

CHAPTER 6
MAINTENANCE AND INSPECTION
REVISED FEBRUARY 2025
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CHAPTER 6

MAINTENANCE AND INSPECTION

1. OBJECTIVE. A maintenance and inspection program is established to ensure continuous high standards of aircraft maintenance, performance, and uniformity of equipment and operations.

2. GENERAL.
 - a. Standard of Maintenance and Continued Airworthiness Program. All departmental aircraft (airframes, powerplants, and optional equipment) shall be maintained in accordance with applicable Federal Aviation Administration (FAA), original equipment manufacturer's maintenance, and departmental requirements. At a minimum, all certificated aircraft shall meet and be maintained in accordance with Federal Aviation Regulations (FAR) Parts 43, 65, and 91. Additionally, all specialized mission equipment shall be maintained per the manufacturer recommended guidelines, FAA Supplemental Type Certificates, and/or field approvals, as appropriate.

 - b. All aircraft shall be maintained in accordance with the following criteria:
 - (1) Hourly/annual (periodic), progressive, PhaseCard, Task Based Inspection Program (TBIP) or manufacturer's inspection requirements.
 - (2) Special inspection requirements.
 - (3) Lubrication requirements.
 - (4) Overhaul of time-life and cycle limited components.
 - (5) Replacement of finite-life items.
 - (6) Mandatory service bulletin requirements.
 - (7) Airworthiness Directives.

 - c. Approval. Written approval shall be obtained from the Office of Air Operations (OAO) prior to any aircraft modification/alteration or surpassing of timed inspections/limitations. Airworthiness Directives, finite-life items, mandatory inspections, and service bulletins shall not be exceeded. Requests for any of the following shall be submitted to OAO in writing by the aerial supervisor of the affected unit:

- (1) Any modification/alteration to departmental aircraft or installed equipment. A modification request shall be routed to the appropriate chief pilot at least 30 days prior to the date work is requested to begin. The request shall include the scope, time, cost, desired results, and any foreseeable outcomes or changes in current operational capabilities.
 - (2) Exceeding scheduled inspections by more than ten flight hours.
 - (3) Exceeding time before overhaul intervals.
- d. Coordination. The following services shall be coordinated through OAO:
- (1) Procurement of major parts.
 - (2) Engine and component overhauls.
 - (3) Major repairs.
 - (4) Contact with, and/or services of, manufacturer's technical representatives.
 - (5) Technical or other difficulties that cannot be resolved through authorized maintenance facilities.
 - (6) Contracts.

3. OPERATIONS AND MAINTENANCE MANUALS.

- a. Publications. The following publications (print or electronic) are furnished to the air operations units for each aircraft assigned:
- (1) Pilots' flight manual/pilots' operating handbook.
 - (2) Airframe maintenance manual.
 - (3) Airframe parts manual.
 - (4) Engine maintenance manual.
 - (5) Engine parts manual.
 - (6) Appropriate FAA Airworthiness Directives and advisory circulars.
 - (7) Manufacturer's service bulletins and service letters.

b. Responsibility. All pilots shall be familiar with the use of the manuals listed above. Aerial supervisors shall assure the contents of applicable Airworthiness Directives and manufacturer's mandatory service bulletins have been read by unit personnel the supervisor deems responsible.

4. AIRCRAFT, EQUIPMENT, AND RECORDS INSPECTIONS.

a. Aircraft Inspections.

(1) Hourly/Annual (Periodic) Inspection. The 100-hour inspection is scheduled maintenance, performed at intervals of approximately 100 flight hours. The 100-hour inspection shall be performed in accordance with the manufacturer's recommendations by a certificated airframe and power plant mechanic. The annual inspection is scheduled maintenance, performed annually, in conjunction with a 100-hour inspection. The annual inspection is based on calendar time rather than flight time and shall be performed by a certificated inspection authorization mechanic. The 100-hour/annual inspection shall comply with applicable FARs, departmental policy, and shall be performed on all departmental aircraft unless the aircraft is being maintained on an alternate inspection schedule.

(2) The Cessna PhaseCard Inspection Program. This inspection program is designed by the airframe manufacturer and approved by the FAA and consists of three different inspection phases (Phase I, Phase II, and Phase III). In the event the manufacturer updates the program, OAO will be responsible for disseminating information to the air units.

