

Form **8130-3**

Version

4.0



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Operating Manual

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GENERAL

Technical Support

CAVU products come with 30 days of free telephone technical support from the date of the invoice. To contact technical support, call CAVU Companies between 9AM and 5PM Eastern time at :

1-800-464-3375

Please Note: In order to provide continuing and quality support to all of its customers, CAVU follows a strict adherence to this policy. Telephone support will be provided **only** to those currently covered by the support program appropriate for the product requiring support. CAVU maintains an internet homepage at:

www.CAVUcompanies.com

which contains many of the common questions or problems customers encounter. Access to the CAVU website is free.

Annual support is obtained through CAVU at a nominal charge. Updates to existing product versions will be sent automatically to customers currently on support.

A Message To Our Customers

The products described in this manual are specifically designed for the aviation maintenance/flight operations industry. This is a relatively small market for which to exclusively develop software, particularly at the “off the shelf” pricing at which these products are sold. Illegally copied or “pirated” software undermines the stability of this company and thus threatens the continued development and support of products designed exclusively for your business. We appreciate and encourage your support in this campaign. Thank you for your patronage.

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This LICENSE AGREEMENT is governed by the laws of the state of New York.

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Overview

Form 8130-3 is a windows based program designed to reduce the work load associated with the tedious completion of Form 8130-3 as required by Federal Aviation Administration regulation. The data entry screen mimics the actual form in order to improve the "intuitiveness" of the program.

The program recreates an exact replica of the Form 8130. The developers note that there are several approved formats of the Form 8130-3, developed during different congressional budgets, however, the differences are purely cosmetic (placement of logos or typeset) and most prior formats are currently accepted by the FAA. See Order 8130.21A

The end user must have Microsoft Windows version 3.1x or Windows 95 installed on his computer. The following is the required equipment list.

- Microsoft Windows compatible computer
- SVGA monitor (color recommended)
- 486 processor (higher recommended)
- Inkjet, Bubblejet or Laser printer supported by Windows. It is the user's responsibility to provide proper installation and drivers.
- Windows compatible mouse
- 4 MB RAM
- 5 MB free hard disk space

INSTALLATION

Setup

1. From the Program Manager, select the FILE menu from the START button (from Windows 95) then RUN from the pull down list.
2. At the prompt, enter D:SETUP. **Note-** A: refers to the drive where the program is placed. If your drive is designated E: then substitute E: in place of C:. Note: you must enter the correct drive.
3. The installation allows the placement of FORM 8130-3 within any subdirectory. The default subdirectory is C:\Program files\FORM8130-3 Pro\.
4. BE CAREFUL to install the database in the proper position. Follow the screen prompts to complete the installation.
5. The FORM 8130-3 installation is now complete. The installation should have created a new grouping within Programs (Windows 95) entitled Desk Manager Series. Within the Desk Manager group and upon your Desktop is the FORM 8130-3 icon.
6. You must have in your possession the registration code supplied with your software before proceeding. Double click on the FORM 8130-3 icon to proceed.
7. Enter your company's telephone number as it appears on the registration card. You may use separators i.e. (- or / to separate numbers. Enter the complete number including area code but do not precede the number with a "1" and **do not** leave blank. For example:

1-714-555-1212	WRONG
(714) 555-1212	CORRECT

Enter the registration code accompanying this system, in CAPS. If you have questions with this aspect of the installation, call CAVU Companies for support or check the following note.

8. You must select the path to the database. If you are installing on a network, the network drive must be mapped.

SCREEN LAYOUT

The data entry screen roughly resembles the FORM 8130-3 to enhance the user's familiarity with the program. Superfluous labels or sections have been removed to save space and reduce screen clutter.

There are eleven buttons at the lower margin of the screen. They are from top to right, The Previous Scroll button; the SET-UP button; the DEFAULTS button; the DELETE form button; the FIND button; the About CAVU button; the PRINT form button; The NEW form button; the SAVE form button; the EXIT button. and the Next Scroll button.

At ACCESS CONTROL, the agent's name must be selected from the pull-down list and his unique password entered to allow access to the program. The default administrator's password, cavu1234, can be entered to allow access for initial set-up.

Status/Work must be selected from the pull-down list which is viewed by clicking the Status/Work button. Within this list, select NEW, OVERHAULED etc.

DESCRIPTION OF CONTROLS

Scroll Function

The Left and Right Scroll buttons might better be named the "previous" and "next" form button. When pressed, the respective form is presented. The left scroll key begins with the most recently entered form and scrolls to older forms. The right scroll key begins with the first form entered and moves to more recent entries. To see the last form entered, press NEW, then press the left scroll button.

