow Alaska Inc. is certificated by the Federal Aviation Agency as an on demand
Air Taxi / Air Carrier

Corporate Offices

The Corporate Offices are located in Houston, Texas.

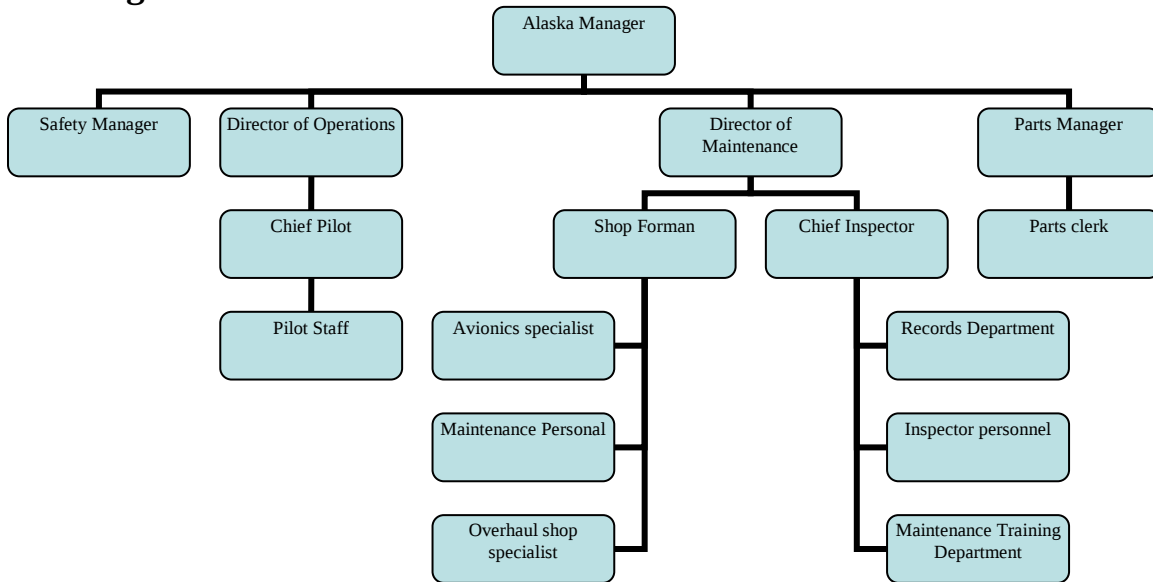
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2.02 Organizational Chart



2.03 Management Personnel Listing

Refer EOPA636D Air Carrier list of rosters.

Chapter 3.0 Duties and Responsibilities of Management Personnel

3.01 Alaska Manager

The Alaska Manager is the accountable manager under FAR Part 135, and is responsible for the overall operation of this air agency. This includes adequate housing of property and the continued maintenance of both housing and property. The Alaska Manager is responsible to provide necessary training, proper equipment, required materials, and competent personnel for operation of this air agency. The Alaska Manager shall oversee adherence to Federal Aviation Regulations (FAR's) and manufacturer's requirements.

The Alaska Manager shall:

- In the absence of a Director of Maintenance or Chief Inspector, the Alaska Manager assumes the responsibilities and delegates authority to qualified personnel, as dictated by FAR Part 135 and FAR Part 43, to release aircraft for service after repair and inspections.
- For additional responsibilities refer to the Bristow Alaska operations manual.

The Alaska Manager may delegate duties to a qualified assistant as necessary. However, such delegation does not relieve the Alaska Manager of overall responsibility.

3.02 Safety Manager

The Safety Manager is responsible to the Alaska Manager to commit company resources to the safety program. The Safety Manager has overall responsibility for implementation of the Safety Management System (SMS) within this air carrier.

The Safety Manager shall:

- Develop, define, integrate, and monitor the Safety Management System.
- Provide Leadership and Direction in Risk Management, Loss Control, and Regulatory Compliance to Government and Bristow Safety programs
- Evaluate and audit the safety program.
- Conduct and develop safety training, safety management and accident prevention.
- Evaluate the maintenance training to ensure fundamental safety principles are integrated into the syllabus.
- Investigate and report on incidents and accidents. Make recommendations to preclude a recurrence.
- Conduct hazardous material training as it pertains to this certificate. Direct hazardous material identification and disposal.
- Provide assistance during new employee initial safety training and during recurring training.
- Develop and maintain the Bristow Alaska Emergency Procedures Plan, provide

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guidance to determine location, use, adequacy, and serviceability of firefighting equipment and other safety equipment.

The Safety Manager may delegate duties to a qualified assistant as necessary. However, such delegation does not relieve the Safety Manager of overall responsibility.

3.03 Chief Inspector

The Chief Inspector is responsible to the Director of Maintenance for operation of the Inspection Department.

The Chief Inspector shall assist the Safety Manager in areas of maintenance safety. If the Chief Inspector is unavailable, a list of Chief Inspector designees is maintained in the Maintenance Office.

The Chief Inspector shall:

- Ensure inspections are properly performed concurrent with completion of work. Ensure proper inspection records, reports, and forms used by the air agency are completed prior to approving the product for return to service.
- Determine the most recently revised technical data for items maintained or repaired by the air agency is used by the respective departments. This data shall include the manufacturer's information and other FAA approved information.
- Provide for continuity of inspection responsibility; ensure completion of required inspection when personnel shift or assignment changes occur.
- Ensure measurement and precision test equipment is periodically checked for accuracy.
- Oversee the upkeep and update of pertinent FAA Regulations, Specifications, Type Certification Data Sheets, Airworthiness Directives and Service Bulletins
- Maintain General Maintenance Manual, AAIP, CAMP, and RII Inspection Programs in an up to date condition.
- Administer the Continuing Analysis and Surveillance program
- Monitor compliance status of technical publications distributed to individual aircraft.
- Oversee the Minimum Equipment List management program.
- Assist, supervise, and direct personnel assigned to the Inspection Department.
- Coordinate with and assist other departments in areas of inspection and maintenance.
- Ensure maintenance personnel training records are current and complete.
- Coordinate with the local FAA maintenance personnel.
- Oversee initial and recurring training of Maintenance technicians and inspectors within Bristow Alaska Inc. and ensure maintenance personnel records are current and complete.

The Chief Inspector may delegate duties to a qualified assistant or designee as necessary; however, such delegation does not relieve the Chief Inspector of overall responsibility.

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3.04 Director of Maintenance

The Director of Maintenance is responsible to the Alaska Manager for operation of the Maintenance Department. Director of Maintenance qualifications shall be equal to the qualifications stated in FAR 119.71(e). If the Director of Maintenance is unavailable, a list of Director of Maintenance designees is maintained in the Maintenance Office. The Director of Maintenance has final authority in approving the return to service of airframes, engines, propellers, appliances, and their component parts. •

The Director of Maintenance shall:

- Plan and organize the overall maintenance program to meet the work load and certificate requirements of this air agency.
- Set maintenance priorities on a day-to-day or week-to-week basis in conjunction with operational requirements. Coordinate set priorities with support shops, parts, and records.
- Supervise maintenance managers and specialists to
 - a. Organize overall maintenance effort.
 - b. Communicate maintenance requirements.
 - c. Evaluate maintenance program effectiveness.
- Review maintenance procedures to ensure
 - a. Timely quantity and quality of man power.
 - b. Efficient use and upgrading of facilities.
 - c. Parts / labor cost effectiveness.
- Standardize maintenance policies of this air agency.
- Determine maintenance personnel requirements. Approve new hires and terminations.
- Ensure maintenance and work meets FAR and current standard practices of the aviation industry.
- Ensure facility equipment and tools are maintained in serviceable working condition. Provide for replacement and upgrading of equipment and tools.
- Provide current manufacturer's technical data for the level of maintenance accomplished.
- Provide direction for the proper handling of parts during the work process, storage, and installation.
- Ensure utilization of the Safety Manual and Personal Protective Equipment when appropriate
- Provide direction to maintain the facilities in a clean and orderly manner.
- Ensure utilization of the safety management systems among the maintenance department

The Director of Maintenance may delegate duties to a qualified assistant or designee as necessary; however, such delegation does not relieve the Director of Maintenance of overall responsibility. Director of Maintenance Designee qualifications shall be equal to the qualifications stated in FAR 119.71(e).

3.05 Director of Operations

For a list of duties Refer to Bristow Alaska operations manual.

3.06 Chief Pilot

For a list of duties Refer to Bristow Alaska operations manual.

3.07 Avionics Specialist

The Avionics Specialist is responsible to the Director of Maintenance for the operation of the Avionics Shop and for accomplishing changes in the aircraft avionics systems utilized in Bristow Alaska Inc. aircraft.

The Avionics Specialist shall:

- Ensure safe direction of avionics work within the Avionics Shop and other departments.
- Ensure that inspection, overhaul, and repair of items within the Avionics specialist jurisdiction are accomplished with authority of this air carrier and that final inspections are performed.
- Maintain Avionics Department facilities and equipment in serviceable working condition.
- Ensure current technical data is used. The data may include manufacturers' overhaul manuals, service manuals, service bulletins, parts specifications, related FAA approved data, and other technical data.
- Ensure necessary maintenance entries on maintenance forms are properly executed by the responsible technicians
- Ensure work performed by personnel in the Avionics Shop follows standard practices.
- Train and assist subordinates in proper work procedures and practices.
- Proper handling and preservation of parts from beginning through completion of work.
- Order stock as required. Ensure utilization of the Safety Manual and Personal Protective Equipment when appropriate
- Ensure the Avionics Shop premises are kept clean and orderly.

The Avionics Specialist may delegate duties to a qualified assistant as necessary; however, such delegation does not relieve the Avionics specialist of overall responsibility.

3.08 Overhaul Shop Specialist

The Overhaul Shop specialist is responsible to the Director of Maintenance for the operation of the Overhaul Shop. The Overhaul Shop specialist coordinates the periodic inspection, overhaul, and repair of drive train, rotor, and mechanical system items removed from aircraft.

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The Overhaul Shop specialist coordinates Non-Destructive Inspection of parts.

The Overhaul Shop specialist shall:

- Safely coordinate the activities within the Overhaul Shop.
- Ensure that inspection, overhaul, and repair of items within the Overhaul Shop specialist jurisdiction is accomplished within the authority of this air agency and that the final inspections are performed.
- Maintain Overhaul Shop facilities and equipment in serviceable working condition.
- Ensure periodic checks and calibration of measuring equipment is performed and properly recorded.
- Ensure current revised technical data is used. Data may include manufacturers' overhaul manuals, service manuals, service bulletins, part specifications, and related FAA approved data, and other technical data.
- Ascertain necessary maintenance entries on maintenance forms are properly executed by the responsible mechanic.
- Ensure work performed by personnel in the Overhaul Shop follows standard practices of the aviation industry.
- Coordinate training and assistance for associates in proper work procedures and practices.
- Provide for the proper handling of parts through completion of work.
- Preserve and segregate parts while in the Overhaul Shop.
- Order stock as required and maintain adequate levels of consumable materials.
- Ensure calendar limited parts and materials are not kept beyond their expiration date and disposal complies with current federal and state environmental regulations.
- Ensure utilization of the Safety Manual and Personal Protective Equipment when appropriate
- Ensure Overhaul Shop premises are kept clean and orderly.

The Overhaul Shop specialist may delegate duties to a qualified assistant as necessary; however, such delegation does not relieve the Overhaul Shop specialist of overall responsibility.

3.09 Parts Manager

The Parts Manager is responsible to the Alaska Manager for the operation of the parts supply system.

The Parts Manager shall:

- Direct the control, identification, and preservation of inventory.
- Order parts from suppliers and communicate expected availability of special order items to the Director of Maintenance.
- Ensure items or parts are preserved while carried in inventory.
- Inspect parts received for shipping damage and proper documentation of origin and serviceability.

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- Maintain records which show parts shipped and received and inventory on hand.
- Identify, segregate, and preserve stock and tools in a serviceable or unserviceable category as designated by the Chief Inspector.
- Ship parts and tools as needed for support of aircraft and ground equipment.
- Ship parts and tools as needed for their repair, overhaul, and calibration.
- Identify the date stock is received and maintain a system to ensure the oldest items are used first.
- Monitor the quantity and quality of aircraft fuels in the absence of the fuel specialist. Order fuels as needed.
- Ensure calendar limited parts and materials are not kept beyond their expiration date and disposal complies with current federal and state environmental regulations.
- Ensure the Parts Department premises are kept clean and orderly.

The Parts Manager may delegate duties to a qualified assistant as necessary; however, such delegation does not relieve the Parts Manager of overall responsibility

3.10 Inspectors

The inspector is responsible to the chief inspector to ensure a standard level of safety and airworthiness is adhered to and that work performed for the air carrier is accomplished IAW applicable FAR's, Company manuals and manufactures specifications.

The Inspector shall:

- Inspect buildup of aircraft assemblies and installation of assemblies.
- Inspect aircraft for conformance to specifications and quality standards.
- Inspect work in progress to ensure proper procedures are followed.
 - To include:
 1. Correct parts are used.
 2. Correct procedures are used per applicable manuals.
 3. Tools are calibrated when required .
 4. Verify bulletins such as AD's, ASB's and others affected by the task are being complied with.
 5. Correct safties are installed.
- Ensure all entries in the logbook are accurate and contain all required information.
- Ensure paperwork such as RII task cards, 337's, ABC, and yellow tags are filled out correctly.
- Assist in keeping all company manuals up to date with the latest manufactures manuals.

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- Review weekly aircraft status sheets for accuracy.
- Inspect incoming parts for bulletin compliance.
- All other duties as assigned by the Chief Inspector.

3.11 shop forman

The shop forman is responsible for the daily operation and organization of the main hanger.

The shop forman shall:

- Assign the daily duties to the maintenance staff.
- Keep the hanger in a clean and organized manner.
- Ensure company tool control programs are being complied with.
- Ensure proper PPE is being utilized.
- Provide technical support to the maintenance staff.
- Communicate with the director of maintenance for day to day maintenance needs of the air carrier.
- Ensure the manuals of the hanger are on current revision status.
- Assist in employee reviews.
- Ensure the mechanics on the job records are current.
- Complete proficiency check on maintenance staff in the shop.

Chapter 4.0 Maintenance Terms

4.01 Abbreviated Maintenance Terms

THE FOLLOWING LIST OF ABBREVIATIONS AND THEIR MEANINGS MAY BE USED IN THIS MANUAL OR BY THIS AIR AGENCY IN MAKING MAINTENANCE RECORD ENTRIES OR OTHER DOCUMENTATION.

A	-	AMPERE
AA		AERONAUTICAL ACCESSORIES INC.
A&P	-	AIRFRAME AND POWERPLANT
AAIP	-	APPROVED AIRCRAFT INSPECTION PROGRAM
AC, A/C	-	AIRCRAFT
		ALTERNATING CURRENT
		ADVISORY CIRCULAR
		AIR CONDITIONING
AD	-	AIRWORTHINESS DIRECTIVE
ADC		AIR DATA COMPUTER
ADF	-	AUTOMATIC DIRECTION FINDER
ADI	-	ATTITUDE DIRECTION INDICATOR
ADJ	-	ADJUSTMENT
A/F	-	AIRFRAME
AFC	-	AVIONIC FUNCTION CHECK
AFCS	-	AUTOMATIC FLIGHT CONTROL SYSTEM
AFCU	-	AUTOMATIC FUEL CONTROL UNIT
AGB		ACCESSORY GEAR BOX
AI	-	AUTHORIZED INSPECTOR
ALA	-	AIR LOGISTICS OF ALASKA, INC.
ALT		ALTERNATE
		ALTERNATOR
AMD	-	AVIATION MANAGEMENT DIVISION
AML	-	APPROVED MODEL LIST
AMM	-	AIRCRAFT MAINTENANCE MANUAL
AMOC	-	ALTERNATE MEANS OF COMPLIANCE
AMT	-	AVIATION MAINTENANCE TECHNICIAN
ANSI	-	AMERICAN NATIONAL STANDARDS INSTITUTE
AOG	-	AIRCRAFT ON GROUND
APSC	-	ALYESKA PIPELINE SERVICE COMPANY
APU	-	AUXILIARY POWER UNIT
ARINC		AERONAUTICAL RADIO INC.
ASB	-	ALERT SERVICE BULLETIN
ASDB		AIRCRAFT SPECIFIC DATA BASE
ASO	-	ADVISORY SAFETY OBSERVER
ATA	-	AIR TRANSPORT ASSOCIATION
ATAF	-	ALL TOOLS ACCOUNTED FOR

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AUX	-	AUXILARY
BAI		BRISTOW ALASKA INC.
BAT, BATT		BATTERY
BH	-	BELL HELICOPTER
BHL	-	BRISTOW HELICOPTERS
BHT	-	BELL HELICOPTER TEXTRON
BIM	-	BLADE INSPECTION METHOD
BIT	-	BUILT IN TEST
BL, B/L	-	BUTTOCKS LINE
BNC		BAYONET NEILL-CONCELMAN
BRG	-	BEARING
BRNG	-	BEARING
CAA	-	CIVIL AVIATION AUTHORITY
CAMP	-	CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM
CAN	-	COMPLIANCE ACTION NOTICE CORRECTIVE ACTION NOTICE
CAS	-	CONTINUING ANALYSIS AND SURVEILLANCE
CASS	-	CONTINUING ANALYSIS AND SURVEILLANCE SYSTEM
CB	-	CIRCUIT BREAKER
C BOX	-	COMBINING GEARBOX
CCW		COUNTER CLOCKWISE
CEB	-	COMMERCIAL ENGINE BULLETIN
CEFA	-	COMBINED ENGINE FILTER ASSEMBLY
C/F	-	CARRIED FORWARD
CFR	-	CODE OF FEDERAL REGULATIONS
CG	-	CENTER OF GRAVITY
CH, CHAPT.		CHAPTER
CHDO	-	CERTIFICATE HOLDER'S DISTRICT OFFICE
CI	-	CHIEF INSPECTOR
CIT	-	COMPRESSOR INLET TEMPERATURE
CK	-	CHECK
CL, C/L	-	CENTER LINE
CLP		COLLECTIVE PITCH
CM	-	CONDITION MONITORING
CMM	-	COMPONENT MAINTENANCE MANUAL
C/O	-	CARRY OVER
CPT	-	COLLECTIVE PITCH TRANSDUCER
CPU	-	CENTRAL PROCESSING UNIT
CRM		COCKPIT RESOURCE MANAGEMENT
CR&O	-	COMPONENT REPAIR AND OVERHAUL
CRS	-	CERTIFIED REPAIR STATION
CRT	-	CATHODE RAY TUBE
CSL	-	COMMERCIAL SERVICE LETTER
CSN	-	CUSTOMER SERVICE NOTICE
CT	-	COMPRESSOR TURBINE

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CTRL		CONTROL
CVR	-	COCKPIT VOICE RECORDER
CW		CLOCK WISE
CW, C/W-		COMPLIED WITH
CWAP	-	CAUTION, WARNING, ADVISORY PANEL
CY	-	CYCLE(S)
D	-	DAILY INSPECTION
DAU	-	DATA ACQUISITION UNIT
DB		DECIBEL
DC	-	DIRECT CURRENT
DCU	-	DATA COLLECTION UNIT
DG	-	DIRECTIONAL GYRO
DME	-	DISTANCE MEASURING EQUIPMENT
DOM	-	DIRECTOR OF MAINTENANCE
DOT	-	DEPARTMENT OF TRANSPORTATION
DRTM	-	DIRECT RETURN TO MANUAL
DS, D/S	-	DRIVE SHAFT
DU	-	DISPLAY UNIT
EASA	-	EUROPEAN AVIATION SAFETY AGENCY
ECU	-	ELECTRONIC CONTROL UNIT
		ENVIRONMENTAL CONTROL UNIT
EFIS		ELECTRONIC FLIGHT INSTRUMENT SYSTEM
ELT	-	EMERGENCY LOCATOR TRANSMITTER
EMER	-	EMERGENCY
EMI	-	ELECTRO MAGNETIC INTERFERENCE
ENG	-	ENGINE
ENT		ENTER
EOM		EASE OF MAINTENANCE
EPIRB	-	EMERGENCY POSITION INDICATING RADIO BEACON
		EMERGENCY PERSONAL INDIVIDUAL RADIO BEACON
ESPM	-	ELECTRICAL STANDARD PRACTICES MANUAL
ESS		ESSENTIAL
ET	-	ELECTROMAGNETIC TESTING
EW, E/W-		EMPTY WEIGHT
EXT		EXTERNAL
EXT	-	EXTINGUISHER
FAA	-	FEDERAL AVIATION ADMINISTRATION
FADEC	-	FULL AUTHORITY DIGITAL ELECTRONIC CONTROL
FAR	-	FEDERAL AVIATION REGULATIONS
FC, F/C	-	FUEL CONTROL
FCC	-	FEDERAL COMMUNICATIONS COMMISSION
FCU	-	FUEL CONTROL UNIT
FIG		FIGURE
FLEX	-	FLEXIBLE
FLT	-	FLIGHT

