FAA REPAIR STATION WITHIN MAINTENANCE FACILITY? NO ____ YES ____ IF YES MUST COMPLY WITH FAR 145
NAME _____ CERTIFICATE # _____ P.O. BOX _____ _____ Physical Address _____
MAINTENANCE CONTRACTED?: CRS ____ FAR 121 ____ ALL _____ PART ____ NONE ____ DESCRIBE _____
NAME _____ CERTIFICATE # _____ P.O. BOX _____ PHYSICAL ADDRESS _____
MAINTENANCE FACILITY LOCATION: AIRPORT _____HANGAR/BUILDING # _____ CITY _____ STATE ___ ZIP _____
TEL. _____FAX_____ E-MAIL _____ FAA CHDO_____FAA CMO _____
FAA GEOGRAPHIC? _____ DIR. MAINT. _____ CHIEF INSP._____
PERSON DIRECTLY IN CHARGE OF FACILITY _____ MAINT. RECORDS KEPT AT _____
PERSON IN CHARGE OF MAINT. RECORDS _____ ADDRESS _____ TELEPHONE _____
HANGAR /SHOP/S SUPERVISOR/S _____
PERSON ASSISTING WITH INSPECTION _____
DIR. OPS. _____ CHIEF PILOT _____SAFETY OFFICER _____
ADDRESS OF BASE OF OPERATIONS: CITY _____ STATE _____ TELEPHONE #_____ FAX _____

NOTE 1 - FARs ARE NOT NORMALLY QUOTED IN THIS CHECKLISTS. FAR 121, SUBPART L, SPECIFIC REGULATORY REQUIREMENTS FOR ITEMS NOTED IN THIS DOCUMENT, ARE INCLUDED IN SECTIONS 121.361 THROUGH 121.380A, 121.457, 121.459 AND FAR 121.709. 121.361 ADDRESSES PARTS POOLING, 121.365; ADDRESSES ORGANIZATION REQUIREMENTS; 121.367 ADDRESSES THE NEED FOR THE AIR CARRIER TO PERFORM MAINTENANCE UNDER THEIR FAA APPROVED CAMP, USING COMPETENT PERSONNEL, ADEQUATE FACILITIES, TOOLS, EQUIPMENT, ETC; 121.369 REQUIRES THE AIR CARRIER TO LIST ALL PERSONS WITH WHOM THEY HAVE AN AGREEMENT TO PERFORM MAINTENANCE; 121.371, ADDRESSES RII REQUIREMENTS; 121.373 ADDRESSES THE CASS PROGRAM; 121.375 ADDRESSES REQUIRED TRAINING; 121.378 ADDRESSES CERTIFICATION REQUIREMENTS; 121.380 AND 121.380(A) ADDRESSES RECORD KEEPING REQUIREMENTS; 121.457 AND 121.459 ADDRESSES THE DRUG AND ALCOHOL TESTING REQUIREMENTS; 121.79 ADDRESSES THE REQUIREMENTS FOR RELEASING THE AIRCRAFT AS AIRWORTHY; AND 121.369(a) REQUIRES LISTING ALL PROVIDERS OF MAINTENANCE.

NOTE 2 - EACH HANGAR & SHOP UTILIZED TO PERFORM MAINTENANCE ON COMPANY AIRCRAFT, (OPERATOR OR CONTRACT MAINTENANCE), MUST BE INSPECTED & EVALUATED SEPARATELY USING A COPY OF THE APPLICABLE INSPECTION CHECKLISTS IDENTIFIED BELOW: (HANGAR, RAMP, HYDRAULIC, ELECTRICAL, PNEUMATIC, AVIONICS, COMPOSITE MATERIALS, ACCESSORIES, ENGINE, SHEET METAL, WHEELS & BRAKES, AIRCRAFT INTERIORS, SEATS UPHOLSTERY, PAINT, MACHINE SHOP, BATTERY, OXYGEN, SURVIVAL/ EMERGENCY EQUIPMENT, NON DESTRUCTIVE TESTING, WELDING, OTHER SHOPS, IF ANY AND/OR AS APPLICABLE.

NOTE 3 -THE AIR CARRIER MUST HAVE THE CAPABILITY AND ABILITY TO PERFORM IN HOUSE ALL REQUIRED NORMAL MAINTENANCE FUNCTIONS, OR HAVE AGREEMENTS WITH QUALIFIED, AUTHORIZED, CONTRACTORS, TO PERFORM THOSE FUNCTIONS. SUBSTANTIAL MAINTENANCE CONTRACTORS MUST BE LISTED IN THE OPERATIONS SPECIFICATIONS PART D-91 AND GMM, AS APPLICABLE, FOR EVERY MAINTENANCE FUNCTION/SHOP THAT THE AIR CARRIER DOES NOT HAVE CAPABILITY AND ABILITY TO PERFORM. THIS CHECKLIST WILL TAKE SEVERAL DAYS AND PERHAPS VISITS TO SEVERAL LOCATIONS TO VERIFY COMPLIANCE.

iTEM	MANAGEMENT PERSONNEL	SAT	UNSAT	REMARKS
1	Identify the current Director of Maintenance (DM). Verify his experience, background and certification. FAR 119.67(c).			
2	Identify the currently assigned Chief Inspector (CI). Verify his experience, background and certification. FAR 119.67(d).			
3	Identify the current Director of Safety (DS). Verify his experience, qualifications and certification, if any. FAR 119.65(d).			
4	Identify the current Director of Quality assurance, if any. Verify his experience, qualifications and certification. FAR 121,Subpart L.			
5	Identify the present main base Forman/s or maintenance supervisor/s, if any. Verify their experience, qualifications and certification, in compliance with applicable sections of FAR 121, Subpart L.			
6	Identify the person currently in charge of the **CASS** Program. Verify his experience, qualifications and certification. Applicable sections of FAR 121, Subpart L.			
7	Identify the person currently in charge of the **reliability program**, if the air carrier has one. Verify his experience, qualifications and certification. Applicable sections of FAR 121, Subpart L.			
8	Identify the person currently in charge of the air carrier's line stations, destinations, and/or contract maintenance, at all locations where the air carrier performs other than emergency maintenance. Verify his experience, qualifications and certification. Applicable sections of FAR 121, Subpart L.			

