



Maintenance Survey Checklist

January 2025

Introduction

This document has been developed to assist in your preparation for a Department of Defense (DOD) survey. It is the same checklist we will use during performance of your survey. Detailed explanations of our expectations are provided where necessary.

Items followed by an (**) symbol, are common areas for findings. All requirements listed herein are rooted in the Code of Federal Regulations (CFRs) and the DOD Commercial Air Carrier Quality and Safety Requirements and are not intended to replace either. This checklist will be available to carriers via the DOD Commercial Airlift Division public website <http://www.amc.af.mil/Home/AMC-Commercial-Services>. A Microsoft word version of this checklist will be available upon request.

** If completing this checklist in preparation for a DOD survey, please provide program description in addition to the yes/no answer.

Should you have any questions or comments concerning this document, please contact us at: (618) 229-4343, fax (618) 256-5937.

| 1. MANAGEMENT | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Are management authorities and responsibilities clearly defined?</p> <p><i>Applicable manuals include concise job descriptions and definitive lines of authority.</i></p> | | | |
| <p>B. Is there sufficient management staffing to support carrier maintenance operations?</p> <p><i>CFR Part 121 – Reference CFR 119.65</i> <i>CFR Part 135 – Reference CFR 119.69</i></p> | | | |
| <p>C. Do personnel with aviation credentials and experience fill key management positions?</p> <p>Maintenance Management/Managers experience:</p> <p><u>Aviation Industry Experience:</u> <u>Company Experience:</u></p> <p>DOM (119) _____</p> <p>CI/DQ (119) _____</p> <p><i>CFR Part 121 – Reference CFR 119.67</i> <i>CFR Part 135 – Reference CFR 119.71</i></p> | | | |
| <p>D. Does management provide sufficient oversight of carrier maintenance programs?</p> | | | |
| <p>E. Is there clear and effective communication between management, the workforce and functional areas?</p> <p><i>e.g., How are personnel informed of current issues, policy changes?</i></p> | | | |
| <p>F. Is quality equal to or on better footing than production?</p> <p><i>Aircraft maintenance is properly accomplished in spite of scheduling, potential loss of revenue due to mission cancellation/delay, and/or competitive image or other pressures.</i></p> | | | |
| <p>G. Is it clear passenger and employee safety is paramount?</p> <p><i>Maintenance supervisors ensure all personnel understand that in spite of scheduling pressure, peer pressure, supervisory pressure, or other factors, all maintenance is performed safely and aircraft are airworthy prior to flight. Are there documented procedures in-place to ensure personnel are fit for duty e.g., proper rest cycles, overtime procedures, turn over procedures?</i> <i>Non-conformance to established mx practices is not tolerated.</i></p> | | | |

| 2. PERSONNEL | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Are there sufficient maintenance personnel to safely maintain company aircraft at primary facilities and en route locations?</p> <p>Number of certified mechanics? _____</p> | | | |
| B. Are non-certified and/or inexperienced personnel properly supervised? | | | |
| C. Does the new-hire process provide for: | | | |
| 1. Sufficient background check? | | | |
| <p>2. FAA verification of certificates to include company employees, contracted on-call agencies, rehired/reinstated employees, temporary certificates and emergency on-call maintenance?</p> <p><i>All certificates are verified through the FAA. Carrier can use contracted agencies verification for contracted employees performing maintenance on the carrier's aircraft. Proof of verification is tracked and copies kept on file. Best practice: to check the validity of certificates for accident, incident and enforcement information visit https://aie-pa.faa.gov/ to submit your request or email the Airmen License Verification Office; Email: 9-AMC-AFS760-Airmen@faa.gov.</i></p> | | | |
| <p>3. Drug and alcohol abuse testing program?</p> <p><i>Carrier has a substance abuse program that strives to ensure freedom from illegal drugs and alcohol abuse. (e.g., DOT approved drug/alcohol program, policy letter, etc...)</i> <i>(Evaluator will review current MIS report verifying sample percentages)</i> <i>Ref: CFR Part 121/135, 14 CFR 120.1 & 49 CFR Part 40 Note: Companies operating overseas conduct testing when reasonably accessible/sustainable to include testing employees prior to or returning from rotation.</i></p> | | | |
| <p>a. Drug and alcohol abuse training program?</p> <p><i>When testing is not reasonably supported, comprehensive continuing education programs for both employees and supervisors are in place with documented policy and procedures to react when use is suspected. Procedures will immediately mitigate risk to operations and provide for timely and accurate validation of suspected use.</i></p> | | | |
| <p>D. Do carrier maintenance personnel have sufficient experience to support carrier's maintenance requirements?</p> <p>Average experience level? _____ Average time with carrier? _____</p> | | | |
| <p>E. Does the carrier experience a great deal of turnover?</p> <p>Turnover rate _____?</p> <p><i>Do exit interviews and trend data support turnover rates, when elevated?</i></p> | | | |