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FM	-	FIELD MAINTENANCE
		FLIGHT MANUAL
		FREQUENCY MODULATION
FMS		FLIGHT MANUAL SUPPLEMENT
		FLIGHT MANAGEMENT SYSTEM
FOD	-	FOREIGN OBJECT DAMAGE
FPM		FEET PER MINUTE
FREQ		FREQUENCY
FRWD	-	FORWARD
FSDO	-	FLIGHT STANDARDS DISTRICT OFFICE
FT	-	FOOT
FWD	-	FORWARD
FWU, F/W/U		FREE WHEELING UNIT
GB, G/B	-	GEARBOX
GCU	-	GENERATOR CONTROL UNIT
GEN	-	GENERATOR
GEN		GENERAL
GM	-	GENERAL MANAGER
GOM	-	GULF OF MEXICO
GND	-	GROUND
GOV	-	GOVERNOR
GPS	-	GLOBAL POSITIONING SYSTEM
GPU	-	GROUND POWER UNIT
GPWS		GROUND PROXIMITY WARNING SYSTEM
GRND	-	GROUND
GS	-	GLIDE SLOPE
HAI	-	HELICOPTER ASSOCIATION INTERNATIONAL
HEEL	-	HELICOPTER EMERGENCY ELECTRIC LIGHTING
HF	-	HIGH FREQUENCY
HG		MERCURY
HH	-	HAND HELD
HMU	-	HYDRO MECHANICAL UNIT
HR	-	HOURLY
HRS	-	HOURS
HSAC	-	HELICOPTER SAFETY ADVISORY CONFERENCE
HS&E	-	HEALTH SAFETY AND ENVIRONMENT
HT	-	HARD TIME
		HEAT
HSI	-	HORIZONTAL SITUATION INDICATOR
HUMS	-	HEALTH AND USAGE MONITORING SYSTEM
HYD	-	HYDRAULIC
IA	-	INSPECTION AUTHORIZATION
IAW, I/A/W		IN ACCORDANCE WITH
IB	-	INBOARD
ICA		INSTRUCTIONS FOR CONTINUED AIRWORTHINESS

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ICS		INTERCOMMUNICATIONS SYSTEM
ID		IDENTIFICATION
IDS, I/D/S		INPUT DRIVE SHAFT
IFR		INSTRUMENT FLIGHT RULES
IGB, I/G/B		INTERMEDIATE GEAR BOX
IGV, I/G/V		INLET GUIDE VANE
II	-	INSTALLATION INSTRUCTION
IN	-	INSPECTED; INSPECTION
		INCH
INC	-	INCORPORATED
IND	-	INDICATOR
		INDICATION
INFO	-	INFORMATION
INOP		INOPERATIVE
INT	-	INTERNAL
		INTERMITTANT
INV		INVERTER
IL	-	INFORMATION LETTER
INSP	-	INSPECTED; INSPECTION
INST	-	INSTRUMENT
		INSTALL
IPB	-	ILLUSTRATED PARTS BREAKDOWN
IPC	-	ILLUSTRATED PARTS CATALOG
ITT	-	INTER-TURBINE TEMPERATURE
JAA	-	JOINT AVIATION AUTHORITIES
JASC	-	JOINT AIRCRAFT SYSTEM / COMPONENT
KTS		KNOTS
LB, LBS	-	POUND, POUNDS
LCD	-	LIQUID CRYSTAL DISPLAY
LDG		LANDING
LED	-	LIGHT EMITTING DIODE
LH, L/H	-	LEFT HAND
LIVE		LIQUID INERTIA VIBRATION ELIMINATOR
LLC	-	LIMITED LIABILITY COMPANY
LK	-	LEAK
LTF	-	LEAD THE FLEET
LUBE		LUBRICATE, LUBRICATION
LWR	-	LOWER
MAI	-	MAJOR AIRFRAME INSPECTION
MAINT	-	MAINTENANCE
MAX	-	MAXIMUM
MDR	-	MALFUNCTION OR DEFECT REPORT
MDS	-	MAIN DRIVE SHAFT
MEL	-	MINIMUM EQUIPMENT LIST
MFCU	-	MANUAL FUEL CONTROL UNIT

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MGB		MAIN GEAR BOX
MGT	-	MEASURED GAS TEMPERATURE
MI	-	MAJOR INSPECTION
MIC		MICROPHONE
MIN	-	MINIMUM
MLG	-	MAIN LANDING GEAR
MM	-	MAINTENANCE MANUAL
MMIR	-	MAINTENANCE MALFUNCTION INFORMATION REPORT
MOC	-	MAINTENANCE OPERATION CHECK
MOD	-	MODIFICATION
M&O	-	MAINTENANCE & OVERHAUL MANUAL
MR, M/R	-	MAIN ROTOR
MRGB	-	MAIN ROTOR GEARBOX
MSDS	-	MATERIAL SAFETY DATA SHEET
MT	-	MAGNETIC PARTICLE TESTING
MTL	-	MAINTENANCE TIME LIMITATIONS
NA, N/A	-	NOT APPLICABLE
NAV	-	NAVIGATION
NCW, N/C/W		NOT COMPLIED WITH
NDI	-	NON-DESTRUCTIVE INSPECTION
NDT	-	NON-DESTRUCTIVE TESTING
NF		POWER TURBINE SPEED
NFPA		NATIONAL FIRE PROTECTION AGENCY
NFR	-	NO FLIGHT REQUIRED
NG	-	GAS PRODUCER SPEED
NICAD		NICKEL CADMIUM
NIST	-	NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
NO	-	NUMBER
NOAA		NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NP	-	POWER TURBINE SPEED
NR	-	ROTOR SPEED
NSTC	-	NORTH SLOPE TRAINING CENTER
NTSB	-	NATIONAL TRANSPORTATION SAFETY BOARD
NWR	-	NO WORK REQUIRED
NWS	-	NATIONAL WEATHER SERVICE
OAS	-	OFFICE OF AIRCRAFT SERVICES
OAT	-	OUTSIDE AIR TEMPERATURE
OB-		OUTBOARD
OC	-	ON CONDITION
OEI	-	ONE ENGINE INOPERATIVE
OEM	-	ORIGINAL EQUIPMENT MANUFACTURER
OH, O/H		OVERHAUL
OJT	-	ON THE JOB TRAINING
OMM	-	OPERATION AND MAINTENANCE MANUAL
OPS		OPERATIONS

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OSN	-	OPERATIONAL SAFETY NOTICE
OVSPD	-	OVERSPEED
P	-	PHASE INSPECTION
PA	-	PRESSURE ALTITUDE
PAR		PARAGRAPH
PAX	-	PASSENGER
PC	-	PITCH CHANGE
		PERSONAL COMPUTER
P/C	-	PITCH CHANGE
PCW, P/C/W		PREVIOUSLY COMPLIED WITH
PG		PAGE
PI		PRODUCT IMPROVEMENT
PIC	-	PILOT IN COMMAND
PLA	-	POWER LEVER ANGLE
PLB		PERSONAL LOCATOR BEACON
PMA	-	PERMANENT MAGNET ALTERNATOR
		PARTS MANUFACTURE APPROVAL
PMI	-	PREVENTIVE MAINTENANCE INSPECTION
PN, P/N	-	PART NUMBER
PO	-	PURCHASE ORDER
POC		PILOT OPERATION CHECK
PPE	-	PERSONAL PROTECTIVE EQUIPMENT
PPH	-	POUNDS PER HOUR
PRCU	-	PEDAL RESTRICTOR CONTROL UNIT
PRESS	-	PRESSURE
PT	-	LIQUID PENETRANT TESTING
PT, P/T	-	POWER TURBINE
PTT	-	PUSH TO TALK
PWR		POWER
P&W	-	PRATT & WHITNEY
P&WC	-	PRATT & WHITNEY CANADA
P3	-	BLEED AIR
Q	-	TORQUE
QA	-	QUALITY ASSURANCE
QC	-	QUALITY CONTROL
QTY	-	QUANTITY
R	-	REVISION
		RESISTANCE
RADALT		RADAR ALTIMETER
RAM	-	RANDOM ACCESS MEMORY
RB, R/B		ROTOR BRAKE
R&R	-	REMOVE AND REPLACE
REC	-	RECEIVE
		RECORD
REV	-	REVISION

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	REVOLUTION
RF	RADIO FREQUENCY
RFM	ROTORCRAFT FLIGHT MANUAL
RGB	REDUCTION GEARBOX
RH, R/H -	RIGHT HAND
RII -	REQUIRED INSPECTION ITEM
RIN -	RETIREMENT INDEX NUMBER
RMI -	REMOTE MAGNETIC INDICATOR
RO -	REPAIR ORDER
ROM	READ ONLY MEMORY
RPM -	REVOLUTIONS PER MINUTE
RGB -	REDUCTION GEAR BOX
RR -	ROLLS ROYCE
RSM -	REPAIR STATION MANUAL
RT -	RETIREMENT
RT	RECIEVER TRANSMITTER
RX -	RECEIVE
SB -	SERVICE BULLETIN
SC -	SERVICE CHECK
SCC -	SERVICE COMPLETION CHECK
SDR -	SERVICE DIFFICULTY REPORT
SI -	SERVICE INFORMATION
SIC -	SECOND IN COMMAND
SG, S/G	STARTER GENERATOR
SIL -	SERVICE INFORMATION LETTER
SL -	SERVICE LETTER
	SERVICE LIFE
SN, S/N -	SERIAL NUMBER
SMS	SAFETY MANAGEMENT SYSTEM
SOAP -	SPECTROMETRIC OIL ANALYSIS PROGRAM
S/P -	SWASHPLATE
SPM -	STANDARD PRACTICES MANUAL
SRM -	STRUCTURAL REPAIR MANUAL
STA -	STATION
STAB -	STABILIZER
STC -	SUPPLEMENTAL TYPE CERTIFICATE
ST GEN	STARTER GENERATOR
SYS -	SYSTEM
TACH -	TACHOMETER
TARSYN	THREE AXIS REMOTE SYNCHRONIZED
TB -	TECHNICAL BULLETIN
TB, T/B -	TAILBOOM
TBO -	TIME BETWEEN OVERHAUL
TC -	TYPE CERTIFICATE
T/C -	TIME CHANGE

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TCAS		TRAFFIC COLLISION AVOIDANCE SYSTEM
TCDS	-	TYPE CERTIFICATE DATA SHEET
TCU	-	TORQUE CONTROL UNIT
TEMP	-	TEMPERATURE
TIS	-	TIME IN SERVICE
TIT	-	TURBINE INLET TEMPERATURE
TNC		THREADED NEILL-CONCELMAN
TO	-	TAKEOFF
TOT	-	TUBINE OULET TEMPERATURE
TQ	-	TORQUE
TR, T/R	-	TAIL ROTOR
TSI	-	TIME SINCE INSPECTION
TSM	-	TIME SINCE MANUFACTURE
TSN	-	TIME SINCE NEW
TSO	-	TIME SINCE OVERHAUL
		TECHNICAL STANDARD ORDER
TSR	-	TIME SINCE REPAIR
TT	-	TOTAL TIME
		TENSION TORSION
TX	-	TRANSMIT
UHF	-	ULTRA HIGH FREQUENCY
UNK		UNKNOWN
UT	-	ULTRASONIC TESTING
V	-	VOLT
VFR		VISUAL FLIGHT RULES
VHF	-	VERY HIGH FREQUENCY
VIBE		VIBRATION
VOL	-	VOLUME
VOM	-	VOLT OHM METER
VOR	-	VISUAL OMNI RANGE
VOX	-	VOICE ACTIVATED
VSI	-	VERTICAL SPEED INDICATOR
W	-	WATT
WAAS		WIDE AREA AUGMENTATION SYSTEM
W&B	-	WEIGHT AND BALANCE
WL, W/L		WATER LINE
WO, W/O		WORK ORDER
WX		WEATHER
XDCR	-	TRANSDUCER
XFR	-	TRANSFER
XFER	-	TRANSFER
XMIT	-	TRANSMIT
XMSN	-	TRANSMISSION
XMTR	-	TRANSMITTER
XPDR, XPNDR		TRANSPONDER

Chapter 5.0A General Maintenance Practices and Policies

5.01 General Maintenance Policies

Bristow Alaska Inc. aircraft shall be maintained in such a manner as to enhance flight safety and to minimize unscheduled maintenance down time.

Preventive maintenance shall be performed whenever practical to complement established schedules and maximize aircraft utilization and safety.

Maintenance work performed shall be accomplished or supervised by qualified personnel who have received appropriate training for the tasks they are assigned. Maintenance is to be performed in accordance with the regulations of Part 135, and FAR Part 91, where applicable.

Prior to being dispatched to a remote area, the mechanic will ensure all necessary parts and consumable items required to maintain the aircraft in an airworthy manner will be available at the remote area when the aircraft is dispatched. Necessary parts and consumable items may accompany the aircraft or be dispatched separately.

5.02 Aircraft Airworthiness

The Pilot in Command and mechanic assigned to the aircraft is responsible for ensuring his assigned aircraft is in an airworthy condition. The industry accepted definition of airworthy is that the aircraft conforms to type design and is in condition for safe operation. In addition to visually inspecting the aircraft,

Pilots and mechanics will check the aircraft log book and the aircraft weekly aircraft Status sheet for the following:

- Adherence to time/date limitations of the components.
- All applicable Airworthiness Directives and Service Bulletins listed on status sheets have been complied with.
- The aircraft is within the inspection limitations set forth in the Approved Aircraft Inspection Program, Continuous Aircraft Maintenance Program or, for other aircraft not maintained under these programs, that the aircraft is within the annual/100 flight hour inspection criteria.
- Mechanical discrepancies noted in the aircraft log book have been handled in accordance with approved maintenance policies.
- Appropriate signatures have been entered in the aircraft log book to certify maintenance and inspection requirements have been complied with.

5.03 Maintenance Time Limitations

The retirement, overhaul and inspection limits of aircraft maintained under Bristow Alaska Inc.'s Approved Aircraft Maintenance Program (AAIP) and Continuous Aircraft

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Maintenance Program (CAMP) shall be followed as described in the appropriate appendix of this manual. For Bristow Alaska Inc. aircraft not maintained under either the AAIP or the CAMP, the manufacturer's established time limitations will be adhered to.

The maintenance time limitations for the aircraft, airframe, engine, installed equipment, installed systems and installed emergency equipment are derived from the aircraft Type Certificate Data Sheet as amended, the manufacturer's most recent limitations and Department of Transportation guidelines.

The Director of Maintenance or the Chief Inspector shall initiate proposed changes to Bristow Alaska Inc.'s Part 135 Maintenance Time Limitations. Proposals will be reviewed by both the Chief Inspector and Director of Maintenance. Reductions in time/life intervals are implemented immediately through a Compliance Action Notice. The FAA is notified through a request for approval of a revised Bristow Alaska Inc Part 135 Maintenance Time Limitations.

5.04 Required Maintenance

Bristow Alaska Inc. aircraft shall be maintained under one of the following programs:

- Approved Aircraft Inspection Program which applies to aircraft with a capacity of nine (9) or less passengers, may be implemented for Bell 206L Series, Bell 407 and AEC BO-105 series aircraft.
- Continuous Airworthiness Maintenance Program. This program, which applies to aircraft with a capacity of ten (10) or more passengers, may be implemented for Bell 412 helicopters.
- Annual and 100 Hour Inspections. These inspections will be performed as required on aircraft not covered by the AAIP or CAMP programs mentioned above.

Removal, installation, servicing, and repair of systems and components are accomplished in accordance with the manufacturer's maintenance procedures or other acceptable data for the specified part or component. Maintenance manuals, Instructions for Continued Airworthiness, or other data is available in the Maintenance Office.

5.05 Contracted Maintenance

Bristow Alaska Inc. Air Carrier Certificate EOPA636D, has arranged with Bristow Alaska Inc Certified Repair Station EOPR636D to be the primary contractor to conduct its required inspections and the repair and overhaul of components and appliances in accordance with Bristow Alaska Inc. Air Carrier EOPA636D AAIP and CAMP maintenance programs.

Other outside contractors will be evaluated, before utilizing them, on a case by case basis to ensure Bristow Alaska Inc. and applicable regulatory standards are met.

The Air Carrier will ensure the airworthiness of its aircraft by conducting audits. The Air Carrier, through its Continuing Analysis and Surveillance system (CAS), audits the Repair

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Station and its vendors to ensure compliance with all maintenance programs (AAIP and CAMP) and the Federal Aviation Regulations.

The Vendor Audit program is conducted by the Inspection Department, and questionnaires are sent electronically or in hard copy form to the individual vendors every two years. A current vendor list is maintained in the Maintenance Records Office.

The Safety Manager or there designee will audit the 145 Repair Station EOPR636D annually using the audit checklist located in the Bristow Alaska Inc. internal evaluation program.

5.06 Ground and Flight Maintenance

Certain maintenance activities require the aircraft to be ground run or flown to complete the maintenance action. During periods of ground operation, cowling may be removed and test equipment may be attached. It is the responsibility of both pilot and the mechanic to ensure safety is the first concern.

Exposure to Foreign Object Damage, or FOD, damage is increased due to unusual equipment around and on the aircraft and the aircraft being ground run without all cowling installed. Loose equipment must be removed from the aircraft and area prior to starting the aircraft.

Proper safety protection must be worn. Remember hearing protection prevents hearing and extra effort is needed to expand our visual awareness.

Extra caution is needed around spinning main and tail rotors and spinning shafts.

Ground support equipment such as ground power units, battery conditioning apparatus, hydraulic test carts, etc. shall be utilized and maintained in accordance with the equipment manufacturer's manuals.

5.07 Maintenance and Servicing at Other than Bristow Alaska Inc. Facilities

Should maintenance or servicing needs occur outside of Bristow Alaska Inc.'s normal operation area, the pilot in command becomes responsible for:

- Obtaining permission from the Director of Maintenance, or his representative, prior to having corrective maintenance performed.
- Ascertaining that maintenance personnel involved are either employees of an FAA Certified Repair Station or are properly certificated airframe and power plant mechanics or certificated repairmen, as appropriate. The pilot in command shall ensure that the persons involved are subject to the requirements of an FAA Approved Drug Program in accordance with 14 CFR Part 135.251(b).
- Assuring that maintenance performed is properly recorded and signed off in the A/C logbook by those involved.

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- Make available to those persons contracted to perform maintenance the appropriate section of the Bristow Alaska Inc. General Maintenance Manual concerning the maintenance being performed.

5.08 Pilot Authorized Preventive Maintenance

Pilots are authorized to perform preventive maintenance on certain items during remote area operations. A remote area is defined as any area where qualified maintenance personnel are unavailable to perform preventive maintenance.

FAR Part 43.3 paragraph (h) allows the pilot operating rotorcraft to perform specific preventive maintenance as described in FAR Part 43 Appendix A paragraph (c).

Bristow Alaska Inc. pilots who have completed the Bristow Alaska Inc. aircraft remote area preventive maintenance training course are authorized to perform the preventive maintenance items listed in the Bristow Alaska Operations manual.

A logbook entry shall be made in the normal manner to document the preventive maintenance performed.

5.09 Service Completion Check

The Service Completion Check is an additional inspection task intended to assist in detecting any irregularities.

A Service Completion Check shall be performed following any maintenance to

- Flight Control
- Tail Rotor
- Main Rotor
- Synchronized elevators
- Drive train items
- Engine installations
- Transmission
- Engine Control
- Landing Gear (Including Flotation Equipment)

A Service Completion Check (SCC) shall be performed following any maintenance requiring a leak check, a Pilot Operations Check (POC), or any item that the failure of which could affect safe operation of the aircraft. *An SCC is not required when a pilot performs preventative maintenance under the Bristow Alaska remote area maintenance program.*

If there is any doubt, the work should be inspected and noted as a SCC in the logbook.

The SCC shall be performed by a mechanic other than the mechanic performing the work or a pilot qualified in type when work is accomplished. When an SCC is required in the main Fairbanks facility, a designated inspector will perform the inspection if available.

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The SCC shall be noted in the aircraft logbook as a separate entry.

The work should be examined for general security, safeties, slippage marks and proper installation. The area should be examined for loose hardware, tools, rags or equipment. Any questions concerning the work should be answered at this time, prior to operation.

The person signing the SCC is not approving the work done for return to service, nor in any way reducing the responsibility of the mechanic that performed the work.

The SCC is required on all Bristow Alaska Inc. aircraft regardless of operating certificate or maintenance program. For aircraft maintained under the Bristow Alaska Inc. CAMP, the SCC is required as described for those items not already listed as Required Inspection Items.

5.10 Pilot Operation Check (formally Maintenance Operation Check)

A Pilot Operation Check shall be accomplished for all Bristow Alaska Inc. aircraft when work has been accomplished or parts replaced. A POC can only be done by a qualified pilot rated in type. When proper operation after maintenance or repair can be verified by the mechanic doing the work, an POC is not required.

A POC must be entered in the log book as a separate entry.

The POC shall be written in a manner that clearly defines all the steps required for that particular POC. The mechanic will assist the pilot in locating any pertinent information in the maintenance manuals that will be needed when performing a POC.

Example: POC due for engine change. Perform engine check run (Refer to Allison 250-C30 MM).

The POC shall be done in accordance with the flight manual, maintenance manual or other accepted or approved manual to ensure operation per specifications. Should there be no specific procedure for the POC simply state what was done. Refer to FAR 43.9 (a) (1) and 91.407. An entry shall be made in the aircraft logbook stating:

- POC complete.
- Aircraft total time and date.
- Pilot's signature, certificate type and number.

5.11 Leak Check Requirements

A leak check will be required on all Bristow Alaska Inc. aircraft, regardless of operating certificate or maintenance program, whenever work is performed involving any fuel, oil, hydraulic, or pneumatic line or system. The leak check shall be noted with a description of the item to be checked as a separate entry in the aircraft logbook.

Check for excessive leaks. Refer to the manufactures manuals for limits.

5.11A Torque Stripe requirements and procedures

Standard:

Alignment marks are only required when the manufactures maintenance manual specifies they are required.

Example from the Rolls Royce manual:

Caution torque paint (slippage marks) must be applied to all the rigid tube b--nuts in accordance with the rigid tube installation procedures. The torque paint must be removed and reapplied each time the b--nut is loosened and tightened. Damage to the engine can occur.

