


| Defined Aircraft Record System Starter  |                        | Twisted-Wrench LLC | <a href="mailto:jack@twisted-wrench.com">jack@twisted-wrench.com</a> |                         |                  |
|---|------------------------|--------------------|--|-------------------------|------------------|
|    | Document Name          | Responsible Party  | Primary Record Location  | Back-up Record Location | Retention Period |
|   | Aircraft Airworthiness |                    |  |                         |                  |
|   | Aircraft Records       |                    |  |                         |                  |
| <b>ARROW</b>  |                        |                    |  |                         |                  |
| Certificate of Airworthiness  |                        |                    |  |                         |                  |
| Certificate of Registration   |                        |                    |  |                         |                  |
| Radio Licenses  |                        |                    |  |                         |                  |
| Flight Manuals  |                        |                    |  |                         |                  |
| Flight Manual Supplements   |                        |                    |  |                         |                  |
| W&B Manuals with Current Equipment List   |                        |                    |  |                         |                  |
| Flight Log  |                        |                    |  |                         |                  |
| VOR Accuracy Checks   |                        |                    |  |                         |                  |
| Compass Correction Card 23.1547   |                        |                    |  |                         |                  |
| Altimeter correction Card 23.1325 (e) & (g)   |                        |                    |  |                         |                  |
| 406 MHZ ELT Registration  |                        |                    |  |                         |                  |
| FMS Electronic Database   |                        |                    |  |                         |                  |
| RVSM LOA  |                        |                    |  |                         |                  |
| RNP LOAs  |                        |                    |  |                         |                  |
| MEL with O&P Procedures and LOA   |                        |                    |  |                         |                  |
| <b>Maintenance Records</b>  |                        |                    |  |                         |                  |
| Altimeter system and altitude reporting equipment tests and inspections 91.411  |                        |                    |  |                         |                  |
| ATC transponder tests and inspections 91.413  |                        |                    |  |                         |                  |
| <b>For each airframe, engine, propeller, rotor, and appliance</b>   |                        |                    |  |                         |                  |
| Maintenance Records with required information 91.417  |                        |                    |  |                         |                  |
| Preventive Maintenance Records with required information 91.417   |                        |                    |  |                         |                  |
| Inspection Records with required information 91.417   |                        |                    |  |                         |                  |
| STC Instructions for Continued Airworthiness  |                        |                    |  |                         |                  |
| Current status of applicable airworthiness directives (AD) and safety directives including, for each, the method of compliance, the AD or safety directive number and revision date. If the AD or safety directive involves recurring action, the time and date when the next action is required 91.417 |                        |                    |  |                         |                  |
| Current status of life-limited parts of each airframe, engine, propeller, rotor, and appliance 91.417   |                        |                    |  |                         |                  |
| The current inspection status of the aircraft, including the time since the last inspection required by the inspection program under which the aircraft and its appliances are maintained 91.417  |                        |                    |  |                         |                  |
| Time since last overhaul of all items installed on the aircraft which are required to be overhauled on a specified time basis 91.417  |                        |                    |  |                         |                  |
| Discrepancy /Deferred Discrepancy List  |                        |                    |  |                         |                  |
| Service Bulletin Status   |                        |                    |  |                         |                  |
| Mod Status  |                        |                    |  |                         |                  |
| Calendar Age  |                        |                    |  |                         |                  |
| Repair & Alteration 337 File  |                        |                    |  |                         |                  |
| Airframe Times and Landings 91.417  |                        |                    |  |                         |                  |

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|---|--|--|--|--|
| Engine Times and Cycles 91.417                |  |  |  |  |
| Prop/Rotor Times and Cycles 91.417            |  |  |  |  |
| Current Equipment List 23.29 & 23.1589        |  |  |  |  |
| NDT Records                                   |  |  |  |  |
| Interior / Fire Blocking                      |  |  |  |  |
| <b>Aircraft / Operation Support</b>           |  |  |  |  |
| Type Certificate Data Sheets                  |  |  |  |  |
| Checklists                                    |  |  |  |  |
| Maint. Tracking and Forecasting Database      |  |  |  |  |
| Maintenance Manuals                           |  |  |  |  |
| Illustrated Parts Catalog                     |  |  |  |  |
| Wiring Manuals                                |  |  |  |  |
| Outfitting and Equipment Installation Manuals |  |  |  |  |
| Equipment Manuals                             |  |  |  |  |
| Custom's Stickers / Letter                    |  |  |  |  |
| Certificates of Insurance                     |  |  |  |  |
| Jepp Charts                                   |  |  |  |  |
| FAR/AIM                                       |  |  |  |  |
| Airport Directory                             |  |  |  |  |
| Accuquik                                      |  |  |  |  |
| Engine Trend Analysis                         |  |  |  |  |
| Spare Parts Inventory                         |  |  |  |  |
| Maintenance Post-flight Forms                 |  |  |  |  |
| Servicing Record                              |  |  |  |  |
| Passenger Contact / General Information       |  |  |  |  |
| Aircraft Emergency Response Plan              |  |  |  |  |
| <b>Crew Records</b>                           |  |  |  |  |
| Training - Aircraft                           |  |  |  |  |
| Training - RVSM                               |  |  |  |  |
| Training - International Operations           |  |  |  |  |
| Training - CPR / AED                          |  |  |  |  |
| Training - Hazmat                             |  |  |  |  |
| Training - Safety                             |  |  |  |  |
| Training - Survival                           |  |  |  |  |
| Training - High Altitude Physiology           |  |  |  |  |
| Training - Weather                            |  |  |  |  |
| Medical - Immunizations                       |  |  |  |  |
| Passports / Visas                             |  |  |  |  |
| Schedule Balance                              |  |  |  |  |
| Certificate Copies                            |  |  |  |  |
| Pilot's License & Types / Currency            |  |  |  |  |
| <b>Maint. Crew - Line Service Records</b>     |  |  |  |  |
| Training - Aircraft                           |  |  |  |  |
| Training - CPR / AED                          |  |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
| Training - Hazmat                                 |  |  |  |  |
| Training - OSHA Safety                            |  |  |  |  |
| Training - EPA Safety                             |  |  |  |  |
| Medical - Immunizations                           |  |  |  |  |
| Passports / Visas                                 |  |  |  |  |
| Taxi / Run-up Authorizations                      |  |  |  |  |
| Maintenance Licenses & Types                      |  |  |  |  |
| Tug Operations / Airport Operational Restrictions |  |  |  |  |
| Mechanic Contractor Records                       |  |  |  |  |
|   |  |  |  |  |
| <b>Safety Management System</b>                   |  |  |  |  |
| Risk Analysis Forms                               |  |  |  |  |
|   |  |  |  |  |