National Maintenance Alert (NMA-20-053)

Effective Date: 07/10/2020 00:00 Z

Reminder Guidance for Logging PM & Service Certification During COVID-19

Facility:
ALL

Summary:
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Update 07/10/2020: This Maintenance Alert has been updated to extend the suspense date.
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Update 06/12/2020: This Maintenance Alert has been updated. Please read the entire Action section for updated guidance.

This Maintenance Alert provides guidance for logging deferred Periodic Maintenance (PM) tasks, Service Certifications, and temporary changes to PM intervals directed by the April 15, 2020 Memorandum titled: Guidance for Deferment of Periodic Maintenance and Modifications During the COVID-19 Pandemic National Emergency; and the National Maintenance Alert NMA-20-043, Reduced Maintenance Guidance During COVID-19 Response.

Background:
This Maintenance Alert is intended to provide more detailed guidance to better comply with the referenced memorandum and Maintenance Alert in compliance with Order 6000.15, General Maintenance Handbook for NAS Facilities.

Action:
Deferment of PMs:
When deferring PMs above quarterly, that are not on the critical maintenance list, be sure to select Open/Continue, use Sup Code 0, and MAC "V" Viral Pandemic Deferment with Code Category 50 to leave the PM Open and in a deferred status. Include "Deferred due to //COVID-19//" in the Remarks. If you cannot complete the deferred PM before the next interval opens, you may close it as PM Not Performed, using Sup Code 0, and MAC "V" with Code Category 55 once the next interval opens. Include "PM Not Performed due to //COVID-19// and closed due to next PM interval opening" in the remarks here as well. AJW-1 is currently working to add this deferment functionality to the automated tool they developed to close the quarterly and below PMs not on the Critical Maintenance File list.

PM Interval Changes:
If the interval change is linear, meaning weekly to bi-weekly, monthly to bi-monthly, etc; you may skip one occurrence and perform the one in the next cycle without any changes to the PM Scheduler. Code the ones you perform as normal, SC 0, and MAC "P" with a Code Category 50 PM Performed. Code the ones you skip with SC 0, and MAC "V" Viral

Pandemic Deferment with a Code Category 55 PM Not Performed. Include //COVID-19// in the Remarks,

or

If the interval change is non-linear, meaning quarterly (4 times per year) to tri-annual (3 times per year); you may add a new temporary PM using the new interval and close the original PM using SC 0, and MAC "V" with Code Category 55 PM Not Performed. Include //COVID-19// in the Remarks. Then perform the PM at the new interval during the National emergency pandemic.

Once the pandemic is over, you can go back to the normal cycle, and remove any temporary PMs added to your scheduler.

Performing Daily PMs:
Many facilities are not normally staffed 7 days a week. In addition, in order to adhere to social distancing requirements, and limit the number of days required to be in the FAA facility, some additional facilities, on some additional days, may not be staffed with maintenance personnel 7 days a week during the COVID-19 National emergency pandemic.

If your facility is not staffed with maintenance personnel 7 days a week, you can perform the Daily PMs that are on the Critical Maintenance File List as Daily Administrative (DA), regardless of how they are scheduled. If the reason you are not performing the Daily PM is due to the COVID-19 staffing of the facility, you may close the ones you do not perform as PM Not Performed using SC 0, and MAC "V" Viral Pandemic Deferment with Code Category 55. Include in the remarks "PM Not Performed due to //COVID-19//".

Log the Daily PMs you perform as normal, SC 0, MAC "P" with a Code Category 50 PM Performed.

Daily Administrative (DA) means every calendar day maintenance personnel are on duty. You may reduce the schedule to a minimum of 3 times a week, with not more than 3 days between successive occurrences in accordance with Order 6000.15. This is not new policy, available today and during normal operations.

Performing Daily Service Certifications:
Many facilities are not normally staffed 7 days a week. In addition, in order to adhere to social distancing requirements, and limit the number of days required to be in the FAA facility, some additional facilities, on some additional days, may not be staffed with maintenance personnel 7 days a week during the COVID-19 National emergency pandemic.

If your facility is not staffed with maintenance personnel 7 days a week, you may treat Daily Service Certifications as Daily Administrative (DA), regardless of how they are scheduled.

If the reason you are not performing the Daily scheduled Service Certification is due to the COVID-19 staffing of the facility, you may void the scheduled service certifications that

were not performed, and in the remarks, include "Voided due to //COVID-19//".

Daily Administrative (DA) means every calendar day maintenance personnel are on duty. You may reduce the schedule to a minimum of 3 times a week, with not more than 3 days between successive occurrences in accordance with Order 6000.15. This is not new policy, available today and during normal operations.

The Service Certification does not expire each day when performed as a DA, it will follow the DA schedule.

Performing Non-Critical PMs:
The following provides guidance for performing and logging PMs not on the Critical Maintenance File List and previously deferred or closed due to COVID-19 social distancing requirements. As we prepare to come out of the COVID-19 restrictions, and with the onset of hurricane season, your management may determine cause for performing these PMs. The following provides guidance on how to log these PMs.

For Non-Critical PMs that were Deferred:
These PMs should already be in the PM Queue in SAL or TAP, already deferred using Code Category 50,
Supplemental Code 0, and a MAC of "V".

• If the PM is open and still in the accomplishment window, the technician can accomplish the PM and code as a normal PM performed.

• If you accomplish the PM after the latest date of the accomplishment window, code as PM performed using 50/0/V to show the impact of the COVID-19 deferment.

• Use the actual times spent performing the PM for accurately logging.

• For either scenario, include //COVID-19//Non Critical Maintenance in remarks field.

For Non-Critical PMs that were Closed:
If the PMs are already closed the technician can re-create them in SAL or TAP and log them as completed.
Procedures and videos outlining how to re-create the PMs are available on the RMLS Support Site at https://support.rmls.faa.gov.

• You should sign them off using Code Category 50, Supplemental Code 0, MAC of "V".

• Use the actual times spent performing the PM for accurately logging.

• Include //COVID-19//Non Critical Maintenance in remarks field.

Tracking Critical PMs with the new Technet COVID-19 Dashboard:
To assist in identifying PMs that are critical to mission essential operations, TechNet has added a new COVID-19 Dashboard which can be configured to only show PMs that are on

the Critical Maintenance File List and required to be performed as normal.

You can contact Lowen Overby for any questions regarding this supplemental guidance at (202) 267-4088.

Resolution:
This Maintenance Alert will remain in effect for the same duration as NMA-20-043.

OPI:Operations Support, AJW-1
OPI Email: