Conceptual Overview

ATP is a dynamic network of pilots and aircraft distributed across many locations. Traditional squawk sheets and status boards are ineffective at the speed, scale and scope of ATP flight operations.
Instead, ATP employs sophisticated computer systems and easy-to-use cell phone text messaging (SMS) systems to enable real-time communication between everyone involved in flight operations.

Safety relies on all instructors, students, flight ops personnel, maintenance personnel, and everyone who works in supporting roles to strictly adhere to these Aircraft Status & Maintenance Report Procedures. In this document you will learn how we use aircraft status and how you play a key role in maintaining safety.

Important: Regardless of an aircraft’s reported status, ATP prohibits operation of any aircraft that any pilot feels is unsafe for any reason. No punitive action will be taken by ATP for an instructor or student choosing to not fly an aircraft due to a safety concern.

Aircraft Status

Aircraft status describes the availability of an aircraft for flight operations using three status conditions:

1. Available for Preflight
2. Maintenance Reports
3. DO NOT FLY - Assigned to Maintenance

Available for Preflight (GO)

Aircraft is available for flight operations. It has no unresolved maintenance reports.

Maintenance Reports (Need More Info)

Aircraft has one or more unresolved maintenance reports. You need more information to make a PIC decision about the airworthiness of the aircraft and its suitability for your lesson and conditions of flight. Get this information by clicking the link in the response SMS or by calling Flight Ops before completing your preflight inspection.

DO NOT FLY - Assigned to Maintenance (NO GO)

Never fly an aircraft reported as “Do Not Fly”. The aircraft is either in maintenance or provisioned for maintenance and you cannot fly / operate the aircraft.

Getting Aircraft Status

You can determine the status of any ATP aircraft using any of six methods:

- Flight Tracker SMS System (used in real-time throughout the day)
- Training Center Status Board (available at some locations)
- Whiteboard
- WinATP Flight Schedule (used during planning and scheduling)
- Aircraft Information Page
- Phone call to ATP Flight Ops (used for backup of computer systems)

**Flight Tracker SMS System**

Most frequently the status of an aircraft will be checked using the Flight Track SMS system during the preflight inspection. Procedures and syntax for using the Flight Track SMS system are explained in the *Flight Tracker Procedure* section. Both instructors and students may use the Flight Tracker SMS System to check the status of any aircraft at any time.

**Important:** Pay close attention to responses from the Flight Track SMS system. Never assume that sending a block-out message or status check message results in an “Available for Preflight” response.

**Training Center Status Board**

Some training centers have a Training Center Status Board display installed. This shows aircraft status by color code. Green corresponds to “Available for Preflight”. Orange corresponds to “Maintenance Reports”. Aircraft with a status of “DO NOT FLY - Assigned to Maintenance” are shown in a separate section in gray. The Training Center Status Board is a helpful tool to monitor aircraft status, but it does not replace the mandatory Flight Tracker SMS procedure for determining aircraft status.

**Whiteboard**

Aircraft status is indicated on Whiteboard with background color-coding of aircraft in the timeline tab.

**WinATP Flight Schedule**

WinATP Flight Schedule is available to Flight Ops and Managers. Aircraft status is indicated by color-coding the background of the aircraft’s schedule. Click an N-Number to display current aircraft status and any Maintenance Reports about the aircraft.

**Aircraft Quick-Reference Page**

The status of any aircraft can be seen on the Aircraft Quick Reference page. Go to Library > Aircraft Information Manuals > Aircraft Quick Reference

**Backup Plan: Call Flight Ops**

If any computerized system is unavailable, Flight Ops can be called at (904-595-7960) to get the aircraft status and hear any unresolved maintenance reports.

**Important:** No flights in ATP aircraft are authorized without checking aircraft status during the preflight inspection.
Submitting a Maintenance Report

Any instructor, mechanic, or student may submit a maintenance report by starting a communication loop between the reporting person, other pilots, Flight Ops, and Maintenance.

Primary: Flight Tracker SMS System

Immediately after a flight, as part of the shutdown terminate checklist, instructors will submit a Flight Tracker Arrival message. If any maintenance issues are noted, append “MX” after the N-Number. This will begin an immediate feedback loop to other pilots who check the status of the aircraft. See the Flight Tracker Procedure for more details on the syntax of the Flight Tracker Arrival message.

Important: Pay close attention to responses from the Flight Track SMS system. The reporting person must receive an acknowledgement of the maintenance report with “MX report received”.

Unless a full description of the maintenance report is appended to your Flight Tracker Arrival message, a phone call can be expected from Maintenance to verify that the maintenance report is accurately recorded. Maintenance will call immediately if reported between hours of 8:00 AM and 8:00 PM ET. Outside those hours, Maintenance will call as soon as practical.