9	Verify that the DM, CI, DS, and other persons in charge of maintenance, are properly identified, and their duties & responsibilities, are clearly specified in the air carrier manual system.			
10	Verify that DM, CI, DS and other persons in charge of maintenance, exercise their authority, accept responsibility for the position assigned and perform assigned duties.			
11	Are DM, SI and DS employed in full time basis, as required under FAR 1119.65(a)?			
12	Verify that DM, CI and other maintenance department personnel in charge of maintenance activities, have their A&P mechanic's original certificate in their possession, while on duty.			
13	Have the DM, CI or any other person with supervisory authority, been previously involved with an air carrier whose certificate has been revoked or suspended?			
ITEM	**HANGAR FACILITIES**	**SAT**	**UNSAT**	**REMARKS**
1	Is hangar space adequate and capable of housing larger type aircraft operated by the air carrier?			
2	Verify availability and operation of hangar doors & emergency exits.			
3	Verify hangar adequate lighting and ventilation.			
4	Inspect cleanliness of hangar floors, benches, tools, equipment, working stands, and racks.			
5	Verify existence of eye protection goggles available at latches, drills, grinders, mills, machinery, etc.			
6	Fire protection: Are adequate amount of properly inspected operational fire extinguishers at critical locations. Extinguisher hoses serviceable?			
7	Are water fire protection sprinkles installed under hangar ceiling?			
8	Are safety, No Smoking & Emergency Information signs adequately installed?			
9	Are emergency Notification Signs (No Smoking, Fire & Rescue, Police, FAA, NTSB, port authority, airport tower, other), properly displayed in critical locations?			
10	Verify the existence of eye water washer and shower installation and identification.			
11	Verify Installation and operation of hangar environmental control system, as required.			
12	Verify the existence of quarantine room, for the segregation of unserviceable and/or inspected parts/components.			
13	Verify availability, implementation, use and currency of Shift Change Turnover Log, when applicable.			
14	Verify the availability, accessibility and completeness of First Aid kits for type of possible injuries that may occur in this area.			
ITEM	**RAMP/LINE AREA**	**SAT**	**UNSAT**	**REMARKS**
1	Is ramp area adequate for type of aircraft activities conducted?			
2	Verify availability and location of currently inspected, operational, fire extinguishers with serviceable hoses.			
3	Is ramp area marked with fire lanes, including Fire Access Space between hangar doors and ramp aircraft parking spots. Aircraft Departure/Arrival Servicing Marshalling Plan.			
4	Does air carrier have an aircraft departure and arrival marshaling plan?			
5	Ramp cleanliness: Any evidence of FOD, improperly stored tools, ground support equipment, cargo, tow hitches, working stands, etc. in ramp area?			
6	Does ramp have an adequate access from surrounding apron areas and hangar?			

7	Are ramp obstacles properly painted, identified and lighted?			
8	Are emergency telephones signs: FAA tower, fire rescue, police & airport authority properly displayed?			
9	Are fuel emergency shut off valve locations, identified? (As applicable)			
10	Are No Smoking signs displayed in several ramp areas?			
11	Verify the availability, implementation, use and currency of Shift Change Turnover Log, when applicable.			
ITEM	**SHOP/S FACILITIES**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that all shops (hydraulic, electric, accessories, sheet metal, composite materials, wheel and brake, etc.), space are adequate, environmentally controlled, as required, and capable of housing largest aircraft part/assembly/ component being maintained in the particular shop.			
2	Paint shop, machine shop, sheet metal shop, NDT & NDI shops, welding shop, and any other shop that generate dust, chips, particles, fumes, acids and other materials that could contaminate and adversely affect airworthiness of aircraft and components, must be **segregated** by partition walls or rooms and **air flow** controlled, as			
3	Each shop must have adequate lighting, ventilation and access.			
4	Verify cleanliness of shop floors, benches, tools, equipment, working stands, and racks.			
5	Are eye protection goggles available at latches, drills, grinders and machinery?			
6	Fire protection: verify adequate amount of properly inspected operational fire extinguishers at critical locations. Extinguisher hoses serviceable?			
7	Are water fire protection sprinkles installed under ceiling in shop areas?			
8	Are safety, No Smoking & Emergency Information signs adequately displayed in critical areas?			
9	Are emergency Notification Signs (No Smoking, Fire & Rescue, police, airport authority, FAA, NTSB, other), properly displayed in critical locations?			
10	Are eye water washer and shower installation and identification?			
11	**Verify installation/operation/control of shop environmental temperature/ humidity systems: as required.**			
12	**Instrument shop/Tool Calibration Rooms:** Maximum 21.5 to 26.5 deg C and 50% Humidity, shop pressure differential, sterile suits/caps/shoes and double doors, as required by MIL specs, Manufacturer's specifications and (AC-43-15).			
13	**Radio Shop:** Maximum temperature & humidity as per manufacturer specifications.			
14	**Some NDI rooms, and bearings grease packing shops:** Temperature/humidity, as specified by MIL Specs and/or specific manufacturers (OEM).			
15	**Composite Materials (Shops, Store Room, Clean Room, Freezer):** As per most restrictive OEM requirements. Freezer 0 to 10 Deg C. and other working shops, 21.5/26.5 degree C temperature, humidity less than 65%.			
16	**Paint shops:** Temperature and humidity must be controlled as per the paint and aircraft manufacturers' recommendation. Normally 21.5 to 26.5 Deg. C and no more than 65% humidity.			

17	**Other shops/rooms/office areas:** As required for personnel to be able to perform assigned duties in environments conducive to the enhancement of the airworthiness of the product/parts/records, being worked on.			
18	**Oxygen room:** Temperature must be kept between 60 and 85 deg. Oxygen room working areas must be kept clean and void of grease, oil, cotton or other flammable fluids and segregated from welding material and welding areas.			
21	Verify Fluids Spill Control System/Manual; availability, implementation and use, as applicable.			
22	Availability and operation of shop doors & emergency exits.			
23	Quarantine room/area/space, segregated, locked and identified.			
24	Availability and content of First Aid Kit, located at shop or nearby.			
ITEM	**MAINTENANCE CONTROL FACILITY**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the maintenance control department duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify office environmental control, ventilation and proper lighting.			
3	**Verify office equipment**: desks, chairs, blackboards, telephones, radio equipment (communications with ARINC & aircraft), source of weather reports, fax & photocopy machines, computers, printers, slides and tape micro fiche readers, file cabinets, book stands, and shift change log.			
4	Verify visual, telephone, fax and/or radio communications, as applicable, with dispatchers/flight followers, technical library, person in charge of maintenance records, director of maintenance, director of operations and chief inspector, or their designees.			
5	Verify availability and ready accessibility of current air carrier AMM, GMM, IPC, SRM, MEL, CDL, DDPG, TSO, PMA, Mil Specs, ASTM, ATA, Ops Specs, Engineering Orders, STCs, AD Notes, Service Bulletins, and any other required documents and information, as required for the type, scope and detail of maintenance, that the air carrier is authorized to perform, at homer base and any other location, where maintenance is authorized.			
6	Review list of currently audited, authorized vendors and providers of contract substantial and regular maintenance, at home base and along air carrier's routes structure (For Domestic and Flag), or at destinations, where air carrier aircraft operates frequently, (For Supplemental).			
7	**Emergency telephone signs:** NTSB, FAA FSDO, DM, CI, airport tower, ARINC, Company Officials, fire & rescue, police, and airport authority.			
ITEM	**TECHNICAL LIBRARY**	**SAT**	**UNSAT**	**REMARKS**
	Availability and accessibility of a **current** technical library for the type, scope and detail of maintenance that the air carrier is authorized to perform. The library must include all documents, manuals and publications identify below.			
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the technical library duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			

