HOW TO USE THE DOWN-LOADABLE MODEL FILES

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There are three files in each "airplane" model file. Inside the individual model files, the documents are all done in Microsoft Word and Microsoft Excel 2000 format. We do not have files in any other format, nor do we have the capability of reformatting these files in another format.

You may download a free Adobe Acrobat reader at http://www.adobe.com/products/acrobat/readstep.html

You may download a free Word reader at http://office.microsoft.com/downloads/2000/wdvw9716.aspx and a free Excel reader at http://office.microsoft.com/downloads/2000/xlviewer.aspx

These instructions will use the Cessna 182 files as example. There will be very minor, if any, differences between your airplane file and the 182 file.

The documents you will find in the model file are:

inspect.doc

A blank form to fill out during your part of the inspection. The only parts that have been pre-filled out are the "CESSNA" and "182" blanks. Fill out all the other blanks as best you can. Note that items in *italics* are required and that items in ***bold italics*** will be taken care of during the actual inspection.

log.xls

A sample of the logbook data done with a particular airplane (N73CQ) as an example. You may use this form and change the data to fit your airplane or you may make up your own form. If you use this form, do the logbook spreadsheet FIRST.

Note that there are YELLOW, LIGHT GREEN, and ORANGE-PINK sections of the logbook spreadsheet.

Yellow sections are simply headings for the various sections. There is no reason for you to modify these headings.

Green sections are for FORMULAS and CALCULATIONS that you should not change unless you are a very experienced spreadsheet programmer. (The spreadsheet is protected from change, and you can unprotect it if you wish using the unprotect command.)

Orange-pink sections are simply colored to draw attention to something that needs to happen, either at this or at a future annual.

You need a common starting point for the data. This can be the current tach and date, or a tach and date a few years ago when all the information was known. You will need to know total airframe hours, engine SMOH, prop

SMOH, engine total, and prop total at some particular point in time. Note that the sample data was all taken from one point in October of 1990 at one particular tach time. This makes the rest of the calculations quite easy.

The Inspection Data allows for 20 years of history and records. You may start it at any year you wish. All you need to do is input year and tach time when the annual was done that year. The spreadsheet does the rest.

Finally, there is a Equipment Model & Serial Log. Quite often, an AD is only applicable to a particular serial number or range of serial numbers. This simply makes it easy to go through and check AD compliance with the serial numbers of the equipment on your airplane.

W&B.xls

A sample weight and balance form done with a particular airplane (N73CQ) as an example. You may use this form or any other form you wish

You will need to take the original airplane data to get a valid equipment list, subtract from it all equipment that was removed from the airplane, and add to it all equipment currently installed on the airplane. If you choose not to use this equipment list as an example, you may use your own, but I cannot do the annual without a current equipment list. If there is equipment on the list that is not in the aircraft logbook, then get the person who installed it to sign it off. If you can't find the person who installed it, or do not know who installed it, note the equipment on a separate sheet of paper and we will deal with it at the inspection.

The total weight and balance data of the installed equipment MUST match the latest data signed off in the logbook. If the equipment list math is incorrect, we can do a new weight and balance during the inspection.

The last page shows a sample weight and balance loading for a flight. It has absolutely nothing to do with the annual inspection. It is there for your interest.