| 3. QUALITY ASSURANCE | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Does the carrier have a program that allows for continuous oversight, analysis of the performance and effectiveness of maintenance activities and aircraft inspection programs?</p> <p><i>This question summarizes the information collected through the remaining questions in this section. (As req'd by 14 CFR 121.373/135.431)</i></p> | | | |
| <p>1. Does the carrier have an internal quality audit program or other method capable of identifying deficiencies and measuring the company's compliance with their stated policies and standards?</p> <p><i>All carriers have a formal, documented IAP that verifies compliance with all company policies and procedures and FAA regulations. Documentation refers to both program description/requirements and compliance. This program includes all functional areas within the maintenance department (i.e., at a minimum, all 12 areas of the DOD Q&S requirements). Program complexity is dependent on carrier size. Sufficient training program and experience requirement for auditors is in place.</i></p> | | | |
| <p>a. A method to schedule and track required audits? **</p> <p><i>All audits are accomplished on a set frequency not to exceed 12 months unless supported by an advanced, robust risk-based analysis program. This risk-based analysis program could include but is not limited to the following examples: risk assessment charts, detailed historical data, decision tree/matrix, fleet health records, etc. Current information such as last audit date and next audit due date is available and used to ensure all audit schedule requirements are being met.</i></p> | | | |
| <p>b. A process to track and follow-up discrepancies or concerns discovered during audits? **</p> <p><i>All audit discrepancies are documented, and concerns are reviewed by applicable management personnel and tracked until closed per company documented procedures. Follow up as required; verifying corrective action is taken to prevent recurrence.</i></p> | | | |
| <p>1. Audit results are analyzed in order to determine the root cause of discrepancies rather than the symptom? **</p> | | | |
| <p>2. Repeat/recurring discrepancies and negative trends are identified and addressed? **</p> | | | |
| <p>c. Complete and accurate files (electronic/hard copy) for each functional area contain the following:**</p> <p>Last Audit Report and/or Checklist / Follow-up Documentation</p> <p><i>Safety Risk Analysis (when required, based on SMS)</i></p> | | | |

| QUALITY ASSURANCE CONT. | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>2. Does the carrier have a system to evaluate contract vendors, suppliers, and their products; to include: **</p> <p><i>Ref: 14 CFR Parts 121.365/7 & 135.413(b)(2)</i></p> | | | |
| <p>a. An approved vendors list?</p> <p><i>Carrier has a method, through the vendor audit program, to approve vendors for use by the carrier. Vendors are approved after successful accomplishment of an on-site or mail-out vendor audit checklist. The approved vendor list is regularly updated and provided to those who are responsible for purchasing spares and maintenance support.</i></p> | | | |
| <p>1. Who controls the list _____?</p> | | | |
| <p>2. Is there a documented procedure for one-time approval?</p> | | | |
| <p>b. An established method to determine audit type (on-site or mail-out) for each vendor? **</p> <p><i>The DOD expects carriers to provide oversight of vendors/maintenance providers and have a process in place to determine the type of audit (on-site vs. mail-out, phone, C.A.S.E. etc.) each provider will receive. The complexity of the overall program will vary with carrier size and scope of operations. The expectation is all non-OEM and non-OEM authorized repair vendors performing overhaul of safety of flight or major aircraft components (e.g., engines, landing gear, primary flight controls and emergency rafts and slides) receive on-site surveillance.</i></p> | | | |
| <p>c. An adequate checklist for the performance of both on-site and mail-out audits? **</p> <p><i>Checklists contents may vary, but should contain requirements to ensure the vendor is certified to perform the work required, has an approved substance abuse program, and has the quality programs necessary to ensure compliance with FAA and industry standards. Audit checklist should include sub-contracted services.</i></p> | | | |
| <p>d. Complete and accurate files (electronic/hard copy) for each approved vendor, contain the following: **</p> <p>Last Audit Report and/or Checklist / Follow-up Documentation</p> <p>Vendor's Certificates indicating Capabilities/Limitations / Drug/Alcohol OpsSpec 449</p> | | | |