2	**Verify office equipment**: desks, chairs, blackboards, telephones, fax & photocopy machines, computers, printers, slides and tape micro fiche readers, cardex, records file cabinets, book stands, and shift change log.			
3	Verify availability and accessibility of a **current** technical library for the type, scope and detail of maintenance that the air carrier is authorized to perform. The library must include all documents, manuals and publications identify below.			
4	General air carrier Maintenance Procedures Manual (GMM): contents in compliance with FAR 121.135. Verify that last revision was included.			
5	Individual aircraft, engines and appliances, maintenance manual (MM): contents in compliance with OAMPD's last revision.			
6	Individual aircraft, engines, accessories, appliances and equipment, illustrated parts catalog (IPM), last revision.			
7	Individual aircraft structural repairs manual (SRM), last revision.			
8	Individual aircraft overhaul manual (OVH Manual):last revision.			
9	Copy of applicable aircraft, engine and appliances Manufacturer's FAA engineering and/or ACO approved, Process Specifications, as required for the performance, of maintenance, servicing and/or applying processes to individual aircraft/engine components, appliances, equipment, accessories, etc.			
10	Copy of air carrier FAA Engineering approved SFR 36 Manual, documents and forms, (If applicable), specifying type, depth and methods authorized by FAA Engineering, for the performance of Major Repairs, Major Alterations, or modification or declination to use manufacturer's Service Bulletins, Letters, Notices, etc.			
11	Copy of applicable Technical Standard Orders (TSO), as required for the performance, of maintenance, servicing and/or applying processes to individual aircraft/engine components, appliances, equipment, accessories, etc.			
12	Copy of applicable Military Specifications, (MIL Specs), as required for the performance, of maintenance, servicing and/or applying processes to individual aircraft/engine components, appliances, equipment, accessories, etc.			
13	DOT pressure vessels requirements regulations.			
14	US Coast Guard pressure vessels requirements regulations.			
15	Copy of applicable Parts Manufacturer's Approval (PMA), as required for the performance, of maintenance, servicing and/or applying processes to individual aircraft/engine components, appliances, equipment, accessories, etc.			
16	Copy of applicable American Society for Testing and Materials (ASTM), as required for the performance of maintenance, servicing and/or applying processes, to each individual aircraft/engine components, appliances, equipment, accessories, etc.			
17	Copy of applicable Air Transport Association of America, (ATA) Specifications, as required for the performance of maintenance, servicing and/or applying processes, to each individual aircraft/engine components, appliances, equipment, accessories, etc.			
18	Copy of applicable Aerospace Material Specifications (SAE), as required for the performance of maintenance, servicing and/or applying processes, to each individual aircraft/engine components, appliances, equipment, accessories, etc.			

19	Copy of Designated Engineering Representatives (DER), approved data, (Forms 8110-3), to be utilized for the performance of maintenance on aircraft, engines, appliances and equipment.			
20	Copy of air carrier Engineering Orders (EO), for companies authorized to approve their own major repairs and major alterations. SFAR 36?			
21	Copy of Individual aircraft service manual (fueling, defueling, oil, hydraulic fluid, nitrogen, tires and struts, water, bath rooms, etc).			
22	Copy of Individual aircraft storage manual (long and short term storage manual).			
23	Copy of Individual aircraft manufacturer's On Aircraft Maintenance Planning Document (OAMPD). Last revision?			
24	Copy of Individual aircraft manufacturer's Aging Aircraft Document (As applicable). Last revision?			
25	Copy of Individual aircraft manufacturer's Structural Inspection Document (SID) or (SSID), as applicable. Last revision?			
26	Copy of Individual aircraft manufacturer's Corrosion Prevention and Control Program (CPCP), as applicable. Last revision?			
27	On Wing/Off Wing Engine Performance Monitoring, Maintenance Program.			
28	Maintenance and/or overhaul manuals for each individual aircraft, engine, components, appliances, equipment and accessories, that the air carrier is authorized to maintain.			
29	Aircraft master weight and balance document, including last weighing, existing fix inventory (equipment list) and loading schedule.			
30	Individual aircraft manufacturer's FAA approved configuration manual, showing different aircraft interior configurations.			
31	Master Equipment List (MEL), and current copy of each aircraft MEL.			
32	Aircraft make and model Configuration Deviation Guide (CDL).			
33	Aircraft Dispatch Deviation Procedures Guide (DDPG) or equivalent instructions, used by the air carrier to comply with MEL Operations (**O**), and Maintenance **(M)** procedures.			
35	Master copy of Maintenance Reliability Program (if applicable).			
36	Master copy of Continuous Analysis and Surveillance System (CASS).			
37	Master copy of Self Evaluation/Disclosure Program (if applicable).			
38	Current Master List of selected, audited and authorized vendors and providers of substantial and regular contract maintenance, at home base and along air carrier's routes structure, (For Domestic and Flag) and at destinations where aircraft operates frequently, (For Supplemental). List must be included in a document accepted by the FAA. Providers of substantial maintenance, must also be authorized in Operations Specifications, Part D-091.			
39	A current copy of all applicable FAA regulations, 14 CFR and 49 CFR.			
40	Current copy of applicable aircraft, engines, equipment, accessories and appliances Airworthiness Directives (AD) Notes.			
41	Copy of applicable aircraft, engine and propeller type certificate data sheets (TCDS).			

42	Copy of applicable Supplemental Type certificates (STC) documentation for company aircraft installations, (such as cargo doors, floors, 9-G barriers/Nets, floors reinforcement, cargo restrain systems, conversion from passengers to cargo, or cargo to passengers, etc.)			
43	Any other document, manual or publication required for the proper performance of maintenance and services on company aircraft.			
44	Currently revised copies of all forms required to document the performance of major and minor repairs, alterations, repair, overhaul, servicing of aircraft and applying processes.			
45	Master Revision Log, or equivalent, documenting last revision issued by the author, for each document, manual and publication kept at the library, or any of the company maintenance shops.			
46	Master Revision Log, or equivalent, documenting last revision issued by the author of each document/manual/publication, for each document, manual and publication kept at the library, or any of the company maintenance shops.			
47	Review documentation that substantiates that the air carrier has current, valid revision subscriptions, as required, for all documents, manuals, publications maintained in the facility.			
ITEM	**BATTERY SHOP/STORAGE ROOM**	**SAT**	**UNSAT**	**REMARKS**
1	Is room location within or outside of hangar/shops?			
2	Is room adequate and properly ventilated?			
3	Eye protection goggles for personnel working in room?			
4	Air breathers mask for personnel working in room?			
5	Does shop have adequate batteries storage space, such as racks, working benches, and fixed stands and hand held currently calibrated electric meters (Volts, amps,			
6	Verify source of water and soda.			
7	Are nickel cadmium batteries segregated from lead/acid batteries?			
8	Are nickel cadmium batteries deep cycle calendar time controlled and documented?			
9	Are aircraft emergency lights batteries stored separate form other batteries and kept trickle charged? Time controlled?			
10	Are battery shop/storage rooms segregated from other aircraft components to avoid induced corrosion?			
11	Is safety information properly displayed in shop/storage rooms?			
12	Are No Smoking signs displayed in the battery shop/storage rooms?			
13	Are air carrier or contractors authorized to perform maintenance on batteries, (deep cycle nicad batteries, service acid/lead batteries or trickle charge emergency lights batteries), equipped with adequate facilities, all the equipment, and tools, including calibrated tools, and current technical data, as specified and required by the battery manufacturer and the FAA.			
14	Verify that all batteries are identified by make, model and serial number.			
ITEM	**FLUID STORAGE FACILITY**	**SAT**	**UNSAT**	**REMARKS**
1	Are bowsers used to dispense C.S.D. oil, engine oil or skydrol fluid, kept clean, covered, properly stored, identified, segregated and clean? Are hoses capped?			
2	Are C.S.D. and engine oil or Skydrol bowsers fluid dispensing Aeroquip hoses (Other than Teflon hoses), quality controlled and replaced in compliance with manufacturer's recommendations? Are hoses installation and calendar limits documented?			

