

Title: Reduced Maintenance Guidance During COVID-19 Response

Serial #: NMA-20-043

Type: ALL

Effective Date: 07/29/2020 00:00

SUMMARY: *****

Update 07/29/2020: This Maintenance Alert has been updated to include new attachments and language, and to incorporate the contents of NMA-20-053. Please read the entire alert.

This Maintenance Alert updates NMA-20-043 in providing continued guidance for reduced directed Modifications and Preventive Maintenance (PM) of National Airspace System (NAS) systems and facilities during the COVID-19 pandemic national emergency. In addition, [NMA-20-053](#), Reminder Guidance for Logging PM & Service Certification During COVID-19, will be cancelled and the information added into this alert.

This update also provides updated listings of approved Directives and Critical Maintenance files, and addresses existing locally defined PM tasks.

BACKGROUND: In order to respond to the rapidly evolving situations related to social distancing, reducing risk to employees and the public, and any potential staffing required by, or due to, the COVID-19 pandemic, the Operations Support Directorate (AJW-1) is providing the following updated guidance.

ACTION: Modification and Preventive Maintenance guidance provided below in response to the COVID-19 pandemic. In developing this guidance, the Safety of the NAS is our number one priority.

If the specialists cannot perform Preventive Maintenance with either appropriate social distancing or appropriate face coverings worn by the specialists as well as other FAA / contractor personnel as needed, the specialist may delay or reschedule for a later time when the specialist can complete the

Preventive Maintenance safely.

Additionally, this Maintenance Alert applies to Preventive Maintenance, Corrective Maintenance, and Modification/Directive Maintenance. Other normal maintenance activities do not fall under the authority of this Maintenance Alert. Those include local grounds and roads and other locally prioritized work.

If you have questions or comments regarding this guidance, please escalate them to your Service Area, Technical Services Manager.

Modifications:

During this time, hardware and software modifications will be deferred. Exceptions include:

- Modifications required for Charting Cycle updates
- National Defense (DOD) and Department of Homeland Security (DHS) /Law Enforcement mission continuance as approved by AJW-1,
- Similar regularly scheduled updates; or
- Directives approved through Service Area Directors requests and Operations Support Directorate approval. Attached is the list of currently approved Directives. [Link to list of approved Directives.](#)

Preventive Maintenance:

It is imperative that you continue to perform PMs in a safe manner, considering social distancing, and that you preplan and coordinate all PMs with appropriate Operational Risk Management (ORM).

We are deferring all National Preventive Maintenance tasks (PMs) during this time. Exceptions include:

- Critical Maintenance Tasks identified in the attached Critical Maintenance file. [Link to the Critical Maintenance File.](#) This information is also provided at the following web address: [https://support.rmls.faa.gov/documents/RMSET/documentGroup.aspx?group=COVID-19 NAS Periodic Maintenance Guidance](https://support.rmls.faa.gov/documents/RMSET/documentGroup.aspx?group=COVID-19%20NAS%20Periodic%20Maintenance%20Guidance). This site also provides a Critical Maintenance Task list with Task Glossary Codes which can be used as a reference to quickly locate RMLS task numbers.
- Preventive Maintenance environmental tasks not covered by FAA maintenance handbooks or Technical Instruction books that have been established as local PM tasks as approved by the district.
- Environmental and personnel safety maintenance tasks required to comply with federal, state or municipality codes.
- Certification of services is periodic and scheduled; you must perform daily service certifications at least once every three days, and perform weekly service certifications at least once per week in accordance with current policy in Order 6000.15, General Maintenance Handbook for NAS Facilities, Appendix B. You may use any available method to make a certification judgment, typically service certification does not require an interruption, and can be performed based on user feedback or observation of advertised functionality being provided to the user in the operational environment. You may perform PMs that facilitate your service certification judgment.
- Certification of systems is event based, and only required in connection to certain events defined in Order 6000.15, Par 5-4; such as restoration after an outage (scheduled or unscheduled), aircraft

accident investigation, security breach, or changes to a certification parameter. You may use any available method to make a certification judgment. If we defer a PM that requires an interruption, we don't have an event, and therefore the existing system certification is still valid.

- Flight inspections, including required pre-inspection checks.
- Maintenance activities required for the 56-day and 28-day chart updates.
- Maintenance activities associated with the seasonal change from Spring to Summer (refer to [NMA-20-049](#)).
- Facilities should continue to complete Elevator Inspections and Maintenance in accordance with local/regional contracts and, to the extent contractually possible, FAA Order 6950.12A, Elevator Maintenance and Inspection Procedures.
- Taking as-found readings on systems administratively removed from service by the Technical Operations Aircraft Accident Representative (TOAAR).
- Maintenance activities required in order to assist FTI with maintaining equipment and services that do not require FAA escort or oversight.
- Maintenance activities required in order to assist NAS Cyber Operations (NCO) with identification or remediation of NAS cyber events.

Preventive Maintenance Logging Guidance:

All guidance is in compliance with Order 6000.15, General Maintenance Handbook for NAS Facilities.

PMs on the Critical Task List with an interval change:

- If the interval change is linear, i.e., weekly to bi-weekly, monthly to bi-monthly, 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.
- If the interval change is non-linear, i.e., 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 this alert has ended, you can go back to the normal cycle, and remove any temporary PMs added to your scheduler.

Daily PMs on the Critical Task List:

- If your facility is not staffed with maintenance personnel 7 days a week, you can perform the Daily PMs 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. (Note: 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).

Daily Service Certifications:

- 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//". (Note: 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.) The Service Certification does not expire each day when performed as a DA, it will follow the DA schedule.

PMs not on the Critical Task List:

- An automated script will defer National PMs once they reach the late date, and then close them once the next interval opens.

- The automated script will defer the PM using Code Category 50, Sup Code 0, and MAC "V" Viral Pandemic Deferment leaving the PM Open and in a deferred status. The script will include "PM deferred due to //COVID-19//" in the Remarks.

- Once the next interval opens, the automated script will close the deferred PM as PM Not Performed, using Sup Code 0, and MAC "V" with Code Category 55. The script will include "PM Not Performed due to //COVID-19//" in the remarks.

- For local maintenance listed in the exception statement above:

- o 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 the PM is accomplished 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 accurate logging.

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

- o 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>.

Use 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.

Contact Lowen Overby for any questions regarding this guidance at (202) 267-4088.

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.

Corrective Maintenance:

Local Technical Operations management, in coordination with Air Traffic, NAS Defense Programs (NDP) and other stakeholders, will determine the impact to the NAS services and coordinate restoration appropriately. When restoration is required, technicians are encouraged to utilize remote maintenance to the maximum extent possible, and perform certification if required.

RESOLUTION: This Maintenance Alert, and future versions of it, will remain in effect through the pandemic. As no one can predict that end, or when social distancing mitigations become less important for employees' safety, it is safe to assume this alert will be in place through the remainder of calendar year 2020. This alert will be updated regularly during this time, and will be updated again not later than August 26, 2020.

<https://nma.faa.gov/anon/Details/NMA-20-043>

For any additional questions or comments, please contact the TechNet team at (540) 422-4444, or e-mail us at 7-awa-technet@faa.gov.