| QUALITY ASSURANCE CONT. | YES | NO | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>e. A process to verify mechanics certifications at contracted vendors?</p> <p><i>Carriers' auditors can either verify the certifications themselves or have a process to ensure vendors verify certifications.</i></p> | | | |
| <p>f. An adequate method to schedule and track required audits? **</p> <p><i>All vendor audits, at a minimum, are "scheduled" at a frequency not to exceed 24 months and documented procedures are in place to extend audits if required. Current information such as last audit date and next audit due date is available and used to ensure audit schedule requirements are being met.</i></p> | | | |
| <p>g. An adequate program to track and follow up discrepancies or concerns discovered during audits? **</p> <p><i>All audit discrepancies and concerns are reviewed by applicable management personnel and tracked until closed in a reasonable time frame. Follow up as required; verifying corrective action is taken to prevent recurrence.</i></p> | | | |
| <p>3. Is the carrier a sustaining member of Coordinating Agency for Supplier Evaluation (C.A.S.E.)? If yes, complete the following items:</p> <p><i>C.A.S.E. Members – The following checklist items are reproduced from the C.A.S.E. Policy and Procedures (P&P) Manual, Air Carrier Evaluation Report. See the C.A.S.E. P&P Manual for details on these items. A successful DOD audit fulfills the C.A.S.E. periodic air carrier evaluation requirement.</i></p> | | | |
| <p>a. How many level III/IV auditor's _____?</p> | | | |
| <p>b. Is there a documented C.A.S.E. auditor training program, and are training records maintained (CACS 9)?</p> | | | |
| <p>c. Do vendor audit forms cover applicable C.A.S.E. standards?</p> | | | |
| <p>d. Is the C.A.S.E. P&P manual current (electronic or hard copy)?</p> | | | |
| <p>e. Does each C.A.S.E. Level III/IV auditor have access to C.A.S.E. P&P manual?</p> | | | |
| <p>f. Do auditors have access to CFRs (web/electronic/hard copy)?</p> | | | |
| <p>g. Does the file for each vendor allocated by C.A.S.E. have a current letter of expectation (CACS-7)?</p> | | | |
| <p>h. Has the carrier completed an annual self-audit, using an Air Carrier Evaluation Report (CACS-6) to verify continued compliance? (Refer P&P, 2-1-0, Pg1, Para B. 8)</p> | | | |
| <p>i. Does the carrier have an approved D090 Operations Specification?</p> | | | |

| QUALITY ASSURANCE CONT. | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>4. Does the carrier have a program to perform mechanical performance monitoring?</p> <p><i>Mechanical performance monitoring can be as simple as a basic records review (14 CFR part 135), CAS programs, or as complex as an FAA-approved reliability program with computerized performance tracking.</i></p> | | | |
| <p>a. Does management get involved and use information from the mechanical performance monitoring program to improve aircraft reliability?</p> | | | |
| <p>b. Does program identify and determine cause of any recurring discrepancies or negative trends?</p> <p><i>Maintenance actions are well documented, provide a complete record of maintenance accomplished and, for repetitive actions, maintenance required.</i></p> | | | |
| <p>c. Are you provided component tear-down reports?</p> | | | |