3	Is C.S.D, engine oil or skydrol fluid kept in individual bowsers, quality controlled for specifications/contamination? Is quality control of oil/fluids documented?			
4	Are all fluid stored in containers 55 gallon drums, 5 gallon containers, or any other type of container, identified, quality controlled for specifications and contamination, after opening container?			
5	Is engine, C.S.D. oil, and hydraulic fluid remaining in **used pint cans or quarts**, discarded and disposed off, in compliance with the air carrier manual and FAA recommendations?			
6	Are spouts utilized to dispense engine oil, C.S.D. oil or hydraulic fluids, segregated, protected against dust and other foreign materials, clean and uncontaminated?			
ITEM	**FLAMMABLE FLUIDS STORAGE FACILITY/CABINETS**	**SAT**	**UNSAT**	**REMARKS**
1	Are flammable fluids stored separate or outside hangar/shops facilities?			
2	Are flammable fluids stored in flame resistant lockers or fire retardant vials?			
3	Are flammable fluids storage area, vials or cabinets, surrounded by a spill control moat?			
4	Any fluid spillage noted?			
5	Are shelf life limited, flammable resins, paints, sealers, adhesives, etc., identified, controlled and timely removed?			
6	Are flammable fluids properly identified, kept away from parts storage, oxygen, welding equipment and other combustible sources?			
7	Are No Smoking signs displayed in the flammable fluids storage area?			
ITEM	**RAMP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the ramp department duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Inspect aircraft ground support stationary/mobile equipment for condition (Tow trucks, air conditioning units, auxiliary power powerplants, pneumatic air starters, hydraulic mules, cargo conveyors, cherry pickers, payloaders, fuel dispensing vehicles, mobile stairs and any other equipment, for the following)			
3	Check tow hitches for condition and serviceability.			
4	Check tow bars for condition and serviceability.			
5	Verify that aircraft support equipment instruments are properly calibrated, (Only instruments utilized to measure electrical power volts/amps/ cycles, air starters pressure, vacuum, fuel and hydraulic fluid pressure/flow, to be dispensed to aircraft), Instruments must have calibration stickers, or use other documentation system acceptable to the FAA.			
6	Verify the availability of auxiliary power plant/s capable of supporting aircraft DC volts and/or AC watts, amps, volts and cycles.			
7	Are more than one auxiliary electric power plant available for use with wide body aircraft if require two electric powerplants?			
8	Verify the availability of hydraulic mule capable of delivering correct hydraulic pressure and volume flow as required by individual aircraft.			
9	Is hydraulic mule fluid quality controlled for contamination/specification?			

10	Verify the installation and operation of ramp support vehicles head/tail lights, light reflecting equipment, and airport required yellow rotation beacon.			
11	Verify the installation and operation of radio equipment in vehicles that operate in, or cross aircraft operations apron/areas, and/or are used for communications with cockpit during towing or air start operations.			
12	Verify the availability of fire extinguishers with current inspection stickers, installed on moving vehicles, such as tow truck, fuel vehicles, etc. and/or other extinguishers located in ramp area critical locations.			
13	Inspect installation and condition of vehicles' battery and wiring installation.			
14	Verify vehicles installation of operational flame arrestors and adequate engine exhaust system, as required.			
15	Verify the condition of vehicles brakes, wheels and tires.			
16	Inspect vehicles installations that could be considered as a hazard.			
17	Verify pneumatic air starter capacity proper for aircraft to be started?			
18	Verify condition of air starters' pneumatic pressure dispensing hoses. Hydrostatically tested?			
19	Verify condition of fuel trucks' fuel dispensing hoses. Hydrostatically tested?			
20	Verify condition of hydraulic mule dispensing hoses. (quality controlled?)			
21	Verify availability and operation of signal men night operations flash lights.			
22	Are aircraft and service vehicles wheel shocks available?			
23	Verify availability, implementation, use and currency of maintenance shift change log.			
24	Verify availability and use of forms/checklist to perform and document maintenance.			
25	Is NDI (X-Rays, Dye Penetrant, etc), performed in aircraft, engine and components while in the ramp? If so the ramp personnel must be equipped with proper equipment and tools, to do so in compliance with applicable manufacturer's specifications.			
26	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
27	Verify that maintenance performed in this department is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**HANGAR EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the hangar department duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Inspect all hangar maintenance support equipment for condition, (auxiliary power cords, pneumatic air starters, hydraulic wing and wheel jacks, hydraulic mules, cherry pickers, working stands, ladders, lift cranes, forklifts, aircraft components & engine support/working stands, engine installation/removal hydraulic stands, parts/components racks and any other equipment and tools, required to perform proper maintenance, parts racks, stands and work benches) as follows:			
3	Verify calibration of aircraft ground support equipment instruments (applicable only to instruments utilized to measure electrical power volts/amps/cycles, air starters pneumatic pressure, fuel and hydraulic fluid pressure/flow, to be dispensed to aircraft).			

4	Verify availability of currently inspected operational fire extinguishers, located in hangar critical locations. Inspection stickers current?			
5	Verify availability of auxiliary electric powerplant unit/s capable of providing specific aircraft with required DC Volts, and/or AC wattage, volts, amps, and cycles.			
6	Are pneumatic air starter/s of proper capacity for aircraft to be started?			
7	Verify condition of pneumatic air starters' pneumatic pressure dispensing hoses. Hydrostically tested?			
8	Are hydraulic mules filled with adequate amount of proper type fluid, capable of delivering the required aircraft's hydraulic system pressure and flow.			
9	Verify condition of hydraulic mule dispensing Aeroquip hoses. Quality controlled?			
10	Is hydraulic mule fluid quality controlled and documented for specifications and contamination?			
11	Verify availability of hydraulic wing and wheel jacks of proper weight load capacity.			
12	Verify availability of special tools, prescribed by the manufacturer, as required to perform hangar maintenance on airframe, engines, appliances, accessories, equipment and components, in compliance with the manufacturer's recommendations. Tools and equipment must support the scope, detail and level of maintenance to be performed.			
13	Do tools and equipment include, specific tools for special functions or equivalent, including currently calibrated equipment and tools, torque wrenches, flight controls protractors, flight controls balancing equipment, cable tensiometers, and any other tool or equipment, as required to install, remove, repair, inspect or check aircraft or engine components, including flight controls, landing gears, wheels and brakes, brosocopes, and/or conduct all aircraft letter inspections?			
14	Verify availability of part's racks, stands, bins, etc. as required to segregate, protect and identify aircraft parts and components being worked on.			
15	Verify availability of, and properly functioning working stands, A-frames, engine and propeller removal installation hoist/stands, electrical cords, pressure hoses, pneumatic starters and related hoses, hydraulic mules, cherry pickers, engine and aircraft systems, parts and components, parts storage stands, racks, etc.			
16	Availability of plastic covers for all parts requiring protection against dust, chips, FOD, also engines exhaust & intake covers, etc.			
17	Availability, implementation and currency of Maintenance Shift Change Log.			
18	Verify parts, components segregation, protection & identification (tags), while removed from aircraft/components (when parts in storage or aircraft are being worked on).			
19	Verify availability and use of forms/checklists to perform and document maintenance.			
20	Verify the availability and accessibility of current excerpts of required air carrier specific maintenance manual (AMM), GMM, SRM, IPC, TSO, PMA, Mil Specs, applicable engineering Orders, STCs, AD Notes, Service Bulletins, and any other required manuals, documents and information as required for the type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
21	Is NDI (Zyglo, Dye Penetrant, X-Rays, etc.), performed on aircraft, engines or appliances while in the hangar? If so hangar personnel must be equipped to perform these tests in compliance with the manufacture's specifications.			

