

SOP	FEDERAL AVIATION ADMINISTRATION STANDARD OPERATING PROCEDURES (SOP)	PML
Subj:6000.15H	<b>Appendix H, Paper Maintenance Logs SOP</b>	Version 5.0
<b>POC:</b> AJW-137		08/13/2018

## Section 1. General.

**1. Purpose.** The purpose of this Standard Operating Procedure (SOP) is to provide standard operating procedures for Technical Operations personnel and non-Federal technicians who are required to maintain paper Facility Maintenance Logs (FAA Form 6030-1), or Technical Performance Records (TPRs) (FAA Form 6000-8 series) to document and track events or performance parameters and their impact throughout the NAS.

**2. Scope.** This SOP addresses key operational control center processes, and is not intended to encompass all operations. It includes procedures for coordination of scheduled, unscheduled, and administrative events.

### **3. Authority to Use This SOP.**

**a.** Order 6000.15, General Maintenance Handbook for NAS Facilities establishes the authority to use this SOP. This SOP was originally signed by the Director of Technical Operations Support and is kept on file by the OPR. This SOP will be maintained, revised, updated or canceled by the OPR.

**b.** Publication of Order 6000.15, Appendix H. Paper Maintenance Logs SOP cancels the Paper Maintenance Logs SOP dated August 9, 2013.

**4. Background.** The need for proper and thorough documentation of equipment performance and activities at FAA facilities cannot be overemphasized.

**a.** The logs are the means of documenting equipment performance and maintenance activities, as well as providing a historical record of site events. FAA Form 6030-1 is used to provide the required documentation at facilities not using electronic logging for any reason. Technicians maintaining non-Federal facilities shall continue to use FAA Form 6030-1 (manual) logs until directed otherwise in writing by an authorized FAA Office.

**b.** The TPRs provide a means to document a record of system, subsystem, or equipment performance parameters over a period of time. You can use FAA Form 6000-8, or other 6000 series TPR forms to document measured performance parameters.

## 5. Logging Requirements.

**a. Facilities Requiring Maintenance Logs.** All facilities listed in the FSEP shall be the subject of a log except for those facilities identified in the current version of Order 6000.15. District Managers or their designee may establish additional logging requirements as needed.

### **b. Subject of the Log.**

(1) The facility identifier followed by the type contraction (e.g., RNO ASR) shall be entered in the "Subject of the Log" block to identify the facility or equipment for which the log is intended. The "Station" block shall contain the location name (city and state) as shown in the FMF/FSEP.

(2) Control Facility Log. Logs at control facilities for remote sites shall include entries for facilities over which remote control and/or monitoring is exercised from that location. The facility location identifier followed by the type contraction shall be noted in the "Subject of the Log" block, and the controlled facilities noted in the "Subsidiary Log" block on the front cover.

**c. Consolidated Facility Logs.** Entries associated with several facilities may be consolidated into one log. Candidates for consolidation would be small facilities that could be logically included in a larger one (VRS in the ATCT log). Other candidates for consolidation would be facilities in close proximity where few entries are required over a long period of time. The District Manager or designee may determine log consolidation configuration within their district. In allowing for consolidation, the following criteria shall be observed:

(1) The "Subject of the Log" shall be identified as the location identifier followed by the selected facility type as determined by the District Manager or designee. Additional facilities covered by the log will be identified as consolidated logs in the subsidiary log blocks on the front cover of FAA Form 6030

(See Examples)

(2) Consolidated logs may be established to include different facility types with the same location identifier or multiple facilities of the same type but with different location identifiers or different facility types with different location identifiers. Arrivals, departures, plants and structures work, and other activities not relating to a particular facility type do not require any preface. All other entries will be prefaced as follows:

(a) If the log includes only different facility types, each entry shall be prefaced with the facility type followed by a dash (-).

(b) If the log includes only multiple facilities of the same type, each with a different location identifier, each entry shall be prefaced with the location identifier followed by a dash (-).

(c) If the log includes both different facility types and multiple facilities of the same type, each entry shall be prefaced with the location identifier followed by the facility type followed by a dash (-).

(3) Because the "Subject of the Log" block only contains one of the facilities, it is difficult to keep track of which facilities are in what log after the pages to be retained have been removed. To overcome this problem, a list of the facilities consolidated into a particular log shall be kept on file with the retained pages of the log.

(4) Consolidation shall not render a specific facility history unreasonably difficult to trace.

**d. Location of Logs.** Logs should be kept in the immediate vicinity of the log subject. Exceptions are allowed where this is impractical, but the first-line supervisor shall designate the location (in writing). The alternate location shall provide convenient access and protection from the elements. Logs shall be structured so arrival and departure entries at a given location need not be duplicated in more than one log.

**6. Log Format.** Legible entries shall be made in the facility log with a typewriter or ballpoint pen. All information noted shall correlate with related data on other forms, records, and reports; including FAA Forms (6000 series), Technical Performance Record. Maintenance activities logged shall cite the appropriate instruction books, maintenance technical handbooks, directives, maintenance charts, or other documents needed to support the entry as a complete, understandable statement.

**a. Corrections.** There shall be no erasures or deletion of the entered data. A corrected entry is mandatory for erroneous entries relating to a facility interruption. Errors shall be corrected by one of the following two methods.

(1) The person making the error can void the entry with a single line strikeout, followed by their initials and the corrected version. This method shall only be used when the correction can be entered adjacent to or immediately below the erroneous entry. See Example 3 part 1.

(2) An entry in error shall be corrected with an additional entry referenced to the erroneous entry by date and time. The person making the correction shall then note the date and time of the corrected entry and their initials in the margin adjacent to the erroneous entry. See Example 3 part 2.

**b. Initials.** The originator shall initial the entry in the area provided on the last line of the entry. Two-party entries shall be initialed by the originator's initials on top, a slash (/), and the second party's (observer, or second technician) initials under the slash in the initial box. If additional initials are required, they shall be entered in the remarks area. Certification entries shall be single party entries. In the event two persons at a facility have identical initials, the supervisor shall assign distinctive initials (for logging purposes) to one or both to avoid entry confusion.

**c. Page Numbering.** All serialized log pages shall remain in numerical order with exceptions noted. When starting a new log, the serial number of the last page of the old log shall be referenced in the first entry of the new log. The serial number of the first page in the new log shall be referenced in the last entry of the old log or in the lower right margin of the last page. (See examples)

**d. Month and Year.** The month and year corresponding to the beginning entry on each page of the log shall be entered in the "Month and Year" block at the top of each page of the log. The remarks area

of the first entry for each calendar month shall contain only the month followed by the year, i.e., "January 2000." (See examples)

**e. Date and Time.** All entries shall be referenced to date and Coordinated Universal Time (UTC). Consecutive entries on the same calendar date need not be dated at each entry, but the date is required on the first and last entry of each page. Entries continued from the previous page need not have a date and time on the continued portion.

**f. Log Interval.** Log interval is that interval from the first logging event, which is made in conjunction with the establishment of a facility to the last logging event, which is made in conjunction with the removal of the facility. The first entry of the log interval shall begin with the statement "First Entry." For a consolidated log, the statement "First Entry" shall be prefaced by the facility type and location identifier followed by a dash (-), which the entry relates. The last entry of the log interval shall be a single line entry and contain the statement "Log Terminated." For a consolidated log, the statement "Log Terminated" shall be prefaced with the facility type and location identifier followed by a dash (-) to which the entry relates.

**g. Conciseness.** Log entries shall be clear, complete, and concise. The log is a historical documentation of fact, as perceived by the person making the entry. Elaborate detail or opinion shall be avoided. The use of recognizable abbreviations, reference to substantive records, or directives is encouraged in expressing activities in the clearest manner. The current version of the following references provide approved word and phrase contractions:

(1) Order 1375.4, Standard Data Elements and Codes—Facility Identification and Supplemental Standards.

(2) Order 6000.5, Facility Service Equipment Profile (FSEP).

(3) Order 7340.1, Contractions.

(4) NAS MD-OOI, National Airspace System Configuration Management Document.

**h. Interruptions.** A loss of user facility service shall be noted in manual logs by the use of cause codes and slant bars. A forward slash ( / ) shall be placed to the left of the time entry for the start of the service loss, and a forward slash to the right of the time entry for the end of the service loss. Interruptions of less than 60 seconds may be a single line entry, with the forward slash placed before and after the time entry. These rules also apply to the reportable services. Slant bars shall not be used for reduced service/reduced equipment entries.

**i. Delayed Entries.**

(1) Delayed entries shall be made only when necessary to complete the record for a facility interruption or service interruption. The entry shall use the date, time, and code of the interruption, and include slant bars. The remarks entry shall begin with the notation "delayed entry" in parenthesis, and include the entry date and time; i.e., "(Delayed Entry, 1/14 1745)."

(2) Entries concerning routine maintenance activities in the past should be made with the time of the entry in the left-hand columns, contain the date and time of the activity in the remarks, and note the reason the entry was not made coincident with the event. (See paragraph 6k, for delayed entry certification policy.)

**j. Page Breaks.** At times it will be necessary to break the line sequencing of log entries (for purposes of on-site overview, aircraft accidents, or other reasons). In those cases, the last page of entry in the log sequence shall be noted with a final entry. Unused lines on the page shall be lined out with one diagonal line and the closure statement "Last Entry This Page" included at the end of entry. The entry shall then be initialed and the right hand block at the bottom of the page signed and dated.

**k. Certification/Verification.** The certification/verification statement shall be entered as specified in the maintenance technical handbooks. The statement shall be preceded by code 51 for certification, or code 41 for verification. Use code 52 for decertification. Multiple certification/verification statements made at the same time (on unlike equipment's) shall be made with successive entries each starting on a new line. Facilities with multiple similar equipment may use an inclusive certification/verification statement. For example, "all" (or a partial list) of the communication frequencies at a facility may be certified with a single entry, in lieu of listing the separate frequencies. The certification/verification entry shall precede a "return to service" entry in conjunction with facility restoration entries. Delayed certification/verification entries are not allowed.

**7. Activities requiring Log Entries.** Entries in the logs shall provide a complete historical account of activities related to facility status, certification, operation, or performance. They shall include but are not limited to:

**a.** Physical arrivals and departures at facilities without permanent staff. At least one entry shall include the purpose of the visit.

**b.** All system and subsystem interruptions and related activities.

**c.** Start and completion of periodic or corrective maintenance actions performed.

**d.** Identification of failed or replaced equipment components.

**e.** Start and completion of flight inspections if on-site personnel are involved or notified.

**f.** Technical evaluations, inspections of any kind, and aircraft accident/incident investigations.

**g.** Equipment changes, replacement, or adjustment of parameters.

**h.** Modification, commissioning, or decommissioning activities.

**i.** Pilferage, vandalism, or related events.

**j.** Adverse weather effects, commercial power failures, access road problems, or any other conditions deemed to have impact on facility or air traffic operation.

**k.** Certification or decertification of systems, subsystems, or services.

**l.** Visits by Service Area, headquarters or non-FAA personnel.

**m.** Coordination entries concerning facility transfer, intentional channel changes, interruption, refusal of interruption request, or restoration shall state the organizational element and initials of the person contacted; i.e., AFSS (JS), ARTCC (LC), AT (RD).

**n.** Supervisory log reviews.

**o.** Start and completion of radio frequency interference investigation if on-site personnel are involved.

**p.** Unsolicited statements from cognizant personnel about facility operations.

**q.** Coordination. Coordination entries concerning facility transfer, channel change, shutdown, or restoration shall state the organizational element and initials of the person contacted (i.e., FSS (JS), ARTCC (LC), AT (RD)).

**r.** Input From Sources Outside the District. All statements regarding facility operations or status made by Air Traffic, Flight Inspection, or other organizational representatives (FAA or non-FAA) shall be entered into the log by designated personnel only. The source of the statement shall be identified by last name and organization. With facility work projects, the name of the person in charge of the project shall be noted. Any known effects of the project on facility operation or status shall be included in the entry.

**8. Log Review.** FAA facility logs shall be subjected to three levels of review. These will be:

**a. Immediate Review.** Airway Facilities personnel making log entries shall review each entry for technical accuracy to ensure that the entry is complete, legible, and concise before initialing. They shall also ensure that all corrections or additions are properly cross-referenced and the yellow copy is an accurate white copy reproduction. A disparity may occur between white and yellow copies due to accidents with the carbon. When this happens, the original entry shall be repeated on the yellow sheet, with a note of explanation. Use of the lower right hand signature block is no longer required, except as specified in paragraph 6j.

**b. Supervisory Review.**

(1) The site supervisor or designee shall conduct an onsite log overview prior to removal of the white pages. This review shall address log procedural or policy discrepancies, technical completeness, detection of facility performance trends, and recurring malfunctions. Noted logging discrepancies shall be brought to the attention of the person making the entry in the interest of corrective instruction. Mistakes or unclear entries shall be corrected by an additional entry referenced to the erroneous entry by date and time. (Deletions are not allowed.) The log reviewer shall make and date appropriate notes in the margin near the discrepancy, identifying the location of the correction by reference to the correction entry date and time.