(a) A Phase I inspection consists of an oil change and a minor inspection.

(b) A Phase II inspection consists of an oil change and a more detailed inspection than the Phase I inspection. This inspection is required 50 hours after the completion of the Phase I inspection.

(c) A Phase I inspection is required 50 hours after the completion of a Phase II inspection.

(d) This series of Phase I and Phase II inspections continues until the sixth Phase II inspection is required.

(e) At the 600-hour mark, or 12 calendar months, a Phase III inspection is required. The Phase III inspection consists of an oil change and a more detailed inspection than the Phase II inspection.

(f) Upon completion of the Phase III inspection, the Phase I and Phase II inspection cycle will begin again, until reaching the 600-hour mark, or 12 calendar months, when a Phase III inspection will be required.

(g) In the event of an early completion of any scheduled Phase inspection that occurs five hours or less ahead of schedule, the next Phase inspection due point may remain where originally set.

(3) Progressive Inspection Program. This inspection program is utilized for the GippsAero GA8-TC 320 and is designed by the aircraft manufacturer. This program meets the requirements of FAR Section 91.409(d) with the acknowledgement of the Flight Standards District Office (FSDO).

(a) This inspection program may be utilized for AS350 series helicopters in accordance with the appropriate Master Servicing Manual (MSM) from Airbus Helicopters. This program meets the requirements of FAR Section 91.409(d) with the acknowledgement of the FSDO.

(4) Cessna Task Based Inspection Program. This inspection program is designed by the airframe manufacturer and approved by the FAA and consists of flight hour, calendar month or landing based inspections. The TBIP is the basis for the continuous inspection program for the Cessna 208/208B.

(a) The TBIP intervals are completed at flight hours, calendar months, landings, or in accordance with the Pratt & Whitney Canada (P&WC) Engine Maintenance Manual.

(b) The TBIP begins from the date of airworthiness for calendar items. A calendar month starts on the first day of the month. Inspections must be completed on or before the last day of the month for their related calendar month interval.

(5) Exceeding Scheduled Inspection Intervals. A scheduled inspection (other than the PhaseCard inspection), either periodic or progressive, may be exceeded in accordance with FAR 91.409.

(a) The ten-hour exceeded time shall be included as part of any progressive inspection program and submitted to OAO for approval prior to implementation.

b. CHP 93G, Aircraft Inspection Report. The CHP 93G, Aircraft Inspection Report, shall be completed for all assigned aircraft annually by the appropriate air unit maintenance officer (Annex A). The OAO maintenance coordinators will complete a CHP 93G for all assigned aircraft biennially in conjunction with the

formal air unit evaluations. Items noted "action required" should be corrected as soon as practical.

c. Equipment Inspections. The following inspections shall be performed by authorized maintenance personnel and documented in the appropriate logbooks. The aerial supervisor shall be responsible for ensuring that these inspections are completed.

(1) Transponder. Inspection and certification of the transponder shall be performed in accordance with FAR 91.413. Upon completion, a logbook entry shall be completed.

(2) Pitot Static System. Inspection and certification of the static pressure system, altimeter instruments, and each automatic pressure altitude reporting system shall be performed in accordance with FAR 91.411. Upon completion, a logbook entry shall be completed.

(3) Emergency Locator Transmitter. Emergency locator transmitters shall be inspected and maintained annually in accordance with FAR 91.207(d). Upon completion, a logbook entry shall be completed.

(4) Emergency Locator Battery. Emergency locator transmitter batteries shall be inspected and maintained in accordance with FAR 91.207(c). The new battery expiration date shall be entered in the aircraft logbook.

(5) Magnetic Compass. The magnetic compass shall be inspected, and a "compass swing" performed as required by FAR 23.1327 and FAR 23.1547. FAA Advisory Circular 43.13-1B should be referenced to determine when a compass swing should be completed. Upon completion, a current compass correction card and logbook entry shall be completed.

5. MAINTENANCE DISTRACTIONS. Distractions and interruptions while maintenance actions are being performed can lead to human error. Unless absolutely necessary, crewmembers shall not distract or interfere with maintenance personnel while they are actively working on departmental aircraft or equipment.

a. Contracted maintenance vendors shall have a formal policy on distraction management to reduce or eliminate distractions during the actual conduct of maintenance actions. This policy shall include, but not be limited to, cellphone management.

