

TBX 52 rules to live by

If the paperwork isn't right, the maintenance isn't right. This poster shares practical rules shaped by experience, accountability, and doing the job right. They reflect the mindset that guides how we work, think, and show up every single day.

Research

- 1 Ensure all times are accurate.**
Shop changes, Hobbs/Tach swap outs, and Hobbs running on jacks are all common offenders to offset total times and TBOs. Watch out!
- 2 Check all ICAs for compliance.**
This is required under 91.403(c), 43.13 and 43.15. Many ICAs can be found online from the manufacturer if not in the POH.
- 3 If rebuilding records, do the research and insert a notarized statement.**
Follow the guidance in AC 43-9D for recreating records by doing the appropriate research and inserting a notarized statement.
- 4 Confirm all 337s have ICAs.**
There are instances where the ICA never gets completed... Ensure compliance.
- 5 For field approval items, determine if an STC already exists.**
Field approvals should not be used to skirt STCs as per FAR 91.403 and 21.120 (installation of STCs need STC owner's approval).
- 6 Order the Aircraft Records.**
If you are seeing an aircraft for the first time, ensure all 337s have been completed by ordering the aircraft records from OK City - it only costs \$10

Equipment

- 7 Note ELT battery expiration dates.**
Expiration dates are required for all entries under 91.207(c)(2). Remember the inspection (and not the installation) is per 91.207(d)1-4.
- 8 Take care of IFR equipment.**
Be mindful of properly testing and logging entries for IFR equipment under 91.411 (Pitot-Static) and 91.205 (IFR equipment).
- 9 Use a Comprehensive Equipment List.**
A comprehensive equipment list (with part # and serial #'s) will ensure you are tracking any related applicable ADs, ICAs, and W&B updates

Data

- 10 Refer to all applicable technical data.**
If you referenced published data, tell us.
- 11 Beware of "Reference Only" technical data.**
Technical data marked "reference only" should NOT be used as the primary reference, as it may be inaccurate (some IPC diagrams are backwards). Leverage accepted or approved data first.
- 12 Reference the correct FARs.**
Common errors include "91.702" or "91.407"; look 'em up if you have to.
- 13 Reference all applicable part and serial numbers.**
Spark plugs, tires, and filters are the most common offenders.
- 14 Cross-check all applicable service bulletins and maintenance manuals.**
Best practice is to refer to these to ensure compliance and safety when performing maintenance.
- 15 Double-check new service bulletins against old data.**
New data may conflict with old data so always trust but verify.

Best Practices

- 50 Manage expectations.**
The best shops let a/c owners know that we're going to spend the appropriate amount of time on aircraft records and research (including ADs).

Entries

- 16 Make an entry.**
If we're going to do maintenance, then we're going to have to make an entry (43.5, 43.9, & 43.11).
- 17 Follow a process.**
Streamlining your workflow will reduce duplicative work and reduce errors over time.
- 18 Make it legible.**
No Sanskrit or "doctor script", please. If you must, use ALL CAPS.
- 19 Make it professional.**
Use software or a template; use bullets where possible; bold topics; make it organized and look good.
- 20 Tell a story.**
We're storytellers at the end of the day: tell us what you did.
- 21 Avoid Encyclopedia Britannica-type entries.**
Be detailed but concise. Avoid writing the great American novel.
- 22 Check for common spelling mistakes.**
i.e., "lubercation", "breaks", "seperate", "turban", etc.
- 23 Put the name of the person performing the work (if not the same as the approver).**
While they don't necessarily need a separate entry, make sure they are accounted for properly in the mx record as per 43.9.
- 24 Complete and add all 8130 or yellow tag entries.**
List 8130 details in mx entries. If there's too many, keep them in an "8130 folder" in the mx binder / briefcase.
- 25 If undoing a major repair or alteration fill out the 337.**
If it took a 337 to put it on...it will take a 337 to take it off.
- 26 Reference the WO on file.**
Best practice is to reference the WO on file when performing an annual/100-hour inspection (As per Appendix B, 145s can do this in lieu of a 337 for major repairs).
- 27 Sign off the entry correctly as an IA.**
Don't drop the "A&P" as that still is the certificate type; IA is simply an authorization.
- 28 If you can't print an entry, send another in the mail.**
If you're doing remote mx work without computer access, send a (duplicate) "professional" entry to the owners' residence/office.
- 29 Update W&B Forms.**
If the weight of the aircraft changed, make note of updating the W&B form in your entry. Beware of old, out-of-compliance W&B forms. Not updating W&B is in violation of 43.5(c) and 91.9(a).
- 30 Appropriate sign-offs.**
As per Part 65—privileges and limitations—sign off maintenance as an A&P and inspections as an A&P/IA.
- 31 File all 337s with the FAA.**
Oftentimes aircraft records may not match OK City records; Box 8 should have a robust description of applicable work performed.
- 32 Record preventive maintenance.**
Remind owner/operators that preventive mx requires a log entry as per 91.407, 43.9.
- 33 Back up your minor/major alteration decisions.**
It's OK to lean minor - just back up your decision! Refer to Part 43 Appendix A and Part 1.1.