Alignment marks are only required if the part is not secured in an alternate method, such as safety wired or cotter pinned.

If the manufacture does not recommend slippage marks they will not be required.

In cases where slippage marks are required they will be applied by the inspector, or person performing the SCC, after the line has been checked for tightness.

Chapter 5.0B Aircraft Maintenance Practices and Policies

5.12 APU Use

When an auxiliary power unit is used to provide electrical power to the aircraft the pilot and operators of the APU shall discuss when the APU is to be disconnected and hand signals to be used. The APU will be within pilots view during aircraft operation. Power cables shall be routed away from the aircraft when possible. If power cables cannot be routed away from the aircraft, the APU will be removed from the area after the aircraft start is complete during ground idle prior to 100% rotor speed.

5.13 Aircraft Operation with Cowlings Removed

Maintenance activities require the ground operation of the aircraft with cowling removed. Cowlings shall not be removed or installed while the engines or rotors are turning. Mechanics shall store cowlings either in the aircraft, a vehicle or a building when not installed on the aircraft. Cowlings shall not be left unattended in the open. Aircraft shall not be flown without all cowlings installed.

5.14 Aircraft Operation during Adjustments

Often adjustments during engine operation are necessary to complete a maintenance action. Mechanics shall ensure only the tools necessary to perform the adjustment are taken to the site of maintenance.

Parts or components safeties that are removed during adjustment while performing maintenance must be reinstalled prior to flight even if that flight is for maintenance.

5.15 Use of Ladders, Carts, and Work Stands

Ladders and/or carts shall be used around running aircraft only when necessary. Vacant ladders are not to be left standing but laid flat on the ground. Carts shall be moved into the hangar or vehicle when not being used. If available work stands shall be utilized any time major work is being done above four feet in elevation.

5.16 Attachment of Test Equipment

Often test equipment is required during ground run and flight of an aircraft. The cables and other items of equipment must be secured properly to prevent entanglement during operation. Both the pilot and mechanic shall check clearances of equipment installed on rotating parts prior to operating the engines. Mechanics shall check cables for security and full range of movement of controls when applicable.

5.17 Fueling Procedures

Refer to the Bristow Alaska fuel quality assurance manual for fueling procedures

5.18 Defueling Procedures

Refer to the Bristow Alaska fuel quality assurance manual for defueling procedures

5.19 Fuel Sampling Procedures

A fuel sample must be taken before first flight of the day. Fuel will be collected in a clean, clear container. The fuel sample will be visually checked for moisture content and debris. When the aircraft is cold-soaked, any water or moisture suspended in the fuel may be frozen; look for ice crystals in a cold-soaked fuel sample.

The following steps for obtaining a fuel sample are recommended, although individual aircraft and / or circumstances may make other steps necessary.

Basic steps for obtaining a fuel sample from a Bristow Alaska Inc. aircraft:

1. Make sure fuel sample jar is completely clean and clear.
2. Make sure fuel boost pump or fuel transfer pump switches or circuit breakers are in the off position.
3. Plug in the battery, turn on the battery switch.
4. With the fuel valve in the off position, take a fuel sample from the main tank sump drain.
5. Check this fuel sample for water or debris before continuing.
6. Turn on fuel valve
7. Turn on fuel boost pump
8. With fuel valve and boost pumps in the on position, take a fuel sample from the airframe fuel filter.
9. Check the fuel sample for water or debris.
10. Clearly label fuel sample jar with the aircraft registration number, current date, and the initials of the person taking the fuel sample
11. Retain this fuel sample at least until another fuel sample is taken from that aircraft

5.20 Removal of Snow and Ice

The pilot shall ensure frost, snow, and ice is removed from airfoil and control surfaces before flight. Bristow Alaska Inc. ground personnel are reminded that frost, snow, or ice clinging to an airfoil can drastically change the aerodynamic (and lift) characteristics of the airfoil.

For the removal of snow and ice, the following methods are recommended in the order of desirability, keeping in mind safety and economics:

1. Utilize ground handling equipment to relocate aircraft into heated facility.
2. Remove snow, frost, and ice with a broom, being careful to not cause damage to the aircraft windows, airfoils, flight controls, antennas, or structure.

When an aircraft is parked during conditions of falling or blowing snow, proper covers shall be used to ensure openings do not pack with snow. These openings shall be checked before operation. Before starting aircraft the rotors shall be turned backwards by hand to ensure free operation of drive train and engines.

5.21 Aircraft Pre Heating

When temperatures are below 0°F, aircraft preheating is recommended. Low ambient temperatures can change the viscosity of engine oil, batteries can lose their effectiveness, instruments can stick and warning lights, when "pushed to the test", can stick in the "test" position. For the above mentioned reasons, and many others, the pre-heating of engines and cockpit before flight may be necessary for operations in low temperatures.

Extreme caution should be used in the preheat process to avoid fire and/or damage to the aircraft and its equipment. The following practices are recommended:

1. Aircraft preheated by heated hanger storage must have the airfoils inspected for ice prior to operation after the aircraft is removed from the hanger and the aircraft skin has cooled to ambient temperature.
2. Use only heaters that are in safe operating condition
3. If using a fuel type heater, do not refuel the heater while it is running.
4. During the heating process, the aircraft shall not be unattended. The attendant shall have a fire extinguisher available.
5. Do not place heat ducting so it will blow hot air directly on parts of the aircraft -- such as windows, fire extinguishers, radios, upholstery, or on other items that may present a hazard if heated.

5.22 Tie Down and Securing Aircraft

Bristow Alaska Inc. personnel must, to the maximum extent practicable, ensure that the aircraft is protected against damage by vehicles, weather, or other outside sources.

If the aircraft will remain on the ground overnight or for an extended period of time, personnel should ensure that:

- The aircraft is parked properly.
- Flight control locks are installed if available.
- Plugs and covers are installed as necessary.
- Rotors are secured to prevent damage.
- Aircraft is secured to adequate tie down provisions.
- The aircraft is locked if necessary.

When precipitation is anticipated, covers shall be used if they are available.

High wind conditions should always be anticipated when securing aircraft for the night or for extended periods.

Addition instructions may be located in the Bristow Alaska Inc. Operations Manual.

5.23 Aircraft Cleaning

Precaution will be used when cleaning aircraft to ensure corrosive cleaning solutions will be thoroughly removed from aircraft during rinse. Aircraft cleaning materials will be of the

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industry accepted standard variety. Personnel assigned to clean Bristow Alaska Inc. aircraft will receive informal on the job training to become familiar with cautions and accepted practice.

5.24 Main Rotor Blade Folding

When Blade folding is required, an entry will be made in the log book. Unfolding blades will require an SCC by a certified person other than the person doing the procedure. Reference the application manual for procedures. Blade folding is considered a maintenance function therefore only a certified mechanic can unfold Main Rotor Blades.

5.25 First Aid Kit Annual Inspection

Bristow Alaska Inc. has one type of First Aid Kit. It is the standard Bristow Alaska Inc. issue. These first aid kits meet the requirements for Department of Interior Aircraft Management Division ASLE Handbook. Any subsequent type of First Aid Kit will be identified specific to the aircraft it is assigned.

The first aid kits installed in all Bristow Alaska Inc. aircraft are of the pre-packaged type. The primary part number (p/n) for these kits is FIRST AID. Alternate part numbers may be supplied. The kits are serialized and tracked on the aircraft status report.

When inspecting or replacing first aid kits enter the ATA code, kit serial number, and expiration date in the logbook entry to alert the records department of the change.

First aid kits will be sealed with a break away seal. If a seal is found compromised, inspect or replace the first aid kit.

First aid kits will be identified using a laminated Bristow inspection tag that will identify the item, serial number, last inspection date, next inspection due date.

When performing an inspection on first aid kits replace any item that may expire prior to the next inspection.

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The following is the minimum list of items that shall be installed in the first aid kit:

<u>DESCRIPTION</u>	<u>STANDARD BRISTOW KIT</u>
Adhesive Bandage Strips (3")	8
Antiseptic or Alcohol Wipes	10
Bandage Compresses, 4"	2
Triangular Bandage, 40" (sling)	2
Roller Bandage, 4" x 5 yds (gauze)	2
Adhesive Tape, 1" x 5 yds	1
Bandage Scissors	1
Bodily Fluids Barrier Kit 2 – Pair Latex Gloves 1 – Face Shield 1 – Mouth-to-Mouth Barrier 1 – Protective Gown 2 – Antiseptic Towelettes 1 – Biohazard Disposable Bag	1

5.26 Survival Kits Annual Inspection

Bristow Alaska Inc. has two types of Survival Kits. The standard Bristow Alaska Inc. issue meets the requirements for Department of Interior Aircraft Management Division ASLE Handbook. An Alyeska Pipeline Contract survival kit meets the requirements for the Alyeska contract and is **ONLY** to be used on the aircraft servicing that contract.

The standard survival kits installed in Bristow Alaska Inc. The primary part number (p/n) for these kits is STNDSURVKIT and ALYSURVKIT respectively. The kits are serialized, tracked on the aircraft status report. Expired items will be replaced through the Bristow Alaska supply chain.

When inspecting or replacing survival kits enter the ATA code, kit serial number, and expiration date in the logbook entry to alert the records department of the change.

Survival kits will be sealed with a break away seal. If a seal is found compromised, inspect or replace the survival kit.

Survival kits will be identified using a laminated Bristow inspection tag that will identify the item, serial number, last inspection date, next inspection due date.

When performing an inspection on survival kits replace any item that may expire prior to the next inspection.

The following is the minimum list of items that shall be installed in the Survival kits:

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The following list is to be used to inventory the **standard** survival kit minimum contents.

<u>DESCRIPTION</u>	<u>STANDARD BRISTOW KIT 0-6 person</u>
Knife	1
Fishing kit/gill net	1
Tarps	2
Mosquito nets	6
Insect repellent	1
Parachute cord	50ft
Survival manual	1
2.5 gallon water bag	1
Instant soup	10
Flares (aerial)	6
Single mirror	1
whistle	1
Headlamp with batteries	1
May day rations(1pkg=3days per person)	7(see note below)
Drinking water treatment	1
Alcohol stove with alcohol	1
Billy pot	1
Waterproof matches	4pks
Magnesium fire starter	1
candles	6
Fire starter	1bx

Note: Rations should equal a total of 25200 calories

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The following list is to be used to inventory the **Alyeska** survival kit minimum contents.

<u>DESCRIPTION</u>	<u>ALYESKA KIT</u>
Sky blazer Flares	2
Whistle	1
Signal Mirror	1
Strobe Light with Batteries	1
Dye Marker	1
Flashlight with Batteries	1
Headlamp with Batteries	1
Mountain House Meals	6
Bouillon Cubes (package)	1
Coffee	10
Cocoa (package)	10
Trail Mix Snacks	3
Instant Soup	8
Mayday 3600 Rations	4
Emergency Drinking Water Tablets (bottle)	1
Steel Eating/Cooking Utensils	2 sets
Sierra Cups	2
MSR Multi-Fuel Stove	1
Large Billie Pot	1
Medium Billie Pot	1
Box of Matches	4
Candles	3
Magnesium Fire Starter	1
000 Steel Wool	1
Vaseline (container)	1
Fire Starter (box)	1
Lighter	1
Container cotton balls	1
Small snow shovel	1
Space blankets	5
Fishing kit	1

5.27 Life Vest Inspection

Life vests will be identified using a laminated Bristow inspection tag that will identify the item, serial number, last inspection date, next inspection due date and the name of the person who performed the inspection.

Life vest inspections will be done in accordance with the manufactures manuals latest revision.

5.28 Auto Rotation checks

Auto rotation checks will be done in accordance with the manufactures instructions.

Several manufactures use a seasonal average temperature and elevations to calculate autorotation speeds. A small variable in the temperature can create a large difference in the autorotation target speed. When calculating an “average” on Bristow Alaska aircraft the following will be used for all locations.

1. Summer:
 - April 15th to October 15th
 - Average temperature +15C
2. Winter
 - October 16th to April 14th
 - Average temperature -20C

Lowest pressure elevation will be sea level

5.28A Aircraft track and balance maintenance record entry requirements

Whenever an aircraft has a component balanced or a MR tracked an entry is required in the log book with the vibration level and phase angles when finished. This is not required on aircraft equipped with HUMS.

5.29 Battery charging with Activator 282 charger

In order to reduce the possibility of an explosion which could result in injury to personnel, or equipment while charging a Ni cad or lead acid type battery frequently used in our aircraft follow the manufacture (activator) instructions along with the Bristow Alaska procedures listed below:

1. Remove battery from the aircraft
2. Open the lid of the battery to prevent explosive gases from building up.
3. Closely monitor the charger during the charging sequence.
4. Verify switch on charger is set to correct battery type.

5.29A Owner Produced Parts

Reference FAR 21.9, FAR 43, FAR 1, AC43-18, AC 23-27

During inspections and repair of our aircraft we occasionally come across parts which we must make instead of purchasing. The reasons may be part availability, part time-line, or occasionally part costs. The following can be used as a guide in determining if the part can be made.

This section does not apply to repairs being made to a part or component but rather the replacement of an entire part that is going to be fabricated by you. If you are doing work on a part or component that keeps a portion of the original part it would be considered a repair.

Bristow will make every effort possible to purchase parts when they are available. This section is not to be used if a part can be purchased.

The first step in determining whether or not the part can be made is to determine the classification of the part. Parts generally can be categorized into the following three classes.

1. Category 1
 - a. A part that the failure of which could prevent continued safe flight and landing; resulting consequences could reduce safety margins, degrade performance or loss of capability to conduct certain flight operations.
2. Category 2
 - a. A part the failure of which would not prevent continued safe flight and landing, but would reduce the capability of the aircraft or the ability of the crew to cope with adverse operating conditions or subsequent failures.
3. Category 3
 - a. A part the failure of which would have no effect on the continued safe flight and landing of the aircraft.

All parts that fall into Category 1 or 2 will not be produced without contacting the maintenance department management and coordinating with the local FSDO.

The second step in determining if a part can be fabricated is ensuring that the base material is known. Base material data can often be found in structural repair manuals and maintenance manuals from the manufacture. If the base material cannot be determined it may be necessary to contact the original manufacture of the part for pertinent manufacturing standards. With permission from the local FSDO it may be possible to substitute a “like” material if the base material cannot be determined.

The third step in determining if a part can be fabricated is ensuring that the data used during fabrication is either FAA acceptable; FAA approved, or can be done by elementary operations.

It may be possible to reverse engineer a part by fabricating the new part to the same shape

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and size as the part being replaced. Example:

1. FAA Accepted
 - a. Manufactures maintenance manuals
 - b. Manufactures structural repair manuals
 - c. Advisory circulars
2. FAA Approved
 - a. Airworthiness Directives
 - b. Previously approved 337
 - c. STC
 - d. TCDS
3. Elementary Operations:
 - a. Parts that can be made using basic hand and or sheet metal tools
 - b. Parts that any Bristow Alaska mechanic could fabricate with little difficulty.
 - c. Parts that can be fabricated without any complex operations

In order to substantiate and demonstrate that a part being fabricated during the course of performing maintenance conforms to the approved design data and is in condition for safe operation, the following quality control system procedures have been established for ensuring all processes and requirements necessary to fabricate the part are identified and adhered to.

1. Data design controls:

All parts fabricated must have the documentation used in step 1, 2, and 3 inspected by either a maintenance department manager or the inspection department prior to fabrication of the part.

2. List of parts fabricated:

All parts fabricated will be added to the FAA fabricated part roster and submitted to the FAA prior to installation of the part on an aircraft.

3. Document control:

All FAA acceptable and FAA approved data used during the fabrication must be listed with their revision number. This information will be reviewed by either a maintenance department manager or the inspection department prior to fabrication of a part.

4. Subcontractor controls:

Subcontractors will not be used to fabricate parts for Bristow Alaska inc.

5. Inspecting and testing:

Each part fabricated will be inspected by either a maintenance department manager or the inspection department prior to installation of a fabricated part. The part will be inspected for conformity to the original part or to any drawings used. Items to be checked are as follows:

- a. Size
- b. Shape
- c. Same material as original or of like qualities

6. Measuring and test equipment control:

Only current calibrated equipment is to be used in the inspection and measuring process. A check of the calibration sticker is to be complied with prior to use.

7. Inspection and test status:

Once the inspections listed above are completed a maintenance record entry is required stating that a conformity inspection of the part has been completed and no defects were

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noted.

8. Non-Conforming parts:

Any part determined to not conform to the original part or drawing will be immediately destroyed.

9. Part handling and storage:

Parts that are not installed immediately after fabrication must be stored in a manner not to cause mechanical damage or deterioration to the part.

10. Control of quality records:

All documentation used in the steps listed above will go into the aircraft records until for a period of one year or until the part is replaced.

11. Internal audits:

Not required

12. In service feedback:

Failures of a fabricated part will be tracked using the Bristow Alaska Inc CASS program.

13. Quality escapes:

Any part identified as not compliant the original type design after installation will be removed from service prior to further flight.

All parts must be clearly marked with the original part number with a “BA” added to the end of the part number to signify that the part was produced by Bristow Alaska Inc.

All parts will be maintained using the same manuals and procedures as the original part.

Refer to the supplementary forms manual for fabricated parts form.

Chapter 5.0C Facilities Maintenance Practices and Policies

5.30 Tool Control

Bristow Alaska mechanics will keep tooling in a clean and organized manner to prevent the loss of company and personal tools. Tools will be repaired or replaced as they become damaged or are considered to be in an unsafe condition. Refer to the Bristow Alaska Inc tool control policy manual latest revision for further details on tool control.

5.31 Hazardous waste

Several items we use on a regular basis need to be disposed of as hazardous waste. Below is a partial list of the items, and the appropriate disposal methods. The list below is for Bristow owned facilities only. If at a customer's location disposals and hazards may be handled in an alternate method. Please refer to the customer's practices and procedures.

1. Aircraft fuel and oil filters
 - Analytical test results indicate that fuel filters typically exceed the EPA regulatory limit of 0.5 ppm of benzene.
 - Dispose filters in an appropriately marked fire proof trash can.
2. Bodily fluids
 - Any item contaminated with bodily fluids must be handled as hazardous waste
 - Dispose of waste in an appropriately marked hazardous waste trash bag. (double bagged)
3. Jet Fuel, Hydraulic fluids, oil
 - Dispose of used Jet Fuel in appropriately marked fuel drum or Jar.
4. Batteries
 - Dispose of in appropriately marked container
5. Aerosol cans. Any empty can that contained Spray lubricants, paint, dye penetrate.
 - Dispose of in a appropriately marked container
6. Fiberglass resins, gasket and rubber adhesives, Mineral spirits, MEK, Toluene, Baking Soda, Grease, paint stripper, epoxies
 - Dispose of in appropriately marked container.

Refer to the NABU HSE (health safety and environmental manual) for more details on hazardous materials.

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5.32 Aircraft movement in and out of hangers

During aircraft movements in and out of our facilities the following steps are required to ensure the safety of the personal involved and reduce the chance of aircraft damage. Each location may have other procedures that must be followed. Check with the manager at customer bases to ensure the aircraft is being handled IAW there required guidelines.

Tug a Lug use

1. The use of a Tug a Lug is not authorized without prior training.
2. Movement in and out of under the aircraft requires the removal of the aircraft pegs to limit the chance of contact with the airframe, cross tubes, and antennas.
3. Confirm pegs are installed in correct location for the type of airframe it is being used on.
4. During movement avoid uneven ground. If uneven ground is unavoidable lower aircraft to the lowest level possible for the skid tubes to clear the ground.
5. Remove the Tug A Lug from under the aircraft while charging the batteries

Ground handling wheels

1. The use of ground handling wheel is not authorized without prior authorization
2. Confirm the wheels are installed in the correct position to balance the tail in a neutral position.
3. Have a person holding the tail prior to jacking to prevent the airframe from rocking on to its tailboom.
4. The vehicle used to move the aircraft must be sufficient in weight to prevent the aircraft from “pushing” the tow vehicle.

ALL Aircraft

1. Verify rotor clearance of doors and ceiling prior to movement of aircraft.
2. Some locations such as Valdez and Fairbanks small hanger **require the use of a “block” in some two bladed helicopters to prevent contact with the ceiling.** The block must have a flag connected to it to prevent being left in the aircraft during preflight.
3. Doors that open vertically must be all the way up when moving aircraft in and out of the facility.
4. Verify there is enough personal in place to spot blind areas. If there are not enough spotters ask for assistance prior to moving the aircraft.
5. When available utilize floor protectors to prevent damage to the hanger floors.

All aircraft must be grounded while in Bristow Alaska facilities

5.33 field base guides and inventories

All remote field locations are required to have a mechanics guide book and inventory.

The guide book should contain all information that would be required for a new mechanic to operate the base with minimal training. At a minimum the guide book shall contain the

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following information.

Guide Book

1. A daily schedule listing all items requiring completion through the week (and if so the assigned day the task is required). Listed below are some examples:
 - Tuesday, Check post office mail box
 - Thursday, Trash day at the apartment
 - Monday, Fill water tanks the day before you depart
 - Friday, Do fuel system inspection
2. List of locations for equipment and tools used during a normal shift such as:
 - Forms. Top drawer of filing cabinet
 - Shift turnover book. Right hand side of mechanics desk
 - Fuel system velcron test kit. In fuel system shed.
3. Parts procedures including how to ship, receive, inventory, and sign out parts at the location.
4. List of required items to be exchanged during aircraft swap outs such as:
 - Fuel key
 - Alyeska survival kit
 - Alyeska sleeping bags
5. Procedures for tracking calibrated tools and expiration dates of chemicals such as
 - Dry erase board above desk
6. Disposal procedures for hazmat items such as
 - Used Oil
 - Used fuel
 - Flammable Rags

Base inventories should contain a list of the minimum equipment needed to do the job at the location. The list also must contain a list of the contract required items needed to be on site. The two lists must be separated so the personnel knows what is contract required and what is mechanic required. Base inventories should be done at the beginning of every shift. If any of the equipment on the list is missing or inoperative management must be notified in writing.

