



AIRCRAFT DISCREPANCIES AND APPROVAL FOR RETURN-TO-SERVICE

AIRCRAFT DISCREPANCIES

If a pilot discovers or encounters an aircraft discrepancy in flight, on the ground or during the preflight, they will, to their best ability, attempt to communicate (in person or via phone) with maintenance personnel for further guidance.

KDTO: [REDACTED]
KAFW: [REDACTED]

KCXO: [REDACTED]

If maintenance personnel are unavailable or if it is determined by the pilot or maintenance personnel that the aircraft discrepancy renders the aircraft unsafe or unairworthy, a maintenance discrepancy (or squawk as they are commonly called) will be submitted in writing per USAA Discrepancy Recording & Aircraft Grounding Procedures to USAA Dispatch. A “red tag” will also be placed on the key(s), if applicable.

KDTO: [REDACTED]
KAFW: [REDACTED]
KCXO: [REDACTED]

All US Aviation Academy aircraft maintenance discrepancies/squawks must be entered in Flight Schedule Pro.

An aircraft will not be dispatched until maintenance personnel have cleared all maintenance discrepancies/squawks in Flight Schedule Pro (FSP).

NOTE:

*If a discrepancy occurs away from home base, refer to
REDISPATCH PROCEDURES AFTER UNPROGRAMMED LANDING.*



DETERMINING AIRWORTHINESS & A SAFE CONDITION TO FLY

All USAA aircraft available for dispatch shall be cleared of maintenance discrepancies/squawks by USAA Maintenance personnel and deemed airworthy through compliance of Federal Aviation Regulations, Manufacture Type Certification and Airworthiness Directives. However, it is the responsibility of the pilot-in-command (PIC) to ensure that the aircraft to be flown is in a safe condition for flight.

In determining whether an aircraft is in a safe condition to fly and to the best of your knowledge, complies with all airworthiness requirements, the PIC will use the following procedure:

1. Using Flight Schedule Pro (FSP) the PIC will:
 - a. Verify that there are no open maintenance discrepancies/squawks.
 - b. Review recent maintenance discrepancies/squawks to identify trends and/or inoperative equipment.
 - c. Verify tach time and/or calendar time remaining until the next inspection and/or Airworthiness Directive, as noted on the Dispatch Sheet.
 - i. Pilot must select “Print Dispatch” button to view this information
 - d. Verify time to the next inspection is sufficient to complete the intended flight so as not to overfly a required inspection or Airworthiness Directive.