Even before the Maintenance call, the aircraft status will show an unresolved maintenance report along with the reporting pilot’s contact information. This will notify the next pilot of the unresolved maintenance report, even if Flight Ops hasn’t yet called the reporting pilot.

Backup: Call Flight Ops

If the Flight Tracker SMS system is unavailable or doesn’t respond with an acknowledgement, Flight Ops must be called at (904-595-7960) to submit the maintenance report. If Flight Ops is closed, transfer to on-call Flight Ops. Leave a voicemail only if the maintenance report is minor and not safety of flight related.

Important: Don’t wait. Submit your maintenance report to Flight Ops as soon as possible.

Repairs

Repairs will be accomplished only at the direction of the Director of Maintenance (or a designated representative). In no case will instructors or students take aircraft maintenance reports directly to a local contract mechanic or local ATP Maintenance. Local maintenance will be initiated and coordinated by the Director of Maintenance based on the maintenance report procedures described in this document.

MXTimeTrack

When ATP’s Director of Maintenance initiates scheduled or un-scheduled maintenance on an
aircraft, he (or a designated representative) will update the aircraft’s status to “DO NOT FLY - Assigned to Maintenance” in the MXTimeTrack system.

**ATP SMS**

As an alternative to using the MXTimeTrack system on a computer, authorized users may also set the aircraft’s status by text message to the ATP SMS number using the following syntax:

Set aircraft status to "DO NOT FLY - Assigned to MX"
- 328jd down
- 328jd mx in

**Authorized Maintenance Personnel**

Aircraft maintenance will be performed by appropriately certified mechanics. Federal Aviation Regulations permit, and ATP occasionally allows, instructors to perform some preventive maintenance. Such maintenance is permitted under FAR 43.3(g). FAR 43 Appendix A, paragraph (c) lists those items a pilot may perform. Such repairs may be accomplished only in accordance with FAR 43 and only at the direction of ATP’s Director of Maintenance.

**Return to Service**

An aircraft with a status of “DO NOT FLY - Assigned to Maintenance” will be returned to service by the Director of Maintenance (or a designated representative) setting its status to “Available for Preflight” upon completion of maintenance and release to the flight line.

**MXTimeTrack**

When ATP’s Director of Maintenance returns an aircraft to service, he (or a designated representative) will update the aircraft’s status to “Available for Preflight” in the MXTimeTrack system.

**ATP SMS**

As an alternative to using the MXTimeTrack system on a computer, authorized users may also set the aircraft’s status by text message to the ATP SMS number using the following syntax:

To set aircraft status to "Available for Preflight"
- 328jd up
- 328jd mx out

**Important:** The system will not allow an aircraft status to be set to "Available for Preflight" if it has any unresolved maintenance reports. Those must first be resolved using the MXTimeTrack system.

**Inoperative Items**
In some cases, aircraft may be operated with inoperative instruments or components. Such aircraft operations must be conducted in accordance with FAR 91.213 and FAR 43 and must be authorized by the Director of Maintenance. In this case the aircraft status will indicate “Maintenance Reports”.

**Important:** Never fly an aircraft that reports status of “DO NOT FLY - Assigned to Maintenance” even if presented with conflicting information from other sources.

**Procedures for Flight Operations Personnel**

During normal office hours, Maintenance will monitor MXTimeTrack and FlightTrack for incoming maintenance reports from pilots. Upon receiving notification of a maintenance report, Maintenance will contact the pilot by phone to enter a complete and accurate maintenance report in MXTimeTrack. Reports must be read-back to the pilot for verification.

When the Director of Maintenance (or a designated representative) sets the maintenance report’s urgency to “Prefer ATP MX”, Flight Ops will coordinate between maintenance and pilots to consider relocating the aircraft to an ATP maintenance facility.

When an aircraft status is set to “DO NOT FLY - Assigned to Maintenance” for un-scheduled maintenance, Flight Ops will help instructors reschedule affected flights.

**Important:** Exercise common sense and good judgment when recording maintenance reports. Keep in mind the objective is to enhance safety by providing accurate and useful information to the next pilots who fly the aircraft, to Maintenance personnel, and to Flight Ops personnel.

**Procedures for Maintenance Personnel**

The Director of Maintenance will then be responsible for coordinating the resolution of maintenance reports; updating the report’s accuracy, urgency, notes, and projected resolution date-time in MXTimeTrack; and finally, returning aircraft to service.

**Record of Changes**

1/19/15  
Add [Aircraft Quick-Reference Page](#) to Getting Aircraft Status