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Date: April 10 2026

ATTN: Maintenance Department

Return to Service - Sign Off

Mechanics,

In accordance with 14 CFR §43.9, maintenance personnel are required to document the following when approving maintenance work for return to service:

1. A description of the work performed
2. The date of completion
3. The name of the person performing the work
4. The signature, certificate number, and certificate type of the person approving the work for return to service

During a recent FAA review, it was brought to our attention that our current practice for signing off discrepancies in the flight log has not consistently met these requirements, specifically with regard to documenting the date of completion. Following a review of historical records and our General Maintenance Manual (GMM) and General Operations Manual (GOM), we determined that this requirement is not currently addressed in our manuals.

To ensure continued regulatory compliance, a Temporary Revision will be issued immediately to incorporate this requirement until it can be formally included in the next revision of the applicable manuals.

Effective immediately, all maintenance personnel are required to include the date in the return-to-service section of the flight log when signing off discrepancies. Compliance with this requirement is mandatory and will help ensure our maintenance records meet FAA standards.

Thank you for your prompt attention to this matter and your continued commitment to regulatory compliance.

Alejandra Olfson
Records Manager