Inventories

1. Examples of the contract required items:
 - APU
 - Certified cargo scale
 - Tug A Lug
2. Examples of mechanic required equipment
 - Multi meter
 - Torque wrench
 - Mechanics creeper

5.33A Shift Turnover

Each remote location is required to have a method of tracking and relaying information between crew changes. The shift turnover shall be updated on a daily basis to prevent items from getting forgotten. The written methods may differ between locations but the data contained in the shift turnover manual should contain all information that could be helpful to the incoming mechanic. The following is an example of items contained in the shift turnover that occurred during the most recent shift:

- Reference to Aircraft parts, special tools, and supplies that are on order for the aircraft.
- Reference to parts, special tools, and supplies that are on order for other areas than the aircraft.
- List of any special projects being worked on.
- A reference to any correspondence with management such as emails, CAN, CAS memos.
- Any unusual aircraft trends or recurring maintenance issues that are not recorded in the log book.
- If a new log book has been installed a list containing all the maintenance done during the outgoing shift.

Each shift turnover shall be retained for a period of one year. If the contract ends prior to one year all shift turnover logs will be forwarded to the records department for retention.

Chapter 5.0D Personnel Maintenance Practices and Policies

5.34 Fatigue Management

Bristow Alaska will make every effort reasonably possible to limit the exposure to fatigue. This includes limiting extended operation without sleep, extended exposure to the PPE required environments such as loud noise, extended use of respirators or working on ladders and extended periods of exposure to the outside environment such as extreme temperatures, high winds, and high moisture.

Many of the conditions listed above are unavoidable but when the guidelines listed below are used they can limit the exposure to a manageable level. Given that every person has different levels of fatigue it is ultimately the mechanics responsibility to recognize there fatigue limit and not push themselves beyond that point. If the customers' requirements are more stringent than Bristow's the customer's limit will be used.

Field Mechanics

- Mechanics are not authorized to have a workday that exceeds ten hours without supervisor approval.
- Once approved, the workday may not exceed sixteen hours. At the completion of a sixteen hour workday, eight hours of rest are required prior to beginning another workday.
- The maximum number of 16 hours days worked in a row shall not exceed three.
- Maximum number of hours worked in a 7 day period shall not exceed ninety hours.
- When working a split shift there should be a minimum of six hours of rest between the shifts.
- For full time mechanics on a full time field rotation the time off will be at a minimum one day off for every four days on shift when averaged over the quarter.
- For full time mechanics on a full time field rotation the maximum number of days worked in a row on an aircraft without a day off shall be 31.
- For seasonal mechanics or full time mechanics on a part time field rotation the maximum number of days worked in a row without a day off shall be 31 unless the average hours per day worked is less than 5 hrs per day when averaged over the month then the number of days may be extended to 62.
- For every two hours worked the mechanic shall take a fifteen minute break. Depending on work environment such as exposure to the elements, working on ladders, etc. this may require breaks more frequently.

Hanger Mechanics

- Mechanics are not authorized to have a workday that exceeds eight hours without supervisor approval.
- Once approved, the workday may not exceed sixteen hours. At the completion of a sixteen hour workday, eight hours of rest are required prior to beginning another workday.
- The maximum number of 16 hours days worked in a row shall not exceed three.
- Maximum number of hours worked in a 7 day period shall not exceed ninety hours.

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- When working a split shift there should be a minimum of six hours of rest between the shifts
- The maximum number of days worked in a row without a day off shall be 14.
- For every two hours worked the mechanic shall take a fifteen minute break. Depending on work environment such as exposure to the elements, working on ladders, etc. this may require breaks more frequently.
- For every eight hour shift there will be a one hour lunch break available.

All of the items listed above shall be adhered to and not be deviated from without prior approval from the maintenance department management.

Staffing Levels

Bristow Alaska will maintain the staffing levels to an adequate enough level to support our fleet and maintain the intent of the fatigue management system. The list provided below is the maximum number of aircraft assigned per mechanic. This list is to be used as a guide only and is based on 6 hour a day flight time average. Various situations may arise that will warrant a temporary change to staffing levels.

- Bell 412
 - 1.5 aircraft per mechanic
- Bell 206L
 - 2.5 aircraft per mechanic
- Bell 407
 - 2.5 aircraft per mechanic
- Eurocopter BO-105
 - 2 aircraft per mechanic

Chapter 6.0 Maintenance Records and Information

6.01 Maintenance Entries

The double entry system is used to record discrepancies of airworthiness and their correction. Either the pilot or mechanic may record a discrepancy of airworthiness in the left hand portion of the logbook sheet. The right hand portion of the logbook sheet is used by the person responsible for the correction of the deficiency.

Maintenance entries shall include:

- Description of work performed.
- Authority guiding the work.
- Chronological information (aircraft total time and date).
- Responsible person (signature and certificate rating with number).

NOTE:

The signature constitutes the approval for return to service only for the work performed.

At the end of the flight day, or anytime there is a change of the flight crew, if no maintenance discrepancies are noted, the PIC will insure the following unnumbered write up is placed in the first empty line of the corrective action block in the aircraft flight log (Flight and Maintenance Report): "No Faults noted". The entry should be followed by the aircraft total time, the date; the pilots certificate type, number, and name.

Further instruction for logbook entries is located in the logbook coversheet.

6.02 Airworthiness Directives

Applicable Airworthiness Directives (AD's) shall be complied with as directed in an "on time" manner. It shall be the Director of Maintenances' responsibility to ensure the time limit of a required AD is not exceeded.

Applicable one-time AD note compliance is tracked on an AD note compliance record for each aircraft.

Applicable recurring AD notes are also tracked on the Weekly Status Report.

Bristow Alaska Inc. receives AD's for the aircraft it owns through the FAA. The Chief Inspector also periodically reviews the numerical listing of AD's for applicability to the aircraft operated by Bristow Alaska Inc.

The Chief Inspector issues Compliance Action Notices for Airworthiness Directives pertinent to aircraft operated by Bristow Alaska Inc.

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The Director of Maintenance is responsible to ensure Compliance Action Notices issued are performed in a timely manner.

The maintenance technicians of Bristow Alaska Inc. are updated on applicable Airworthiness Directives through Compliance Action Notices.

The Chief Inspector shall ensure supplemental forms are updated to reflect the most current Airworthiness Directives are noted on the form.

The Chief Inspector shall issue a Compliance Action Notice to the Parts Manager for components that are currently stored.

The Director of Maintenance shall determine the manner of compliance, i.e., corrected by Bristow Alaska Inc. or returned to the vendor.

Log book entries require the following information in the corrective action:

- AD Number
- Which part of the AD applies
- Date of AD or most current revision
- Method of compliance (IAW ASB,ect)
- Description of work performed (visually inspected, ect)
- Reference to the acceptable data
- Results of the inspection (no defect noted)
- When the next inspection is due (if recurring)
- Date when work is completed, AC TT when work is completed, Signature, Certificate type and number

Example:

Complied withAD2001-13-01 (C) (2) dated 08/01/2001 by visually inspecting retention nuts and cpc coating for condition and security IAW Para 6 of Bell ASB 212-00-107 Rev A dated 9-13-2000. No discrepancies noted at this time. Next inspection due at <<AC TT>>. <<AC TT>>. <<date>>. Signature and certificate type

6.03 Manufacturer's Bulletins

Manufacture's Bulletins are reviewed by the Chief Inspector for required action. Required bulletins are complied with in the same manner as Airworthiness Directives

6.04 Aircraft Historical Records

The Records Department is responsible for maintaining accurate records of all time

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controlled items installed on all Bristow Alaska Inc. aircraft. This includes component serial numbers and total time in hours, cycles, calendar time, take offs, and retirement index numbers (RIN).

In order to maintain accurate serial number accountability, each aircraft is physically checked for matching serial numbers using a checklist at least once every calendar year.

The information is compared against the Maintenance Status Report and the Aircraft Historical Service Records to ensure that the serial numbers and times of all components are in agreement.

Historical Service Records are issued by the manufacturer or Bristow Alaska Inc. and include part number, serial number, total time on the unit, airworthiness directives and bulletins complied with if applicable, and other service information.

When maintenance, overhaul, inspection, or airworthiness directive or bulletin compliance is accomplished, an entry shall be made in the aircraft Historical Service Record as necessary.

6.05 Aircraft Major Alterations and Repairs (FAA Form 337)

The Director of Maintenance is responsible to ensure major alterations and repairs are properly performed. The Chief Inspector is responsible to ensure the correct content and disposition of required forms and records of the aircraft.

6.06 Aircraft Weight and Balance Procedures

Aircraft operated by Bristow Alaska Inc. are weighed in accordance with the applicable AAIP or CAMP program or in accordance with FAR Part 91 and Part 135. All aircraft are weighed any time that empty weight or empty weight center of gravity may have changed significantly due to refurbishing, repainting, or equipment changes when exact weights are unknown.

Specific instructions for weighing aircraft and computing aircraft center of gravity may be found in the applicable aircraft maintenance manual. Aircraft scales are checked for calibration annually.

When an aircraft is weighed, the weight and balance information and a new equipment list are entered in the Flight Manual. This is accompanied by an ongoing weight and balance record and an optional equipment list detailing weights and locations of commonly utilized items.

After weighing the aircraft, any changes affecting weight and balance or equipment will be entered on the ongoing weight and balance record maintained in the Flight Manual. The date, whether the item is being installed or removed, the location and weight, the moment and all calculations will be recorded on this sheet and become the actual weight and balance

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record as well as the current equipment list.

After weighing the aircraft, any added or removed equipment shall be entered on the ongoing weight and balance, equipment list in the flight manual and the new center of gravity will be calculated.

After the weight and balance has been calculated, the empty weight center of gravity chart located in the applicable aircraft manual will be consulted to verify the aircraft remains in the weight and balance range established by the aircraft manufacturer.

6.07 CAS Memos

The Continuing Airworthiness Surveillance (CAS) memo system has been developed to assist in the timely dissemination of information of important or urgent nature. This information shall generally be included in the appropriate manual at its next revision or will have an effective time limitation attached to it.

Operations, Safety, or Maintenance CAS Memos are sent to all applicable employees by either a hard copy or through the email system.

Each CAS memo issued by the Operations, Safety or Maintenance Departments is delivered to the Records Department to be distributed. The memos are identified as Operations (O), Safety (S), or Maintenance (M) and numbered consecutively with the first two digits representing the year followed by the consecutive number of the memo.

All employees receiving a CAS memo by hard copy or email must reply utilizing the acknowledgement sheet attached to the memo or by email and a record of receipt is kept ensuring all messages have been read.

Hard, Electronic PDF, or internet accessible copies of current CAS memos are maintained at each field location and by the Records Department in the Maintenance Office. A hard copy log of all CAS Memos is kept in the Maintenance Office.

Chapter 7.0 Parts and Equipment Control

7.01 Parts Handling Procedures

For all maintenance, parts shall be procured through the Bristow Alaska Inc. 145 Repair Station. Damaged or suspected unapproved parts shall be returned to the Bristow Alaska Inc. 145 Repair Station and the Parts Manager, Director of Maintenance, and Chief Inspector will be notified.

All spare parts and components shall be preserved in accordance with the manufacturer's recommendations or standard procedures. The procedures used will be methods appropriate to the parts or units to assure protection until the part or unit is placed into service.

Parts or consumable items containing hazardous materials will be packaged accordingly. Material Safety Data Sheets are available as required in the main Fairbanks hangar and also as needed at all other locations.

All parts removed from service must be preserved in the same manner in order to prevent corrosion damage during shipment and meet shipping requirements.

All parts shipped to or from a field location are packaged, boxed, or placed on stands, as necessary, to prevent shipping damage or damage from the elements.

All parts received at a field location will be inspected by the technician at that location. The technician will inspect the part to ensure the part was packaged correctly and was not damaged during shipment. The technician will ensure the part number and serial number match up with the documentation that came with the part.

All documentation and paperwork that came with a part will be sent to the Records Department along with the appropriate log page after installation. All parts shipped from a field location will have all required documentation completed.

7.02 Component Shelf Life

Items and materials will be tagged to show date of un-serviceability. Shelf life of aircraft items is determined by the manufacturer. If no day is included in the expiration date, it is the last day of the month shown. Stock of shelf life limited items shall be stored in the environment recommended by the manufacturer and current practices of the aviation industry. Aircraft items which exceed shelf life shall be removed from stock.

7.03 Component Inventory Rotation

The parts department will ensure stored serviceable items with the greatest accumulated shelf time are put into service first. The first received items, based on the date on the receiving

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inspection tag or manufacturer's expiration date, are to be the first items used.

7.04 Component Tagging

1. **Tags.** Aircraft components in the Bristow Alaska Inc. inventory not installed on an aircraft shall bear a component tag. The tag attached to each component shall properly indicate the current status of the component.
2. **Manufacturer's or Overhaul Agency's Tags** The manufacturer's or overhaul agency's tag attached to each serviceable aircraft component entering the Bristow Alaska Inc. inventory will not be removed until the component is installed on an aircraft.
3. **Tag Removal.** Maintenance personnel shall ensure tags they remove from components prior to installation are properly completed and forwarded to the records department. Aircraft component tags will be retained on file for as long as their related components remain in service or until removed or overhauled.
4. **Storage of Parts for Evaluation.** The mechanic shall lock parts without documentation in a secured area until the item is returned to Bristow Alaska Inc. EOPR636D Repair Station for evaluation to determine status.

7.04A Types of Component Tags

1. Yellow Tag

The Yellow Tag, or Serviceable Tag, is used to identify items that are in an airworthy condition and are ready for return to service.

The maintenance release on the back of the tag must be completed including work order number, if any, date, inspector signature and/or stamp, and what type of work that was performed.

Yellow tags have an installation information section which should be filled out by the technician installing the item on an aircraft.

A technician may install a yellow tag on a part that has been repaired, overhauled, inspected, functionally tested, or removed in an airworthy condition.

The technician installing the item on an aircraft will attach the yellow tag to the back of the appropriate logbook page. This tag becomes part of the aircraft records

2. Green Tag

The Green Tag, or Repairable Tag, is used to identify items that are repairable or require serviceability evaluation. These tags must be filled out completely and accurately. The green tag is disposed of by the technician when the item is ready for return to service.

3. Red Tag

The Red Tag, or Unserviceable Tag, is used to identify items that are not airworthy and not repairable. This tag must not be removed until the item is destroyed. The red tag requires two signatures, one technician signature and one inspector signature after final inspection. The technician attaching a red tag to an item must return the item to the Chief Inspector for final

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determination.

4. White Tag

The White Tag, or Serviceable Component Identification Tag, is used to identify airworthy items that are removed during maintenance to access other areas or components. The technician must make sure the item is in an airworthy condition before the white tag is attached to the item. The white tag is discarded by the inspecting technician when the item is reinstalled on the aircraft.

5. ABC tag

The ABC Card, or Component Record Card, is a three part card used to identify and track parts that are limited by flight hours, cycles, takeoffs, RINs or calendar time.

When the part is installed on an aircraft, the technician will accurately complete the spaces labeled "M3" on the "A" portion of the card and attach it to the appropriate logbook page to be returned to the Records Department.

When the technician removes a life limited part from an aircraft, the technician will accurately complete the spaces labeled "M1" on all three sections of the ABC card.

The A&B portions of the card will be attached to the removed part, and the "C" portion of the card will be attached to the appropriate logbook page to be returned to the Records Department.

The technician repairing the part will complete the spaces labeled "M2" on both of the remaining portions of the card, and return the "B" portion to the Records Department. The "A" portion of the card remains with the part until installation.

7.05 Precision Measuring and Test Equipment

Test and measurement equipment is checked for accuracy at periodic intervals established by usage, purpose, and stability of the equipment or the manufacturer's requirements. The Chief Inspector maintains calibration data about Bristow Alaska Inc. equipment. The individual technician's personal test and measurement equipment has the same accuracy check requirements as Bristow Alaska Inc. equipment.

The Inspection Department shall maintain information about Bristow Alaska Inc. and personal test equipment. Leased or rented equipment shall be inspected by the Parts Manager upon receipt for shipping damage, completeness, and current calibration if required.

The Chief Inspector shall ensure test and calibration verification of precision measurement equipment is performed within periods designated by the manufacturer or industry standards. The Chief Inspector shall inspect Reports of Calibration provided by the calibration facility to ensure traceability, accuracy, and acceptability.

Bristow Alaska Inc. and the technician's personal equipment that can be checked by Bristow Alaska Inc. Part 145 Repair Station shall be sent to the appropriate shop (Avionics for electrical and Overhaul for mechanical) with the calibration verification sheet maintained by the Inspection Department.

On equipment for which Bristow Alaska Inc. does not have the capability to inspect, the

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inspection and calibration verification will be performed by an authorized inspection facility or the equipment manufacturer.

If calibration is out of tolerance or cannot be verified, the equipment will be removed from service until repaired or replaced.

Equipment not checked for accuracy shall be labeled "Accuracy Unverified". The equipment shall not be used to determine the airworthiness of aircraft or aircraft components. Seldom used equipment or equipment which requires calibration prior to use shall be labeled "CBU". This equipment shall not be used to determine the airworthiness of aircraft or aircraft components until calibrated. The Chief Inspector shall maintain a calibration record on "CBU" items.

Maintenance technicians are responsible for informing the Chief Inspector when they acquire new personal test or measurement equipment which requires calibration verification. The Chief Inspector will enter the equipment into the measuring and test equipment listing and, if necessary, route it to the proper shop for initial calibration verification.

Chapter 8.0 Maintenance Forms and Procedures

Note: For economic and logistical reasons, the forms may remain imprinted with the name “Air Logistics of Alaska, Inc.” or a variation or abbreviations of that name until supplies are depleted. Any form or tag from old stock will either have a label with the correct name, Bristow Alaska Inc., affixed over the incorrect name, or the incorrect name stricken and the correct name written in its stead. Upon depletion of old stock, new forms will be integrated into the system and will be the same basic format with the name and logo revised. This manual will be revised when the new forms are designed, printed, and distributed.

8.01 Flight and Maintenance Report

The aircraft Flight and Maintenance Report, or logbook, is required to be current and kept with the aircraft. An example of the aircraft log page is included in this section.

The top left block is used to indicate if this log page is a continuation from the previous log page. If continued from the previous page the mechanic will enter their initials in the space provided.

Directly below that section the pilot shall list the customer name or abbreviation, the pilot's name and certificate type and number, and also the amount of hours flown, the number of engine starts, take offs, and sling loads.

The top right section is used to log any serial numbered part that is removed or installed on the aircraft.

Below the customer information and serial numbered parts section is where the mechanic and pilot indicate that the daily inspection and preflight inspection have been completed by adding there signature and certificate type and number.

The center section of the logbook page contains the Pilot and Mechanic Report. In the left hand portion of this center section, the pilot or the technician will enter any discrepancies numerically. Discrepancies of airworthiness require a description of the discrepancy, the date, aircraft total time, signature, and certificate type and number. In the right hand portion of this center section, Corrective Action entries will be entered numerically to correspond with each discrepancy entry. The Corrective Action entry must contain a legible description of the action accomplished or work performed, reference the data the work was done in accordance with, date, aircraft total time, signature, certificate type and number. The signature constitutes the approval for return to service only for the work performed.

In the middle portion of the pilot and mechanic report is a portion called “code #”. This section is used any time maintenance is accomplished on an item carried in the aircraft status sheet. Use the “IFS” or “ATA” code listed in the left hand column of the aircraft status sheet.

At the end of the flight day, or anytime there is a change of the flight crew, if no maintenance

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discrepancies are noted, the Pilot in Command will ensure the following unnumbered entry is placed in the first empty line of the corrective action block of the log page:

“No faults noted” The entry shall include the aircraft total time, the date, the pilot’s signature, and the pilot’s certificate type and number.

The lower middle portion of the log page is self-explanatory and includes aircraft model, registration or “N” number, date, hour meter reading at beginning of flight day and at end of flight day, total hours flown on that flight day, aircraft total time carried forward from previous log page, and aircraft total time at the end of the flight day.

The Engine Analysis block is self-explanatory and will be completed by the pilot.

The 10 day PMI block is used to track the days remaining before the next 10 day PMI is due (AAIP aircraft only).

The base or location of the aircraft at the time of the daily inspection and preflight inspection completion is also listed in this lower portion.

The bottom section contains two portions. The LH portion is initialed any time the log page is continued on the next log page. The mechanic or pilot will initial the space provided if more than one log page is needed for discrepancies. The right hand portion is used by the mechanic or pilot and will be initialed after reviewing the log page for accuracy and completeness and has transferred applicable information to the next log page

The Minimum equipment list / Deferred discrepancy page precedes regular log pages and is of a different color and sheet thickness than a regular log page. MEL and Deferred Discrepancy items shall be listed in this section. The Date and Discrepancy line shall include MEL number or “Non-MEL if a deferred discrepancy, the date the discrepancy was entered on the log page, the description of the discrepancy as listed on the log page, the category and due date of the item and the mechanic or pilot signature and certificate type and number. The Action Taken line (next line below discrepancy line) shall be completed upon completing the Corrective Action section on the log page when the MEL item or Deferred Discrepancy is corrected. The entry on this line shall be the same as the corrective action entry on the log page.

Complete MEL notification and Deferred Discrepancy instructions can be located elsewhere in this manual.