22	Are all parts in shop requiring identification, identified by model and serial number, and/or date of manufacture, in compliance with FAR 21.607 or 45.11, 45.13 and 45.15 and 45.16?			
23	**Verify hangar office equipment**: desks, chairs, telephones, photocopy machines, computers, printers, slides and tape micro fiche readers, cardex, records file cabinets, book stands, and working aircraft forms/records stand.			
24	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
25	Verify that maintenance performed in this department is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**HYDRAULIC SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the hydraulic shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability of working benches and test benches/stands, (as required to test individual hydraulic pumps, other hydraulic system components, and aircraft hydraulically powered components), also availability of parts racks, stands, etc., utilized to repair or overhaul, each specific hydraulic pump or aircraft hydraulic system component, that the air carrier or contractor is authorized to repair, overhaul or test bench.			
3	Verify that air carrier or contractor, performing maintenance on landing gears and components, have all the tools, equipment, test benches, jigs, etc. as required to repair, overhaul or bench test landing gears and components.			
4	Verify and document, how the air carrier quality controls, segregates and prevent mixing of mineral and skydrol hydraulic fluids, in order to prevent contamination of seals and hoses in the test benches as well as accessories installed on the aircraft.			
5	Inspect test stands/bench configuration for each individual unit or component and correct type of fluid, as recommended by the manufacturer or an equivalent acceptable to the FAA.			
6	Inspect test stands/benches instruments calibration and documentation, traceable to a standard derived from the manufacturer or the NIST. Do Instrument have calibration stickers?			
7	Verify each test bench fluid specification and contamination quality control and documentation.			
8	Inspect all test benches Aeroquip hoses (Other than Teflon), for condition and calendar life limits, as recommended by Aeroquip and the aircraft manufacturers.			
9	Verify that each hydraulic test stand/bench is powered by an adequate electrical source and proper capacity hydraulic pump, capable of delivering the specified type of hydraulic fluid, at a pressure, volume and flow, equivalent to the pressure/volume/flow, delivered by the aircraft's electric and engine driven hydraulic pumps, in compliance with the manufacturer's aircraft type design specifications.			
10	Verify the availability of required benches, stands, racks and other shop equipment required to properly repair, overhaul and/or test the system parts and components that air carrier/contractor are authorized to repair, overhaul and test.			

11	Verify the availability of required hydraulic shop special tools, including torque wrenches, micrometers, jigs, etc., to properly maintain the items the air carrier is authorized to overhaul, repair or bench check, in compliance wit the manufacturer's specifications.			
12	Verify the availability of properly inspected operational fire extinguishers.			
13	Verify the availability of eyes and shower washers as required for injuries caused by exposure to hydraulic			
14	Verify the existence of safety signs related to maintenance personnel possible injuries caused by hydraulic fluid.			
15	Verify the installation of No Smoking signs.			
16	Verify availability, implementation and currency of Maintenance Shift Change Log.			
17	Are parts, components segregated, protected & identified with tags, while removed from aircraft/components (while parts are in storage, or aircraft hydraulic components are being worked on).			
18	Verify the availability and accessibility of current excerpts of required air carrier specific maintenance manual AMM, GMM, SRM, IPC, TSO, PMA and applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
19	Verify segregation, protection & identification (tags), of parts and components removed from aircraft/components, while parts are in storage, or aircraft/components are being worked on.			
20	Is NDI (Zyglo, Dye Penetrant, etc.), performed on hydraulic components while in this shop? If so shop must be equipped to perform those tests in compliance with the manufacturer's recommendation.			
21	Are all parts found in this area identified by make, model, serial number and/or date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and/or 45.16?			
22	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
23	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**ELECTRIC SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the electric shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Inspect all tools and equipment availability, including electric test stands/benches utilized to repair, overhaul and/or test aircraft components (AC or DC Generators, T/Rs, relays, motors, static generators, CSDs, inverters, converters, all other aircraft electric system components, and aircraft components electrically powered).			
3	Inspect test benches/stands for specific test bench configuration, instruments calibration, capacity, adequacy of power source, and conformity to aircraft type design specifications.			

4	Verify that generator test stands/benches are adequate for testing specific aircraft generator/s and CSDs, in compliance with manufacturer's specifications. The test stand/ bench must be equipped with calibrated instruments, capable of displaying proper volts, cycles, amps wattage, KVR. The CSD inlet and outlet temperature gauges must be installed in the test bench/stand, if generator tested with CSD.			
5	Verify that test stands/benches utilized to test specific aircraft electric system components, meet manufacturer's specifications.			
6	Shops authorized to repair, overhaul and test engine driven CSDs, must also have the special tools, prescribed test bench/stands, torque wrenches, calibrated tools, gadgets, micrometers, etc., to measure CSD gear clearances, etc. The CSD test benches/stands fluid must be quality controlled for specification and contamination.			
7	Verify that all electric test each stands/bench used to perform tests, have all required instruments to perform the test properly. All instruments must be marked as required by the manufacturer, and calibrated to a standard derived from the manufacturer or NIST, and have calibration stickers showing date of last inspection.			
8	Verify that electric shop have all required special tools including voltmeters, amp meters, and torque wrenches, etc., as required to perform the type, scope and detail, of repairs, overhaul and/or test that the air carrier or contractor are authorized to perform.			
9	Verify availability and accessibility of current excerpts of required air carrier specific maintenance manual (AMM), GMM, SRM, IPC, TSO, PMA, Mil Specs, DER Forms 8110-3, and applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
10	Verify availability, implementation, use & currency of Maintenance Shift Change Log. (If applicable).			
11	Verify parts and components segregation, protection & identification (tags), while removed from aircraft/components, (when parts are stored or aircraft/components are being worked on).			
12	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop on electric generators, or other electric system components? If so the shop must be equipped to perform those tests in compliance with the manufacturer's specifications.			
13	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16?			
14	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
15	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**PNEUMATIC SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the pneumatic shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			

2	Verify availability of working tools, equipment, benches, individual pneumatic system components test stands/benches, parts racks, stands, etc., utilized to repair or overhaul and/or test, each specific aircraft pneumatic air starters, cabin/cargo compartments pressurization, air conditioning, wings/engines anti-icing and other pneumatic systems components, that the air carrier or contractor are authorized to repair, overhaul ore test bench.			
3	Inspect test stands/bench configuration for each individual pneumatic unit or component, as recommended by the manufacturer or an equivalent acceptable to the FAA.			
4	Inspect test stands/benches required instruments calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Do Instrument have calibration stickers?			
5	Verify that each pneumatic test stand/bench is powered by an adequate electrical source and air compressor, capable of delivering the proper pressure, volume and flow, equivalent to the pressure/volume/flow, delivered by the aircraft's pneumatic system, in compliance with the manufacturer's aircraft type design specifications.			
6	Verify the availability of required benches, stands, racks and other shop equipment required to properly repair, overhaul and/or test the system parts and components that air carrier or contractor are authorized to overhaul or bench check.			
7	Verify the availability of required pneumatic shop special tools, including torque wrenches, special gadgets, micrometers, volt meters, etc., to properly maintain the items the air carrier is authorized to overhaul, repair or bench check, in compliance with the manufacturer's specifications.			
8	Availability and accessibility of current excerpts of required air carrier specific maintenance manual (AMM), GMM, SRM, IPC, TSO, PMA, Mil Specs, and applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific shop.			
9	Verify the availability of properly inspected fire extinguishers.			
10	Verify the existence of safety signs related to maintenance personnel possible injuries caused by malfunctioning pneumatic systems test benches/stands.			
11	Availability, implementation and currency of Maintenance Shift Change Log, if applicable.			
12	Is NDI (Zyglo, Dye Penetrant, etc.), performed on pneumatic system components, at this shop? If so shop must be equipped as required to perform those tests in compliance with the manufacturer's specifications.			
13	Are parts found in this area that require identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and/or 45.16?			
14	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
15	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
16	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			