Set-Up Screen

The SET-UP button contains the organization names (two boxes are available and print out side-by-side on the form). Click within the box to enter your company name, address and other information you wish to appear on the form. Your phone number also appears. This should already be filled in from your installation process. Do not attempt to over type this entry as it is linked to your password. Lastly there is a Select Printer button. This button, when pressed, displays a window for selecting the Windows default printer. Be sure the printer selected is a graphic supporting printer.

Set up Agents

To set up agents, click the AGENTS or DMIR button on the SET-UP page. In the upper right hand corner, click administrator and enter the default administrator password cavu1234 in the box below. The NEW button should become active. Click NEW and enter the full agent name and certificate number in the boxes provided. Enter a unique password for that agent to use when entering the program. Press SAVE and EXIT.

When done, press the SET-UP button to exit and save your entries.

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Defaults Screen

The DEFAULTS button, when pressed, displays the defaults screen. The screen contains several text entry boxes and three check boxes. The text entry boxes correspond to sections on the form so labeled. To automatically insert entries into the various boxes on the form, enter the desired wording within the text entry box. For example, if you desire a name to automatically appear within section 17 of the form whenever a new form is brought up, enter the name within the text entry box labeled “17. Name”. Leave the field blank if no default is desired for that section. A special issue exists with numeric fields such as the system tracking number, the work order/invoice number and the serial/batch number. These fields may be automatically incremented by one (1) with each subsequent new form. The serial/batch number may increment by one (1) for each new line in box 11. To increment automatically, enter a check within the box so labeled below the appropriate fields. The numbers displayed are the latest numbers entered and will be increased by one (if the increment check box is checked) on the next new form. Alphanumeric tracking numbers can be used but must conform to the following format: \$\$\$\$-#, where \$ represents numbers or letters and # represents numbers only. Assuming the default is ABC99-1, the next tracking number will appear as ABC99-000002. When finished entering defaults, press the DEFAULT button to save and exit.

Find Function

The FIND button, when pressed, displays the Find Match screen. The screen contains a collection of fields which correspond to sections on the form and which can be searched. To search for a specific form, for example a form with Invoice number 12333, enter the number 12333 within the box labeled work order/invoice and press the FIND FIRST or FIND LAST

button on the bottom of the screen. To search for forms containing multiple field matches, such as forms signed by Jim Block containing item description “Magneto” then enter “Jim Block” in the 17. Name box and “Magneto” in the Description box. Do not enter quotation marks. Press the FIND FIRST or FIND LAST button. The form will appear behind the Find Match screen. Press the left or right arrow button to scroll to previous or subsequent matching forms. Press the FIND button to remove the Find Match screen.

Delete Button

The on-screen DELETE button deletes the entire form appearing on the screen. It is active only with previously saved forms. When pressed, a message box will appear to confirm your intentions.

Deleting Lines

To remove lines within the items section, position the cursor on the row to delete (remember to click the mouse once). Press the **keyboard** Delete key to immediately remove the line from the screen and the database.

About CAVU

The CAVU logo button displays important information about other products offered by CAVU and copyright information. Click the CAVU logo to display and turn off.

Print Function

The PRINT button, when pressed prints the entire form 8130-3 that appears on the screen on white paper. For multiple copies of the form, click the button again.

New Form

The NEW button initializes the data entry screen and the pull down lists to their neutral state. When entering the data entry form initially, it is not necessary to click this button, however, no harm is done if you do.

Click the NEW button prior to entering a new form. The screen form will appear and those fields containing defaults (see above) will fill. If the description default is set, the top line of the items section will fill with the appropriate entry, including an item number and quantity of one (1). Enter additional information and press SAVE to store your entry.

Press NEW again to bring up a new form.

Save Function

Click the SAVE button whenever you have made changes to a form that you wish to keep. This applies to entry of new forms and modification of existing forms. The number of forms FORM 8130-3 can save is limited only by available disk space.

Exiting

To exit the program and return to the PROGRAM MANAGER (of Windows 3.x) or Your Desktop (of Windows 95), press the EXIT button. This removes FORM 8130-3 from memory and the FORM 8130-3 icon must be pressed again to restart the program.

Note: FORM 8130-3 can remain in resident memory while other Window applications are run by starting FORM 8130-3 as normal and pressing ALT + TAB to switch back to Program Manager without removing FORM 8130-3.

If you exit FORM 8130-3 without saving, any modifications or entries made on the displayed form will be lost and must be re-entered.

A message box appears to confirm your intentions.

FORM INSTRUCTIONS

GENERAL PROCEDURES.

a. Form 8130–3 may be folded and put in an envelope, attached to or included with the shipment. When a supplemental Form 8130–3 is issued, the original Form 8130–3 that accompanied each shipment or product/part/appliance must be retained on file in its original paper format or a secure database in accordance with paragraph 13j of this order. The supplemental Form 8130–3 must accompany the product/part/appliance to its final destination.

b. When a Form 8130–3 is issued for approval for return to service in accordance with paragraph 11 of this order, a copy of the original Form 8130–3 that accompanies each shipment or product/part/appliance must be retained on file in its original paper format in accordance with the recordkeeping requirements of parts 43, 91, 121, 135, and 145. These forms must be retained by the facility where Form 8130–3 is issued.

c. Establishment of a numbering system for the information in Block 3 is required.

d. Form 8130–3 may be computer-generated for local reproduction but must duplicate the format of the original Government printed form. THE OVERALL FORM AS DESIGNED MUST NOT BE CHANGED, NOR MAY ANY WORDS BE ADDED OR DELETED. It is permissible to preprint the text on Form 8130–3 that is required by this order. The size of blocks, in relationship to each other, may vary slightly, but all blocks MUST REMAIN IN THEIR ORIGINAL LOCATION. Form 8130–3 may also be reduced in overall size to reduce paper consumption, but not to the extent that it is no longer easily readable and readily recognizable.

e. The signature of the person authorized to issue Form 8130–3 may be applied electronically to Blocks 15 and 20 from domestic and international locations; however, only under the direct control of the person whose signature is placed on the form.

(1) For the purpose of issuing Form 8130–3, direct control means:

(a) An electronic signature may be authorized to be applied to Form 8130–3 only at the facility where the authorized person is located and the products/parts are located.

(b) At the time the signature is authorized to be placed on Form 8130–3, the person whose signature appears on the form must have direct access to the products/parts, forms, and other data to monitor the process, perform spot-checks, and ensure the products/parts conform to the FAA-approved design data for new products/parts or meet the requirements of part 43 when inspected.

NOTE: Issuance of Form 8130–3 is an FAA function that is frequently delegated to designees. Automation and use of electronic signature of Form 8130–3 does not relieve the designee or person authorized to issue Form 8130–3 from

verifying that the product/part/appliance conforms to FAA-approved design data and is in a condition for safe operation.

(2) A PAH, air agency, or air carrier should develop procedures for managing information systems consistent with AC 21–35, Computer Generated/Stored Records. These procedures shall include a secured electronic auditing system that will reflect all system changes and a secured monitoring system that will record all transactions by part number, serial number(s) (when applicable) or equivalent, quantity, etc.

f. Form 8130–3 shall be completed as detailed in paragraph 14 of this order, Block-by-Block Instructions for Completion of Form 8130–3. All entries must be made in permanent ink and be in the English language. A sample of a Form 8130–3 is included as appendix 2.

g. Blocks 14 through 18 are used for conformity determinations, airworthiness approval of products/parts, export airworthiness approvals, and splitting bulk shipments of parts. Blocks 19 through 23 are used for approval for return to service. When Blocks 14 through 18 are used, Blocks 19 through 23 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. Likewise, when Blocks 19 through 23 are used, Blocks 14 through 18 should be shaded, darkened, or otherwise marked to preclude inadvertent or unauthorized use. In no case will Blocks 14 through 18 and Blocks 19 through 23 be completed on the same form.

h. The new Form 8130–3 may be obtained through normal distribution channels from the Logistics Center, AML-6000, P.O. Box 25082, Oklahoma City, Oklahoma 73125, telephone number (405) 954–3755; or by calling the priority desk at (405) 954–4088. The stock number for Form 8130–3 is 0052–00–012–9005. The old Form 8130–3, dated November 1993, may be issued for up to 1 year after the issuance date of this order. After 1 year, the new form must be used. Each old form that has been issued will remain valid until the product/part/appliance for which it was issued is installed.

i. When the issuer is a designee, the issuer must retain a copy of Form 8130–3 for no less than 2 years; otherwise, copies of each Form 8130–3 issued must be retained for the period required by the regulations. For owner/operators, the retention period must be at least 1 year after the work is approved for return to service, unless the work is repeated or superseded earlier. An air carrier's own manual requirements may require a longer retention period. If a repair station uses Form 8130–3 as the approval for return to service for a major repair in accordance with part 43, appendix B, paragraph (b)(2), then the repair station must retain a copy of the document for at least 2 years. Further, unless the repair station has an alternative recordkeeping mechanism to meet the requirements of § 145.61, all copies of Form 8130–3 completed by the repair station must be retained for at least 2 years.

j. The copies of the Form 8130–3 may be retained in their original paper format or in a secure database, provided the database contains all of the information required on Form 8130–3 and is available for FAA review upon request. Duplicates of Form 8130–3, including signatures retained in a database, do not need to be graphic images of the original documents. However, when a supplemental Form 8130–3 is issued as described by this

order, traceability back through a system that assures that products/parts were received with an original Form 8130–3 must be possible.

BLOCK-BY-BLOCK INSTRUCTIONS FOR COMPLETION OF FORM 8130-3.

a. Block 1. Approving National Aviation Authority/Country. FAA/United States.
(Preprinted.)

b. Block 2. Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag. (Preprinted.)

c. Block 3. Form Tracking Number.

(1) Enter the unique number established by the numbering system. (Refer to paragraph 13c of this order.)

(2) When used to split bulk shipments of previously shipped products by a PAH, the PAH must establish and enter a supplemental form tracking number for this purpose.

(a) Products/parts serialized as required by § 45.14, Identification of Critical Components. Reenter the original form tracking number established by the PAH below the supplemental form tracking number (e.g., S-1). If the PAH has documented and demonstrated to the FAA that it has a system in place for tracking supplemental forms to the original form issued for those products/parts, reentry of the original form tracking number is not required.

(b) Non-serialized products. Enter only the supplemental form tracking number.

d. Block 4. Organization Name and Address.

(1) Enter the full name and address of the organization or facility for which the form is being issued (and the mailing address of that organization or facility if different from where Form 8130-3 was signed and released) and the PAH approval or certificate number, as applicable.

(2) When a supplier has direct shipment authorization from a PAH, the following information must be entered:

PAH name and address.

c/o supplier name and address.

PAH approval or certificate number.

NOTE: If a supplier produces a product/part/appliance as a replacement/modification part, the supplier must either have direct ship authorization or hold a production approval (PMA/TSO authorization) for each replacement/modification product/part/appliance shipped. If the supplier holds its own production approval, and the products/parts were manufactured and are being shipped under that approval, the information required in paragraph 14d(1) above must be listed.

e. Block 5. Work Order/Contract/Invoice Number.

(1) Fill in the work order number, contract number, invoice number related to the shipment list, or maintenance release authorization number, and state the number of pages attached to the form, including dates, if applicable. If the shipment list contains the information required in Blocks 6 through 12, the respective blocks may be left blank if an original or true copy of the list is attached to the form. In this case, the following statement must be entered in Block 13:

"This is the certification statement for the products/parts listed on the attached document dated _____, containing pages _____ through _____."

(2) In addition, the shipment list must cross-reference the form tracking number located in Block 3. The shipment list may contain more than one item, but it is the responsibility of the shipper to determine whether the CAA of the importing country will accept bulk shipments under a single Form 8130-3. If the CAA does not permit bulk shipments under a single form, Blocks 6 through 12 of each form must be filled in for each product shipped.

f. Block 6. Item. When Form 8130-3 is issued, a single item number or multiple item numbers (e.g., same item with different serial numbers) may be used for the same part number. Multiple items must be numbered in sequence. If a separate listing is used, enter "List Attached" (refer to paragraph 14e of this order for further instructions).

g. Block 7. Description. Enter the name or description of the product/part/appliance as shown on the design data. For approval for return to service products/parts for which design data is not required, the name as referenced in a part catalog, overhaul manual, etc., may be used.

h. Block 8. Part Number. Enter each part number of the product/part/appliance.

i. Block 9. Eligibility.

(1) This block is intended for the use by PAHs, PAH-approved suppliers, or PAH associate facilities. Enter the aircraft, aircraft engine, or propeller model on which the product/part/appliance is eligible for installation. Where parts are TSO articles, enter "TSO Article N/A," because eligibility for installation for TSO articles is determined at the time of installation. When the form is used for approval for return to service, enter "N/A."

(2) An entry in Block 9 indicates those models for which, to the extent known by the signatory of Form 8130-3, the product/part/appliance is eligible (at least one model number shall be entered in Block 9). It does not necessarily mean that a product/part/appliance is only eligible for installation on the listed model(s). Nor does it guarantee that the product/part/appliance is eligible for installation on all entries in Block 9. Eligibility may be affected by modification or configuration changes. In all cases, it is the responsibility of the user or installer to determine the eligibility of the product/part/appliance using FAA-approved data, as applicable.

(3) When using Form 8130–3 for conformity of type certification program, enter "N/A."

NOTE: Form 8130–3 does not constitute approval to install a product/part/appliance on a particular aircraft, aircraft engine, or propeller.

j. Block 10. Quantity. Enter the quantity of each product/part/appliance shipped.

k. Block 11. Serial/Batch Number. Enter the serial number or equivalent (identified on the part) on the form for each product/part/appliance shipped. If a serial number or equivalent is not required on the part, enter "N/A."

l. Block 12. Status/Work. Enter "NEW" in capital letters for newly manufactured parts and products (domestic application for engines and propellers). Enter "OVERHAULED" for those products that have been overhauled in accordance with § 43.2. This includes products that have not been operated or placed in service since overhaul. The other permissible/appropriate terms that can be used in this block are referenced in a specific CFR (i.e., parts 21 and 43) to describe the status of the product/part/appliance. These terms are "INSPECTED," "REPAIRED," "REBUILT," "ALTERED," or "MODIFIED." Only one term may be entered in Block 12, which should reflect the majority of the work performed. Enter "PROTOTYPE" for products/parts submitted to support type certification programs.

NOTE: The terms "NEW SURPLUS" and "OHV" are not to be included, because they are not specific terms referenced in the CFR. The term "INSPECTED" includes testing of products. The term "MODIFIED" is synonymous with the term "ALTERED" and may include the incorporation of ADs, service bulletins, etc.

m. Block 13. Remarks. Enter any information or references to support documentation necessary for the user or installer to make a final determination of airworthiness of the items listed in Block 6. Each statement must specify which item identified in Block 6 is related (if applicable). Examples of information (all of which may not be required depending on the product) to be supplied are as follows:

- (1) All restrictions (e.g., prototype conformity only).
- (2) Alternative approved part number, part number list, or attachment when multiple part numbers are used.
- (3) Compliance with ADs or service bulletins.
- (4) Information on life-limited parts (e.g., total time, total cycles, time since new).
- (5) Manufacturing, cure, or shelf-life data.
- (6) Drawing and revision level.
- (7) "Direct Shipment Authorization" statement, as applicable.

(8) "Newly Overhauled" for those products that have not been operated or placed in service since overhaul. If newly overhauled is identified in Block 13, Blocks 14, 15, 16, 17, and 18 shall be completed.

(9) When used for conformity, the word "CONFORMITY" must be entered in capital letters. In addition, an explanation of the product/part/appliance's use (e.g., pending approved data, TC pending, for test only) must be provided. Information concerning a conformity inspection such as design data, revision level, date, project number, and special instructions as shown on FAA Form 8120–10, Request for Conformity, must be entered in this block. Form 8130–9 and Form 8100–1 may be required to document type certification activities.

(10) When used by authorized suppliers with properly documented direct shipment authority from the PAH, the words "DIRECT SHIPMENT AUTHORIZATION" in capital letters with the information from paragraph 14(d)(2) must be entered.

(11) When used for an airworthiness approval for new products (engines or propellers), the following statement must be entered in capital letters: "AIRWORTHINESS APPROVAL — ENGINE (or PROPELLER). FOR DOMESTIC SHIPMENTS ONLY." (Refer to paragraph 9b of this order.)

(12) When used for splitting of bulk shipments from a PAH's domestic/international inventory/distribution facility, the words "SUPPLEMENTAL SHIPMENT" must be entered in capital letters.

(13) When used for approval for return to service this block must contain the data required by § 43.9. If other documents such as work orders, shop travelers, or FAA Form 337, Maintenance Release Form, are used by the certificate holders to comply with §§ 43.9 and 43.11, they must be specifically referenced in this block and cross-referenced according to the instructions set forth in paragraph 14e(1) above. The supporting documentation is necessary for the user/installer to make a final airworthiness determination of the item.

(a) The information should be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination of airworthiness.

(b) The information should be clearly identified as to which item it relates to. Examples of information to be supplied are as follows:

1 The identity of maintenance documentation used as the approved standard.

2 Compliance with ADs or service bulletins.

3 Repairs or modifications made.

4 Replacement/modification parts installed.

5 Life limited parts history.

- 6** Deviations from the customer's work order.
- 7** Identity of national regulation if not part 145.
- 8** Release statements to satisfy another CAA's maintenance requirement.
- 9** Release statements to satisfy the conditions of an international maintenance agreement, such as, but not limited to, the Canadian Technical Arrangement Maintenance and Bilateral Agreement - Maintenance Implementation Procedure.

