



TEAMSTER AVIATION PROFESSIONAL

Newsletter of the Teamsters Aviation Mechanics Coalition

Special Edition

Paperwork: Can't Live With It, Can't Live Without It

As Aviation Maintenance Professionals, we all know that no matter what we do on the job there will be paperwork involved. Regardless of whether we are working a job, reading GMM revisions or doing recurrent training, there is a paper trail attached to every aspect of our jobs.

Airlines are constantly upgrading Information Technology, adding new fleet types, changing GMM requirements and morphing maintenance programs. The deluge of information and paperwork changes can be maddening. It causes confusion and frustration which can and has led to FAR violations, FAA licensing action, discipline, and in some cases termination.

Experienced mechanics can look at a problem and often have the solution before even glancing at a piece of paper. Therein lies the problem.

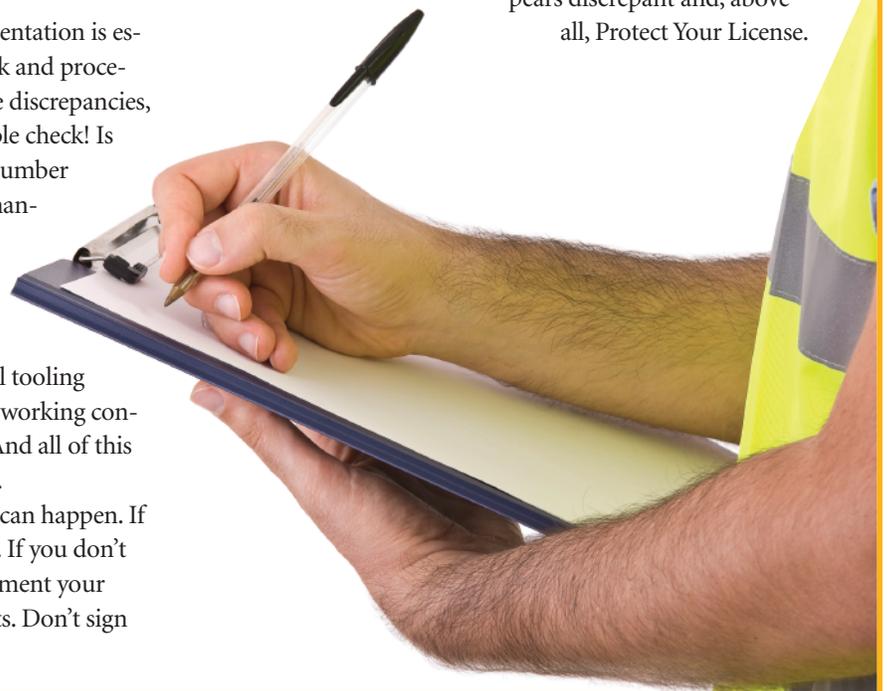
Regardless of the scope of the work, documentation is essential. You must know your airlines' paperwork and procedure requirements and follow them. If there are discrepancies, bring them to management immediately. Double check! Is the part you are installing effective for the tail number you are working on? Do you have the correct manual references for the job at hand? Are there "Lock Out Tag Out" procedures? Does the job you are performing have GMM procedures that must be followed along with your Maintenance Manual Reference? Is there special tooling or equipment required for the job, is it in good working condition and are the calibration dates still good? And all of this must happen before you ever pick up a wrench.

Even with the best of intentions, oversights can happen. If you cannot perform the job as written, DON'T. If you don't have the proper tooling, don't improvise. Document your work every step of the way. Don't take short cuts. Don't sign

for work you did not perform unless you are in compliance with FAR 43.9 (<http://ibt.io/far439>) and your company's paperwork policy regarding signing for others' work. Remember, if you sign for it, you own it. Report all procedural discrepancies to management and use the ASAP/MSAP program at your airline to report it. Most importantly, if you become aware of a mistake, report it immediately and fill out an ASAP/MSAP report.

Many of us have been in the industry for two or three decades. We have seen and adapted to constant changes in technology on the aircraft we maintain. Along with those changes comes the ever-evolving paperwork which we must adapt to as well. Pull your paperwork, follow your paperwork,

question your paperwork if it appears discrepant and, above all, Protect Your License.



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