ITEM	WHEELS AND BRAKES SHOP EQUIPMENT AND TOOLS	SAT	UNSAT	REMARKS
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the wheels and brakes shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability of working benches, ovens, presses, tire removal equipment, wheel disassembly equipment, individual brakes components test stands/ benches, parts racks, stands, etc., utilized to repair or overhaul and/or test, each specific aircraft wheels and brakes that the air carrier or contractor is authorized to repair, overhaul ore test bench.			
3	Verify the availability and operation of required wheel breaking (press) equipment.			
4	Verify the availability and operation of required tire removal/installation equipment.			
5	Verify the availability and operation of brake assembly/disassembly jigs and equipment.			
6	Inspect test stands/benches configuration for each individual brake assembly utilized to test brakes, as recommended by the manufacturer or an equivalent acceptable to the FAA.			
7	Inspect brakes test stands/benches required instruments calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Do Instrument have stickers?			
8	Verify the availability of required benches, stands, racks and other shop equipment and tools, required to properly repair, overhaul and/or test the system parts and components that air carrier/contractor are authorized to overhaul or bench check, in compliance with the manufacturer's specifications.			
9	Verify the availability and operation of special tools required to perform maintenance on wheels and brakes, including torque wrenches, in order to properly maintain the items the air carrier is authorized to overhaul, repair or bench check, in compliance with the manufacturer's specifications.			
10	Is shop equipped to balance wheels?			
11	Are wheel/tires assemblies stored upright, in racks, and rotated at calendar intervals, as recommended by the tire manufacturer ?			
12	Verify the existence of safety signs related to maintenance personnel possible injuries caused by hydraulic fluid, chips, sand blasting and paint dust.			
13	Are all wheel, tires and brake units and components properly segregated, in storage racks/stands, protected against damage and properly tagged?			
14	Is wheels and brakes sand blasting, NDI and painting area equipment segregated from rest of shop?			
15	Is wheels and brakes sand blasting, NDI and painting areas equipped with proper ventilation and fan directing air flow outside of shops area?			
16	Are wheels and brakes NDI (Zyglo, Magnaflux, Dye Penetrant, etc.), performed on wheels and brakes at this shop? If so, shop must be equipped to perform this tests in compliance with the manufacturer' specifications.			

17	Verify availability and accessibility of current excerpts of required air carrier specific maintenance manual (AMM), GMM, SRM, IPC, TSO, PMA, Mil Specs. and applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
18	Are safety signs and No Smoking signs displayed in shop?			
19	Availability, implementation and currency of Maintenance Shift Change Log.			
20	Are all parts found in this area, that need identification, properly identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15,and 45.16?			
21	Are greased wheel bearings packaged, sealed and protected against humidity?			
22	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
23	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
24	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**MACHINE SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the machine shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability and proper function of individual laid, grinders, cutters, drills, mills, and other machine shop special equipment, as required to perform machine shop work in compliance with manufacturers specifications or other specifications approved by the FAA. Also the presence of racks, stands, etc., utilized to mill or overhaul, each specific aircraft components, that the air carrier or contractor are authorized to repair, overhaul, mill or manufacture.			
3	Inspect machine shop equipment and tooling configuration for each individual type of machine function/task that the air carrier is authorized to perform in compliance with the manufacturer's specifications, or an equivalent acceptable to the FAA.			
4	Inspect machine shop equipment required instruments calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Do Instrument have calibration stickers?			
5	Verify the availability of required benches, stands, racks and other machine shop equipment needed to properly repair, overhaul or mill parts and components that air carrier/contractor are authorized to repair, mill or overhaul.			
6	Verify the availability of required machine shop special tools, including torque wrenches, gauges, gadgets and micrometers, to properly maintain the items the air carrier is authorized to overhaul, repair, or mill in compliance with the manufacturer's specifications.			

7	Availability and accessibility of current excerpts of required air carrier specific maintenance manual (AMM), GMM, SRM, TSO, PMA, Mil Specs and applicable Engineering Orders, DER Forms 8110-3, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
8	Verify the availability of properly inspected fire extinguishers.			
9	Verify the existence of safety signs related to maintenance personnel possible injuries.			
10	Verify the availability, implementation and currency of Maintenance Shift Change Log, if applicable.			
11	Is NDI (Zyglo, Dye Penetrant, etc)? If so shop must be equipped as required to perform those tests in compliance with the manufacturer's specifications.			
12	Are all parts found in this area, that need identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45/13,45.15, and 45.16?			
13	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
14	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**ACCESSORIES SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the accessories shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability of working benches and test benches/stands, (as required to maintain and/or test individual mechanical, hydraulic, oil, fuel, electric, or electronic powered aircraft systems components), also availability of parts racks, stands, etc., utilized to repair or overhaul, each specific accessory that the air carrier or contractor is authorized to repair, overhaul ore test bench.			
3	Verify and document, how the air carrier quality controls, segregates and prevent mixing of mineral and skydrol hydraulic fluids, CSD oil, engine oil pneumatic pressure and fuel, in order to prevent contamination of seals and hoses in the test benches as well as accessories installed on the aircraft.			
4	Inspect hydraulic fluid in test stands/bench configured for each individual hydraulic unit or component and type of fluid, (Skydrol or mineral), to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			
5	Inspect CSD oil test stands/bench configured for each individual CSD unit or component, to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			
6	Inspect engine oil test stands/bench configured for each individual engine oil system component, engine driven oil pumps, scavenger pumps, oil valves, and other component, to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			

7	Inspect fuel test stands/bench configured for each individual fuel system unit or component, FCU, engine driven fuel pumps, aircraft fuel boost pumps and other fuel system components, to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			
8	Inspect pneumatic system components, engine starters, valves, etc., test stands/bench configured for each individual pneumatic unit or component, to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			
9	Inspect mechanical aircraft/engine/appliances components, test stands/bench configured for each individual unit or component, to verify that it meets the manufacturer's requirements or an equivalent acceptable to the FAA.			
10	Verify the quality control and documentation of all fluids utilized in test benches (CSD oil, engine oil, hydraulic fluid and fuel), for specification and contamination.			
11	Inspect electrical test stands/bench configuration for each individual electrically powered accessory or component and correct type of electrical power, as recommended by the manufacturer or an equivalent acceptable to the FAA.			
12	Inspect electronic test stands/bench configuration for each individual electronically powered accessory or component correct electronic circuitry, as recommended by the manufacturer or an equivalent acceptable to the FAA.			
13	Inspect test stands/benches instruments calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Test benches/stands Instrument have calibration stickers?			
14	Inspect all test benches with Aeroquip hoses installations, (Other than Teflon), for condition and calendar life limits, as recommended by Aeroquip and the aircraft			
15	Verify that each test stand/bench utilized to test mechanical, oil, hydraulic, fuel, electric or electronic powered accessories, are properly configured with an adequate power source, capable of delivering the specified type of hydraulic, oil, fuel, pneumatic pressure, mechanical force or electronic circuitry, equivalent to the one delivered by the aircraft's specific system or sub-systems, in compliance with the manufacturer's aircraft type design specifications.			
16	Verify the availability of required benches, stands, racks and other shop equipment required to properly repair, overhaul and/or test accessory, parts and components that air carrier/contractor are authorized to repair, overhaul o check.			
17	Verify the availability of required accessories shop special tools, including torque wrenches, gadgets, gages, micrometers, etc., to properly maintain the accessories that he air carrier is authorized to overhaul, repair or bench check, in compliance wit the manufacturer's			
18	Verify the availability of currently inspected operational fire extinguishers.			
19	Verify the availability of eyes and shower washers as required for possible injuries caused by exposure to shop hazards.			
20	Verify the existence of safety signs related to maintenance personnel possible injuries caused by type of maintenance performed in this shop.			
21	Verify the installation of No Smoking signs.			
22	Verify the availability, implementation, use and currency of Maintenance Shift Change Log, if applicable.			