6. CONTRACTED MAINTENANCE.

- a. Contracts. All repairs and maintenance shall be performed by the contracted vendor and the vendor's designated personnel in accordance with the provisions of the appropriate contract, as determined by OAO. Any additional maintenance standards and procedures not addressed in this chapter will be at the discretion of OAO and will be outlined in the contract. The contract between the Department and the vendor will be the controlling document.
- b. Coordination. Maintenance and inspections shall be coordinated in advance with authorized contractors to minimize downtime.
- c. Maintenance Away From Service Facility. The aerial supervisor shall be notified and coordinate with OAO when maintenance may be required away from the normal service facility. If there is any doubt as to flight safety, the aircraft shall not be flown. In such cases, the aircraft should be repaired on location or transported to a repair facility.
- d. Emergency Repairs. In emergencies or under unusual circumstances, repairs or services may be performed by any FAA certified mechanic. Such repairs shall be reported immediately to OAO.
- e. Maintenance at Vendor Facilities (Other Than Primary). Aerial supervisors desiring to have maintenance performed by contracted vendors, other than the primary vendor, shall coordinate this with OAO prior to any work being started.

7. UNIT MAINTENANCE OFFICER.

- a. Each air unit shall designate a primary and secondary maintenance officer for each category of aircraft assigned. The assignment shall be made by the aerial supervisor. The maintenance officer shall be familiar with aviation maintenance and shall be responsible for scheduling and overseeing aircraft maintenance, to include the processing of maintenance records, logs, and the CHP 297, Aircraft Job Tag.
- b. The unit maintenance officer acts as a liaison with the appropriate OAO maintenance coordinator and should demonstrate a strong understanding of the aircraft systems. The training to meet this requirement will be facilitated through OAO.
- c. At the direction of the aerial supervisor, the maintenance officer will be responsible for the oversight of the contracted maintenance vendor and ensure the vendor operates in accordance with the provisions of the contract and appropriate standards in this chapter. The aerial supervisor is responsible for ensuring the vendors compliance with the contract.

d. The maintenance officer shall conduct an annual evaluation of the contracted maintenance vendor and submit the findings to the appropriate category aircraft OAO maintenance coordinator. This evaluation is to be done on an annual basis, six months after the unit's formal evaluation (Annex C).

8. MAINTENANCE TRACKING AND PARTS INVENTORY SYSTEM.

a. Definition. A maintenance tracking and parts inventory system approved by OAO shall be utilized to monitor the current maintenance status of departmental aircraft, spare parts, inventory control, and ground support equipment.

b. System. The maintenance tracking and parts inventory system must be a web-based fully integrated program supported by technical analysts. The system is intended to be used as a supplement to the aircraft logbooks.

c. Responsibility. The OAO shall be responsible for program management.

(1) Aerial supervisors shall provide oversight to the unit maintenance officers.

(2) Unit maintenance officers shall be responsible for maintaining maintenance transactions and the spare parts inventory.

(a) Spare parts shall be tracked in the tracking system. The status and location of spare parts shall be immediately updated.

(3) Unit pilots or contracted maintenance personnel shall be responsible for entering aircraft times into the tracking system a minimum of once per day.

9. AIRCRAFT STATUS AND MAINTENANCE CHART.

a. Aircraft Status Updates. Aerial supervisors shall assure that aircraft status is reported to OAO any time an aircraft will be out of service for 24 hours or more. The report shall be in an e-mail format and shall include the date and time the aircraft was placed out of service, the reason for placing the aircraft out of service, and a forecast return to service date and time. Electronic mail updates shall also be sent when an aircraft returns to service and/or the return to service date and time changes.

b. Maintenance Chart. Air units shall continue to utilize an aircraft status and maintenance chart. The chart is designed at the unit level for operational reference and shall be used to report maintenance discrepancies; track upcoming maintenance inspections; and document aircraft being placed out of service. An

aircraft status and maintenance chart shall be maintained for each assigned aircraft. This chart shall be current and readily available to all unit members.