| 4. MAINTENANCE INSPECTION ACTIVITY | | | | | YES | NO | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|-----------|-------------------|-----|---------|-----------|-----------|-------------------|------------------------------------|--|--|--|--|----------------|--|--|--|--|----------------------|--|--|--|--|---------------|--|--|--|--|------------------------------------------|--|--|--|--|--|--|--|
| A. Does the carrier have a process to ensure required aircraft inspections are completed and the results properly documented? Who is responsible for quality oversight _____? <i>(E.g. Aircraft inspections, RII, Receiving, NDT/Borescope)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Does the carrier have a process to ensure the following: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Inspectors are properly identified? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Inspectors are provided appropriate documented training? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th></th> <th>Initial</th> <th>Recurrent</th> <th>Frequency</th> <th>No. of Inspectors</th> </tr> </thead> <tbody> <tr> <td>Aircraft Inspectors (Full-time/QC)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RII Inspectors</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Receiving Inspectors</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NDT/Borescope</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Inspection Authorization (Part 135 Only)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | | | Initial | Recurrent | Frequency | No. of Inspectors | Aircraft Inspectors (Full-time/QC) | | | | | RII Inspectors | | | | | Receiving Inspectors | | | | | NDT/Borescope | | | | | Inspection Authorization (Part 135 Only) | | | | | | | |
| | Initial | Recurrent | Frequency | No. of Inspectors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aircraft Inspectors (Full-time/QC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RII Inspectors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Receiving Inspectors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NDT/Borescope | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspection Authorization (Part 135 Only) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Only authorized personnel accomplish inspections? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Does the carrier have a required inspection item (RII) program or equivalent that provides: <i>DOD requires a second set of eyes/duplicate inspection program for FAR part 135, 9 or less. Must include training for pilots utilized as inspectors.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. A well-defined list of maintenance tasks that require RII action and procedures to accomplish RII inspection? <i>CFR Part 121 – Reference CFR 121.369(b)(2)</i> <i>CFR Part 135 10 or More – Reference CFR 135.427(b)(2)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. A properly formatted list of RII authorized inspectors as required by CFR, for both company and contract maintenance (Name, Title, Authorizations)? <i>Reference CFR 121.371(d) or Part 135 10 or More CFR 135.429(e)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. All RII (or equivalent program) personnel are authorized by letter with any limitations listed, and the authorization letters are kept on file? <i>Reference CFR 121.371(d) or Part 135 10 or More CFR 135.429(e)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Detailed procedures for granting one-time authorizations? <i>(Person performing the inspection is appropriately certificated, properly trained, qualified, and authorized to do so) CFR 121.371 (a) or Part 135 10 or more 135.429 (a)</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Is there an inspector/mechanic stamp program? <i>Procedures address: Stamp issue, tracking, disposal, relinquish, and loss.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 5. MAINTENANCE TRAINING | YES | NO | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| A. Does the carrier's training program provide qualified personnel to support carrier maintenance operations? | | | |
| <i>Question summarizes the information collected from the remaining training section.</i> | | | |
| B. Does the carrier provide and conduct initial/recurrent training with a minimum of the following: | | | |
| <i>Full and part-time personnel.</i> | | | |
| 1. Indoctrination? Method of instruction _____? | | | |
| <i>Ensures thorough understanding of company manuals, policies, procedures, and forms?</i> | | | |
| 2. Human Factors? Method of Instruction _____ Frequency _____? | | | |
| 3. General aircraft systems? Method of instruction _____? | | | |
| <i>Factory, classroom, or OJT training in aircraft familiarization, systems, or other requirements applicable to individual positions.</i> | | | |
| 4. EWIS? Method of Instruction _____ Frequency _____? | | | |
| <i>**CFR Part 121 carriers only** Electrical Wiring Interconnect System AC 120-102B AC 120-94 - Refresher training should be conducted at least every 2 years.</i> | | | |
| 5. Engine-run/taxi? ** Method of instruction _____ Frequency _____? | | | |
| <i>Personnel qualified to operate aircraft engines and/or taxi aircraft receive both initial and recurrent training in equipment operation, limitations, and emergency procedures. Recurrent training program may be as simple as a check ride or as complex as a formal classroom refresher with simulator or on-aircraft check ride.</i> | | | |
| 6. Winterization / De-icing? Method of instruction _____ Frequency _____? | | | |
| <i>If maintenance personnel perform aircraft de-icing, initial and recurrent (annual) training is provided.</i> | | | |
| 7. ETOPS? Method of instruction _____ Frequency _____? (if applicable) (initial and recurrent to include awareness training for all personnel) | | | |
| <i>Both initial and recurrent training on ETOPS maintenance requirements is performed and documented at a frequency established by the carrier. Reference: AC 120-42B</i> | | | |
| 8. CAT II & III landing? Method of instruction _____ Frequency _____? (if applicable) (initial and recurrent to include awareness training for all personnel) | | | |
| <i>Reference: (AC 120-29A covers I/II, AC 120-28D covers III). Initial and recurrent training on CAT II & III maintenance requirements are performed and documented.</i> | | | |
| 9. RVSM? ** Method of instruction _____ Frequency _____? (if applicable) (initial and recurrent to include awareness training for all personnel) | | | |
| <i>Initial and recurrent training on RVSM maintenance requirements are performed and documented. CFR Part 121/135 – Appendix G to Part 91 AC 91-85B (B)</i> | | | |

