CAP

Aircraft Maintenance Officer Training Syllabus

July, 2024

TRAINING AND KNOWLEDGE BASICS FOR SQUADRON AMO

1. Read CAPP 130-3 Aircraft Maintenance Officer Guide.
2. Read and have a working understanding of CAPR 130-2 Civil Air Patrol Maintenance Management.
3. Read and know CAPP 130-2, understand what maintenance you are allowed to do.
4. Know the regulations for pitot static inspections, ELT inspections, magneto inspections, corrosion protection, prop and prop governor inspections and engine overhaul inspections.
5. Complete a CAPF 71 at least yearly per CAPR 130-2, ideally this should be done every month.
6. Inspect the fire extinguisher monthly.
7. Keep the VOR log up to date.
8. Read AMRAD User's Guide – Understand how to get into AMRAD, enter and close discrepancies, how to view and edit. (training required)
9. Track and schedule maintenance so aircraft are available for scheduled events.
10. Coordinate with the WING AMO to schedule major maintenance.
11. Establish a working relationship with your local maintenance shop.
12. Coordinate and schedule oil changes and minor maintenance with local maintenance facilities.
13. Track monthly hours and validate the monthly hours in WMIRS. (training required)
14. Know the status of your aircraft at all times.
15. Know how to check maintenance status in WMIRS.
16. Know how to update the GPS in your airplane. (training required)
17. Keep the AIF up to date and print out new cover sheet when required.
18. Know where the aircraft logbooks are kept.
19. Inspect the survival kit yearly per CAPR 130-2. (ideally twice a year winter/summer)
20. Inspect and replace the CO detector yearly.
21. Replace the FAA and State registrations as required.
22. Schedule the airplane wash as required, this can be a squadron activity if not in winter.
23. Learn the FAA-FAR regulations (91 & 43) for maintenance.
24. Work hand in hand with the WING AMO especially when entering discrepancy classifications (NMC, PMC, FMC; flight restrictions) or grounding the airplane.

TRAINING FOR SQUADRON AMO

Self study

1. Read and understand CAPP 130-3, 130-2.
2. Read and understand CAPR 130-2, 160-2.
3. Read through FAR AIM, 14 CFR, Subchapter C, Part 43 and 91 for knowledge information.
4. Read WMIRS training guide and review the areas online.
5. Read AMRAD training guide and review the areas online.

Training, individual, online class, flight clinics, virtual meetings or recorded meetings

1. Virtual meeting on WMIRS and AMRAD navigation. Date TBD
2. Virtual meeting on AIF, Form 71 and scheduled maintenance. Date TBD
3. Attend a presentation at a Flight Clinic. Date TBD
4. Virtual meeting on FAR regulations and how they apply to CAP aircraft. Date TBD
5. Train with a knowledgeable person to learn updating the GPS on your airplane. Date TBD based on availability of trainer.

Using the Training videos

1. Log into WMIRS, in Current missions, use the WMIRS training video online under Video Tutorials on the left side. Below are some other items to help you.
    a. Under Current Missions (to check maintenance budget)
        i. Select the Consolidated MX Mission Number for your state.
        ii. Click Blue Mission Number on left side to view budget.
        iii. Add sortie from there or Air sortie on right side
    b. Under the Support Tab.
        i. Select Reports.
            1. Click Aircraft Log to view current month or previous months for that aircraft. You can also add MX (not flying) or correct the hours.
            2. In eFlight Release Reports, click Aircraft MX report for current maintenance report for WING.
            3. Click Form 18 Aircraft Utilization to view and validate the monthly hours.
    c. Under Maintenance module.
        i. Select Current Aircraft maintenance snapshot.
            1. Select Wing/Region to view aircraft current status.
            2. Select Red Airplane on left side by tail number for AMRAD add/edit Aircraft Maintenance data for that airplane.
            3. Select view current discrepancies to view discrepancies for that aircraft.
            4. Select AIF cover on the far right to view/print a current cover page.
                a. Cover sheet is based on current data shown.

2. Log into AMRAD, you will have level 2 permission. Go to the blue area at the bottom of the AMRAD page.
    a. Take the AMRAD training in AXIS, use that link if needed.
    b. View the AMRAD training video using the link provided. Below are some items to focus on.
        i. Entering a discrepancy, what is required.
        ii. Updating a discrepancy.
        iii. Checking parts delivery, uploading pictures or text.
        iv. Closing a discrepancy and returning the airplane back to service.
            1. Must be serviceable before you can close it.
        v. View status of aircraft
        vi. Uploading a CAP 71 report.
        vii. Checking status of your maintenance facility.

If you have questions or comments about this syllabus, first contact the ILWG AMO.

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