



NEVADA WING OPERATING INSTRUCTION 09-6
8 DEC 2009
Operations

NEVADA WING DISCREPANCY REPORTING INSTRUCTIONS

Renewed 1 OCT 2010

PURPOSE: To prevent pilots from inadvertently violating Federal Air Regulations. This can result in revocation of license, criminal prosecution and criminal liability.

1. General

- 1-1. The FAA has recently held that the current CAP system for logging aircraft discrepancies does not comply with Federal Air Regulations, and that it exposes CAP pilots to precisely the dangers described above.
- 1-2. FAR 91.213 states “no person may take off an aircraft with inoperative instruments or equipment installed unless the following conditions are met...” Note that violations and penalties will be assessed against the pilot currently flying the aircraft, not the pilot or pilots who made inappropriate entries on the discrepancy sheet. This places our pilots at risk for actions taken or not taken by unknown persons. This is undesirable and highly unfair.
- 1-3. Although any licensed pilot has the legal right to sign off an aircraft as airworthy, this is generally unwise.
 - a. The “conditions” described above are complex and obscure.
 - b. The sign-off must be in a very specific form acceptable to the FAA.
 - c. Every discrepancy must be appropriately resolved before flight. A single historical inappropriate entry can result in violation.
- 1-4. The procedures outlined below have been carefully reviewed and will protect our pilots. They are based on the following principles:
 - a. Individual pilots will not make signoffs in the official discrepancy log, which will be maintained in WMIRS. They will report them to specially trained and qualified individuals – generally licensed A&P mechanics – and these persons will make the formal entries in WMIRS.
 - b. The official discrepancy log will not reside in the aircraft. It will be computer-based to make it easily accessible and facilitate audits by the trained staff.
 - c. Borrowing a metaphor from soccer, the Wing will utilize a “red card,” “yellow card” method to warn pilots whenever re-checking for new discrepancies may be necessary. The “red card” will be the GROUNDED card, and the “yellow card” will be a new form placed in the Aircraft Information File (see Attachment I).

2. Pilot Responsibilities

- 2-1. No pilot may take off in a corporate aircraft without first becoming familiar with all deferred discrepancies in that aircraft. There are a variety of means for complying with this requirement.
 - a. A discrepancy log is available in WMIRS on the main page, the sortie page and the flight release page.
 - b. The deferred discrepancies will appear in the WMU flight release form.

- c. Discrepancies can be viewed on an internet-enabled cell phone at wmu.nat.cap.gov/acstatus.aspx. Mobile phones may also access WMIRS using the regular URL; the system will recognize it is a mobile phone and format accordingly.
 - d. If none of the above methods are practical, the pilot may obtain this information by contacting the FRO or another pilot with internet access.
- 2-2. A pilot who discovers any anomaly, discrepancy or inoperative equipment shall report the issue as soon as possible after landing to the aircraft manager for the affected aircraft, the Wing Director of Operations or the Wing Maintenance Officer.
 - a. The preferred method for reporting the issue is to enter it when closing the flight release in the WMU. There is a box for that purpose, and any entry in that box will automatically and immediately be transmitted via email to the persons named above.
 - b. Alternatively, the pilot may report by telephone or any other expeditious means.
 - c. The report should be in plain English. There is no regulation against discrepancies being reported, so long as the aircraft is not flown before they are resolved. So do not use "politically correct" language.
- 2-3. The pilot shall also place a red card or yellow card on the pilot seat to prevent another unsuspecting pilot from taking off before the discrepancy has been properly resolved. The red card is in the inside cover of the Aircraft Information Manual, and yellow cards can be found in Tab #13. The red or yellow card is important to your fellow members! If using a yellow card, write a description of the discrepancy in the box provided so succeeding pilots know which issue caused the yellow card.
- 2-4. No pilot may take off in a CAP aircraft which displays a red or yellow card without first positively verifying that the issue has been properly resolved.
 - a. The WMU flight release will prominently display any reported discrepancy and how it has been resolved. If a resolution is not displayed, **do not fly the aircraft** without first obtaining positive confirmation that the matter has been resolved and endorsed in the official discrepancy log.
 - b. The discrepancy log may also be viewed directly in WMIRS. Links appear on the WMIRS home page, sortie page and flight release page.
 - c. Before flight, and after positive verification, the red card should be replaced in the AIF. A yellow card should be discarded before flight and not left in the aircraft. Remember, if you are ramp checked and there is a yellow card in the aircraft, you may be violated!
- 2-5. If a discrepancy is encountered enroute and the pilot lands for any reason, the discrepancy must be properly resolved and endorsed before continuing the flight. Blank endorsement forms are available in Tab #13 of the Aircraft Information File. Although any pilot has the legal authority to make the endorsement, it is **strongly** suggested that a pilot in these circumstances call the aircraft manager or DO for advice before taking off. In all cases, upon return to base the matter shall be reported as outlined above, the signed endorsement form shall be removed from the aircraft and a red or yellow card shall be placed on the pilot seat.

3. **Manager Responsibilities**

- 3-1. "Manager" in this context means the aircraft manager, Wing Director of Operations or Wing Maintenance Officer.
- 3-2. No person may be appointed as an aircraft manager without training in discrepancy resolution approved by the Wing Director or Operations or Wing Maintenance Officer.
- 3-3. Each aircraft manager shall assure that an adequate supply of Yellow Cards and blank WMIRS discrepancy logs is available in Tab #13 of the Aircraft Information File.

- 3-4. Each aircraft manager will promptly remove all former discrepancy reporting sheets from the aircraft, and appropriately transcribe any deferred discrepancies to WMIRS and the WMU. If there are any unresolved discrepancies, the aircraft shall be grounded until they are resolved. If there are any questions, contact NV/DO.
- 3-5. Upon receiving a report of a new discrepancy, the manager shall make an entry in WMIRS and update the entry in the WMU. If further investigation is required, the most stringent flight restriction which could reasonably result from the reported discrepancy shall be applied. If action is needed at the aircraft (repair, disabling inoperative equipment, installing inoperative placard, etc.), the aircraft shall be grounded until the appropriate action can be accomplished.
- 3-6. WMIRS and WMU shall be updated as appropriate when corrective action is accomplished.
- 3-7. Discrepancies which are deferred shall be left in WMIRS and WMU until final correction so that pilots are aware of the discrepancy and associated flight restrictions.
- 3-8. Before a discrepancy is marked as "closed," the manager shall confirm that all associated red and yellow cards have been removed. This is especially important for discrepancies which are quickly closed. For example, a pilot may report the DF is inoperative, and leave a yellow card. The manager may contact the pilot and determine that it was operator error and the DF is functional. If the discrepancy is closed before the yellow card is removed, the next pilot will find a yellow card but no resolution in the flight release since "closed" discrepancies no longer appear in the WMU flight release. This will incorrectly suggest the aircraft cannot be flown. (Note: closed discrepancies can be viewed in the discrepancy module of both WMU and WMIRS.)

Attachment I

YELLOW CARD

Do not accept this aircraft for flight until positively confirming that the issue reported below has been resolved!

Remove this Yellow Card before flight!

The following issue was reported to maintenance personnel and may or may not have been resolved. If you have not positively seen a resolution in WMIRS or the WMU, contact the aircraft manager before flight.

Issue	Reported by:	Date: