

**SAMPLE**

DATE: April 1, 2008

TO: Federal Aviation Administration, Flight Standards District Office

FROM: John Smith, Manager, The Boeing Company

SUBJECT: LETTER OF REFERRAL FOR TAKING THE AIRFRAME AND POWERPLANT EXAMINATIONS

This is to certify that I have known \_\_\_\_\_ for \_\_\_\_\_. He has been employed since \_\_\_\_\_ to this date as an Aircraft Maintenance Technician at The Boeing Company in the \_\_\_\_\_ department/division. This organization is an FAA-approved repair station (XXXXXX). I have observed his work on a regular basis.

Mr. \_\_\_\_\_ works with maintenance forms and records, repair station manuals, maintenance publications, materials and processes, procedures, aircraft drawings, FOD detection/removal programs, tool control, troubleshooting, rectification of faults, and performs ground operations, servicing, cleaning, and corrosion control on a regular basis on aircraft in the Boeing Flight Test inventory.

Mr. \_\_\_\_\_, has performed maintenance on the following aircraft and engines:  
B737, B747, B757, B767 and B777 aircraft.  
PW4000 series, TRENT 800 series, RB211 series, GE90 series, CF6 series and CFM56 series high bypass jet engines.

**POWERPLANT EXPERIENCE:**

Note: A lot of procedures and processes are repetitive in nature. The work described is done by all of our flightline, flight test, and AOG technicians. This is just a partial list of the work done on a daily/weekly basis.

1. Removed and replaced several engine electronic controllers (FADEC) on B777 GE98 engine due to internal failure of one of the two control channels. This has been a continuing problem until the manufacturer replaced the internal electronics.
2. Assisted with engine speed adjustments on the B737 flight line with CFM56 engines. This involved adjusting the throttle cables as well as the engine hydro mechanical unit.
3. Repaired damaged wiring after troubleshooting various problems with starting systems on various models of aircraft on modification line.
4. Replaced starters on B747 and B777 because of internal mechanical failures.
5. Assisted in removing and replacing fan blades on a B777 with GE 90 engines.
6. Assisted with evaluating and repairing nicks in fan blades on GE90 engine per maintenance manual.
7. Replaced faulty inlet air temperature problems on a B747 RB211 engine.

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8. Removed and replaced inlet cowl on a B777 GE90 engine per maintenance manual using overhead crane. This is a repetitive task.
9. Removed and replaced fuel flow meters, filters, pressure sensor and engine fuel plumbing on engines GE90, PW4084, GFM56.
10. Removed and replaced ignition system exciter module on a B777 with PW4084 engines during engine change and troubleshooting.
11. Replaced igniters on PW4000 and GE90 engines.
12. Removed and replaced engine cowl anti-ice valve controller.
13. Removed and replaced engine anti-ice duct temperature probes.
14. Adjusted proximity sensors to correct proper stowing and locking of thrust reverser on a B777 aircraft with PW4098 engines.
15. Removed and replaced GE90 engines on a B777 aircraft.
16. Removed and replaced CFM56 engines on B737 aircraft.
17. Performed operational check of B737 CFM56 engines prior to first flight.
18. Replaced damaged proximity sensor for B767 CF6 thrust reverser syncro-lock actuator.
19. Performed daily engine servicing inspections on B737, B747, B757, B767 and B777 aircraft.
20. Replaced IDG that had no PMG output on a B777.
21. Operated engines on a B767 to isolate out of tolerance fan vibration. Add fan balance weights to correct high vibration condition.
22. Operated engines on a B777 to troubleshoot high stage bleed air valve.
23. Replaced turbine case cooling valve on PW4098 engines.
24. Assisted with engine time and calendar inspections on B747, B757, B767 and B777 aircraft.
25. Removed and replaced APU.
26. Assisted with APU time and calendar inspections on B747, B767 & B777 aircraft.

### **AIRFRAME EXPERIENCE:**

Note: Our technicians are required to do many repetitive tasks on a daily/weekly basis. In addition each technician is required to have or obtain good structures skills, basic electrical, hydraulic, pneumatics, environmental control, and excellent troubleshooting and rectification skills.

1. Removed and replaced actuator control electronics module that controls flight control surfaces on a B777.
2. Performed daily inspections on B737, B747, B757, B767 and B777 landing gear.
3. Performed preflight and post flight inspections on B737, B747, B757, B767 and B777.
4. Replaced wheels, tires and brakes on B757, B767 and B777.
5. Adjusted weight on wheel sensors on B777. Replaced weight on wheels switches on B767.
6. Replaced mass flow sensor on a B777 air conditioning pack.
7. Replaced air cycle machine on B767 and B777.

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8. Performed daily inspections on B737, B747, B757, B767 and B777 hydraulic systems.
9. Replaced damaged heated drain mast on B737.
10. Replaced windshield over temp sensor on B737, B757 and B767.
11. Replaced defective ice detection probe on B777's.
12. Replaced cracked windshield on B737 and B757.
13. Fabricated and installed flight test power control panel on first observer panel on a B767 using sheet metal shear, sheet metal brake, drill press, rivet gun and miscellaneous hand tools.
14. Assisted with repair of skin damage by drilling up and riveting a patch on a B737 and B777 fuselage.
15. Replaced ignition system electrical connector that had lost its locking feature.
16. Installed missing structure in the aft cargo of a B767.
17. Replaced landing, taxi, navigation lights on B737, B747, B757, B767 and B777.
18. Performed daily inspections on B737, B747, B757, B767, B777 lighting systems.
19. Prepared and assisted with weighing B737, B767 and B777.
20. Replaced radio tuning panel on a B737 and B767.
21. Replaced misc. cargo handling components on a B767 and B777.
22. Performed daily inspection on B737, B747, B767 and B777 flight deck instrument panel indications.
23. Removed and replaced B777 generator power distribution panel that had an internal fire.
24. Replaced leaking nose gear steering actuator on a B767.

After reading FAR part 65, I believe Mr. \_\_\_\_\_ meets or exceeds the requirements of FAR part 65.77 experience requirements, necessary to become an A&P.

\_\_\_\_\_ Manager  
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