23	Verify segregation, protection & identification (tags), of accessories, parts and components, while removed from aircraft or in storage while aircraft or accessories are being worked on.			
24	Availability and accessibility of current excerpts of required air carrier specific AMM, GMM, SRM, IPC, PMA, TSO, Mil Specs, and applicable engineering Orders, STCs, DER Forms 8110-3, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific shop.			
25	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
26	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**ENGINE SHOP, TEST CELL EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the engine shop and test cell duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	**These requirements are applicable, regardless of who perform maintenance on engines:** Verify availability of working benches and engine test stands, (as required to perform maintenance and/or test of individual engines, modules, gear boxes, and other engine and/or QEC components. Also availability of parts racks, working stands, benches, etc., utilized to store, repair, overhaul, perform hot sections inspections, assembly and/or inspect, each specific engine module or component, that the air carrier or contractor is authorized to repair, overhaul, inspect or test.			
3	Verify that air carrier or contractor's engine test cells, test stands and related equipment meet the engine manufacturer's specifications. All test cells **instruments must be calibrated** to a standard derived from the NIST or the engine manufacturer, and properly documented.			
4	Verify that engine test cells are **correlated** to the manufacturer's test cells and test stands configuration standards. Calibration stickers must be attached to instruments and correlation document must be available for inspection by FAA.			
5	Verify that each test cell (operated by the air carrier or contractor), that is utilized to test air carrier engines, is certified by the manufacturer, quality controlled and audited by the air carrier and approved by FAA.			
6	Verify and document, how the air carrier quality controls, segregates and prevent mixing of QEC and engine test stands hoses, lines, and components utilized for different mineral or skydrol hydraulic fluids, engine oil, CSD oil, pneumatic pressure or fuel, in order to prevent contamination of engine and engine test stands pneumatic, hydraulic, fuel, CSD and engine oil seals and systems, as well as accessories installed on the engine.			
7	Verify test bench fluids (Engine and CSD oil, hydraulic fluid, pneumatic pressure and fuel), quality control and documentation for specifications and contamination.			
8	Inspect engine test stands Aeroquip hoses (Other than Teflon), for condition and calendar life limits, as recommended by Aeroquip and the aircraft manufacturers.			

9	Verify that each engine test stand is powered by an adequate electrical, pneumatic, hydraulic and fuel source, capable of delivering the specified type, pressure volume and flow, etc. equivalent to the pressure/volume /flow, delivered by the aircraft's fuel boost pumps, engine driven hydraulic pumps, and external pneumatic starter, in compliance with the manufacturer's aircraft and engine type design specifications.			
10	Verify the availability (in engine shop and test cell), of required benches, stands, racks and other shop equipment required to properly repair, overhaul or test engine modules, parts and components, that air carrier/contractor are authorized to repair, overhaul or check.			
11	Verify the availability (In the engine shop and test cell), of required engine and QEC special equipment and tools, dummy cowlings, air intake bells, including specific special tools prescribed by the manufacturer or their			
12	Verify the existence and condition of torque wrenches, gadgets, jigs, hydraulic stands, micrometers, boroscopes, isotope, and any other tools recommended by the manufacturer for the scope, detail and in depth of maintenance to be performed, in order to properly perform repairs, overhaul, apply processes and/or inspect and test the engines that the air carrier or contractor are authorized to overhaul, repair or test, in compliance wit the manufacturer's specifications.			
13	Verify that the air carrier or contractor's engine shop are equipped with proper equipment, laid, grinders, plasma coating, machines, ovens, auto claves, TIG welding, shot peening, electric welding, etc., to perform maintenance and apply processes to engine compressor and turbine blades, stators, and rotor disks, in compliance with the manufacturer's specifications.			
14	Verify that the air carrier or contractor's engine shop are equipped with required tools, to perform maintenance and apply processes to engine fan housing, compressor housing, turbine and exhaust housing, diffusers, gear boxes, and other engine major components.			
15	Verify that the air carrier or contractor's engine shop are equipped with proper equipment, tools, and boroscope, to perform isotope, and hot engine inspections.			
16	Verify the availability of properly inspected operational fire extinguishers.			
17	Verify the availability of eyes and shower washers as required for injuries caused by exposure to fluids, grinding chips, fumes, etc.			
18	Verify the existence of safety signs related to maintenance personnel possible injuries caused in the shop and test cell.			
19	Verify the installation of No Smoking signs.			
20	Verify existence and use of engine covers and intake/exhaust plugs.			
21	Availability, implementation, use and currency of Maintenance Shift Change Log, if applicable.			
22	Verify parts, components segregation, protection & identification (tags), while removed from engine/QEC, or components, while parts are in storage or engine is being worked on.			

23	Verify the availability and accessibility of current excerpts of required air carrier specific AMM, GMM, SRM, IPC, TSO, PMA, Mil Specs, and applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific engine shop or test cell.			
24	Is NDI (Zyglo, Dye Penetrant, etc.) performed on engine/QEC components while in this shop? If so shop must be equipped to perform those tests in compliance with the manufacturer's recommendation.			
25	Are engine gear boxes repaired, overhauled and inspected in engine shop? If so, the shop must be equally equipped with proper tools and equipment to do in compliance with the manufacturer's specifications.			
26	Are engine gear boxes, engine modules and engine basic components I.D. Name Plates removed while work is in progress? If so how are I.D. Name Plates quality controlled and documented to ensure reinstallation in the same component that it was removed from?			
27	Are all parts found in this area, needing identification, properly identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607and/or 45.11, 45.13, 45.15 and 45.16?			
28	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
29	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**SHEET METAL SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the sheet metal shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability and proper function of individual laid, grinders, cutters, drills, mills, and other sheet metal special equipment and tools, as required to perform sheet metal work in compliance with manufacturers' specifications or other specifications approved by the FAA. Also verify the presence of racks, stands, etc., utilized to repair, overhaul, assemble each specific aircraft components, that the air carrier or contractor are authorized to repair, overhaul, or manufacture.			
3	Inspect sheet metal shop equipment and tooling configuration for each individual type of work that the air carrier is authorized to perform in compliance with the manufacturer's specifications, or an equivalent acceptable to the FAA.			
4	Inspect sheet metal shop tools calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Do tools have calibration stickers?			
5	Verify the availability of required benches, stands, racks, and other sheet metal shop equipment needed to properly repair, overhaul or manufacture skin and structure elements, parts and components that air carrier/contractor are authorized to repair, overhaul and/or manufacture.			