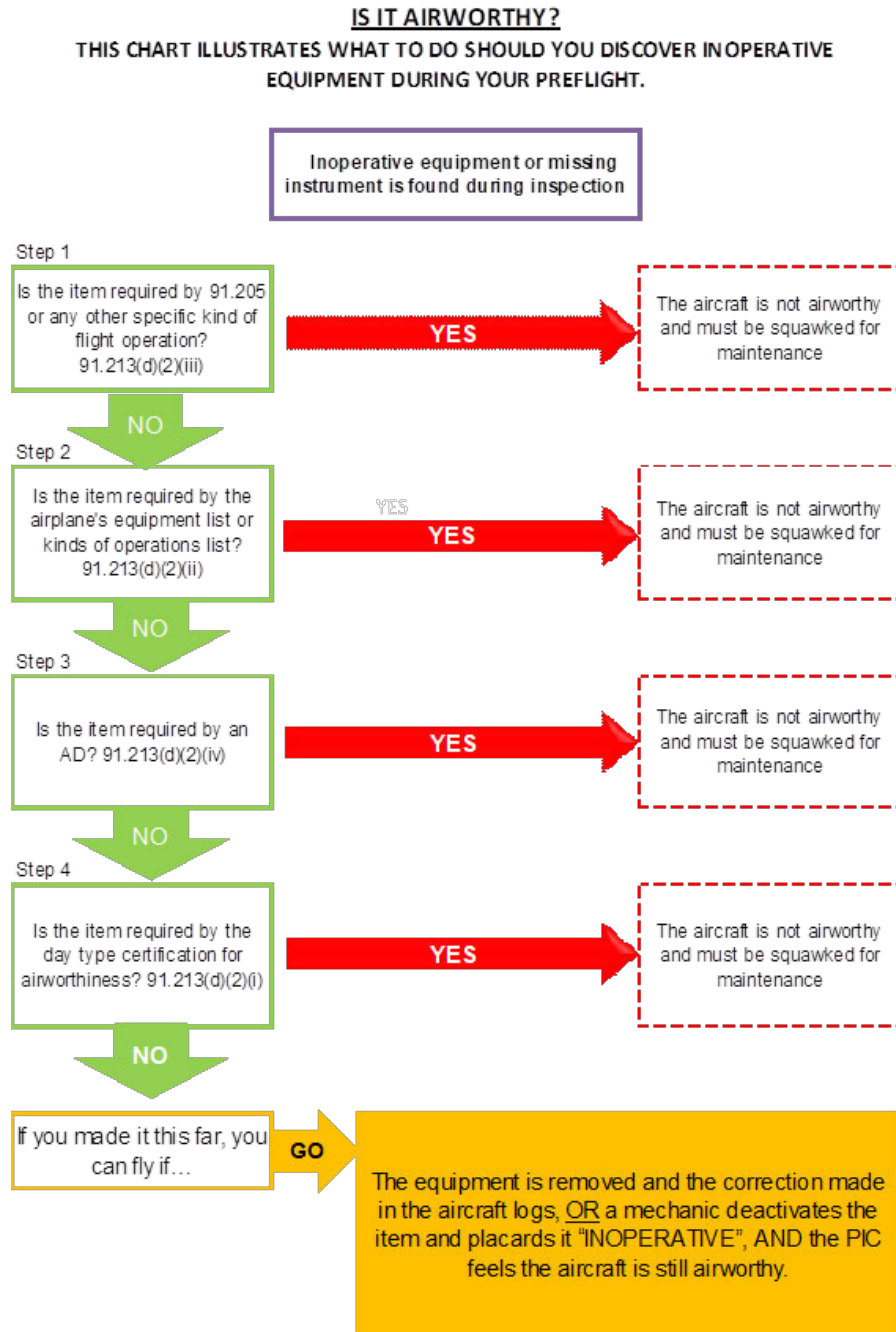
NOTE:

All Pilots have the option and opportunity to verify compliance and adherence to the above information in the actual aircraft maintenance logbooks. These logbooks are located in the USAA Maintenance hangar.

2. Conduct a preflight inspection as outlined in Section 10.1 of the USAA FOM and in accordance with the Checklist for that make and model.
 - a. In addition, during the preflight inspection the PIC will:
 - i. Verify presence and acceptable condition of regulatory documents that must be in the aircraft.
 - ii. Identify any aircraft discrepancies that may render the aircraft unsafe or unairworthy.
 1. If no discrepancies are found, no further action is needed.
 2. If a missing or inoperative equipment is found during the inspection the PIC shall refer to the Discrepancy Flow Chart located within this section.
 3. If a discrepancy is found, refer to AIRCRAFT DISCREPANCIES in this chapter.

Discrepancy Flow Chart

FAA Regulations require that all installed equipment on an aircraft must be functioning properly or deferred before an aircraft is considered to meet the specifications of type certificate.