The ladder / chip detector /phase page precedes regular log pages and is of a different color and sheet thickness than a regular log page. In the upper portion of the log page is the ladder. Items due inspection or maintenance action that are not carried on the computer based tracking program will be listed in this section. Other items nearing due time may be listed for convenience.

Directly below that section is the Component Chip Light Record block. Chip light illuminations will be monitored in this section, listed by component, number of illuminations, aircraft total time at illumination, and aircraft total time at end of monitoring interval.

At the bottom of the page is the phase section. In this section the next phase due will be

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entered.

When the end of the logbook is reached, the pilot or mechanic will finish filling out the front cover. The MEL and Deferred Discrepancies section in the front of the logbook will be checked and any open MEL items or Deferred Discrepancies will be transferred to the new logbook and the appropriate box will be initialed at the top of the page indicating the status of the MEL log page. The Action Taken line shall reflect that those items have been transferred to the new logbook. The new log book cover will be filled out by the pilot or mechanic starting the new log book.

Complete instructions for logbook use are found in the logbook coversheet

In order to update the A/C status report, a copy of the A/C log page will be sent to the records department via Email, Fax or verbally via telephone at the end of each flight day. If none of the above is available the log page information will be sent to the records department via Email, Fax or verbally via telephone as soon as practical. If no flights happened that day an Email, Fax, or verbal communication will be made to the records department stating that no flights were made.

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8.03 Minimum Equipment List Discrepancies

The Minimum Equipment List, or MEL, is a means to permit continued operation of an aircraft with inoperative items of equipment or systems until repairs can be accomplished.

The MEL list is developed from the Master MEL by the Chief Pilot in cooperation with the FAA Flight Standards District Office. Each aircraft shall be issued a Minimum Equipment List for that particular type aircraft.

The MEL lists the items of equipment, the number installed, the number required, under what conditions operations may continue, the deactivation procedure, how to placard, the maintenance procedure required, and the operating limitations affected by the deactivation. All equipment related to the airworthiness and the operating regulations of the aircraft not listed on the MEL must be operative.

Complete MEL instructions, definitions, and procedures are explained in each individual type Minimum Equipment List issued to each aircraft.

*An MEL discrepancy list is located in the front of the **Flight and Maintenance Log**. Items on the specific aircraft MEL shall be transferred to this list from the **Flight and Maintenance Log** sheet.*

*Once the maintenance or flight crews personnel decide the discrepancy may be cleared using the MEL system perform the following steps. Enter the MEL number in the "code #" section of the **Flight and Maintenance Log**. Enter in the corrective action section of the logbook that the item has been MEL'd IAW the MEL system and it has been transferred to the MEL tracking section of the logbook. The date the MEL item is due correction shall be carried on the MEL discrepancy list located in the front of the **Flight and Maintenance Log**.*

*The following steps may be used to clear a MEL. Enter the MEL in the discrepancy section of the logbook. Enter the MEL number in the "code #" section of the **Flight and Maintenance Log**. Sign off the corrective action.*

MEL discrepancy's or corrective action entry's in the log book requires the MEL number to be entered in the "code" column of the log page.

The Chief Inspector oversees the MEL Management Program.

If the Chief Inspector or his designee extends the MEL item, a copy of the extension letter or other written notification will be submitted to the local FSDO office, a copy shall be maintained in the Maintenance Office and, when practical, a copy carried with the logbook. The "MEL" section shall reflect the extended date. An item may be extended the same time interval as the original MEL.

8.04*Deleted***8.05***Deleted***8.06 Nonessential Equipment and Furnishings**

Nonessential equipment and furnishings (NEF) are those items installed on the aircraft as part of the original certification, supplemental type certificate, or engineering order 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 inoperative, damaged 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, the passenger compartment, flight deck area, service areas, cargo areas, crew rest areas, lavatories, and galley areas. NEF items are items not already identified in the MEL of the applicable aircraft and do not include items that are functionally required to meet the certification rule or for compliance with any operational rule.

These NEF items may be entered in the logbook by flight crew members and maintenance personnel. By maintaining them on the Deferred Discrepancy Sheet(s) in the front of the Flight and Maintenance Log, they can be scheduled with routine inspections for efficient and effective correction. The description, re-inspect or time limit imposed (if any) and date of the deferral will be listed.

Any item found to be inoperative, damaged or missing that is not listed here and believed to have no effect on the aircraft's ability to be operated safely under all operating conditions which appears to be an NEF item shall be brought to the attention of the Director of Maintenance and the Chief Pilot. A determination as to the proper classification of the item for deferral will be made and the item will be entered on the NEF listing.

The NEF procedures for Flight and Maintenance Log entries will be the same as the MEL.

8.07 Deferred Maintenance Discrepancies

In addition to Bristow Alaska Inc. Minimum Equipment List and Nonessential Equipment and Furnishings, items not affecting Airworthiness may be deferred while awaiting scheduled repair. These items may include parts worn but not past the limits, as well as any item to be replaced that is still considered airworthy. If an item is supposed to operate, it must work or be deferred using the Bristow Alaska Inc. MEL or NEF, if listed. If it has a limit in the manufacturer's publications, the limit must be adhered to. After the mechanic has determined the discrepancy can be deferred, the following instructions apply:

The Deferred maintenance discrepancy procedures for Flight and Maintenance Log entries will be the same as the MEL. These discrepancies shall be cleared within 180 days.

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Extensions to this interval may be authorized on a case by case basis by the Chief Inspector or the Director of Maintenance.

If parts are required, they shall be ordered and noted with the discrepancy. If a repair is to be scheduled, the Director of Maintenance shall be notified for planning and so noted.

If more than five items are deferred, approval from the Director of Maintenance is required. Make note of this approval in the Deferred Discrepancy write up.

Under normal circumstances, if an aircraft received major maintenance at the Fairbanks facility it should not leave without all deferred items repaired. The intended use of this deferred list is to allow for planning while operating airworthy aircraft that may have discrepancies that do not affect safety

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8.08 MEL or Deferred Discrepancies Log Page Example

Minimum equipment list, Non essential equipment list, and Deferred items list						
Item _____ thru _____ Carried forward from previous log book				No items carried forward from previous log book Mechanic Name _____		
	Date	Discrepancy/ Corrective Action	Type & number (MEL, NEF)	Date due	Extension due date	Mechanic name
1						
2						
3						
4						
5						
6						
7						
8						

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8.09 Service Difficulty Report

A Service Difficulty Report is submitted by Bristow Alaska Inc. EOPA636D Maintenance Department personnel for Bristow Alaska Inc. aircraft to the FAA on each occurrence or detection of each failure, malfunction, or defect on an aircraft, as required by 14 CFR Part 135.415. A copy of this form shall be submitted for review by the CASS Committee. The Service Difficulty Report is self-explanatory.

The mechanic will initiate a service difficulty report by contacting the Director of Maintenance or Chief Inspector any time one of the following occurs:

- Fires during flight
- False fire warning during flight
- An exhaust system that caused damage to the engine, adjacent structure, equipment, or Components.
- Accumulation of smoke, vapor, or fumes.
- Engine shutdown in flight.
- A fuel system that affects fuel flow or hazardous leaking during flight
- Aircraft structure that requires major repairs.
- Cracks, permanent deformation, or corrosion of aircraft structures if more than maximum Acceptable to the manufacturer or the FAA.
- Aircraft components or systems that result in taking emergency actions during flight.

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8.10 Service Difficulty Report Example

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SERVICE DIFFICULTY REPORT

Aircraft	Aircraft Model	Date of Occurrence	
Aircraft S/ N	Aircraft Total Time	Appliance or Component	
Specific part which caused the defect, malfunction, or failure:			
PART NAME	PN	PART TT:	TSO:
Condition of part(s) upon evaluation:			
Nature of the discrepancy or incident:			
Apparent cause:			
Corrective action(s) taken:			
FAA REPORTING DATE	DATE	SIGNATURE	

8.11 Mechanical Interruption Summary Report

A Mechanical Interruption Summary Report is submitted to the FAA before the 10th day of each following month. As required by 14 CFR Part 135.417 for the previous month.

The mechanic will initiate a mechanical interruption summary report by contacting the Director of Maintenance or Chief Inspector any time one of the following occur to a multi-engine aircraft:

- An interruption to a flight, unscheduled change of aircraft enroute, or unscheduled stop or Diversion from a route, caused by unknown or suspected mechanical difficulties or Malfunctions.

This report is compiled and submitted by the Maintenance Department for Bristow Alaska Inc. aircraft when there have been interruptions, en route changes, unscheduled stops or diversions caused by mechanical difficulties or malfunctions. If there are no interruptions or occurrences, a summary report need not be completed. In any case, a report will be submitted following each CASS meeting.

The Mechanical Interruption Summary Report shall include the aircraft registration number, the date of the occurrence, the location of the aircraft or where aircraft was dispatched from, and the nature of the interruption. A more complete description of the occurrence may be found in the aircraft logbook

8.12 Mechanical Interruption Summary Report Example

BRISTOW ALASKA INC. MECHANICAL INTERRUPTION SUMMARY

AIRCRAFT	DATE	LOCATION	NATURE OF INTERRUPTION
Date	FAA Reporting Date	Signature	

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8.13 Aircraft Status Sheet

Each aircraft has a computer generated Aircraft Status Sheet. The sheet tracks hours flown, start cycles, landing or take-off cycles, calendar dates, and RIN's. The sheet details the item description, part number, service life, serial number, total accumulated time and time to end of service period. The report also tracks recurring AD's, service bulletins, and Bristow Alaska Inc. inspections.

The Aircraft Status sheet is updated daily utilizing information supplied by the technician on the log pages. *When completing a task that is tracked on the aircraft status sheet, The mechanic shall annotated on the aircraft status sheet that the task has been completed by placing a CW, the date, total time, the date or total time when next due and initials. This is not required if the task is due daily.*

The Aircraft Status sheet is distributed weekly and shall be reviewed during the daily inspection to determine required maintenance. The current Aircraft status Sheet is part of the aircraft logbook and should be treated accordingly. If for any reason the weekly printing of the aircraft status sheet cannot be printed, the previous week's sheet will be utilized until such time as the current report can be printed. The current aircraft time or part / assembly time and the current cycles may be calculated by increasing the time or cycles shown on the weekly Aircraft Status Sheet by the amount of time or cycles the aircraft has accumulated since the last update of the weekly Aircraft Status Sheet.

Once per week, in conjunction with the weekly printing of the aircraft status sheet, the Aircraft total time is verified and updated if necessary as follows:

- a. Turn back through log book and find the same date at the bottom of the logbook page.
- b. Compare the aircraft total hours from the top of the status report to the "aircraft total Time" on the bottom of the logbook page. They should match. Note any differences.
- c. If a difference is noted, contact the records department.
- d. *A log book entry is required. Aircraft status sheet time reported through date of ____/____/____ matches the aircraft log book time of _____ TT.*

The Aircraft Status sheet includes three sections.

The first section is the "Aircraft Maintenance Forecast" section, which will be the first page or pages of the report, as necessary It contains the following:

A forecast generated from a computer program of all items coming due in the specified number of days based on parameters set by the computer. Items in this section are listed in order of time remaining before maintenance is required. Items with the least amount of time remaining will be listed first, progressing to the last item listed, which will have the most amount of time remaining until maintenance is required. Time can be measured in flight hours, cycles, takeoffs, RIN's, or calendar time

The second section is the "Aircraft next due Maintenance" section. Items in this section contain the following:

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All the items tracked by the computer run including inspections and components. This section will show the time remaining until the inspection or component is due. It is arranged using ATA code sorted in numerical order. Items will first be arranged in numerical order using the ATA code in the left column. Next within an ATA number group, Items are listed in order of time remains until maintenance is due.

The third section is the “Aircraft configuration” section. It contains the following: Components currently installed on the aircraft. This section will show the total time and time since overhauled on the component. Items are arranged in numerical order based on the IFS number in the left hand Column.

The Maintenance Status Report is generated by the Records Department

When a new Maintenance Status Report is required for aircraft, the technician should ensure that all maintenance actions performed have been updated by the records Department on the new Maintenance Status Report.

If the technician finds that any updates have not been entered in the latest report, the technician should contact the Records Department.

When it has been determined that the latest report accurately reflects the aircraft’s maintenance status, the superseded Maintenance Status report may be discarded.

If the technician discovers any discrepancies on the Maintenance status Report, the Records Department should be notified of the discrepancy as soon as possible.

8.14 Aircraft Status Sheet *example*

Aircraft Status Sheet by Code				7/13/2006	10:35:18AM	Page 1 of 10	
Reg: N1067D	Time Reported Thru: 7/12/2006		FHR		ACTT		
Model: B206L1	45 Day forecast as of: 7/13/2006		CYC1		28,155.10		
Serial No: 45435	A/C Rev No: A01		RINS TOTAL		13,088.00		
				35,291.00			
Maint Code	Part Desc	Part Number	Time Remaining	Due at Aircraft Time	Oper Param		
IFS Code#	Position	Serial No	Due Date				
Instr Location	ABC# / Work Description						
PMI	BELL 206L-1	Ser No B206L1	22.70	28177.80	FHR		
206L1-09011-201	POSITION 1	45435					
	Preventive Maint Insp						
	PMI- C/W 300hr inspection I/AW135 Maint Manual.						
PRW	C-28 ENG	Ser No 6895000	22.70	28177.80	FHR		
206L1-09010-10	POSITION	CAE860023					
	Power Recovery Wash						
	C/W 300hr P/W 135 M/M in field						
INSP	11 THREAT INOZ	Ser No 23077057	25.50	28180.60	FHR		
206L1-01069-10	POSITION 1	AG47643					
	Inspection						
	* R&R Fuel nozzle & return to ARA for 300hr inspection.						
P3	BELL 206L-1	Ser No B206L1	29.80	28184.90	FHR		
206L1-08999	POSITION 1	45435					
	Phase 3 insp						
	P3- C/W Phase 3 (150hr) inspection in the field I/AW 135 Maint Manual.						
INSP	CROSSTUBES FWD	Ser No 206-323-021	30.20	28185.30	FHR		
206L1-01715-10	POSITION 1	95182					
	Inspection						
	* C/W 300hr insp I/AW Maint. Memo 140F-94 latest rev. in field						
PRW	C-28 ENG	Ser No 6895000	72.70	28227.80	FHR		
	POSITION 1	CAE860023					

The Header Info will be the same on each page for all reports

- (A) Aircraft Registration Number
- (B) Aircraft Model Type
- (C) Aircraft Serial Number
- (D) Aircraft Time is reported thru this date
- (E) Date that the report was run
- (F) Aircraft Revision Number (SN Break)
- (G) Page Number of report
- (H) Aircraft Total Time for when report was printed.
- (I) Maintenance Code for the maintenance to be performed. Description is items N & O.
- (J) Description of part that is requiring the maintenance
- (K) Part Number of the part that is requiring maintenance
- (L) Serial Number of the part requiring maintenance
- (M) Due Date or Time Remaining for maintenance to be performed (whichever is applicable)
- (N) Brief description of the maintenance code (I) for this maintenance
- (O) ABC card requirement and detailed description of maintenance to be performed
- (P) Type of report (2nd report sorted by "Days" or sorted by ATA "Code")
- (Q) The Aircraft Total Time that this maintenance is due (note that this could be FHR, CYC1 or RINS)
- (R) The operating parameter that is associated with this maintenance requirement (FHR, CYC1 etc)
- (S) The IFS number that corresponds to the ATA code. The 2nd set of (5) numbers. 206L1-09011-201

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8.14 Aircraft Status Sheet Continued

Serial No: 45435

RENTAL TOTAL 33,291.00

Aircraft Next Due Maintenance

IFS#	PART_NO	SERIAL_NO	Maint Code	TT	TSO	TSI	REM TIME	PARAM	
Code	Part Descr	ABC# / Work Descr					DUE DATE		
A 1	B206L1	45435	6000AFR	28,155.10	28,155.10	5,114.40	885.60	FHR	
	206L1-01002-220	BELL 206L-1	6000AFR- C/W 6000hr or 6 year A & the 6000AFRC inspection.	H	Refurb. Must sign off both the 6000AFR	I	J	K	
B	B206L1	45435	6000AFR	28,155.10			Jan-09	FHR	
	206L1-01002-220	BELL 206L-1	6000AFR- C/W 6000hr or 6 year A & the 6000AFRC inspection.	G	Refurb. Must sign off both the 6000AFR	I	J	K	
	T020	23033191	CAC-70074	INSP	18,211.40	18,211.40	559.90	940.10	FHR
	206L1-01020-10	COMPRESSOR	R&R Compressor & return to ARA for 1500hr inspection.	D					
	T022	23030975	LP68813	INSP	10,623.60	10,623.60	10,623.60	1,876.40	FHR
	206L1-01021-10	IMPELLER ASSY	R&R Compressor & return to ARA for impeller 12500hr inspection	E					
	T022	23030975	LP68813	SLL	10,623.60	10,623.60	0.00	4,376.40	FHR
	206L1-01022-20	IMPELLER ASSY	R&R Compressor & return to ARA for impeller 15000hr/25000cyc retirement	E					
	T030	23033185	CAT70621	OH	14,645.90	115.90	0.00	1,384.10	FHR
	206L1-01030-10	TURBINE C-28	R&R Turbine rotor & return to ARA for 1500 O/H						
	T031	6895801	X515303	SLL	115.90	115.90	0.00	1,434.10	FHR
	206L1-01031-10	WHEEL 1ST (C-28)	R&R Turbine rotor & return to ARA for wheel 1550hr/3000cyc retirement.						
	T033	23004223	X515869	SLL	115.90	115.90	0.00	1,434.10	FHR
	206L1-01033-10	2ND STAGE WHEEL	R&R Turbine rotor & return to ARA for 1550hr/3000cyc wheel retirement.						
	T035	6899383	X523328	SLL	1,255.30	1,255.30	0.00	3,600.00	CYCI
	206L1-01035-10	WHEEL	R&R Turbine rotor & return to ARA for wheel 4550hr/6000cyc retirement.					L	
	T037	6889054	X544676	SLL	115.90	115.90	0.00	5,791.00	CYCI
	206L1-01037-10	WHEEL 4TH (C-28)	R&R Turbine rotor & return to ARA for wheel 4550hr/6000cyc retirement.						
	T045	23070611	330276	OH	12,409.50	690.00	0.00	1,310.00	FHR
	206L1-01045-10	C-28 FUEL CONTROL	R&R Fuel control & return to ARA for 2000hr O/H						
	T050	23065124	22677	OH	17,139.70	1,132.50	0.00	867.50	FHR
	206L1-01050-10	C-28 GOVERNOR	R&R Governor & return to ARA for 2000hr O/H						
	T059	6896822	T201135	INSP	3,486.90	510.40	510.40	989.60	FHR
	206L1-01059-10	FUEL PUMP (EMBODIMENT PART)	R&R Fuel pump & return to ARA for 1500 hr inspection.						

The Header Info will be the same on each page for all reports

- (A) The IFS Sort Code (this will match the code on the 3rd report)
- (B) The Code that related ATA Code
- (C) The Part Number of the component requiring the maintenance
- (D) The Description of the part requiring maintenance
- (E) The Serial Number of the part requiring maintenance
- (F) ABC card requirement and detailed description of maintenance to be performed
- (G) Maintenance Code for the maintenance to be performed. Description is in item F
- (H) The TT (Total Time) of the part in FHR (Flight Hours)
- (I) The TSO of the part in FHR
- (J) The TSI of the part in FHR. If no TSI is applicable the value will always be 0.00
- (K) The Due Date or Time Remaining (whichever is applicable) on the component before the maintenance is required (note that this can be in FHR, CYC1 or RINS etc.)
- (L) The Operational Parameter of the value in item K. This can be FHR, CYC1 RINS etc.

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8.14 Aircraft Status Sheet Continued

Serial No: 45435

A/C Rev No: 2001

RINS TOTAL

35,291.00

Aircraft Configuration

ABC#	IFS#	DESCR	PART_NO	SERIAL_NO	TT	TSO	PARAM	POS
*	1	BELL 206L-1	B206L1	45435	28,155.10	28,155.10	FHR	1
*	1	BELL 206L-1	B206L1	45435	13,088.00	13,088.00	CYCI	1
*	1	BELL 206L-1	B206L1	45435	35,291.00	35,291.00	RINS	1
							TOTAL	
*	1008	C-28 ENG	6895000	CAE860023	15,370.50	15,370.50	FHR	1
*	1008	C-28 ENG	6895000	CAE860023	205.00	205.00	CYCI	1
A	1010	C-28 GEARBOX	23053985	CAG70782	11,227.50	11,227.50	FHR	1
	1020	COMPRESSOR			18,211.40	18,211.40	FHR	1
			D	E	F	G	H	I
*		IMPELLER ASSY	23030975	LP68813				
**	1022	IMPELLER ASSY	23030975	LP68813	14,847.00	14,847.00	CYCI	1
*	1030	TURBINE C-28	23033185	CAT70621	14,645.90	115.90	FHR	1
*	1030	TURBINE C-28	23033185	CAT70621	293.00	209.00	CYCI	1
**	1031	WHEEL 1ST (C-28)	6895801	X515303	115.90	115.90	FHR	1
**	1031	WHEEL 1ST (C-28)	6895801	X515303	209.00	209.00	CYCI	1
**	1033	2ND STAGE WHEEL	23004223	X515869	115.90	115.90	FHR	1
**	1033	2ND STAGE WHEEL	23004223	X515869	209.00	209.00	CYCI	1
**	1035	WHEEL	6899383	X523328	1,255.30	1,255.30	FHR	1
**	1035	WHEEL	6899383	X523328	2,339.00	2,339.00	CYCI	1
**	1037	WHEEL 4TH (C-28)	6889054	X544676	115.90	115.90	FHR	1
**	1037	WHEEL 4TH (C-28)	6889054	X544676	209.00	209.00	CYCI	1
*	1045	C-28 FUEL CONTROL	23070611	330276	12,409.50	690.00	FHR	1
*	1050	C-28 GOVERNOR	23065124	22677	17,139.70	1,132.50	FHR	1
*	1059	FUEL PUMP (EMBODIMENT PART)	6896822	T201135	3,486.90	510.40	FHR	1
*	1069	11 THREAD F/NOZ	23077067	AG47643	12,557.60	928.80	FHR	1

The Header Info will be the same on each page for all reports

- (A) The normal ABC card requirement for this part
- (B) The IFS Sort Code corresponds to 2nd report item A.
- (C) The Description of the part for this Code Line
- (D) The part number of the component for this Code Line
- (E) The Serial Number of the component for this Code Line
- (F) The Total Time of the component for this Code Line (Note that the time will be for EACH parameter)
- (G) The Time since Overhaul of the component for this Code Line (Note that the time will be for EACH parameter). If Overhaul is not applicable the TSO will be same as TT.
- (H) The description of the Parameter for the TT and TSO values (FHR, CYC1, RINS, etc.)
- (I) The Position of the component on the aircraft. If there is only one position it will always be "1"

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8.15 Compliance Action Notice

A Compliance Action Notice, or CAN, is Bristow Alaska Inc.'s method of ensuring action is taken in a timely manner.