- 51 Remember the 5 Principles of a Good Entry (DPART)**
Defensibility, Professionalism, Accountability, Repeatability, and Traceability.

AD Compliance

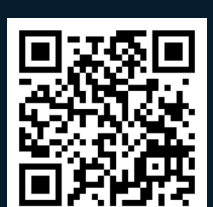
- 34 Research ALL applicable ADs.**
Appliance ADs are often overlooked; make AD compliance easy with our software and our "Suggested AD Appliance lists."
- 35 Backup AD compliance with an entry.**
Use an AD sheet, but all AD compliance needs to be backed up with an entry and confirmation of the work being done as per 43.9, 91.417(a)(2)(v).
- 36 Reference AD Applicability paragraphs.**
Tell us how you complied with that AD by specifically mentioning the applicability or compliance paragraphs.
- 37 Sign-off ADs properly.**
Beware "CW", "PCW" and "NA"... ADs are maintenance and require robust entries as per 43.9, 91.417(a)(2)(v).
- 38 Avoid "All ADs complied with."**
Don't leave it ambiguous! Document all AD compliance in the maintenance record. If you checked all ADs for compliance, specifically tell us how you did that.
- 39 Calculate next due hours.**
Make it easy for the next guy to not have to do the math—but it is also required under 91.417(a)(2)(v)
- 40 Do NOT delete ADs, omit instead.**
Beware of deleting ADs because you won't remember why (omit is better).
- 41 Check superseded ADs.**
When ADs are superseded, is the aircraft still in compliance with the new AD? You need to double check as newer ADs may modify compliance requirements.

Inspections

- 42 Indicate type of inspection.**
If performing an inspection, tell us the specific type of inspection you are performing, i.e., annual, 100-hr, progressive, continuous, 135-specific, manufacturer-approved, etc. as per 91.409 and 43.11(a)(1).
- 43 Use a checklist!**
When performing an inspection, reference a checklist as per 43.15.
- 44 Are ALL ADs complied with?**
43.15(a)(1) requires us to determine whether the aircraft under inspection meets all applicable airworthiness requirements, including ADs!

Bad Behavior

- 45 Check for unapproved parts.**
Unapproved parts, such as auto parts, auto connectors, and auto batteries do not conform to aircrafts' type designs.
- 46 For missing records, comply at time of inspection.**
We must comply with missing AD compliance no matter what the logs may say.
- 47 Initial any scratch-outs / cross-outs.**
i.e., "J.M 1/25"; never amend or alter mx records that are not your own.
- 48 Comply with ADs for experimental aircraft.**
The "E" stands for Experimental—not Exempt—you still need to comply with applicable ADs and Safety Directives as per Part 39 and 91.417(a)(2)(v).
- 49 Don't fudge.**
Knowingly making an intentionally false entry has consequences—misrepresenting entries, especially around ADs and MMs, can get you in deep trouble.



Scan the QR Code to learn more and start your 10-day free trial of TBX. Or, visit airworthy.com or call 540.217.4471

TBX