
CAS MEMORANDUM O-20-1

DATE: 7/8/20
TO: ALL PILOT'S
FROM: CHIEF PILOT
RE: ICS CORDS AND HEADSETS

During the past year, MHI has had to purchase numerous replacement ICS cords and headsets. This is a direct result of pilots removing the ICS cords and headsets from the aircraft and not returning them at the end of the flight. The weight of 6 headsets and ICS cords is 10.5 lbs. This is less than two gallons of fuel. The removal of this minimal weight will not limit your ability to complete the flight, but it will ensure that the aircraft has all the necessary equipment to be able to communicate with the clients.

Effective immediately, the following will be implemented:

- ICS cords and headsets will not be removed from the aircraft without approval from management.
- The Bell 206/407 aircraft will have six (6) ICS cords. Storage in the hat rack is acceptable.
- The Bell 206/407 aircraft will have a minimum of five (5) headsets. Storage in the hat rack is acceptable.
- The AW119 aircraft will have seven (7) ICS cords.
- The AW119 aircraft will have a minimum of six (6) headsets
- The BO105 aircraft will have four (4) ICS cords.
- The BO105 aircraft will have a minimum of three (3) headsets.
- The Bell 412 aircraft will have an ICS cord for each available drop.
- The Bell 412 aircraft will have a headset for each available drop.
- The Bell 412 aircraft will always have nine (9) earmuffs available for use .
- ICS cords will be labeled with the N-number that the cord is assigned to.
- Headsets will be labeled with the N-Number that the headset is assigned to.

CAS MEMORANDUM O-20-2

DATE: 9/11/20
TO: ALL PILOT'S AND MECHANIC'S
FROM: CHIEF PILOT
RE: FUEL SAMPLING

It has been identified that Maritime Helicopters, Inc. (MHI) currently has two different aircraft fuel sampling procedures outlined in the MHI GMM and the MHI Fuel Quality Assurance Manuals.

The fuel sampling procedures are being immediately changed as follows. This change will be reflected in the next revision to the MHI GMM and the MHI Fuel Quality Manual.

The GMM is changed as follows:

Basic steps for obtaining a fuel sample from a Maritime Helicopters aircraft:

1. Make sure fuel sample jar is completely clean.
2. Make sure fuel boost pump or fuel transfer pump switches or circuit breakers are in the off position.
3. Plug in the battery, turn on the battery switch.
4. With the fuel valve in the off position, take a fuel sample from the main tank sump drain. Refer to the MHI Fuel Quality Manual Para 2.14.2 Sumping Amounts. Certain clients (EOM) require more fuel to be sampled, refer to applicable AOG.
5. Check this fuel sample for water or debris before continuing.
6. Turn on the fuel valve.
7. Turn on the fuel boost pump.
8. With fuel valve and boost pumps in the on position, take a fuel sample from the airframe fuel filter. Refer to the MHI Fuel Quality Manual Para 2.14.2 Sumping Amounts. Certain clients (EOM) require more fuel to be sampled, refer to applicable AOG.
9. Check the fuel sample for water or debris. Certain clients (EOM) require more than the "Clear and Bright" test. Certain clients (EOM) require water detection tests. Refer the MHI Fuel Quality Manual Para 2.14.4 Aircraft Fuel Samples.
10. Clearly label fuel sample jar with the aircraft registration number, current date, and the initials of the person taking the fuel sample.

11. Retain this fuel sample until the aircraft has completed all daily flights. At the end of the flight day (no later than the beginning of the next workday), these fuel samples will be properly disposed of and the jar, cleaned.

The Fuel Quality Control manual is changed as follows:

Aircraft Fuel Samples

The Pilot-in-Command will ensure the daily fuel system sumping procedure as outlined by the Aircraft/ Rotorcraft Flight Manual has been performed. A “Clear & Bright” fuel sample taken from the main fuel tank sump will be placed in a sample jar, marked with the aircraft tail number, current date, and the initials of the person taking the fuel sample. and be retained until the aircraft has completed all daily flights. When required by a client AOG a water detection test will be performed. When this test is conducted, the wafer will be left in the sample jar. At the end of the flight day (No later than the beginning of the next workday), these fuel samples will be properly disposed of and the jar, cleaned.

CAS MEMORANDUM O-20-3

DATE: 9/29/20
TO: ALL PILOT'S
FROM: CHIEF PILOT
RE: INLET BARRIER FILTER BYPASS

It has been identified that some pilots in Maritime Helicopters, Inc. (MHI) are opening the Inlet Barrier Filter Bypass door. When this action is taken by the pilot, non-filtered air enters the engine inlet thus allowing possible FOD damage. The Inlet Barrier Filter bypass door is only to be opened when the Inlet Barrier Filter caution light illuminates and TOT/MGT has increased significantly as per the RFM. Effective immediately anytime the Inlet Barrier filter has been bypassed, a logbook entry will be made, and a FIR submitted to Quality and Safety.

If you have any questions, please contact me at (907) 452-1197 or Dave Buzga at (907) 235-7771.

CAS MEMORANDUM M-20-06

DATE: 10-30-20
TO: ALL MECHANICS AND PILOTS
FROM: MAINTENANCE
RE: AOG PROCEDURES AND GUIDELINES

MHI Aircraft on Ground (AOG) procedures and guidelines

To streamline our internal/external communications when an aircraft is AOG, we are implementing the following procedures:

Internal Communications

- As soon as it is determined that the aircraft is grounded call the appropriate manager and inform them of the AOG.
- Notify the appropriate departments of the AOG using the email address AOG@maritimehelicopters.com with the N number as the subject line. Include a description of the problem, parts available/needed, troubleshooting performed, and an estimate of the time out of service if possible. All communications for the remainder of the AOG will reply to this email.
- MHI will make every effort to return the aircraft to service in the shortest timeframe possible. This may include the mechanic, and pilot if needed, working beyond their regular schedules to ensure all troubleshooting is done, parts are picked up, and ground runs are completed.
- It is expected that the mechanic on site will complete as much prep as possible prior to the parts arriving. (i.e. Eng. or trans ready to be removed when the parts and assisting mechanic arrive)
- After the aircraft is returned to service follow up with the Maintenance and Parts department on parts used for troubleshooting that are still serviceable and to reorder parts used at your location for the AOG.
- After the aircraft has been returned to service submit a FIR or GOR as necessary.
- At no time will a customer point of contact be included in internal communications.

External Communications

- Communications with the client will be limited to the following management personnel: DO, CP, ACP-RW, ACP-FW, DOM, and Chief Inspector.
- Management will be initial notification to the client with the following information:
 - o DO, CP, ACP-RW, ACP-FW, DOM and Chief Inspector will be cc'd on emails
 - o N- Number will be in the Subject Line.
 - o Include a description of the problem.

- o Enter one of the following comments
 - Troubleshooting –
 - Parts on hand – Expected to arrive on site at (State date/time)
 - Parts on order- Expected to arrive on site at (State date/time)
 - Length of AOG if known
- o At the end of the email state: More to Follow.
- o Management will provide periodic updates to the initial email.
- o A final email will be sent to the client when the aircraft is back in service.

Isaac Mackey
Chief Inspector



1915 Donald Ave.
Fairbanks, AK 99701
Tel 907 452-1197
Cell 907 378-8421