It may be in reference to an Airworthiness Directive, a Manufacture's Bulletin or whenever the Director of Maintenance or Chief Inspector finds it necessary to ensure compliance with an issue

The publication referenced shall be attached to the Compliance Action Notice.

The mechanic performing the task shall make the appropriate entry in the log book and return the Compliance Action Notice to the records department to be filed.

If parts are required, the Director of Maintenance or Chief Inspector shall send the Compliance Action Notice to the Parts Manager first so that the parts needed to accomplish the task may be acquired. The Parts Manager shall notify the Director of Maintenance or Chief Inspector when the parts are in, so maintenance personnel can accomplish the task.

The Compliance Action Notice number, generally the last two digits of the current year followed by the sequential number of the issued CAN. This reference number will be in the upper left portion of the form. Issuing date, due date, and whether it is a one-time action or a recurring action will also be on the upper portion of the form.

| The registration numbers of all aircraft affected by that particular CAN will be listed.

The reason for the CAN will be listed by bulletin number or other brief description. The affected part and affected part numbers will be listed if applicable. The "COMMENTS" section will have basic instructions listed, as well as whether or not this action requires a logbook entry.

The lower portion of the Compliance Action Notice has information necessary for recordkeeping and tracking. The registration number and serial number will be printed on this section of the CAN. The aircraft total time at completion and, if recurring, time next due will be filled in by the technician.

The method of compliance section shall state the wording of the logbook entry or describe the method of compliance with enough detail to ensure understanding. A signature and date must be included, and either a certificate type and number or an employee identification number must be entered on the lower portion of the CAN.

The completed Compliance Action Notice shall be returned to the Maintenance Records Department as soon as possible after completion, on or before the due date. The Maintenance Records Department shall enter required information on historical records, airworthiness directive and bulletin lists as needed.

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8.16 Compliance Action Notice Completion Form

The Compliance Action Notice Completion Sheet provides means to ascertain status of CAN's and provide additional information necessary to the Records Department.

The form includes the CAN number, the issue and due date, and the subject along with method of compliance. The form also includes a section to inform whether a logbook entry is required..

When the Compliance Action Notice is returned to the Records Department, the date and aircraft total time are recorded on this form, and the name and identifying number of the technician responsible is also recorded.

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8.17 Compliance Action Notice Completion Form Example

	Bristow Alaska Inc. COMPLIANCE ACTION NOTICE Inspection Department	CAN #
Issue Date:	Due Date:	
Aircraft Type Affected:		
206L-3	206L-4	407
412	BO 105	SPARES
Subject: 		
Method of compliance: 		
Log Entry Required: YES <input style="width: 20px; height: 20px;" type="checkbox"/> NO <input style="width: 20px; height: 20px;" type="checkbox"/>		
Aircraft N#:	Current ACTT:	
Aircraft S/N:	Next Due ACTT:	
Corrective Action as entered in logbook: 		
I Certify I have made the logbook entries for compliance with this notice as described above IAW current FAA regulations.		
Complied with by:		Date:
Certificate Number:		

8.18 Vendor Component Condition Report

The Vendor Component Condition Report provides means to obtain data for the CASS program to evaluate.

The form includes the registration number, make, model, and serial number of the aircraft, the name, part number, serial number and chronological information of the component, and the reason for removal.

The form includes space to record a description of the work accomplished, major parts used, and additional comments.

The form is submitted to the vendor with the component, and the vendor returns the completed form to Bristow Alaska Inc. when the work is completed.

The form is then submitted to the Maintenance Office to be retained for the CASS program

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8.19 Vendor Component Condition Report Example

BRISTOW ALASKA INC.
VENDOR COMPONENT CONDITION REPORT

The Bristow Alaska Inc. Continuing Analysis and Surveillance (CAS) Program requires a component teardown evaluation report of this unit. Please complete and return this form along with any additional data that may be used for component evaluation.

Reg. # _____ Make _____ Model _____ S/N _____
 NOMENCLATURE: _____ PART NUMBER: _____
 REMOVAL DATE _____ S/N _____ TT _____ TSO _____ TSI _____
 REASON FOR REMOVAL _____

TEARDOWN FINDINGS _____ FAULT VERIFIED ☐ YES ☐ NO

Attach additional sheets if necessary

DESCRIPTION OF WORK ACCOMPLISHED

CHECK ONE O/H ☐ REPAIR ☐ INSP ☐ ADJUST ☐ SCRAP ☐
 NONE ☐ OTHER ☐

MAJOR PARTS FAILED/USED _____

ADDITIONAL COMMENTS _____

AGENCY WORK ORDER NUMBER _____

SIGNATURE / TITLE _____

DATE _____

PLEASE RETURN THIS FORM WITH THE COMPONENT
 YOUR COOPERATION AND PARTICIPATION IN OUR CAS PROGRAM IS APPRECIATED.

Bristow Alaska Inc.
 1915 Donald Avenue
 Fairbanks, Alaska 99701

Chapter 9.0 Maintenance Personnel Training

9.01 Training of Maintenance Personnel

The Director of Maintenance has the overall responsibility for training of Bristow Alaska Inc. maintenance and inspection personnel. The designated Maintenance Trainer will administer the Maintenance Training program. The Maintenance Trainer will plan, conduct, and record initial, recurrent, and on-the-job training as directed by the Director of Maintenance.

9.02 Initial and Recurrent Training

All maintenance personnel shall receive initial training prior to maintaining any aircraft. Training shall be accomplished by classroom instruction, factory schools, and on-the-job training (OJT). The Chief Inspector, Director of Maintenance, or Maintenance Trainer shall determine, through oral examination and through observation of work performed, the extent to which previously documented experience and training from other employers shall be applied to the Bristow Alaska Inc. OJT program. At a minimum, initial training shall consist of:

- Training on Bristow Alaska Inc. Maintenance policies.
- Training on Bristow Alaska Inc. Specific procedures and equipment (i.e. ground handling, aircraft fueling, shop equipment, etc.).
- Safety training and OSHA required subjects to include hazmat, hazcom, and MSDS training.
- An evaluation by the Chief Inspector, Director of Maintenance, or Maintenance Trainer to determine proficiency and necessary further training

Qualified maintenance personal utilized from Bristow US LLC ALGA151C on a temporary basis only require additional training on Bristow Alaska maintenance policies and specific procedures (i.e., paperwork) pertinent to their assigned function for Bristow Alaska, Inc.

Maintenance personnel designated to work on 10 or more passenger aircraft, and maintenance personnel designated as RII Inspectors on 10 or more passenger aircraft, will receive additional training on their duties, responsibilities, and procedures.

Training at manufacturer's schools shall be scheduled as necessary for personnel to become familiar with new aircraft and aviation products or product improvements.

Recurrent training will be provided annually, or as directed by applicable manuals, regulations, or other directives. A record of such training shall be maintained in the maintenance training records.

The Director of Maintenance shall direct on the job maintenance training. On-the-job training will be supervised by the shop foreman. The Shop Foreman will ensure that new

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hire personnel are instructed by experienced, qualified maintenance technicians. The Shop Foreman, Director of Maintenance, or Chief Inspector will observe the work being performed frequently to assess proficiency. When the required level of proficiency is achieved, the supervisor who observed the work shall make an entry in the maintenance technician's OJT record.

Bristow Alaska Inc. conducts training other than maintenance training. This other training includes safety training and fuel handling training as well as other training by the appropriate department.

9.03 Minimum qualifications and Certification Verification

The minimum qualification to be employed as a mechanic at Bristow Alaska is an airframe and powerplant rating from the FAA. The minimum qualification for the avionics position is a repairman's certificate. At the time of hire, each maintenance person shall be checked by the FAA for certificate verification. Validity shall be noted in the persons training records. Persons with certificates that cannot be validated by FAA shall not be employed by this facility.

9.04 Maintenance Training Records

At the direction of the Chief Inspector, a training record shall be maintained for each Maintenance Technician and all Maintenance Specialists. The records are divided into sections. Due to the fact that most Bristow Alaska employees work for both the air carrier and the repair station only one training record book will be used. It will contain both air carrier and repair station records.

Work History contains the following:

- Initial Training Checklist
- Resume
- Work History Log

ID's contains the following:

- ID badges issued by the company or customers.

FAA contains the following:

- A&P Certification Card
- IA Certification Card
- 135 Repairman Certificates
- FAA Verification Letter

Part 135 Air Carrier contains the following:

- Required Inspection Items Card
- Required inspection items certificate
- AMD-41 Form,
- ASDA/USDI/AMD Qualification Card

Part 135 Air Carrier OJT Records Contain the following:

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- 135 OJT records

Military Training contains the following:

- Military training records

Non Aircraft Related Training Certificates and Awards. Contains the following

- Weather
- Safety department
- HR department

Aircraft Related Training Certificates Contains the following:

- AC schools
- Engine schools
- A&P schools

9.05 Maintenance Training Program

The FAA approved curriculum is located in Appendix T, Part 135 Maintenance Training Program.

SECTION II

AAIP Aircraft

Chapter 10.0 Approved Aircraft Inspection Program

10.01 General

Aircraft operated by Bristow Alaska Inc. type certificated for a passenger seating capacity, excluding any pilot seat, of nine or less seats, are maintained in accordance with an Approved Aircraft Inspection Program (AAIP).

The following appendices are an integral but separate component of the Approved Aircraft Inspection Program and as such are subject to the policies and procedures as detailed in this manual.

Appendix:

- A – Bell 206L AAIP MTL Schedule & Inspections
- B – Bell 407 AAIP MTL Schedule & Inspections
- C – Eurocopter BO 105 AAIP MTL Schedule & Inspections
- T – Part 135 Maintenance Training Program

The program contains time intervals between checks, inspections and overhauls, and contains detailed procedures or reference to documents containing detailed procedures to perform checks, inspections, and additional required maintenance.

Removal, installation, servicing, and repair of systems and components are accomplished in accordance with the manufacturer's maintenance procedures, Instructions for Continued Airworthiness, or other acceptable data for the specified part or component.

Procedures that may apply to more than one model aircraft can be found in section 1 of the General Maintenance Manual. For convenience, the information has been compiled there rather than duplicate it in each respective AAIP and CAMP.

10.02 Administration

The Director of Maintenance has overall responsibility in administering the program, including the assignment of qualified personnel to schedule and perform inspections and additional maintenance.

10.03 Scheduling

The Director of Maintenance or the mechanic where the aircraft is assigned is responsible for monitoring the aircraft flight times and scheduling the aircraft for inspections and additional required maintenance. The Director of Maintenance or the mechanic shall insure that special tools, equipment, and parts needed are available.

10.04 Personnel

The AAIP checks, inspections and maintenance are performed by properly certificated

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mechanics with an airframe and power plant rating or by repairmen from an appropriately rated Certificated Repair Station and are qualified, trained, and authorized as documented in the Maintenance Training Records. The properly certificated and trained pilot may perform a daily inspection if a mechanic is not available.

10.05 Responsibility for Maintenance

A mechanic's signature in the aircraft logbook for any maintenance, check or inspection performed indicates that the mechanic has performed the work or determined by inspection that the work signed for was performed in accordance with the AAIP or other acceptable or approved data, and so far as the work performed is concerned the aircraft, except for recorded discrepancies, is approved for return to service.

The Director of Maintenance is responsible for ensuring the personnel assigned to a specific task are properly qualified, trained, and authorized to accomplish that task. Certificated mechanics or repairmen are responsible for the maintenance tasks they perform or supervise. Responsibility for each step of the accomplished maintenance or inspection is borne by the person signing for that step.

10.06 Inspections

Detailed procedures for conducting inspections under this program are found in the applicable aircraft appendix

If the Director of Maintenance or the Chief Inspector find that a Phase Inspection must be started prior to the predetermined interval on the BO105 due to scheduling needs, the same numbered Phase Inspection shall be completed again within 100 flight hours of the completion of that Phase Inspection. The next scheduled Phase Inspection will then be accomplished at the predetermined interval assigned for that particular Phase Inspection.

The checks and inspections contained in the AAIP are accomplished using check or inspection guides, inspection forms, or in accordance with manufacturer's manuals. For check and inspection guides that do not have a place on the guide for the mechanic's return to service signature a logbook entry is required for returning the aircraft to service.

The inspection forms have a block for the mechanic to initial for each item performed. The end of each form has a signature block to identify each mechanic that initialed an inspection item.

The mechanic's initials in the block provided indicates that he accepts the responsibility that the item was performed in accordance with the AAIP form in use and if the item was not in an airworthy condition, a discrepancy has been entered in the aircraft record, (logbook or work order). When all blocks are initialed, a logbook entry for completion of inspection is made. Upon completion the inspection forms are returned to Bristow Alaska Inc. Records Department where they are filed by "N" number until such time that the particular inspection

is repeated.

10.07 Additional Inspections

Each aircraft appendix contains a table of additional inspections or tasks for systems and components requiring inspection at specific intervals not matching other AAIP schedules. The table lists the item to be inspected, the interval, the inspection or task required, and reference to acceptable data for the performance of the inspections or tasks. The time in service between inspections or tasks shall not exceed the inspection interval specified in the table.

10.08 Conditional Inspections

Conditional inspections for unscheduled incidents including but not limited to, sudden stoppage, hard landing, over speed, over temp, over torque, compressor stall, compressor blockage, clutch slippage or any other incident or circumstance requiring special inspection will be accomplished using the criteria for that incident published by the airframe and/or the engine manufacturer.

10.09 After Maintenance Checks and Inspections

All after maintenance checks and inspections will be done in accordance with the manufacturers' maintenance manual unless otherwise noted in the Additional Maintenance and Inspection Schedule for each model.

10.10 Additional Maintenance and Inspections

Additional inspections determined by Bristow Alaska Inc. to maintain aircraft in an airworthy condition are tracked in the Aircraft Status sheet. Procedures for performing these inspections shall be found in the applicable AD, manufacturer's manual, service bulletins, industry standards, and/or Bristow Alaska Inc. forms.

10.11 Discrepancies

All discrepancies discovered during the course of, or in between, scheduled inspections will be entered in the aircraft logbook. When the inspections are being performed by a certified repair station, the Repair Station personnel will enter the discrepancies on the Repair Station Work Order.

All discrepancies affecting airworthiness will be corrected before approving the aircraft for return to service. Repairs will be accomplished using data that is acceptable to the FAA. For major repairs, data that is approved by the FAA will be used. The corrective action taken for each discrepancy will be entered in the aircraft logbook or on the Repair Station Work Order when the inspection is being performed by a certified repair station.

10.12 Required Torque Check

Each aircraft appendix contains a table of required torque checks. The tables list the specific torque check item and its interval. These tables will be used in lieu of the Manufacturer's Maintenance Manual for all torque checks.

10.13 Overhaul of Components

Overhauls are accomplished by a certified repair station, or other approved facilities in accordance with the aircraft, engine, or accessory manufacturers' manual.

Each aircraft appendix contains a table, which summarizes the overhaul schedule of the airframe and engine components and accessories.

There will be no deviations to the retirement schedule contained in the airworthiness limitations section of the manufacturer's manuals.

10.14 Emergency Equipment

Emergency equipment installed in Bristow Alaska Inc. aircraft will be maintained in an airworthy condition I/A/W the referenced data contained in the AAIP for each aircraft model.

10.15 Adding Aircraft to the AAIP

Aircraft added to the Bristow Alaska Inc. AAIP program shall have either an annual inspection of the airframe/engine performed prior to being entered onto the AAIP or the status of the existing inspection program evaluated and the inspection status brought current with the Bristow Alaska Inc. AAIP phase inspection program prior to being entered onto the AAIP.

The Bristow Alaska Inc. AAIP Maintenance Time Limitation schedule is based on manufacturer recommendations, with some differences. Bristow Alaska Inc. has decreased the maintenance interval on some items, and has added maintenance intervals on some items that are not included in the manufacturer's recommendations. Due to this more stringent maintenance program, aircraft being added to the Bristow Alaska Inc. AAIP will have a period of up to 500 flight hours to be brought into compliance with the Bristow Alaska Inc. AAIP Maintenance Time Limitation on items with a decreased or added maintenance interval, but in no case shall exceed the limitations of the manufacturer.

Refer to the Bristow Alaska 135 supplementary forms manual for checklist.

10.16 Removing Aircraft from the AAIP

Aircraft removed from the Bristow Alaska Inc. program shall have:

- an annual inspection performed prior to being released for flight or

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- shall be accepted into the inspection program of another operator prior to being released for flight or
- A list of the status of the existing inspection program will be provided to the new owner.

The following entry will be made in the log book:

- This aircraft was removed from a FAR part 135 maintenance program and must be inspected in accordance with FAR 43.15 part (a), (a)(1), (b), (c), and (c)(3) before returning to service.

All the aircraft records will be given to the buyer of the aircraft upon completion of the sale after copies of the records have been created.

Refer to the Bristow Alaska 135 supplementary forms manual for checklist

10.17 Special Flight Permits

Ferry flights may be conducted for aircraft maintained under the Bristow Alaska Inc. AAIP in accordance with the special flight permit authorization enumerated in the Operations Specifications. Refer to paragraph D084 of the Bristow Alaska Inc. Operations Specifications, latest revision.

The Director of Maintenance or his designee and the Chief Inspector or his designee shall each be notified and each approve the special flight permit by signing the permit or providing written notice of approval via facsimile or email to be attached to the flight permit. A list of designees may be found in Roster binder in the Maintenance Office,

This AAIP Special Flight Permit will contain the date, the registration number of the aircraft requiring the permit, make, model and serial number, and aircraft total time.

The aircraft shall be inspected or evaluated by a properly certificated mechanic before flight. The aircraft must be determined to be safe for flight, and that there are no Airworthiness Directives due. A notation shall be made in the aircraft logbook or on the special flight permit to that affect, including date, aircraft total time, mechanic's signature, certificate type and number.

The pilot shall be appropriately certificated and shall determine the minimum essential cargo and crew. Whether the flight is VFR or IFR and whether it is conducted during the day or night must be indicated on the permit. A flight plan must be filed, and the point of flight origin, intermediary stops, and destination noted on the permit.

The AAIP Special Flight Permit must be carried on board the aircraft when operating under a special flight permit. Under special circumstances, the original copy of the AAIP Special Flight Permit need not be carried onboard the aircraft. In those circumstances, an original permit shall be completed, and a copy of the AAIP Special Flight Permit shall be received by facsimile, email or text message. An email or text message must include the aircraft registration number, date, whether the flight is VFR or IFR, day or night, the origin and

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destination of the flight including any intermediate stops, and any operating limitations appropriate to the flight.

If the permit is not on board the aircraft, the pilot will make an entry in the logbook stating that a ferry flight is required, and in the corrective action block state that the facsimile, email, or text message approving this special flight has been received. The name of the individuals approving this flight will be noted.

The original permit will be affixed to the aircraft log page to be forwarded to the Records Department.

Notify the local FSDO by telephone, email, or mail that this Special Flight Permit has been issued.

Completion of the AAIP Special Flight Permit is self-explanatory.

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10.18 Special Ferry Permit Form

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135 SUPPLEMENTARY FORMS MANUAL
GMM APPENDIX S

Bristow Alaska Inc. Special flight permit

With continuous authorization operating limitations

Date	Registration number	Make and model	Serial number	Aircraft total time

- Pilot must hold at least a valid commercial rotorcraft pilot certificate and be rated in type equipment.
- The pilot shall determine minimum essential cargo and crew necessary for the flight. This is a non-revenue flight. Cargo and persons not necessary for the flight are prohibited.
- Flight to be conducted is (check two) ☐ VFR ☐ IFR ☐ Day ☐ Night
- Only from _____, Via _____, Destination _____
- The pilot must file a flight plan.
- A certified A&P mechanic must inspect or evaluate this aircraft prior to flight.
- An entry shall be made in the maintenance record that certifies this aircraft is safe for the intended flight and no airworthiness directives apply except in accordance with requirements of the AD. This entry will include aircraft chronological information and the mechanics signature, certificate type and number.
- The director of maintenance or his designee and the chief inspector or his designee shall approve the special permit below, or provide written notice of approval via facsimile, email or text message to be attached to the flight permit.
- Flight into or over any foreign country including Canada is prohibited.

I certify this aircraft is safe for the intended ferry flight and that no airworthiness directives apply except in accordance with requirements of the airworthiness directive.

Mechanic signature	Certificate Type and Number

Company approval of this permit is indicated by the following signatures.

Director of maintenance signature	Chief inspector signature

If the director of maintenance, the chief inspector, or the designees for either have not signed above, they shall provide written notice of approval via fax or email to be attached to this permit.

- This form must be carried on board the aircraft when operating under a special ferry flight permit except under special circumstances. See appropriate GMM appendix for further details. If this permit is not carried on board the aircraft, the pilot will enter in the aircraft record that this special flight has been approved and the name of the individuals approving this permit.

This form delivered to the aircraft by the following method: (choose one)

☐ In Person	☐ Email	☐ Facsimile	☐ Text Message
------------------------------------	--------------------------------	------------------------------------	---------------------------------------

- This form shall go with the log book carbon to Bristow Alaska Inc. records department.

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10.19 Pitot, static, transponder, and altimeter maintenance and inspections

The following table and information is to be used for VFR aircraft during both scheduled maintenance and unscheduled maintenance of the transponders, pitot systems, static systems and pressure altitude reporting systems

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VFR INFORMATION TABLE

	ACTION TAKEN	A/C TYPE	TESTS REQUIRED	CONDUCTED BY	REQUIREMENT
1	Replace encoding Altimeter	VFR	1. Static Leak Test 2. Altimeter test 3. system integration test	This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below) 2. FAR 43 app E para (b). As required by and IAW FAR 91.411 (see note 1 and 2 below) 3. FAR 43 app E para (c). As required by and IAW FAR 91.413
2	Replace non encoding Altimeter	VFR	1. Static Leak Test 2. Altimeter test	A&P if conditions are met (see note 4 below) otherwise This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below) 2. FAR 43 app E para (b). As required by and IAW FAR 91.411 (see note 1 and 2 below)
3	Open or repair Static Line	VFR	Static Leak Test	A&P	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below)
4	Open or repair pressure line	VFR	Static Leak Test	A&P	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below)
5	Replace Blind Encoder	VFR	1. Static Leak Test 2. system integration test	This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below) 2. FAR 43 app E para (c). As required by and IAW FAR 91.413
6	Replace Transponder	VFR	1. system integration test 2. Transponder Ramp Test	This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (c). As required by and IAW FAR 91.413 2. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
7	Remove and Reinstall same Transponder	VFR	None provided no other maintenance was performed	NA	
8	Replace digitizer/ serializer	VFR	system integration test of GPS system	A&P	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below)

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VFR INFORMATION TABLE

	ACTION TAKEN	A/C TYPE	TESTS REQUIRED	CONDUCTED BY	REQUIREMENT
9	Repair harness or replace connector	VFR	1. system integration test 2. Transponder Ramp Test	This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (c). As required by and IAW FAR 91.413 2. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
10	Replace Antenna or repair Coax	VFR	Transponder Ramp Test	This cannot be done by an A&P or the air carrier	FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
11	Adjust Blind Encoder HI/LO	VFR	1. Static Leak Test 2. system integration test	This cannot be done by an A&P or the air carrier	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 (see note 1 below) 2. FAR 43 app E para (c). As required by and IAW FAR 91.413
12	24 month inspection	VFR	Transponder Ramp Test	This cannot be done by an A&P or the air carrier	FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)

NOTES:

Note 1. This inspection is required on VFR aircraft due to the AMD and several customer contracts.

Note 2. This inspection is only required if the altimeter was not inspected IAW FAR part 43 appendix E para (b) at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

Note 3. This inspection is only required if the transponder was not inspected IAW FAR part 43 appendix F at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

Note 4. An A&P can replace the altimeter only if it was inspected IAW FAR part 43 appendix E para (b) at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

- The instructions for the above tests can be found in the Test Equipment, Aircraft or Unit Manufacturers' Manuals.
- A&P indicates personnel working for the EOPA636D 135 operator using their A&P certificate, but does not prohibit a properly rated Repair Station from performing that task.

SECTION III

CAMP aircraft

Chapter 11.0 Continuous Airworthiness Maintenance Program

11.01 General

Aircraft operated by Bristow Alaska Inc., type certificated for a passenger seating capacity, excluding any pilot seat, of ten or more seats are maintained in accordance with a Continuous Airworthiness Maintenance Program (CAMP).

The following appendices are an integral but separate component of the Continuous Airworthiness Maintenance Program and as such are subject to the policies and procedures as detailed in this manual.

Appendix:

E – Bell 412 CAMP MTL Schedule & Inspections

T – Part 135 Maintenance Training Program

The program contains time intervals between checks, inspections and overhauls, and contains detailed procedures or reference to documents containing detailed procedures to perform checks, inspections, maintenance, overhaul and repair, and structural inspections.

Removal, installation, servicing and repairs of systems and components including and after maintenance checks and inspections are accomplished in accordance with the manufacturer's maintenance procedures, Instructions for Continued Airworthiness, or other acceptable data for the specified part or component.

Procedures that may apply to more than one model aircraft can be found in section 1 of the General Maintenance Manual. For convenience, the information has been compiled there rather than duplicate it in each respective AAIP and CAMP.

11.02 Administration

The Director of Maintenance has overall responsibility in administering the program, including the assignment of qualified personnel to schedule and perform inspections and maintenance.

11.03 Scheduling

The Director of Maintenance or the mechanic where the aircraft is assigned is responsible for monitoring the aircraft flight times and scheduling the aircraft for inspections and additional required maintenance. The Director of Maintenance or the mechanic shall insure that special tools, equipment, and parts needed are available.

11.04 Personnel

The CAMP checks, inspections and maintenance are performed by properly certificated

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mechanics with an airframe and power plant rating or by repairmen from an appropriately rated Certificated Repair Station and are qualified, trained, and authorized as documented in the Maintenance Training Records.

11.05 Responsibility for Maintenance

A mechanic's signature in the aircraft logbook for any maintenance, check or inspection performed indicates that the mechanic has performed the work or determined by inspection that the work signed for was performed in accordance with the CAMP or other acceptable or approved data, and so far as the work performed is concerned the aircraft, except for recorded discrepancies, is approved for return to service.

The Director of Maintenance is responsible for ensuring the personnel assigned to a specific task are properly qualified, trained, and authorized to accomplish that task. Certificated mechanics, RII inspectors, or repairmen are responsible for the maintenance tasks they perform or supervise. Responsibility for each step of the accomplished maintenance or inspection is borne by the person signing for that step.

11.06 Inspections

Detailed procedures for conducting inspections under this program are found in the applicable aircraft appendix.

The checks and inspections contained in the CAMP are accomplished using check or inspection guides, inspection forms, or in accordance with manufacturer's manuals. For check and inspection guides that do not have a place on the guide for the mechanic's return to service signature a logbook entry is required for returning the aircraft to service.

The inspection forms have a block for the mechanic to initial for each item inspected. The end of each form has a signature block to identify each mechanic that initialed an inspection item. The mechanic's initials in the block provided indicates that he accepts the responsibility that the item was performed in accordance with the CAMP form in use and if the item was not in an airworthy condition, a discrepancy has been entered in the aircraft record, (logbook or work order). When all blocks are initialed, a logbook entry for completion of inspection is made. Upon completion, the inspection forms are returned to Bristow Alaska Inc. Records Department, where they are filed by "N" number until such time that the particular inspection is repeated.

11.07 Additional Inspections

Each aircraft appendix contains a table of additional inspections or tasks for systems and components requiring inspection at specific intervals not matching other CAMP schedules. The table lists the item to be inspected, the interval, the inspection or task required, and reference to acceptable data for the performance of the inspections or tasks.

11.08 Conditional Inspections

Conditional inspections for unscheduled incidents including but not limited to, sudden stoppage, hard landing, over speed, over temp, over torque, compressor stall, compressor blockage, clutch slippage or any other incident or circumstance requiring special inspection will be accomplished using the criteria for that incident published by the airframe and/or the engine manufacturer.

11.09 After Maintenance Checks and Inspections

All after maintenance checks and inspections will be done in accordance with the manufacturers' maintenance manual unless otherwise noted in the Additional Maintenance and Inspection Schedule for each model.

11.10 Additional Maintenance and Inspections

Additional inspections determined by Bristow Alaska Inc. to maintain aircraft in an airworthy condition are tracked in the. Aircraft Status Sheet Procedures for performing these inspections shall be found in the applicable AD, manufacturer's manual, service bulletins, industry standards, and/or Bristow Alaska Inc. forms.

11.11 Discrepancies

All discrepancies discovered during the course of, or in between, scheduled inspections will be entered in the aircraft logbook. When the inspections are being performed by a certified repair station, the Repair Station personnel will enter the discrepancies on the Repair Station Work Order.

All discrepancies affecting airworthiness will be corrected before approving the aircraft for return to service. Repairs will be accomplished using data that is acceptable to the FAA. For major repairs, data that is approved by the FAA will be used. The corrective action taken for each discrepancy will be entered in the aircraft logbook or on the Repair Station Work Order when the inspection is being performed by a certified repair station.

11.12 Required Torque Check

Each aircraft appendix contains a table of required torque checks. The tables list the specific torque check item and its interval. These tables will be used in lieu of the Manufacturer's Maintenance Manual for all torque checks.

11.13 Overhaul of Components

Overhauls are accomplished by a certified repair station, or other approved facilities in accordance with the aircraft, engine, or accessory manufacturers' manual.

Each aircraft appendix contains a table, which summarizes the overhaul schedule of the airframe and engine components and accessories.

There will be no deviations to the retirement schedule contained in the airworthiness limitations section of the manufacturer's manuals.

11.14 Emergency Equipment

Emergency equipment installed in Bristow Alaska Inc. aircraft will be maintained in an airworthy condition in accordance with the referenced data contained in the CAMP for each aircraft model.

11.15 Adding Aircraft to the CAMP

Aircraft added to the Bristow Alaska Inc. CAMP program shall have either an annual inspection of the airframe/engine performed prior to being entered onto the CAMP or the status of the existing inspection program evaluated and the inspection status brought current with the Bristow Alaska Inc. CAMP phase inspection program prior to being entered onto the CAMP.

The Bristow Alaska Inc. CAMP Maintenance Time Limitation schedule is based on manufacturer recommendations, with some differences. Bristow Alaska Inc. has decreased the maintenance interval on some items, and has added maintenance intervals on some items that are not included in the manufacturer's recommendations. Due to this more stringent maintenance program, aircraft being added to the Bristow Alaska Inc. CAMP will have a period of up to 500 flight hours to be brought into compliance with the Bristow Alaska Inc. CAMP Maintenance Time Limitation on items with a decreased or added maintenance interval, but in no case shall exceed the limitations of the manufacturer.

Refer to the Bristow Alaska 135 supplementary forms manual for checklist

11.16 Removing Aircraft from the CAMP

Aircraft removed from the Bristow Alaska Inc. program shall have:

- An annual inspection performed prior to being released for flight or
- shall be accepted into the inspection program of another operator prior to being released for flight or
- A list of the status of the existing inspection program will be provided to the new owner.

The following entry will be made in the log book:

- This aircraft was removed from a FAR part 135 maintenance program and must be inspected in accordance with FAR 43.15 part (a), (a)(1), (b), (c), and (c)(3) before returning to service.

All the aircraft records will be given to the buyer of the aircraft upon completion of the sale

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after copies of the records have been created.

Refer to the Bristow Alaska 135 supplementary forms manual for checklist

11.17 Special Flight Permits

The pilot and maintenance technician shall use and follow the instructions of the Bristow Alaska Inc. CAMP Special Flight Permit found in the applicable aircraft appendix of this manual.

11.18 Pitot, static, transponder, and altimeter maintenance and inspections

The following table and information is to be used for IFR aircraft during both scheduled maintenance and unscheduled maintenance of the transponders, pitot systems, static systems and pressure altitude reporting systems.

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IFR INFORMATION TABLE

	ACTION TAKEN	A/C TYPE	TESTS REQUIRED	CONDUCTED BY	REQUIREMENT
1	Replace encoding Altimeter	IFR	1. Static Leak Test 2. Altimeter test 3. system integration test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (b). As required by and IAW FAR 91.411 (see note 2 below) 3. FAR 43 app E para (c). As required by and IAW FAR 91.413
2	Replace non encoding Altimeter	IFR	1. Static Leak Test 2. Altimeter test	135 Repairman for CAMP aircraft only or A&P if conditions are met (see note 4 below)	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (b). As required by and IAW FAR 91.411 (see note 2 below)
3	Open or repair Static Line	IFR	Static Leak Test	A&P	1. FAR 43 app E para (a). As required by and IAW FAR 91.411
4	Open or repair pressure line	IFR	Static Leak Test	A&P	1. FAR 43 app E para (a). As required by and IAW FAR 91.411
5	Replace Blind Encoder	IFR	1. Static Leak Test 2. system integration test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (c). As required by and IAW FAR 91.413
6	Remove or replace transponder receiver/air data sensor	IFR	1. Static Leak Test 2. system integration test 3. Transponder Ramp Test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (c). As required by and IAW FAR 91.413 3. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
7	Replace Transponder control head	IFR	1. system integration test 2. Transponder Ramp Test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (c). As required by and IAW FAR 91.413 2. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
8	Remove and Reinstall same Transponder control head	IFR	None provided no other maintenance was performed	NA	

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IFR INFORMATION TABLE

	ACTION TAKEN	A/C TYPE	TESTS REQUIRED	CONDUCTED BY	REQUIREMENT
9	Replace digitizer/serializer	IFR	system integration test of GPS system (see note 1)	135 repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411
10	Repair harness or replace connector	IFR	1. system integration test 2. Transponder Ramp Test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (c). As required by and IAW FAR 91.413 2. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
11	Replace Antenna or repair Coax	IFR	Transponder Ramp Test	135 Repairman for CAMP aircraft only	FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)
12	Adjust Blind Encoder HI/LO	IFR	1. Static Leak Test 2. system integration test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (c). As required by and IAW FAR 91.413
13	24 month inspection	IFR	1. Static Leak Test 2. Altimeter test 3. system integration test 4. Transponder Ramp Test	135 Repairman for CAMP aircraft only	1. FAR 43 app E para (a). As required by and IAW FAR 91.411 2. FAR 43 app E para (b). As required by and IAW FAR 91.411 (see note 2 below) 3. FAR 43 app E para (c). As required by and IAW FAR 91.413 4. FAR 43 app F. As required by and IAW FAR 91.413 (see note 3 below)

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NOTES:

Note 1. Verify GPS is reading same altitude as transponder and altimeter.

Note 2. This inspection is only required if the altimeter was not inspected IAW FAR part 43 appendix E para (b) at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

Note 3. This inspection is only required if the transponder was not inspected IAW FAR part 43 appendix F at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

Note 4. An A&P can replace the altimeter only if it was inspected IAW FAR part 43 appendix E para (b) at the manufacturer or repair station. A log book entry stating this requirement has been previously met is required.

- All Technicians performing transponder ramp test must hold a Repairman Certificate specific for that task.
- The instructions for the above tests can be found in the Test Equipment, Aircraft or Unit Manufacturers' Manuals.
- A&P indicates personnel working for the EOPA636D 135 operator using their A&P certificate, but does not prohibit a properly rated Repair Station from performing that task.

11.19 Staged worksheets

Staged worksheets are the methodology Bristow Alaska uses to ensure each step of a complicated maintenance task is completed. Staged worksheets also ensure work continuity through shift turnovers, crew changes, Lunch breaks, and work interruptions. Rather than reproducing the manufactures maintenance manuals in a Bristow Alaska format we have decided to use the existing manuals as our checklist. Here is how the system works:

Staged worksheets will be utilized whenever any of the following items are removed and replaced.

Engine twin pack

Engine power section

Engine combining gearbox

Transmission

Prior to starting the task the mechanic will start a staged worksheet cover letter found in the Bristow Alaska GMM appendix S supplementary forms manual. This form is self-explanatory.

The manufactures manuals section or sections pertinent to the task being performed will be printed and attached to the staged worksheet cover letter.

As the task is performed the mechanic or mechanics will place their initials next to each step of the manufactures maintenance manuals once they are completed.

Should a step not be required the mechanic must state a brief reason why that step is not required on the staged worksheet cover letter.

Once the entire task is completed the mechanic will finish filling out the staged worksheet cover letter and attached both the staged worksheet cover and MM pages to the log pages for return to the records department.

11.20 HUMS procedures and policies

Deviation from this policy is not authorized unless previously approved by the Director of Maintenance or Director of Operations.

References: Bristow global document QID 163

Downloading policy:

All aircraft fitted with a HUMS system shall have the system data uploaded to the computer between each flight if that aircraft is at a base staffed by maintenance. Once per day the HUMS data for that flight day shall be uploaded to the internet and Bristow HUMS department if internet is available. If internet service is not available the data must be uploaded the next time the internet is available. Each upload will be tracked on the Bristow

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POST flight HUMS download log (see 135 supplementary forms manual). The download log will be kept in the aircraft logbook can or at the primary base of operations. A copy of the download log will be sent to the records department each Sunday. A new download log will be started each Monday morning for the following week.

Review of data:

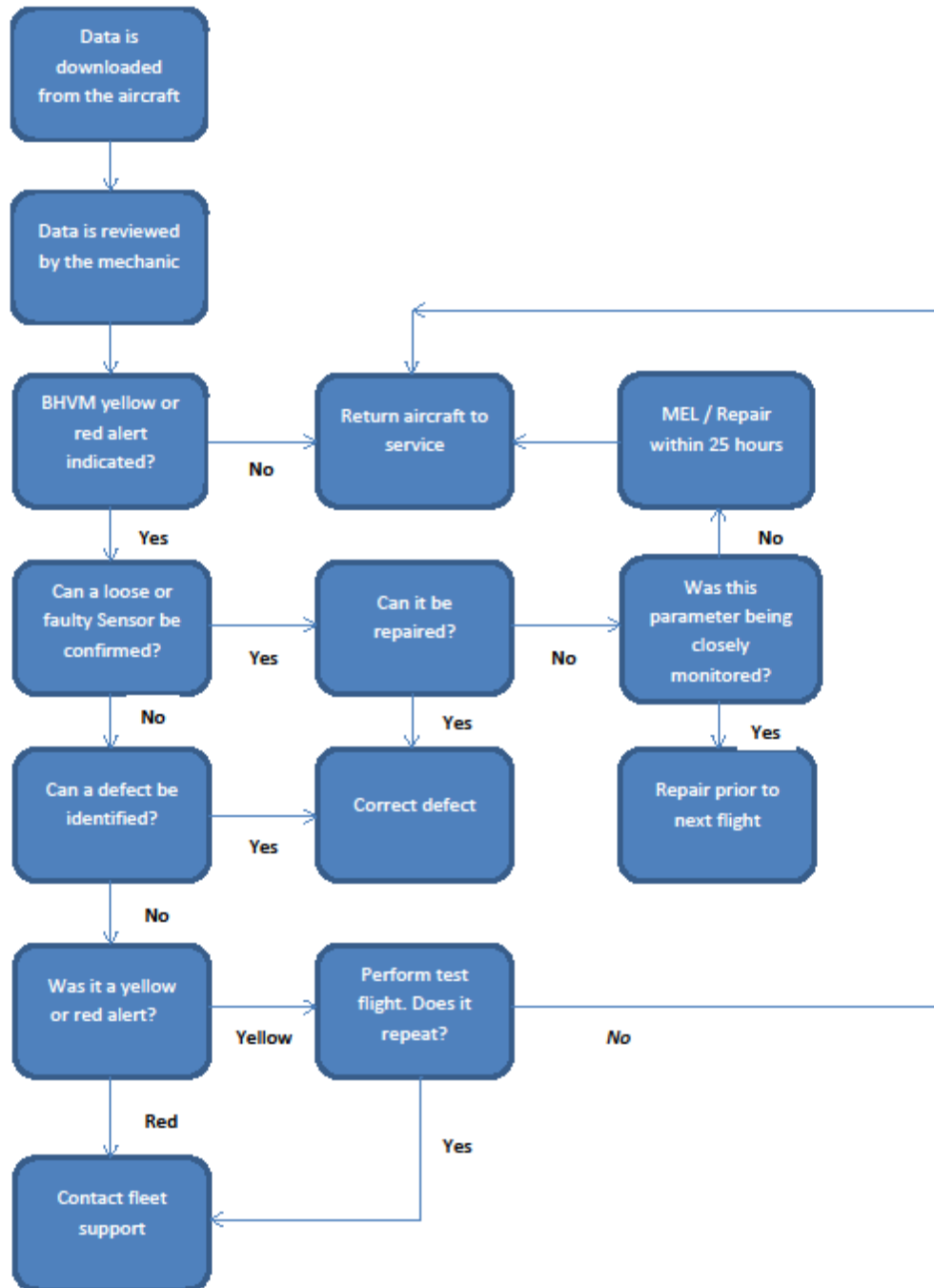
Between each flight (prior to next departure) the HUMS data must be reviewed for any substantial rise in vibration levels, or vibration levels in the caution (yellow) or exceedence (red) zones.

Procedure should an indication be found:

If any of the conditions listed above are met an inspection of the aircraft must be performed (prior to next departure) (see decision tree) and the maintenance department management or the inspection department must be notified before the aircraft is returned to service.

MEL of HUMS system

Our FAA MEL system states that the HUMS system may be inoperative for an indefinite period of time. Bristow has chosen to have a more restrictive time limit in place. The maximum allowable period for the HUMS system to be inoperative is 25 flight hours if data being collected prior to the failure of the system was “normal”. If there is part of the aircraft that was being “closely monitored” the relevant part of the HUMS system must remain operational to release the aircraft for flight.