NOTE 1: Examples in 14m(13)(b) 8 and 9 above allow the possibility of dual release against both part 145 and another CAA's maintenance requirement or the single release by a part 145 approved maintenance facility against a CAA maintenance requirement. However, care should be taken to check the relevant box in Block 19 to validate the release. A dual release requires the approved data to be approved/accepted by both the FAA and appropriate national aviation authority. The single release requires approved data to be approved/accepted only by the appropriate national aviation authority.

NOTE 2: Issuance of Form 8130-3 for return to service of an engine or propeller does not constitute an export airworthiness approval and is not a prerequisite or substitute for issuance of Form 8130-4.

(14) When used for export approval for Class II and III used products that have been returned to service based on the requirements of part 43, the words "USED PART, SHIPPED PER COUNTRY ACCEPTANCE LETTER OF USED PART" must be entered in capital letters. (Not necessary for newly overhauled parts.) (Refer to Notes 1 and 2 preceding paragraph 12a above.)

n. Block 14. Airworthiness Approval.

(1) Place a check in the "Approved design data and are in a condition for safe operation" block if the products/parts were manufactured using FAA-approved design data and found to be in a condition for safe operation. Checking this block and signing Block 15 means that the products/parts/appliances identified in Block 8 meet the FAA-approved design data, are in a condition for safe operation, and, in the case of export, meet the importing country's design approval and any other importing country requirements. Also, if "Newly Overhauled" is identified in Block 13, this block shall be checked.

(2) Place a check in the "Non-approved design data specified in Block 13" when Form 8130–3 is used for conformity of a prototype product/part/appliance certification program.

o. Block 15. Authorized Signature. Place the signature of the FAA authorized representative who has the authority to perform this function on behalf of the FAA. The approval signature must be applied at the time and place of issuance and manually applied, except as provided in paragraph 13e of this order.

p. Block 16. Approval/Authorization Number. Enter the approval/authorization number (DAR, DMIR, ODAR number) of the authorized representative identified in Block 15. If signed by an FAA inspector, the authorization number will be the applicable office identifier.

q. Block 17. Name. Enter the typed or printed name of the authorized representative whose signature appears in Block 15.

r. Block 18. Date. Enter the date (month/day/year) Form 8130–3 is signed and the airworthiness or conformity determination is made. This does not need to be the same as the shipping date, which may occur later.

s. Block 19. Approved for Return to Service. Check the appropriate box indicating which regulations apply to the completed work. If the box "Other regulations specified in Block 13" is checked, the regulations of the other aviation authority must be specifically identified in Block 13. The completed work can be accomplished in accordance with the regulations of the FAA or of another aviation authority. The data used to complete the work must be clearly stated in Block 13 or attached to the form and the attachment identified in Block 13.

t. Block 20. Authorized Signature. Signature of the individual authorized by the air agency, air carrier, or manufacturer in accordance with § 43.7. The approval signature must be applied at the time and place of issuance and manually applied, except as provided in paragraph 13e of this order.

u. Block 21. Approval/Certificate No. Enter the air agency or air carrier certificate number. For manufacturers, authorized in § 43.7(d) to approve products/parts for return to service, enter the PAH's authorization number.

v. Block 22. Name. Enter the typed or printed name of the authorized representative whose signature appears in Block 20.

w. Block 23. Date. Enter the date (month/day/year) Form 8130–3 is signed and the product, part, or appliance is approved for return to service. This does not need to be the same as the shipping date, which may occur later.

CORRUPTED DATABASES

General

From time to time, it may be necessary to repair (and occasionally compact as well) the database containing your information. If the program fails to save a form or an error message appears stating that the database is not a Microsoft Access database follow the directions in order below.

Steps to Repair a Database

1.