10. LOGBOOKS.

a. Entries. Airframe, engine, propeller, and avionics logbooks, if applicable, shall be maintained for each aircraft. Entries shall be made by the primary mechanic performing the maintenance or designee and will be in accordance with, FAR 43.11. Electronic logbook entries and the appropriate maintenance tracking and inventory entries shall be completed by the primary mechanic performing the maintenance, or unit maintenance officer, immediately upon completion of the maintenance being performed. Entries shall be made for the following reasons:

- (1) Upon completion of inspections, repairs, or maintenance.
- (2) Upon compliance with an FAA or manufacturer's maintenance directive.
- (3) Upon compliance with manufacturers' Service Bulletins or Service Letters.
- (4) After a post maintenance flight and return to service per FAR 91.407(b).

b. Availability of Logbooks. Logbooks shall be kept where they may be readily inspected by departmental or FAA representatives. Except when traveling to or from a maintenance vendor, logbooks shall not be carried in the aircraft.

11. RETURN TO SERVICE INSPECTIONS, GROUND CHECKS, AND OPERATIONAL CHECK FLIGHTS. Prior to accepting an aircraft back into service, an inspection of maintenance performed, ground checks, and operational flight checks shall be performed, as appropriate, when required by the FAA or manufacturer.

a. Prior to accepting a helicopter back into service, an operational flight check shall be performed by a pilot who is appropriately trained and qualified to validate the maintenance that was performed and ensure that all results of the flight check are documented on the appropriate maintenance records

- (1) Pilots must complete a manufacturer sponsored training course approved by OAO and receive an endorsement by the chief helicopter pilot, or designee, before performing operational check flights.

b. Prior to accepting an aircraft and returning it to service, a thorough preflight shall be completed. Crewmembers shall ensure all tools and loose hardware have been removed from the aircraft. This shall be accomplished by the following methods:

- (1) A visual inspection of the area(s) where maintenance was performed. This may require the removal of cowlings, panels, inspections plates, etc.
- (2) Verification with the maintenance vendor's personnel that all tools and equipment are accounted for.

12. CHP 297, AIRCRAFT JOB TAG. The CHP 297, Aircraft Job Tag, provides authorization for aircraft maintenance (Annex B). A CHP 297 shall be completed for all maintenance, repairs, and parts purchased. One job tag shall be issued for each invoice with the exception of invoices from OAO service contracts.

a. Cost Summary. Contracted vendors shall complete the cost summary entries on page one of the CHP 297. Aerial supervisors or maintenance officers shall review the cost summary for accuracy. Instructions for completing the cost summary are listed below.

- (1) Contract Number. Enter the vendor's contract number.
- (2) Vendor Name. Enter name of the vendor or description as shown above.
- (3) Invoice Number. Enter the number of the invoice.
- (4) Job Tag Number. Enter job tag number that is listed on page two of the CHP 297 in the format aaa-bb-cc-ddd, where aaa is the unit designator (109, 216, etc.), bb is the two digits of the CHP aircraft number (40, 41, 43, etc.), cc is the last two digits of the fiscal year the job tag is written in (if the fiscal year is 24/25, then 25 is shown), and ddd is the three digit sequential number for the job tag issued. Note that the sequential numbers restart at the beginning of each fiscal year.
- (5) Fiscal Year. Enter the appropriate fiscal year (e.g., 24/25).
- (6) Start Date. Enter date that work on the aircraft began.
- (7) End Date. Enter the date that the work was completed or the invoice was closed out, whichever is the latest date.
- (8) Category. Work performed will be categorized by one of the following Accounting Section codes:

<u>Title</u>	<u>Category</u>
Oil/Lubrication	52702
Maintenance/Repair	53307
Freight	20700

(9) FAA Number. Enter the appropriate FAA designation from page two (e.g., N911CA).

(10) Account Code. The appropriate code should correspond with the first three digits of the job tag number.

(11) Section One—Scheduled Maintenance.

(a) Parts Retail. Enter all parts, including parts obtained from an outside vendor that pertain to scheduled maintenance, at the retail price.

(b) Discount. If applicable, apply the contractual discount to all parts listed above (this will be a negative amount).

(c) Markup. If applicable, apply any markup.

(d) Subtotal. Enter the sum of parts retail and less discount.

(e) Subcontract. Parts supplied by a subcontractor, for scheduled maintenance, where no discount applies.