| MAINTENANCE TRAINING CONT. | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| C. Does the carrier have sufficient training facilities and instructors? <i>e.g., number of classrooms, computer access, number of instructors/trainers, etc.</i> | | | |
| D. Does the carrier employ a scheduling method that ensures all required initial and recurrent training is accomplished on-time? ** How is it tracked: Manually / Automated / Combination <i>Current information such as individual training requirements, training completion date, and recurrent training due date is available and used to ensure all training requirements are being met.</i> | | | |
| E. Does the carrier document all training, to include formal and on-the-job training? ** | | | |
| 1. Complete and accurate files kept contain the following: (if applicable) ** Certificates / OJT Forms / Prior Training / Reviews & Waivers | | | |
| 2. Are special authorizations such as inspection and airworthiness release identified and documented? | | | |
| 3. Are trainers fully qualified in the subject matter? | | | |
| F. Is previous aviation experience/maintenance training evaluated and/or waived? Who conducts evaluation _____? <i>This may entail documentation that addresses all prior training, its applicability to current assignment training requirements, and any waivers to those requirements.</i> | | | |
| G. Are there selection/training requirements for auditing staff? | | | |

| 6. MAINTENANCE CONTROL | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Does the carrier maintain a system that provides a means to control maintenance activities and track aircraft maintenance status?</p> <p><i>This system can range from a dry erase status board or hand written status sheet for a small carrier, to a complex computerized maintenance status tracking and control program.</i></p> | | | |
| <p>B. Is there constant and effective communications between maintenance and flight operations to ensure the exchange of critical information?</p> <p>Hours of operation:</p> <p>Turnover procedures:</p> <p>Emergency procedures:</p> | | | |
| <p>C. Are there procedures to approve emergency on-call maintenance providers?</p> <p><i>All contract maintenance is approved through the carrier's maintenance management, and any lists used to contact the vendors are controlled to ensure currency and accuracy.</i></p> | | | |
| <p>D. Does the carrier have documented procedures for the approval of special flight permits, and does it provide a list of those authorized to approve?</p> <p><i>Carriers with special flight permit authorization – Procedures should contain detailed instructions for ferry flight approval and a list of those individuals authorized to approve ferry flights.</i></p> | | | |
| <p>E. Is the carrier able to identify the current status of aircraft with special capabilities; e.g., ETOPS, RVSM, CAT II/III, or CARGO RESTRAINTS?</p> | | | |
| <p>F. Does the carrier have a program to monitor day-to-day mechanical performance? If so, who is responsible for this program?</p> | | | |
| <p>G. Does the carrier have programs to properly manage and control deferred maintenance?</p> <p><i>A process is used to track to closure: status, parts, equipment, manpower requirements, and expiration date of all deferred maintenance?</i></p> | | | |

| MAINTENANCE CONTROL CONT. | YES | NO | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>1. Does the carrier promote good MEL practices, and are procedures sufficient to support the program?</p> <p>MEL Rate _____? (Avg MEL/Aircraft/Day)?</p> <p><i>Carriers with approved MEL programs – This rate should be continuously monitored for adverse trends. MEL practices and procedures ensure correct deferral and adherence to all procedures.</i></p> | | | |
| <p>2. Does the carrier's deferred maintenance rate reflect a drive to keep open maintenance items to a minimum?</p> | | | |
| <p>H. Does the daily utilization rate of the aircraft provide sufficient time to troubleshoot problems and effect repairs?</p> | | | |
| <p>I. Are short term planning requirements tracked to closure? (temp fix, daily checks, unscheduled maintenance/MELs)</p> | | | |