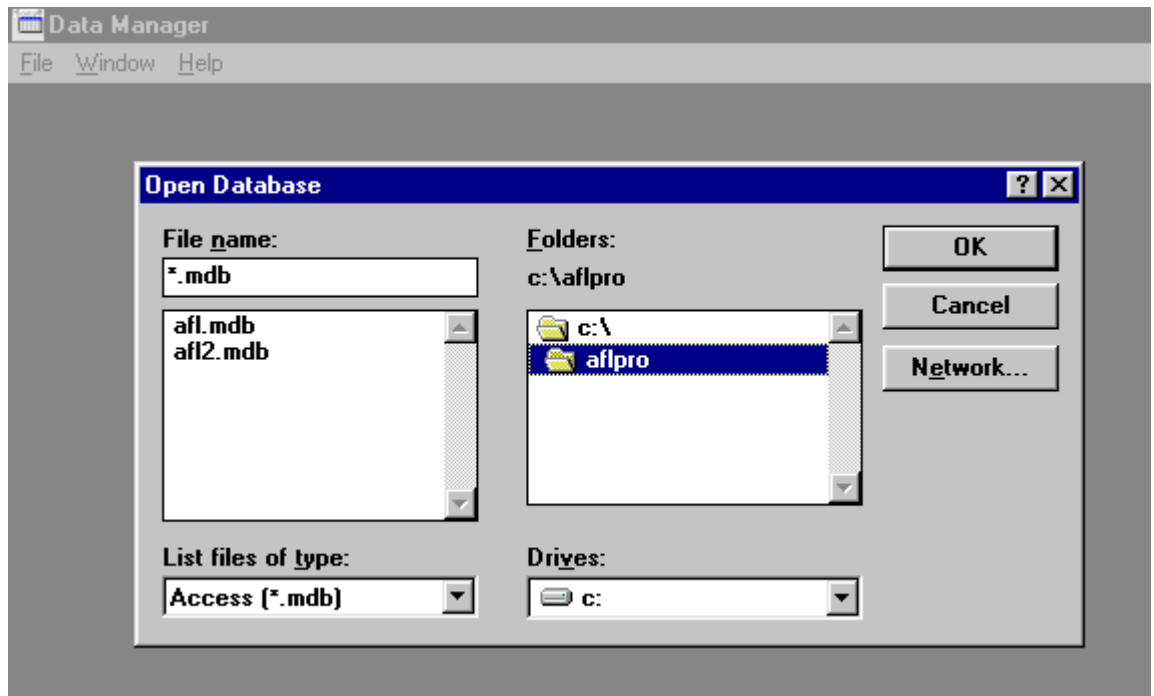
For Windows 3.1

Go to Data Manager (usually found within DESK MANAGER SERIES group. If not found within this group, use the File Manager to locate the Datamgr.exe file and double click on it)

For Windows 95 and higher

Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)

2. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select REPAIR DATABASE



3. A two-window panel with the title DATABASE TO REPAIR appears. Above the right window, the current location is listed (i.e. C:\aflpro). If this is not the correct location for the file you are attempting to repair (refer to chart below), use the list in the right window to select the correct location. Double click on the open folder C:\ icon to show all subdirectories.

Default subdirectories and MDB files for CAVU products

CAVU Program	Default Subdirectory	Filename(s)
Form 337	C:\FORM337	Form337.mdb
Form 8110-3	C:\Form8110	Form8110.mdb
Form 8130-3	C:\Form8130	Form8130.mdb
Form 8710-1	C:\Form8710	Form8710.mdb 8710.mdb
Form 8060-4	C:\Form8060	Form8060.mdb Setuptac.mdb
Weight & Balance (fix)	C:\WBW	wb.mdb
Logbook Labeler	C:\Loglabel	Logbook.mdb
MTR Pro	C:\mtrpro	mtr.mdb
AFL Pro	C:\aflpro	afl.mdb afl2.mdb
Weight & Balance (heli)	C:\WBWHeli	wbheli.mdb

4. With the correct location listed on the right directly under the word FOLDERS, the left window will fill with MDB files (files that end with the letters MDB). Select the file to repair and press OK. Repeat these steps for each MDB file.
5. You may now exit the Windows Explorer and restart your program or proceed to COMPACT the database per the instructions below.

Steps to Compacting a Database

1. First perform Repair Database (see above)
- 2.

For Windows 3.1

Go to Data Manager (usually found within DESK MANAGER SERIES group. If not found within this group, use the File Manager to locate the Datamgr.exe file and double click on it)

For Windows 95 and higher

Go to START / PROGRAMS / DESK MANAGER SERIES and select Data Manager (If not found within this group, use the Windows Explorer to locate the Datamgr.exe file and double click on it)

3. The screen will blank, except for a menu bar displaying FILE WINDOW etc. Select COMPACT DATABASE

A two-window panel with the title:

DATABASE TO COMPACT FROM

Above the right window, the current location is listed (i.e. C:\afipro). If this is not the correct location for the file you are attempting to compact, use the list in the right window to select the correct location.

4. With the correct location listed on the right, the left window will fill with MDB files (files that end with the letters MDB). Select the correct file to compact and press OK.