(2) The reviewer shall verify that the yellow copy is a reproduction of the white page and signify that a review was completed by dating and signing in the lower left block at the bottom of the last page reviewed. The log review shall contain a statement that identifies the log review period, e.g., "Log reviewed for period 4/6/89 at 1500 to 6/15/89 at 0915." The white pages shall be removed for further disposition in accordance with paragraph 9B.

(3) The log review and white page collection frequency shall be determined by the District Manager or designee, but shall be at least annually.

**c. Administrative Review.** The District Manager or designee shall conduct administrative log reviews in accordance with the latest version of Order 6000.15.

## **9. Disposition of Logs.**

### **a. Distribution.**

(1) FAA Facility Logs. The original white pages of the maintenance logs (except classified logs) shall be removed to the District Office or field office coincident with the onsite review by the first level supervisor or designee. The yellow log pages will be retained at the facility.

(2) Non-Federal Facility Logs. The original white pages of the maintenance logs are retained at the non-Federal facility and the yellow log pages shall be removed and sent to the appropriate FAA office in accordance with Order 6700.20.

**b. Retention.** The retention period for both white and yellow log pages (FAA Form 6030-1 and 6030-2) shall be a minimum of 2 and a maximum of 3 years. The 3 year period may be used when a yearly bulk storage and destruction procedure is used. If that is not the case, destruction after 2 years is preferred. Providing there are no unresolved claims against the Government with regard to the facility involved, all log copies must be destroyed after 3 years. (Refer to Order 1350.15.)

**c. Storage and Destruction.** Logs are to be destroyed at the office or facility of concern, except as noted in subparagraphs 9D and 9E below. Storage and destruction of FAA Forms 6030-1 shall be in accordance with Order 1350.15.

**d. Classified Logs.** Both white and yellow copies of classified logs shall be retained at the facility. The retention period shall be the same as nonclassified logs. (See paragraph 9B) At the end of this period, they shall be transferred to the regional office for destruction in accordance with Order 1600.2, National Security Information.

**e. Aircraft Accidents.** The Service Area Director or designee will direct that appropriate page(s) of the log be forwarded to the SSC for review. Disposition of these pages will then be in accordance with Order 8020.16, Aircraft Accidents and Incidents-Notification, Investigation, and Reporting.

**f. Mobile Facilities.** Both the white and yellow copies of the logs associated with mobile facilities will be filed at the facility until it is removed from service at a particular location. At that time the log white copies shall be forwarded to the controlling office. The yellow copies shall remain with the mobile facility. The retention period and destruction requirements for both copies are the same as nonmobile facilities. (See paragraphs 9b and 9c.)

#### **10. Loan of facility Maintenance Logs.**

**a.** Neither access to, nor copies of, the maintenance log shall be provided to anyone outside the FAA without prior approval of the regional AF division of concern or the FAA AF headquarters. Hard copies approved for non-FAA use shall be certified as representing maintenance log entries for the periods addressed and signed by the District Manager or designee.

**b.** Originals released for any purpose will be limited to the log white copies, and shall be receipted for and returned to the District Manager or designee as soon as possible.

**c.** An accurate and complete listing of all white copies loaned shall be maintained by the District Manager or designee. This list shall show the date, to whom lent, for what purpose, and the date returned.

**d.** The yellow copies shall never be loaned.

**11. 6030-1 Logging Examples.** Control centers provide a primary coordination point for scheduling, resource management and upward reporting. Coordination of these activities should NOTE: The following examples in this SOP contain suggested entries only.

**NOTE:** The following examples in this SOP contain suggested entries only. These examples were extracted from 6000.15B, and may reflect facilities now logged exclusively with automated logging. The dates have been changed to reflect more recent entries.

