



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
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1 October 2009

MEMORANDUM FOR: ALL NER PILOTS, MISSION OBSERVERS, MISSION SCANNERS, ES PERSONNEL (FLIGHTLINE), NER WING COMMANDERS

FROM: NER/CC

SUBJECT: Protecting Against and Reporting Corporate Aircraft Damage

1. Effective immediately, the procedures described in this policy letter will be implemented in Northeast Region, for the purpose of protecting our aviation assets and ensuring airworthiness.
2. All corporate aircraft will receive a walk around inspection following each flight activity. This includes periods between sorties if all crew members leave the aircraft for any reason.
3. CAP aircrew members (or a member of a crew) must remain with corporate aircraft while FBO line personnel provide servicing. This is especially applicable for fueling operations. Line personnel will use ladders instead of aircraft hand holds to fuel our high-wing aircraft. CAP personnel are responsible for ensuring that service providers show proper care for our corporate property.
4. No Pilot-In-Command of a CAP corporate aircraft will depart an airport with unreported aircraft damage caused by a third party. Prior to departure, CAP pilots must report damage caused by FBO line personnel to FBO management. In extreme cases, consider reporting CAP aircraft damage to airport operations management or local law enforcement officers. Realize that insurance companies may require police reports in some instances (for Example, third party damage by another aircraft owner).
5. All corporate aircraft will receive a comprehensive walk around inspection prior to each flight activity. This is in addition to current requirements for pre-flight inspections, but may be incorporated into the same activity. Special attention should be given to detect any previously unreported damage, including (but not limited to) bird strikes, wing tip strikes, hard landings, scraped tails, and crazed/scratched windows. **DO NOT FLY AN AIRCRAFT WITH PREVIOUSLY UNREPORTED DAMAGE.**
6. Flight crews found in possession of a damaged aircraft may become liable for that damage. This is why we must all perform conscientious pre-flight and post-flight inspections. CAP crews must show due diligence and proper care for the expensive property entrusted to them. Failure to protect our aircraft could result in loss of flying privileges, or other disciplinary action, for those found derelict in their duty.
7. There is no excuse for failing to comply with these procedures. These inspections must be completed regardless of darkness, rain, cold, or other discomforts. This is simply the price we all must pay for being entrusted with aviation resources worth potentially hundreds of thousands of dollars.
8. Aircraft with damage (other than small scratches in paint) will be removed from service IAW CAPR 60-1. These events will be treated as mishaps (damage to property) and aircraft will only be returned to service when their airworthiness is assured.

//signed//

Christopher Hayden Colonel, CAP
Commander NER