The two-window panel will now reappear with the title:

DATABASE TO COMPACT TO

In the left window select the file you are compacting again. Its name will appear in the box above labeled File Name. Change the last three letters from MDB to NEW making sure that you leave the dot preceding the MDB. Then press OK

5. Close Data Manager.
- 6.

For Windows 3.1

Go to File Manager (usually found within MAIN group)

For Windows 95 and higher

Go to START / PROGRAMS and select Windows Explorer

A two-window screen will appear. Select the subdirectory on the left where you found the database files.

The file name(s) with the last three letters NEW should appear on the right. Be sure the files exist before proceeding. Right click and DELETE the original file(s) with the MDB ending. Right click on the file ending with NEW and select RENAME. (If no file extensions appear, go to VIEW / FILE OPTIONS and uncheck any selections that hide file names.)

7. Keeping the part of the file name before the dot the same, change the letters NEW to MDB (retain the dot) and press ENTER.
8. You may now exit the Windows Explorer and restart your program.

TROUBLESHOOTING GUIDE

Problem	Solution
DDEML.DLL can not be copied.	<p>This message sometimes appears when installing the program. Press IGNORE or OK. If the program installs completely, there is nothing more to do. If the installation terminates before completion, you must turn off all programs running within Windows, such as screen savers etc., then re-install the new program.</p>
Keeps asking me for my registration code.	<p>When installing the program, you are asked to enter your telephone number as it appears in the back of your manual. Notice that the number is not preceded by a "1". If the number was entered incorrectly, you must re-install your software.</p> <p>If the phone number was added correctly, the registration must be entered in CAPS. To edit this entry, select RUN from the FILE pull-down list (Windows 3.1) or RUN from the START button (Windows 95). Enter SYSEDIT and press OK.</p> <p>A window will appear with several index cards. The top card is entitled AUTOEXEC.BAT. The first line should read:</p> <p>SET <name>=XXXXXXXXXX</p> <p>where <name> is the appropriate program name (and seldom requires altering) and XXXXXXXXXX is the registration code in CAPS. If the line appears correct, look for subsequent lines that begin with SET <name> and remove them by placing the cursor in front of the line and pressing the DELETE key. Do not remove any other lines except lines beginning with SET<name>. Note that there may be a line starting with SET TEMP. Do not remove this line.</p> <p>Once the line is entered correctly, select SAVE from the FILE pull-down list WITHIN the window that appeared with the index cards.</p> <p>Exit this window by selecting EXIT from the FILE pull-down list.</p> <p>Exit Windows and turn your computer off. You may now restart Windows.</p>
SHARE.EXE not installed or locks exceeded.	<p>If you are using Windows for Workgroups or Windows 95, you should not see this message. Other Windows users need to install the program SHARE.EXE.</p> <p>To install this program, select RUN from the FILE pull-down list. Enter SYSEDIT and press OK.</p> <p>A window will appear with several index cards. The top card is entitled AUTOEXEC.BAT. Select SEARCH from the options at the top of the window. Enter the word SHARE and press ENTER. If the word is not found proceed with A below otherwise proceed with B.</p> <p>A. Place the cursor on any line before the line that contains the command WIN. If no line contains the command WIN, place the cursor anywhere . Be sure the cursor is at the beginning of the line you are on. Press ENTER, an empty line should appear. Place the cursor at the beginning of that line and type</p>

	<p>C:\DOS\SHARE.EXE /L:500</p> <p>Note: sometimes the share.exe program is not found within the DOS subdirectory, as the line above assumes. If it is not within the DOS subdirectory, consult your computer expert to find the file. Go to C</p> <p>B. The SHARE.EXE command must be followed by a space, then a /, and finally an L:500</p> <p>C. It is not necessary to press ENTER after the entry, but if you do, no harm is done. Select SAVE from the FILE pull-down list WITHIN the window that appeared with the index cards.</p> <p>Exit this window by selecting EXIT from the FILE pull-down list.</p> <p>Exit Windows and turn your computer off. You may now restart Windows.</p>
MDB is not access database or database is corrupt	See Corrupt Databases above
Only prints boxes without text or text missing	See INVALID PROPERTY VALUE below.
Invalid Property Value	<p>This message occurs when fonts have not been installed. Select FONTS from within the CONTROL PANEL group. Windows 3.1 will display installed fonts. Press the ADD button. Windows 95 users should select INSTALL NEW FONT from the FILE pull-down list. Within the lower window, double click on the SYSTEM subdirectory. Numerous fonts should appear. Press the SELECT ALL button, then click on OK. A message may appear for each font already installed. Simply press OK until the INSTALLED FONTS viewer re-appears. Exit this section and retry your program.</p>