| MAINTENANCE PLANNING | YES | NO | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Does the carrier have programs to plan for all maintenance requirements?</p> | | | |
| <p>1. Is there a process to track and schedule replacement of all life-limited components?</p> | | | |
| <p>2. Is there a process to track and schedule all recurrent maintenance requirements (ADs, SBs, etc...)?</p> | | | |
| <p>3. Is there a process to plan both short and long-term scheduled maintenance requirements?</p> <p><i>e.g., CAMP, maintenance program requirements, time controlled items, inspections, etc...</i></p> | | | |
| <p>4. Are there short-term escalation procedures in place? Are escalations in accordance with authorized limitations and provisions?</p> <p><i>OpSpec D076 Authorized?</i></p> | | | |

| 7. AIRCRAFT MAINTENANCE PROGRAM | YES | NO | N/A |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. What type of maintenance program does the carrier use to maintain its aircraft?</p> <p>CAMP / 100/Annual / Manufacturer / Progressive / AAIP</p> <p><i>Aircraft are properly certified and maintained in a manner that ensures they are airworthy and safe.</i></p> | | | |
| <p>B. Carrier has programs to inspect for aircraft aging and corrosion prevention & control program (CPCP)?</p> | | | |
| <p>C. Is there a process for inclusion of new requirements into the maintenance program?</p> | | | |
| <p>D. Does the carrier use a contractor to accomplish routine maintenance?</p> | | | |
| <p>1. At what levels?</p> <p>Line Checks / Heavy / Engine / Calendar / Hourly / Other</p> | | | |
| <p>2. Does the company provide representatives during heavy maintenance checks?</p> <p><i>To ensure quality of work performed, the carrier is expected to have either a representative on-site to monitor contract heavy maintenance or a process in place that provides periodic oversight of the maintenance and a comprehensive acceptance inspection.</i></p> | | | |
| <p>E. Does the carrier have proper engineering support?</p> <p>Own Engineer / Manufacturer / DER</p> | | | |
| <p>F. Are airworthiness directives and service bulletins reviewed, scheduled, and accomplished in a timely manner?</p> | | | |
| <p>1. Who determines applicability?</p> | | | |
| <p>2. How are they tracked?</p> | | | |

| AIRCRAFT MAINTENANCE PROGRAM CONT. | YES | NO | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>G. Does the carrier use fleet campaigns to accomplish inspections or effect repairs identified as causing reliability or operational problems?</p> <p><i>This program should ensure all the required coordination between maintenance departments, inspections, and repairs are accomplished.</i></p> | | | |
| <p>H. Does the carrier have an engine-condition monitoring program?</p> <p><i>Single engine IFR authorized must have program (135.421c)</i></p> | | | |
| <p>1. Is engine-condition data routinely and accurately collected to support the analysis program?</p> | | | |
| <p>2. Is trend analysis accomplished in-house?</p> | | | |
| <p>a. If so, are analysts trained to interpret data?</p> | | | |
| <p>3. Is engine-condition monitoring data used to prevent failures and improve reliability?</p> | | | |

| 8. MAINTENANCE RECORDS | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| A. Does the carrier have records management procedures that ensure the following: | | | |
| 1. All records are complete, orderly, accurate, and secure? | | | |
| a. All inspections, airworthiness release, maintenance release, AD's etc., are completed as scheduled and signed by approved personnel? | | | |
| b. Quality audits are performed & discrepancies corrected? Who conducts the audit _____? <i>Does the company have a process to correct discrepancies and track trends?</i> | | | |
| c. Company policy to control access and manage permissions when electronic records authorized? | | | |

| 9. AIRCRAFT APPEARANCE | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------|-----|----|-----|
| A. Are aircraft exteriors, including all visible surfaces and components, clean and well maintained? | | | |
| B. Are required safety equipment and systems available and operable? | | | |
| C. Are aircraft interiors clean and orderly? | | | |
| D. Was observed maintenance accomplished safely and accurately? | | | |