11.21 HUMS decision tree

Chapter 12.0 Required Inspections

12.01 Required Inspection Personnel

Required Inspection Personnel are designated by the Chief Inspector. The Chief Inspector has the overall responsibility of administrating the Required Inspection Item (RII) program.

For each model aircraft authorization sought, each designated RII Inspector must have:

- A minimum of three years of working experience on that model or,
- A verifiable record of completed formal training on that model or,
- Completed all items on the On the Job Training Form for that model or,
- Be qualified as a captain in type at Bristow Alaska and,
- Have a thorough understanding of inspection methods and procedures, and
- Successfully completed the Bristow Alaska Inc. RII initial training course and passed the written examination.

Bristow Alaska utilizes both A&P mechanics and pilots as RII. For A&P mechanics an RII qualification card will be issued by Bristow Alaska Inc. RII cards will be issued by the Chief Inspector and are not valid until signed by the Chief Inspector or the Director of Maintenance. Pilots that are assigned as RII will have a FAA issued repairman certificate. The repairman certificate will be issued by the FAA and are not valid until signed by the FAA.

Annual recurrent RII training is required for all Bristow Alaska Inc. RII card holders. The Chief Inspector maintains the roster of RII personnel in the Maintenance Office. This roster includes name, certificate number, initial training date and latest recurrent training date.

12.02 Required Inspection Items

Maintenance performed to these components or systems require inspection by properly authorized RII inspectors.

- Flight Controls
- Tail Rotor
- Main Rotor
- Synchronized Elevators
- Drive Train Items
- Engine Installation
- Transmission Installation
- Engine Controls

Component and system possible inspection items are described in detail in this manual.

12.03 Required Inspection Methods

The authorized inspector's signature or affixed stamp constitutes the approval for return to service. If the stamp is used it shall be affixed to both copies of the aircraft maintenance logbook sheets.

If an RII inspection is required, it will be entered in the aircraft logbook as a separate entry.

If a pilot operational check is required it shall also be entered in the aircraft logbook as being due, as a separate entry. The pilot's signature at the completion of the maintenance operational check returns the aircraft to service.

The technician performing the work shall have a company authorized inspector perform the inspection of the required inspection item. The technician performing the work may not perform the required inspection.

Required inspection items shall be inspected by designated inspection personnel using manufacturer's manuals. The method of performing these inspections constitutes a visual inspection at critical steps of the work in process and upon completion of the work. The technician performing the work has the responsibility to have his work inspected by an RII inspector at critical stages.

An RII Inspector must:

- a. Verify all critical processes
- b. Verify all rigging dimensions and adjustments
- c. Verify all hidden torques and safeties
- d. Ensure the use of:
 - i. Proper parts
 - ii. Proper materials
 - iii. Proper procedures

In all cases, required inspection items will be inspected to ensure said items are in an airworthy and safe condition.

In the event that the inspector does not approve the item of work, he will not sign off the required inspection, and will advise the technician who accomplished the item of work of the discrepancies found. The technician will then remedy the discrepancies and the inspector will repeat his inspection function. This procedure will be referred to as the "Buy-Back" procedure, and will be repeated until the item of work has been satisfactorily accomplished.

Discrepancies found by the RII Inspector must be entered in the aircraft logbook, if that inspector cannot ensure he will see the "Buy-Back" procedure through to completion.

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In the event that any required inspection is not completed as a result of work interruptions, the RII Inspector will make an entry on the appropriate form (logbook, etc.), stating the required inspection is incomplete, and a brief description of the reason why it is incomplete.

If any company authorized inspector finds an item which is questionable, the Chief Inspector or Director of Maintenance shall be consulted and shall have final authority to approve the aircraft for return to service or take other necessary action.

Questions concerning any decisions of any required inspection personnel will be made to the Chief Inspector. In the case that the Chief Inspector is not available, the decision of the required inspection personnel will stand until the Chief Inspector is available to make the final decision.

The Required Inspection Items are inspected by a designated RII Inspector at any time a component of one of the items is removed and a like item is installed, or when any part of one of the items is disconnected and reconnected for any reason.

It is the responsibility of the maintenance technician performing the work to have that work inspected prior to approving the aircraft for return to service.

12.04 Required Inspection Item Standards

Bristow Alaska Inc. will utilize RII task cards whenever available to perform RII inspections. RII task cards can be found in the Bristow Alaska general maintenance manual supplementary forms manual appendix S.

RII task cards are specific to each individual maintenance procedure and clearly define all the critical steps that must be inspected during the particular maintenance action. Once completed the task card will be signed and returned to the records department with the applicable log page or work order, if done by an approved repair station. Should an RII task card not be available for a particular task the maintenance department shall be notified in writing within 24 hrs. A task card will then be created for the particular task. The following minimum standard will be utilized until a task card is available.

Standard:	1. Verify the maintenance manual revision is up to date.
	2. Verify date of calibration of special tools utilized.
	3. Verify the maintenance manual procedure is followed for this installation.
	4. Verify the applicability of Alert Service Bulletins and Technical Bulletins to this installation.
	5. Visually inspect installation for attachment, security, proper installation, and system integrity.
	6. Verify all torques, final closures, and verify all safeties.
	7. Apply torque seal to all safeties.
	8. Review logbook and record entries for accuracy and completion.

12.05 RII items list

The following is a list of required inspection items. These items are listed in Joint Aircraft System Component Code format

6200 Main Rotor System

For general reports of rotorcraft main rotor systems with insufficient information to file in a more specific JASC 6200 series code. Excessive use of this code should be avoided if possible.

- A. 6210 Main Rotor Blades
- B. 6220 Main Rotor Head
 - 1) Hub Assembly
 - 2) Any associated part
- C. 6230 Main Rotor Mast/Swash plate
 - 1) Swash plate and Support
 - 2) Sleeve assembly
 - 3) Collective lever
 - 4) Control Links
 - 5) Mast
 - 6) Any associated part

6300 Main Rotor Drive System

For general reports of main rotor drive system with insufficient information to file in a more specific JASC sub-system code. Excessive use of this code should be avoided if possible.

- A. 6310 Engine/Transmission Coupling
 - 1) Engine to Transmission Drive Shaft
 - 2) C-box coupling
 - 3) Transmission coupling
 - 4) Any associated part
- B. 6320 Main Rotor Gearbox
 - 1) Main Transmission
 - 2) Rotor brake Quill
 - 3) Any associated part
- C. 6330 Main Rotor Transmission Mount
 - 1) The suspension system for the transmission mounting in airframe. Typical parts are suspension bars, isolation mount, etc.
 - 2) Any associated part

6400 Tail Rotor System

For general reports of the rotorcraft tail rotor system reported with insufficient information to file in a more specific tail rotor system. Avoid excessive use of this code if possible.

- A. 6410 Tail Rotor Blades
 - 1) Blade Assembly
- B. 6420 Tail Rotor Head
 - 1) Pitch Change Control Tube
 - 2) Hub

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- 3) Crosshead Assembly
- 4) Pitch Links
- 5) Pitch Horns
- 6) Any associated parts

6500 Tail Rotor Drive System

For general reports of the tail rotor drive system reported with insufficient information to file in a more specific tail rotor drive system. Avoid excessive use of this code if possible.

- A. 6510 Tail Rotor Drive Shaft
 - 1) Tail Rotor Drive Shafts
 - 2) Tail rotor Hangers
 - 3) Any associated part
- B. 6520 Tail Rotor Gearbox Installation
 - 1) 42° Gearbox Installation
 - 2) Couplings
 - 3) 90° Gearbox Installation
 - 4) Any associated part

6700 Rotorcraft Flight Control

For general reports of rotorcraft control systems with insufficient information to file in a more specific 6700 JASC series code; or for reports which affect both main and tail rotor control systems. Avoid excessive use of this code if possible

- A. 6710 Main Rotor Control
 - 1) Pitch Change Links
 - 2) Main Rotor Flight Controls, Bell cranks, Control Tubes, Rigging and Stops
 - 3) Synchronized Elevators, Bell cranks, Control Tubes, Rigging and Stops
 - 4) Any associated part
- B. 6720 Tail Rotor Control System
 - 1) Control Tubes, Bell cranks, Rigging and Stops
 - 2) Any associated part
- C. 6730 Rotorcraft Servo System
 - 1) Main Rotor Servos
 - 2) Tail Rotor Servo
 - 3) Any associated part

7200 Engine

For general reports of rotorcraft control systems with insufficient information to file in a more specific 7200 JASC series code; or for reports which affect both main and tail rotor control systems. Avoid excessive use of this code if possible.

- A. 7210 Turbine Engine & Reduction Gearbox
 - 1) Power Section Installation
 - 2) Combining Gear Box Installation
 - 3) Twin Pack Installation
 - 4) Any associated part

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7300 Engine Fuel and Control

For general reports of rotorcraft main rotor systems with insufficient information to file in a more specific JASC 7300 series code. Excessive use of this code should be avoided if possible

- A. 7321 Fuel Control/Turbine Engine
 - 1) AFCU
 - 2) MFCU
 - 3) Any associated part
- B. 7323 Turbine Governor
 - 1) Turbine Governor
 - 2) Any associated part

7600 Engine Controls

For general reports of rotorcraft main rotor systems with insufficient information to file in a more specific JASC 7600 series code. Excessive use of this code should be avoided if possible.

- A. 7601 Engine Synchronizing
 - 1) Torque Control Unit
 - 2) Any associated part
- B. 7603 Power Levers
 - 1) N1 control system
 - 2) N2 control system
 - 3) Any associated part

Chapter 13.0 Continuing Analysis and Surveillance System

13.01 General Description

The Bristow Alaska Inc. Continuing Analysis and Surveillance System was developed in accordance with FAR 135.431. It provides for the analysis of maintenance programs, alteration procedures, equipment, personnel training, and mechanical performance and contract agencies. This program is applicable to aircraft type certificated for a passenger seating configuration, excluding any pilot seat, of ten seats or more.

13.02 Basic Goals of the Program

1. The Primary goal of the program is to ensure continued airworthiness by controlling system and component reliability. This is achieved by using monitoring methods to establish realistic maintenance task and periods to measure deterioration or failure.
2. To establish and determine the reliability of systems and structures by monitoring and recording system and components malfunctions using condition monitoring as a primary measure of the effectiveness of processes laid down in the maintenance program.
3. Additional goals are:
 - a. Recognizing the need for the corrective action and establish the method of corrective action and its effectiveness, thereby improving reliability. Corrective actions may include modification action, introduction of, or changes to life limitations (overhaul, retirement) introduction or revision of inspection requirement.
 - b. Raising statistical evidence of reliability, upon which to base corrective actions and to assist in performance improvement negotiation with manufacturers, repair organizations and internal workshops, further improving reliability.
 - c. Highlighting failure rate patterns, thereby initiating investigation and subsequent remedial action.

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13.03 Personnel

The Director of Maintenance shall ensure that a Continuing Analysis and Surveillance System is introduced and operated to meet the requirements of Bristow Alaska Inc. and Federal Aviation Regulations. The Director of Maintenance also has the responsibility to ensure sufficient properly certificated, trained and authorized personnel are available and suitably assigned to perform the continued maintenance program, reliability, monitoring, and improvement functions. The Director of Maintenance makes all assignments for surveillance and any subsequent investigations. The Director of Maintenance shall delegate personnel to fulfill the duties and responsibilities of the program.

The Chief Inspector is responsible for ensuring procedures by which technical data is analyzed are in place and followed. The Chief Inspector also has responsibility for approving revisions to and determining compliance with the Continuous Airworthiness Maintenance Program.

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13.04 Data Collection

CASS audits and analyzes the following:

1. Data Collection

	Data	Responsibility	Source	Method of Collection
1.	Aircraft Records	Chief Inspector	Logbooks, Historical Records, Overhaul Records, Major Repair and Alteration Data	Continual review of maintenance discrepancy data base
2.	Service Difficulty Report	Director of Maintenance	Aircraft Safety Reports (ASR)	Submitted by Safety Department
3.	Airworthiness Directives	Chief Inspector	FAA	Compliance Action Notice
4.	Manufacturer's Bulletins	Chief Inspector	Manufacturer	Compliance Action Notice
5.	Malfunction or Defect Report	Director of Maintenance	FAA Form 8010-4	Daily review of maintenance discrepancies
6.	Mechanical Interruption Summary Report	Chief Inspector	Form located in General Maintenance Manual	Submitted by maintenance technicians
7.	Accident/Incident Investigations	Safety Department	Aircraft Safety Reports	Submitted by Safety Department
8.	Vender Component Condition Report	Parts Department	Vender Component Condition Report	Submitted by Parts Department
9.	Measuring and Test Equipment Inspection Program	Repair Station Chief Inspector	Measuring and Test Equipment Program	Measuring and Test Equipment Calibration Verification data base
10.	Maintenance Training	Director of Maintenance	Maintenance Training Department	Continual review of Maintenance Training Records
11.	Compliance Action Notice	Chief Inspector	Form located in General Maintenance Manual	Compliance Action Notice log

13.04 Data Collection Continued**2. Data Identification**

The quantity of Maintenance Log Defects is recorded by the Continuing Analysis and Surveillance System. All unscheduled removals are recorded in part number and description order with the following details:

- a. Manufacturer's part number and serial number
- b. Helicopter and position
- c. Date of installation, removal and repair
- d. Reported defect
- e. Hours and cycles run
- f. Workshop report findings
- g. Approved life or monitored "on condition"

3. Data Processing

The Continuing Analysis and Surveillance System gathers and records all relevant information at appropriate intervals

The appropriate personnel investigates the adverse trend, and makes recommendations for remedial actions. The Continuing Analysis and Surveillance Committee are advised of any actions taken.

13.05 System Reliability Report

Using the data collected by the Continuing Analysis and Surveillance System, a System Reliability Report is compiled and published quarterly unless otherwise requested.

The report contains data collected from aircraft records, Service Difficulty Reports, Mechanical Interruption Summary Reports, Aircraft Safety Reports, and Vendor Component Condition Report

Report distribution goes, as a minimum, to attendees of the quarterly Continuing Analysis and Surveillance Committee meeting.

The Shops of a certified Repair Station complete the shop teardown reports. Shops complete these reports when the subject item is removed for the following reasons:

1. Unscheduled removals.
2. Scheduled removals that have unusual condition (wear, corrosion, etc.)

When the item is repaired and returned to service condition, a report is completed and forwarded to the Maintenance Office.

All applicable items sent for out-of-house repair by Bristow Alaska Inc. are sent with a Vendor Component Condition Report.

The Parts Department ensures that this report is accompanying each item. When items return

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from outside repair, the receiving personnel ensure that the Vendor Component Condition Report has been completed by the vendor.

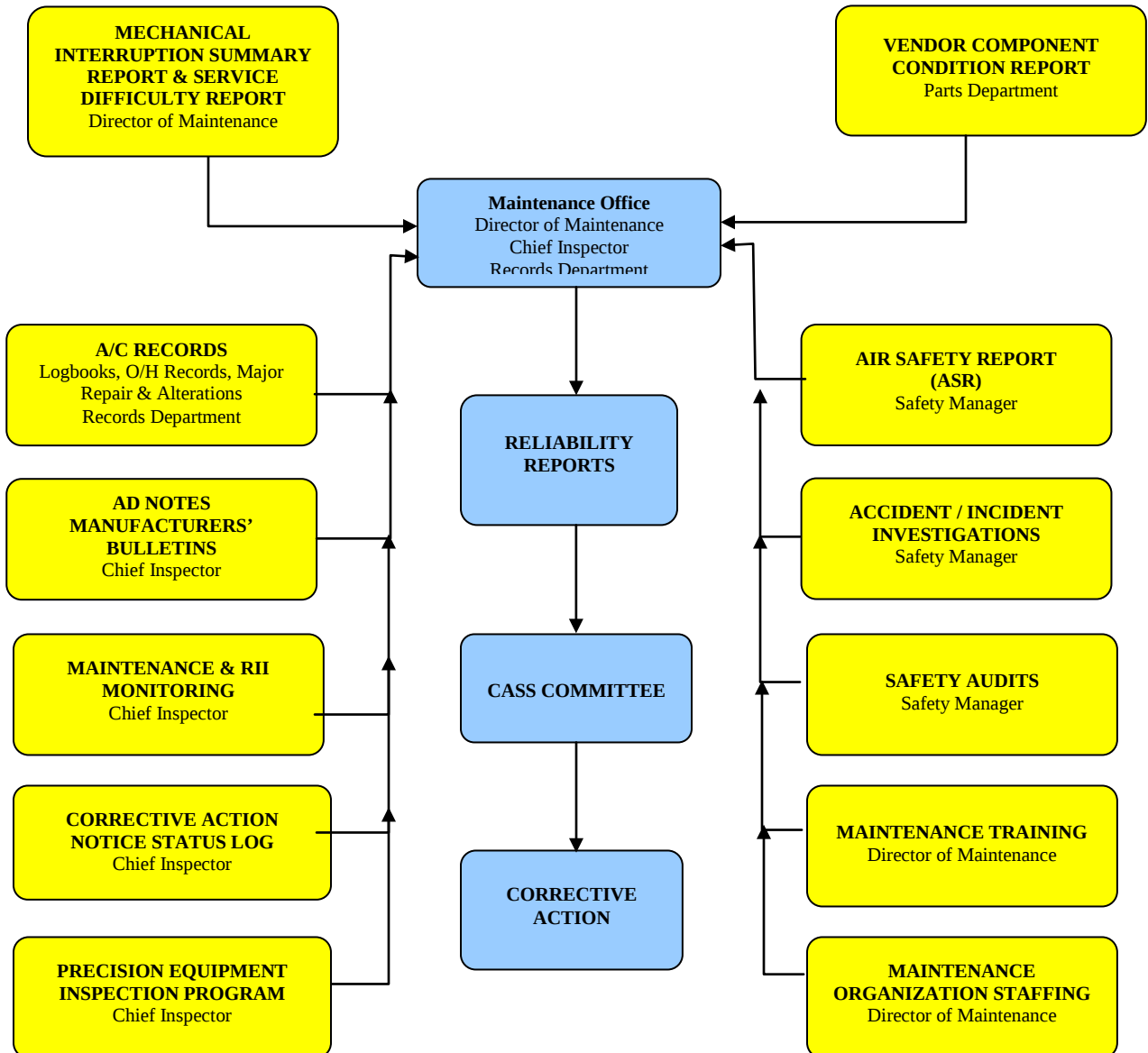
Completed reports are forwarded to the Maintenance Office.

13.06 Analysis, Examination, and Interpretation

1. Repetitive defects are monitored on a continuous basis by the Director of Maintenance and the Chief Inspector. Findings and actions are evaluated and presented at quarterly CASS meetings.
2. Actions requiring change to the Maintenance Program are presented by the Chief Inspector at the CASS meeting.
3. Review of operator's reliability reports, OEM requirements and warranty reports are carried out on a progressive basis. An overview of findings is reviewed at the CASS meeting where appropriate.
4. Where an item of significance is noted, the Director of Maintenance or the Chief Inspector will notify the CASS Committee of the detailing the cause and summarizing initial investigation actions.
5. The Air Safety Report log is reviewed by the CASS Committee for any required resultant actions.
6. Comparison of operational reliability is made with established or allocated standards where appropriate.
7. The Director of Maintenance or the Chief Inspector recommend changes to the Maintenance Program pertaining to possible maintenance practices to improve reliability and recommend changes to overhaul/repair agencies, if considered necessary, at the CASS Committee Meeting.

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13.07 Program Flow Chart



13.08 Analysis and Corrective Action

Procedural accomplishments are conducted by CASS committee.

The committee consists of the following, or in their absence, their designee:

1. Director of Maintenance
2. Chief Inspector
3. Director of Operations
4. Safety Manager
5. Parts Manager

Committee meetings are held quarterly to review all information and data, and to initiate appropriate corrective action as required. In conjunction with the CASS meetings, all previous action taken by the Committee is evaluated to determine if any changes or adjustments are necessary.

When it is revealed that a component or system shows an excessive failure rate, an investigation is conducted to determine the cause. The following areas are examined:

- Training
- Maintenance and Operations Procedures
- Test Equipment
- Manuals

Contact with and assistance from applicable manufacturers, vendors or other operators with similar equipment may be used to determine if the failure is inherent to the design. The results of the investigation, along with any recommended corrective action, are presented at the next CASS meeting.

When a corrective action is required for problems discovered by the CAS program, the committee will decide on the corrective action and delegate the responsibility of implementing the corrective action to the appropriate department. Status of the corrective action will be reviewed at the next CASS meeting.

Problems concerning mechanical discrepancies, spare parts, scheduled maintenance, MEL items, etc. are discussed with the Director of Maintenance and corrective action taken, if required.

The Compliance Action Notice or CAS Memo system may be used to initiate corrective action on deficiencies if immediate action is indicated. Revisions to maintenance programs, additional training, changes to policies and procedures, changes to time limitations, or other changes, will follow as necessary.

Minutes or reports of all CASS meetings are maintained by the Maintenance Records Department in the Maintenance Office and contain the following information:

- Date of the CASS meeting.
- Personnel present at the CASS meeting.

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- Findings noted during the month.
- Corrective actions taken.
- Status of investigations.
- Recommendations or comments.

The Committee also meets when the Director of Maintenance or Chief Inspector deems it is necessary to consider emergency situations such as engine failures, critical structural failures, or other emergency items to determine the cause, corrective action necessary, and to determine if any action needs to be taken to prevent reoccurrence.

The total effectiveness of the program is reviewed annually by the CASS Committee and the technical staff. Any change or adjustment to the method or procedure is made as necessary.