(f) Miscellaneous. Tool rental, vendor travel, per diem, or other miscellaneous charges that apply to scheduled maintenance. These charges are not required to be specific to a parts charge. An explanation of all miscellaneous charges is required at the bottom left side of this page, under miscellaneous explanation.

(g) Inbound/Outbound Freight. All freight charges that apply to scheduled maintenance, both inbound and outbound. All charges must be substantiated with a corresponding invoice. Vendors may select to invoice multiple freight bills separately. Indicate inbound and outbound freight charges accordingly.

(h) Tax. Enter all tax related to scheduled maintenance.

(i) Parts Total. Enter the sum of subtotal, miscellaneous, freight, and tax.

(j) Regular Time. Enter the number of hours to the nearest tenth, the contracted labor rate and the product of hours multiplied by the rate, for all regular time spent on scheduled maintenance.

(k) Overtime. Enter the number of hours to the nearest tenth, the contracted labor rate and the product of hours multiplied by the rate, for all overtime spent on scheduled maintenance.

(l) Mobile Mechanic. Enter the number of hours to the nearest tenth, the contracted labor rate, and the product of hours multiplied by the rate. For all regular time spent on maintenance.

(m) Mobile Overtime. Enter the number of hours to the nearest tenth the contracted labor rate, and the product of hours multiplied by the rate. For all regular time spent on maintenance.

(n) Flat Rate. Enter the number of hours to the nearest tenth and the related cost, for all flat rate labor spent on scheduled maintenance.

(o) Labor Total. Enter the sum of hours and the sum of the cost, for all labor spent on scheduled maintenance.

(p) Section Total. Enter the sum of parts total and labor total, for scheduled maintenance.

(12) Section Two—Unscheduled Maintenance. All items are the same as section one, except as they relate to unscheduled maintenance.

(13) Section Three—Miscellaneous Maintenance. All items are the same as section one, except as they relate to a modification, accident/incident, occurrence, or ground support equipment. Only one of the above items may be checked on each job tag.

(14) Section Four—On-Site Mechanic Support.

(a) Limited to on-site maintenance agreements.

(b) Enter the number of hours to the nearest tenth, the contracted labor rate, and the product of hours multiplied by the rate, for the balance of time spent on other than the first three sections. This section will show those hours paid by contract, where the mechanic's time is not charged to any of the above three sections.

b. The aerial supervisor or unit maintenance officer shall complete page two of the job tag. Special attention should be given to the following:

(1) Tach/Hobbs. Enter total Hobbs time for helicopters. Enter total Tach time for airplanes.

(2) FAA Number. Enter the California Highway Patrol (CHP) number of the aircraft requiring repair or the aircraft from which the component part requiring repair was removed (e.g., H-14).

(3) Type. Show the type of work requested (i.e., scheduled maintenance [SM], unscheduled maintenance [UM], ground support equipment [GSE], modification [MO], consumables [CON], and other [O]. Other [O] is to only be used when an abnormal situation occurred and the documentation of maintenance performed is still required. Type code will be documented in the same fashion regardless of whether the maintenance is warranted or not.

(4) Approval Number. List each discrepancy by its corresponding OAO approval number. This creates a designated number to ensure the maintenance being billed in a vendors invoice is the correct corresponding maintenance approved by OAO.

(5) Explanation of Discrepancy or Work Authorized. This portion is to be completed by the unit maintenance officer and reviewed by the designated supervisor to itemize repairs, inspections, etc. Having the explanation of discrepancy or work authorized description match the description given on the approval request form submitted to OAO should be utilized to prevent confusion with other closely related discrepancy requests.

(a) The words "For Warranty Consideration" shall be entered after the description of items under warranty.

(6) Estimate Amount. Enter the estimated amount provided to OAO during the maintenance request approval process. If OAO was provided with an updated more accurate estimate after the initial maintenance request approval, it would be most appropriate to input the updated estimate in this section. The most current updated estimate could be found on the units pending approval list provided by OAO.

(7) Invoiced Amount. Utilizing the associated invoice provided by the vendor, enter the total amount invoiced for each maintenance discrepancy approved by OAO.

(8) Invoice To. Enter the mailing address where invoices should be sent for approval and coding.

(9) Ship To. Enter the instructions and location where a component or part is to be shipped upon completion of the work.

c. Distribution.

(1) The original copy is given to the contracted vendor prior to work commencing. The vendor completes the cost summary and returns the job tag with the invoice package to the unit address appearing in the "Invoice to" block.