COMPLETED RAMP INSPECTIONS

Airworthy Aircraft (use AMC Form 234)

| Aircraft Reg # | Date/Time | Aircraft Type | Notes |
|----------------|-----------|---------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| 10. FUELING & SERVICING | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>A. Does the carrier have a formal program to conduct quality assurance checks of their own fuel farms and fuel servicing equipment? **</p> <p><i>A formal program that provides written procedures for quality assurance checks of all company-owned/operated fuel farms and servicing equipment using applicable standards. Checks are scheduled and performed at an established frequency and accomplishment is documented.</i></p> | | | |
| <p>B. If fuel servicing is contracted, does the carrier have a formal, verifiable program to ensure all fuel received is contaminant-free? **</p> <p><i>If the carrier does this through a fuel vendor audit program to monitor the quality of fuel provided by regularly used vendors, does the carrier have the following:</i></p> | | | |
| <p>1. A method to schedule and track required audits? **</p> <p><i>All vendor audits, at a minimum, are "scheduled" at a frequency not to exceed 24 months and documented procedures are in place to extend audits if required. Current information such as last audit date and next audit due date is available and used to ensure all audit schedule requirements are being met.</i></p> | | | |
| <p>2. A program to track, follow-up, and close discrepancies or concerns discovered during audits? **</p> <p><i>All audit discrepancies and concerns are documented and reviewed by applicable management personnel and tracked until closed. Follow up as required verifying corrective action is taken to prevent recurrence</i></p> | | | |
| <p>a. Repeat/recur discrepancies and negative trends are identified and addressed? **</p> | | | |
| <p>3. Complete and accurate files (electronic/hard copy) contain the following: **</p> <p>Last Audit Checklist and/or Report / Follow-up Documentation</p> | | | |
| <p>C. If the carrier utilizes another method, such as, other Part 121 carriers audit results, IFQP, C.A.S.E, or monitors approval via the Defense Logistics Agency approved fuels vendors website: https://cis.energy.dla.mil/energy_cis/; is it documented and comprehensive enough to provide sufficient oversight?</p> | | | |
| <p>D. Does carrier have a process to initiate fuel quality verification at non-routine locations and ensure results are documented? **</p> | | | |
| <p>E. Does the carrier have a program for oversight of winterization / deicing contractors, to include training and publications?</p> | | | |

| 11. MAINTENANCE MANUALS | YES | NO | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| A. Does the carrier have an adequate company manual program that ensures: | | | |
| 1. Detailed, standardized guidance for the accomplishment of aircraft maintenance, inspection programs and operation of the maintenance organization? | | | |
| 2. Detailed management policies, lines of authority, and responsibilities for key maintenance personnel? ** <i>This information is detailed in either the general maintenance manual or maintenance section of the operations manual, as applicable.</i> | | | |
| B. Does the carrier have an adequate technical manual program that ensures: | | | |
| 1. Manuals available for use are the most current? Currency is verified periodically? <i>This process includes recurring interface with manufacturers to verify currency of manufacturer maintenance and component maintenance manuals. This process must be documented.</i> <i>Note: Simply having a subscription service does not constitute verification</i> | | | |
| 2. Technical manuals are available to all who require access? <i>Hard copies, electronic, and/or disc are all available.</i> | | | |
| 3. Manuals maintained in good condition? <i>For electronic manuals, display equipment must be available and operational.</i> | | | |
| C. A revision control process that ensures revisions are accomplished with follow-up actions as required? ** <i>A process is established that ensures revisions are provided to manual holders and those responsible for revision of company and aircraft maintenance manuals in a timely manner and also tracks revision accomplishment. Normally, this will be accomplished through a revision return-receipt and tracking system. Program complexity is dependent on carrier size and can entail anything from a computerized database or spreadsheet to a periodically reviewed, hand-written list.</i> | | | |
| D. Are procedures in-place to ensure all company and technical manuals are adhered to by maintenance personnel? | | | |
| E. Does the carrier have a means to ensure printed information is properly controlled to prevent use of non-current data? ** | | | |