DISCREPANCY RECORDING & AIRCRAFT GROUNDING PROCEDURES

When a determination has been made that an aircraft is unairworthy or has a discrepancy, USAA Dispatch and the PIC shall work together to record the squawk/discrepancy and ground the aircraft using the following procedure:

1. Establish verbal or written communications with Dispatch that you intend to squawk the aircraft.
 - a. Dispatch will remove subsequent flights assigned to that aircraft and place a maintenance block on the aircraft in Flight Schedule Pro.
2. Within 10 minutes of establishing communication with dispatch, provide in writing (**via email is the preferred method**) to USAA Dispatch the following information:
 - a. PIC Name
 - b. PIC cell phone number
 - c. Is it an Elevated Squawk?
 - i. A squawk is considered “elevated” when it occurs for second time within a 50-hour aircraft total time period. *See procedure below.*
 - d. Description of the discrepancy
 - e. Additional details that will help maintenance trouble shoot. (ie: in flight, low idle, etc.)
3. USAA Dispatch will then enter the “squawk” into FSP as provided by the PIC.
4. Return the aircraft keys to the USAA Dispatch desk at KAFW & KCXO, or the Keyper box system at KDTO. Then follow-up with the Dispatch desk to ensure written squawk was received.

NOTE:

*If using the Keyper box system, the PIC will clip a **RED TAG** onto the set of keys belonging to the aircraft that is squawked. **RED TAGs** can be found inside the aircraft key cabinet. **RED TAGs** are only used in conjunction with a Keyper box system.*



NOTE:

*Only Pilots can place a **RED TAG** on a set of keys and only certificated A & P's can remove them.*

NOTE:

Keyper box systems are only installed at Denton (KDTO) Location.



Steps in determining and recording an “elevated” squawk.

1. The Pilot must look back at the previous 50 hours of time in FSP to determine if the current discrepancy matches any others reported during that time frame. If so, it is to be reported as an “elevated” squawk in writing to Dispatch.
 - a. Quick reference for this is to look at everything prior to the most recent 50 and 100 hour inspections. If the most recent inspection was a 50 hour, all squawks since the most recent 100 hour should be examined. If the most recent inspection was a 100 hour, all squawks since the most recent 50 hour should be examined.
2. The Dispatcher is to enter all “elevated” squawks into FSP beginning with “**Elevated Squawk**” to ensure the proper attention is given to the maintenance personnel. If no “elevated” squawk is reported for the discrepancy, Dispatch is to look in FSP at the previous 50 hours of time to help ensure no other reported discrepancies match the current one listed.
3. Maintenance personnel are to follow the “elevated” squawk procedures as per their current manual. **It is contingent upon both pilots squawking any issues, and maintenance personnel to check for elevated squawk status.** Any squawk, unless the pilot has already identified it as elevated, should be checked against previous squawks for that aircraft to determine if it is an elevated squawk.
4. Elevated squawks can only be cleared by the Director of Maintenance, Repair Station Managers or the Chief Inspector. In the case of CXO, a mechanic with an inspection authorization can clear an elevated squawk.



RETURN TO SERVICE PROCEDURES

When an aircraft has received approval by USAA Maintenance to return to service after being grounded for a discrepancy/squawk, USAA Maintenance and USAA Dispatch shall work together to make the aircraft available for dispatch using the following procedure:

1. USAA Maintenance will enter the discrepancy/squawk resolutions and repair details in FSP.
2. USAA Maintenance will notify USAA Dispatch that the aircraft discrepancies/squawks have been resolved, recorded and closed in FSP.
3. USAA Maintenance personnel will return the aircraft keys, if necessary, to USAA Dispatch (KAFW & KCXO) or the Keyper box system (KDTO).

NOTE:

*If using the Keyper box system, the Maintenance Representative will un-clip the **RED TAG** from the set of keys belonging to the aircraft that is squawked.*

NOTE:

*Only Pilots can place a **RED TAG** on a set of keys and only certificated A & P's can remove them.*

If a pilot receives a set of keys with a **RED TAG** on it **DO NOT FLY**. Please notify the dispatcher of the situation. The dispatcher will take the keys from you and assign another aircraft. Dispatchers are the responsible party for determining what the issue is and why there is a red tag still on the keys.

NOTE:

*Under no circumstance shall you fly an aircraft with a **RED TAG** still on the keys.*