(2) An electronic copy of the job tag is retained for each aircraft at the unit, as a permanent record. When the invoice is processed, a copy of the job tag shall be attached and retained.

d. Retention. The retention of all job tags, invoices, and attachments shall be for the current year plus three.

13. JOB TAG CONTROL LOG.

a. A job tag log shall be maintained for each aircraft. It shall consist of:

(1) The job tag number.

(2) The date the job tag was issued.

(3) The aircraft's FAA number.

(4) The vendor's invoice number.

(5) The vendor name.

(6) The vendor contract number.

(7) A general description of work to be performed.

(8) The invoice cost.

(9) The FI\$Cal receipt ID number.

(10) The invoice voucher number.

b. The electronic job tag control log shall be updated when an invoice is processed.

c. A new log shall be started at the beginning of the fiscal year.

14. BILLING.

a. Procedure. All invoices shall be processed in accordance with the procedures outlined in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 24, Payment of Invoices.

(1) Invoice. Invoices shall be date stamped when received at the air unit.

(2) Invoice Approval. Aerial supervisors shall be responsible for confirming the accuracy of and approving invoices. An approval signature on the invoice shall verify that the repairs are satisfactory, and the charges are correct.

(a) If the charges are inappropriate for the work performed, the aerial supervisor should resolve discrepancies with the maintenance vendor. Disputes shall be processed in accordance with procedures outlined in the State Administrative Manual. If an agreement cannot be reached, OAO shall be consulted. Commands shall use an STD 209, Invoice Dispute Notification, for any invoice that is not properly itemized or have other discrepancies (refer to HPM 11.1, Chapter 24 (Annex A).

(b) Original invoices shall be approved by use of the 'Approved For Payment' stamp provided by Fiscal Management Section.

(3) Work Orders. If the invoice includes labor charges, a work order explaining the work performed and work hours expended shall be attached or incorporated within the original and each copy of the invoice.

(4) Subcontracting. When a vendor subcontracts work, regardless of the cost, or when freight charges are billed, copies of the subcontracted or freight invoices are to be attached to the vendor's invoice.

b. Distribution of Invoices.

(1) An electronic copy of the following shall be sent to OAO:

- (a) A copy of the original CHP 297.
- (b) A copy of the approved invoice.
- (c) A copy of all invoice attachments.

(2) An electronic copy of the following shall be retained at the air unit:

- (a) A copy of the CHP 297.
- (b) A copy of the approved invoice.

(c) A copy of all invoice attachments.

(d) The completed Job Tag Control Log.

(3) The CHP 297 shall be entered into FINAPP within three days of invoice approval by the unit maintenance officer.

15. X NUMBERS. X numbers are a means of obtaining a one-time service/repair (refer to HPM 11.1, Chapter 23, Delegation of X Number Contract Authority).

a. Services related to aircraft maintenance must be approved in advance by OAO. All other services are to be coordinated solely through the appropriate Division X number coordinator.

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ANNEX A

CHP 93G, AIRCRAFT INSPECTION REPORT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL							
AIRCRAFT INSPECTION REPORT				DATE: 05/15/2024			
CHP 93G (Rev. 1-02) OPI 018				E—Evaluated		A—Action Required	
LOCATION Valley Division Air Operations				AIRCRAFT NUMBER N159HP		HOUR METER READING 2,745.8	
E	A	ITEM	REMARKS	E	A	ITEM	REMARKS
✓		Registration Certificate		✓		Annual Insp. Completed:	12/21/2023
✓		Airworthiness Certificate		✓		Most Recent Insp./Meter:	2708.5
✓		Current Weight and Balance		✓		Pitot Static Insp. Completed:	06/30/2022
✓		Pilot Flight Manual/Handbook		✓		Transponder Insp. Completed:	06/30/2022
✓		Approved Aircraft Checklist		✓		Annual ELT Insp. Completed:	12/21/2023
✓		Sectional Charts	ForeFlight	✓		ELT Battery Replaced:	12/31/2023
✓		First Aid Kit		✓		Fire Ext. Insp. Completed:	12/21/2023
✓		Current Jeppesen Revision Rev#:	ForeFlight	✓		Oxygen Flow Regulator	
✓		Current Flight Guide Revision Rev#:	ForeFlight	✓		Oxygen Pressure:	2000
✓		Exterior Condition		✓		Compass Swing Completed:	04/01/2022
✓		Interior Condition		✓		VOR Check Completed:	05/05/2024
				✓		Radar Altimeter Setting:	300
<small>COMMENTS</small> Sectional Charts and Jeppesen Revision are maintained through ForeFlight.							
COMPLETED BY						<input type="checkbox"/> Check if continued on second page	
M. Mitchell							
<small>Destroy Previous Editions</small>							
<small>c093g806.pdf</small>							

