



Date 04/11/2024

James Holmes & Leah Read

Re: New Aviator College procedures for aircraft maintenance department

I am writing you today to inform you that after recent events I have implemented a new RII inspection program at Aviator College in our maintenance department. RII is defined in Part 135 and Part 121 of the FARs. Although we are not a 135 or 121 operator we will be adopting some of the guidelines that are covered by them. The purpose of our RII program is to cover specific inspection of any maintenance action that, if improperly done, could result in immediate danger to an aircraft or person. RII will cover but not limited to rigging flight controls, installing a propeller, or performing another maintenance action that affects flight critical systems and components.

*Certificated aircraft technician will be given a stamp witch will say (**Q.A. Rqd**) it will be color coded RED. Technician's will stamp the discrepancy bock when a RII item or task is written, after the task has been completed a approved and qualified certificated person will apply a stamp on the maintenance action side saying (**Q.A. INSP 1234**) witch will be color coded BLUE. The numbers on the Q.A. by off will be that assigned technician's last 3 digits of there cert number. Example (Chris Speer A/P3184392IA my stamp is **Q.A. INSP 392**) The technician will also sign with name and appropriate cert number. As of today I have only assigned two technicians to be Q.A. qualified I Chris Speer & Fred Spencer.*

A technician performing the work on a RII task may not inspect his own work; including training someone on that work. The person performing the task is responsible for receiving a Q.A. buy off. If additional findings are made by the Q.A. inspector, those findings must be brought back using internal procedures.

We have also implemented a new tag policy, all parts regardless of its status (New, Overhauled or Serviceable) will be inspected to determine its condition and airworthy status prior to being installed on an aircraft component and or accessory. All technician's must have all appropriate data before and during a task of any kind when maintaining an aircraft. All removed parts or components will have a identification tag on them while in for maintenance. We are in the process of ordering the appropriate tags.



All completed 100hr/Annual will require a Q.A. inspection and walk around for general condition prior to being released to the flight line. Any discrepancy's will be identified with a "Unscheduled Maintenance Action Form"

Aviator Maintenance staff will undergo recurring training on appropriate subject matter and materials about every two weeks. This training will be documented with attendance sheet and kept on file with the Director of Maintenance office. We will also look in to utilizing some subjects in the F.A.A. Wings program.

Sincerely,



Chris Speer
Director of A.M.T. Programs
Ari Ben Aviator, Inc,
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