**Example 1 Part 1:**

Subject of the log, station, month, and year

Beginning entry for the month

Begin maintenance entry

Completion of periodic maintenance with reference to handbook (No certification parameters affected)

Arrive and depart site

Coordination with Air Traffic personnel

Routine single line certification:

FACILITY MAINTENANCE LOG			STATION	MONTH AND YEAR
			SUBJECT OF LOG	
			Eugene, Oregon	January, 2000
			EUG ASR	
DATE	TIME	CODE	REMARKS	INITIALS
			January 2000	
02	1800		Arrived site. Channel B in operation. Requested ATC release	
			Channel A for maintenance.	SM
	1805		ATCT (PD) released Channel A for maintenance. Began maintenance.	SM
	1920		Channel A returned to service. Requested Channel change.	SM
	1925		ATCT (PD) changed channels. Channel A in operation.	SM
	1928		Requested Channel B for maintenance. Channel B released ATCT (PD).	SM
	2115		Completed Weekly and Monthly maintenance on Channel A and B IAW	
			6310.9A para. 150 a and b. Channel B returned to service. ATCT (PD)	
			advised.	SM
	2130	51	ASR T/R Certified.	SM
02	2140		Departed Site Channel A in operation.	SM

**Example 1 Part 2:**

Inclusive certification entry (RCO)

Non-SMO coordination entry

14	1623	51	Local Receivers 121.5, 123.6, and 122.2 MHz. main and standby certified.	JS
15	2015		Washoe County Deputy Sheriff (Scott) reported small boys shooting at RNO RCO obstruction lights.	JS
<b>DATE</b>	<b>SIGNATURE OF SECTOR MANAGER/DESIGNEE</b>		<b>DATE</b>	<b>SIGNATURE OF MAINTENANCE TECHNICIAN</b>

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**Example 3 Part 1:**

Voiding and correcting a log entry immediately.

			October 1991	
12	1544	10	Arrived Site.	ANO
	1709	50	Completed Weekly PM #1 on SYS/CARSR Channel A per 6340.49	
			Paragraph 410 reference A-D.	ANO
	1715	00	Contacted ZHE SOC (ED) and requested a channel change. Request approved.	ANO
	1740		Completed Weekly PM #1 on SYS/CARSR Channel B per 6340.49	
			Paragraph 410 reference A-D.	ANO
	<del>1745</del>	<del>51</del>	<del>ARSR Certified.</del>	<del>ANO</del>
	1745	51	CARSR Certified.	ANO
	1803	10	Departed Site.	ANO
<b>DATE</b>	<b>SIGNATURE OF SECTOR MANAGER/DESIGNEE</b>		<b>DATE</b>	<b>SIGNATURE OF MAINTENANCE TECHNICIAN</b>

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**Example 3 Part 2:**

Voiding and correcting a log entry at a later time.

			October 1991	
12	1544	10	Arrived Site.	
	1709	50	Completed Weekly PM #1 on SYS/CARSR Channel A per 6340.49	
			Paragraph 410 reference A-D.	ANO
	1715	00	Contacted ZHE SOC (ED) and requested a channel change. Request approved.	ANO
	1740		Completed Weekly PM #1 on SYS/CARSR Channel B per 6340.49	
			Paragraph 410 reference A-D.	ANO
	<del>1745</del>	<del>51</del>	<del>ARSR Certified.</del>	<del>ANO</del>
	1750	10	Departed Site.	ANO
13	0900	00	Voided entry dated on 10/21 at 1745, used wrong certification statement.	ANO
12	1745	51	CARSR Certified	ANO
<b>DATE</b>	<b>SIGNATURE OF SECTOR MANAGER/DESIGNEE</b>		<b>DATE</b>	<b>SIGNATURE OF MAINTENANCE TECHNICIAN</b>

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## 12. TPR Requirements.

**a. Facilities Requiring TPRs.** You must create and maintain a TPR for all facilities identified in Appendix D, Facility Maintenance Documentation Requirements, as having a TPR requirement. District Managers or their designee may establish additional TPR requirements as needed.

### **b. Subject of the TPR.**

(1) The facility identifier followed by the type contraction (e.g., RNO ASR) shall be entered in the "Subject of the TPR" block to identify the facility or equipment for which the log is intended. The "Station" block shall contain the location name (city and state) as shown in the FMF/FSEP.

**c. Temporary TPRs.** In the event SAL eTPR application is unusable due to software or MDT failure the specialist should use an alternate MDT. In the event that the electronic logging system is not available, or you cannot log on to your MDT, you must keep blank hard copies of FAA Form 6000-8 on hand to enter the information. In this interim state, the completed hard copies are the official log and you must retain them at the work center. You must transpose the temporary entries to the electronic system when the system is restored, and the temporary hard copies must then be destroyed.