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ANNEX B

CHP 297, AIRCRAFT JOB TAG

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL							
AIRCRAFT JOB TAG							
C O S T S U M M A R Y							
CONTRACT NUMBER		VENDOR NAME		INVOICE #			
21C018009		Rotorcraft Support Inc.		123456			
JOB TAG #		FISCAL YEAR					
917-60-24-007		23/24					
START DATE		END DATE		CATEGORY			
01/01/2024		01/31/2024		<input checked="" type="checkbox"/> 53307 Maint/Repair <input type="checkbox"/> 52702 Oil/Lube <input type="checkbox"/> 20700 Freight			
ACCOUNT CODE (CHECK ONLY 1 BOX)				FAA #			
<input type="checkbox"/> 018 <input type="checkbox"/> 216 <input type="checkbox"/> 414 <input type="checkbox"/> 612 <input type="checkbox"/> 708 <input type="checkbox"/> 109 <input type="checkbox"/> 314 <input type="checkbox"/> 518 <input checked="" type="checkbox"/> 617 <input type="checkbox"/> 811 <input type="checkbox"/> Other:				N 988HP			
Section 1	Scheduled Maint	Parts Retail	\$	32,307.13			
		Discount	\$		Regular Time	150.4	\$ 130.00 /hr \$ 19,552.00
		Markup	\$		Overtime		\$ /hr \$
		Subtotal	\$	32,307.13	Mobile Mechanic		\$ /hr \$
		Sub Contract	\$		Mobile Overtime		\$ /hr \$
		Miscellaneous	\$		Sub Contract		\$
		Inbound Freight	\$	29.00	2nd Mechanic		\$ /hr \$
		Outbound Freight	\$	867.67	Flat Rate		\$
		Tax	\$	2,506.05	Labor Total	150.4	\$ 19,552.00
		Parts Total	\$	35,709.85			Section Total \$ 55,261.85
Section 2	Unscheduled Maint	Parts Retail	\$				
		Discount	\$		Regular Time		\$ /hr \$
		Markup	\$		Overtime	9.6	\$ 150.00 /hr \$ 1,440.00
		Subtotal	\$		Mobile Mechanic		\$ /hr \$
		Sub Contract	\$		Mobile Overtime		\$ /hr \$
		Miscellaneous	\$		Sub Contract		\$
		Inbound Freight	\$		2nd Mechanic		\$ /hr \$
		Outbound Freight	\$		Flat Rate		\$
		Tax	\$		Labor Total	9.6	\$ 1,440.00
		Parts Total	\$				Section Total \$ 1,440.00
(Check only 1 box) <input type="checkbox"/> Modification <input type="checkbox"/> Ground Support Equipment <input type="checkbox"/> Other							
Section 3	Miscellaneous Maint	Parts Retail	\$				
		Discount	\$		Regular Time		\$ /hr \$
		Markup	\$		Overtime		\$ /hr \$
		Subtotal	\$		Mobile Mechanic		\$ /hr \$
		Sub Contract	\$		Mobile Overtime		\$ /hr \$
		Miscellaneous	\$		Sub Contract		\$
		Inbound Freight	\$		2nd Mechanic		\$ /hr \$
		Outbound Freight	\$		Flat Rate		\$
		Tax	\$		Labor Total		\$
		Parts Total	\$				Section Total \$
Sec 4	On-site mechanic support			Hours	Rate	Cost	
					\$ /hr	\$	
MISCELLANEOUS EXPLANATION					Invoice Total		
					\$ 56,701.85		

ANNEX B

CHP 297, AIRCRAFT JOB TAG (continued)

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AIRCRAFT JOB TAG
 CHP 297 (Rev. 5-23) OPI 018