| 12. MAINTENANCE FACILITIES | YES | NO | N/A |
|---------------------------------------------------------------------------------------------------|-----|----|-----|
| A. Does the carrier have hangar and/or shop facilities to support maintenance Operations? | | | |
| B. Does the carrier maintain their maintenance facilities in a neat, orderly, and safe fashion?** | | | |
| 1. Are fire extinguishers provided, and are they in serviceable condition?*** | | | |
| 2. Are serviceable eye wash stations provided?*** | | | |
| 3. Are first aid kits provided and are they stocked?*** | | | |
| 4. Are flammables properly stored?*** | | | |

| STORES | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| C. Does the carrier have a stores/supply program that provides: | | | |
| 1. Detailed receiving inspection procedures to ensure only approved/serviceable rotatable and consumable parts are stocked for issue? <i>All parts received are inspected through a process that verifies the item has been provided by an approved vendor, serviceable, the proper part has been received, and all required certification documentation is provided and properly accomplished. Receiving process also ensures proper protection of ESD sensitive parts e.g., ESD mats, wrist straps, etc. Program complexity is dependent on carrier size.</i> | | | |
| a. An approved vendor list made available to purchasing and receiving? | | | |
| 2. Parts properly tagged and environmentally protected? ** <i>All parts are identified (tagged or stamped.) Parts are stored in an area reasonably free from environmental contaminants and wrapped or boxed in a manner that precludes damage or contamination. All open ends of fabricated and bulk lines and hoses are capped or covered.</i> | | | |

| STORES CONT. | YES | NO | N/A |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <p>3. Traceability of all parts? (Includes all raw stock; sheet metal, hardware, etc.) **</p> <p><i>Stocked aircraft parts have documentation that certifies the item has been manufactured/repaired/overhauled to approved standards and when applicable, returned to service by an approved organization/individual.</i></p> | | | |
| <p>4. An inspection program that ensures no expired shelf-life items are available for use? **</p> <p><i>All items, to include aircraft components, are closely monitored through periodic inspections of all shelf-life limited components and consumables to preclude issuance of expired supplies.</i></p> | | | |
| <p>5. Aircraft seals (O-rings) are stocked/issued according to aircraft and equipment manufacturer requirements?</p> <p><i>Note: Carrier must have documented OEM approval to exceed shelf life controls.</i></p> | | | |
| <p>6. Segregation of unserviceable/repairable parts from serviceable parts?</p> <p><i>Parts are stored in a manner that prevents mixing of serviceable and unserviceable items. This may be as simple as identifying and marking shelves/cabinets/rooms for serviceable or unserviceable items.</i></p> | | | |
| <p>7. Segregation of aircraft and non-aircraft parts?</p> <p><i>Aircraft parts and supplies are kept physically segregated from other supplies such as those for automotive or support equipment use.</i></p> | | | |
| <p>8. A parts/material scrap program that renders all items unusable prior to disposal?</p> <p><i>A process to ensure disposition of scrap components in a manner preventing further use as serviceable parts or materials.</i></p> | | | |
| <p>9. Proper storage of flammables (stores)?</p> | | | |

| STORES CONT. | YES | NO | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| D. Does the carrier have a formal tool/test equipment calibration program to include the following: ** | | | |
| 1. A method to track tool inventory and calibration status? ** <i>All equipment and special tooling requiring calibration are calibrated on a set frequency. Current information, such as last calibration date and next calibration due date, is available and used to ensure all calibration requirements are being met. Dependent on the complexity of the program, this can entail anything from a computerized database or spreadsheet to a periodically scheduled and documented review of each piece of equipment's calibration documentation.</i> | | | |
| 2. Files that contain certification forms for each tool requiring calibration? ** | | | |
| 3. A means to ensure any employee-owned tools used on company aircraft are kept calibrated? ** | | | |
| E. Is carrier authorized to package/handle/ship hazardous material? <i>Ref: 121.1001 & 1003, 135.501 & 503</i> | | | |
| 1. If yes (Will Carry), is there a documented process to ensure personnel are properly trained? | | | |
| 2. Does the carrier have access to the most current copy of the IATA Dangerous Goods Regulations manual? | | | |