Section 5 General Information	VENDOR NAME AND ADDRESS Rotorcraft Support Inc. 67 D Street Filmore CA 93015-1668		TACH/HOBBS 100.1	FAA NUMBER N 988HP	JOB TAG NUMBER 617-60-24-007
	TYPE *	APPROVAL NUMBER	EXPLANATION OF DISCREPANCY OR WORK AUTHORIZED	ESTIMATE AMOUNT	INVOICED AMOUNT
	▼	N/A	Labor for january	\$18,488.20	\$18,488.20
	CON ▼	359	Pin, Cotter, Aeroshell #7 tubes, bolt head pan,	\$273.04	\$273.21
	SM ▼	382	Belt poly, nut hexagon	\$82.33	\$79.59
	UM ▼	348	VEMD lane #2 Failure	\$33,000.00	\$34,458.13
	▼				
	▼				
	▼				
	▼				
	▼				
	▼				
	▼				
	▼				
	*Type: SM - Scheduled Maintenance, UM - Unscheduled Maintenance, GSE - Ground Support Equipment, CON - Consumable, O - Other				
Section 6 Billing, Shipping, Authorization	INVOICE TO California Highway Patrol Border Division Air Operations 56-855 Liberator Lane Thermal, AC 92274			SHIP TO California Highway Patrol Border Division Air Operations 56-855 Liberator Lane Thermal, AC 92274	
	AUTHORIZED BY T. Perreira			I.D. NUMBER 18928	DATE 02/01/2024
Section 7 Invoice Review, Processing	DATE	RECEIVED BY NAME AND ID (PRINT)			
	02/15/2024	T. Perreira, 18928			
	DATE	ENTERED INTO FIN APP BY NAME AND ID (PRINT)			
	02/15/2024	T. Perreira, 18928			
	DATE	APPROVED BY SUPERVISOR NAME AND ID (PRINT)			
02/15/2024	Nick Haltom, 18331				
DATE	UPLOADED INTO FISCAL BY NAME AND ID (PRINT)				
02/15/2024	T. Perreira, 18928				
DATE	UPLOADED INTO INVOICE DEPOT BY NAME AND ID (PRINT)				
02/15/2024	T. Perreira, 18928				

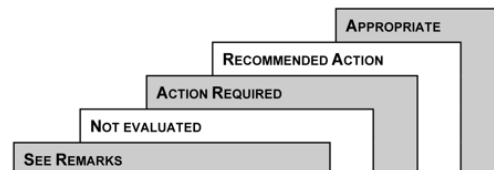
ANNEX C

MAINTENANCE VENDOR EVALUATION CHECKLIST

OFFICE OF AIR OPERATIONS
MAINTENANCE VENDOR EVALUATION
 018-11A Rev. 7/24 OPI 018

DIVISION:
 VENDOR:

DATE OF EVALUATION:
 DATE OF LAST EVALUATION:



I. MAINTENANCE					
A. CONTRACTED VENDOR					
1.	DOES THE CONTRACTOR HAVE A CURRENT COPY OF THE CONTRACT?				
2.	DO ALL MECHANICS MEET THE SPECIFICATIONS OUTLINED IN THE CONTRACT?				
3.	ARE ALL CERTIFICATES, LICENSES, AND PERMITS CURRENT?				
4.	ARE ALL AIRCRAFT LOGBOOKS ACCESSIBLE AND CURRENT?				
5.	ARE ALL AIRCRAFT PARTS ACCURATELY RECORDED AND PROPERLY LOGGED?				
6.	DOES THE CONTRACTOR HAVE A FORMAL INVENTORY CONTROL SYSTEM?				
7.	DOES THE CONTRACTOR UTILIZE A MAINTENANCE MANAGEMENT TRACKING SERVICE PROVIDED BY THE DEPARTMENT?				
8.	DOES THE CONTRACTOR HAVE AN INTEGRATED SAFETY MANAGEMENT SYSTEM?				
9.	DOES THE CONTRACTOR HAVE A FORMAL POLICY ON DISTRACTION MANAGEMENT?				
10.	DOES THE CONTRACTOR HAVE A FOREIGN OBJECT DAMAGE PROGRAM?				
11.	DOES THE CONTRACTOR PERFORM ANNUAL ON-SITE EVALUATIONS?				

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