6	Verify the availability of required sheet metal shop special tools, including torque wrenches, gauges, gadgets , micrometers, templates, molds, jigs, anodyzers, etc., to properly maintain the sheet metal and structure components that the air carrier is authorized to overhaul, repair, or manufacture, in compliance with the manufacturer's specifications.			
7	Verify availability and accessibility of current excerpts of required air carrier specific AMM, GMM, SRM, TSO, PMA, Mil Specs, DER Form 810-3, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific hangar/shop.			
8	Verify the availability and use of sheet metal material storing racks , for properly storing, protecting, segregating and identifying different types of sheet metal and other materials.			
9	Verify the availability and use of approved data for sheet metal and major structural repairs or major modifications.			
10	Verify the availability of properly inspected fire extinguishers.			
11	Verify the existence of safety signs related to maintenance personnel possible injuries caused by shop related hazards.			
12	Verify the availability, implementation and currency of Maintenance Shift Change Log, if applicable.			
13	Is NDI (Zyglo, Dye Penetrant, etc) perform at this shop? If so shop must be equipped as required to perform those tests in compliance with the manufacturer's specifications.			
14	Are all parts found in this area, needing identification, properly identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607and/or 45.11, 45.13, 45.15 and 45.16?			
15	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
16	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**OXYGEN SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the oxygen shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify that oxygen vessels repair, overhaul and inspection shops, (operated by the air carrier or contractor), meet all the manufacturers' requirements, as well as FAA issued Operation Specifications, 14 CFR 14 and CFR 49, US Coast Guard, DOT, Mil Specs, TSO and/or PMA specifications, as applicable.			
3	Verify that air carrier and/or contractor handle, store, remove and install **Oxygen Generators** in compliance with manufacturer's recommendations and existing FAA guidance.			
4	Verify that oxygen generators **trigger pin safety locks** are secured in place, while the oxygen generators are being stored, handled, removed or installed by the air carrier or contractor.			
5	Verify that air carrier keeps a record documenting oxygen generators life limits and procedures for disposition of units after reaching limit.			

6	Verify the availability and use of oxygen bottles hydrostatic tests procedures manual, in compliance with CFR 49, Section 173.34, the manufacturer's specification, FAA guidance, and as marked in the bottle.			
7	Verify the existence and use of oxygen bottles and systems refill procedures manual. Vessels must be refilled slowly and in compliance with the manufacturer's recommendations.			
8	Verify the air carrier incoming inspection, documentation, condition of oxygen vessels, identification, current hydrostatic test, and quality control of oxygen vessels, regulators and oxygen system components.			
9	Verify the air carrier's procedures for segregation of oxygen vessels systems and components, from oil, other fluids, cotton and any other materials that could cause ignition of oxygen.			
10	Verify the availability of required oxygen shop special tools and equipment, including gauges, gadgets , hydrostatic test stands, as required to overhaul, repair, test and refill oxygen vessels and repair, inspect and test pressure regulators.			
11	Availability and accessibility of current excerpts of required air carrier specific AMM, GMM, Ops Specs, DOT, US Coast Guard, CFR 14 and 49, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the oxygen shop.			
12	Verify the availability in shop of properly inspected fire extinguishers.			
13	Verify the existence of safety signs related to maintenance personnel possible injuries caused by shop related hazards.			
14	Availability, implementation and currency of Maintenance Shift Change Log.			
15	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
16	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**FIRE EXTINGUISHERS SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the fire extinguisher shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify that fire extinguishers (aircraft main system and individual hand carried vessels) repair, overhaul and inspection shops, meet all the manufacturers' requirements, as well as FAA issued Operation Specifications, CFR 14 and 49, US Coast Guard, DOT, Mil Specs, TSO and/or PMA specifications, as applicable.			
3	Verify that air carrier and/or contractor handle, store, remove and install aircraft main system fire extinguishers vessels discharge cartridges in compliance with manufacturer's recommendations and existing FAA guidance.			
4	Verify that fire extinguishers **discharge cartridge trigger pin safety locks** are secured in place, and stored separate in explosion proof lockers.			
5	Verify the procedures used by the air carrier or contractor to control and document fire extinguishers discharge cartridge life limits.			

6	Verify the availability and use of fire extinguisher vessels (Aircraft main system and hand carried vessels), hydrostatic tests procedures manual, in compliance with CFR 49, Section 173.34, the manufacturer's specification, FAA guidance, as marked in the bottle.			
7	Verify the existence and use of fire extinguisher vessels refill procedures manual.			
8	Verify the air carrier incoming inspection and documentation of condition of fire extinguishers vessels, identification, current hydrostatic test, and quality control of vessels discharge systems.			
9	Verify the availability of required fire extinguishers shop special tools and equipment, including gauges, gadgets , and hydrostatic test stands, as required to overhaul, repair, test and refill vessels and inspect and maintain and/or discharge mechanisms.			
10	Availability and accessibility of current excerpts of required air carrier specific AMM, GMM, Ops. Specs, DOT, US Coast Guard, CFR 14and 49 AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the oxygen shop.			
11	Verify the availability in shop of properly inspected fire extinguishers.			
12	Verify the existence of safety signs related to maintenance personnel possible injuries caused by shop related hazards.			
13	Availability, implementation and currency of Maintenance Shift Change Log.			
14	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
15	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**SURVIVAL/EMERGENCY EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the survival/emergency equipment shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify that life raft, evacuation slide and slide/raft overhaul, repair and inspection shops, meet all the manufacturers' requirements, as well as FAA issued Operation Specifications, CFR 14 and 49, US Coast Guard, DOT, Mil Specs, TSO and/or PMA specifications, as applicable.			
3	Verify that the life jackets overhaul, repair and inspection shops, meet all the manufacturers' requirements, as well as FAA issued Operation Specifications, CFR 14 & 49, US Coast Guard, DOT, Mil Specs, TSO and/or PMA specifications, as applicable.			
4	Verify that air carrier and/or contractor handle, store, remove and install aircraft life rafts, evacuation slides, and evacuation slide/rafts, in compliance with manufacturer's recommendations and existing FAA guidance.			
5	Verify that life, evacuation slides and slide/raft deployment pressure vessels system **discharge cartridge trigger pin safety locks** are secured in place, when stored.			
6	Verify the procedures used by the air carrier or contractor to control and document liferafts, evacuation slides and slide/rafts deployment pressure vessels discharge cartridge life limits.			

7	Verify the availability and use of life raft, evacuation slides and slide/raft deployment vessels, hydrostatic tests procedures manual, in compliance with CFR 49, Section 173.34, the manufacturer's specification, FAA guidance, and as marked in the bottle.			
8	Verify the existence and use of life raft, slides and slide/raft deployment pressure vessels refill procedures			
9	Verify the air carrier incoming inspection and documentation of condition of pressure vessels, identification, current hydrostatic test, and quality control of vessels discharge systems.			
10	Verify the availability of required emergency and survival equipment shop special tools and equipment, including gauges, gadgets , and hydrostatic test stands, as required to overhaul, repair, test and refill vessels and inspect, install and test discharge mechanisms.			
11	Availability and accessibility of current excerpts of required air carrier specific AMM, GMM, Ops Specs, TSO, PMA, Mil Specs, DOT, US Coast Guard, CFR parts 14 and 49, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the oxygen shop.			
12	Verify the availability in shop, of properly inspected fire extinguishers.			
13	Verify the existence of safety signs related to maintenance personnel possible injuries caused by shop related hazards.			
14	Availability, implementation and currency of Maintenance Shift Change Log.			
15	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
16	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**INSTRUMENT SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the instruments shop duties and responsibilities, personnel required training, qualifications and certification. It must also contain policy and procedures for overhauling, repairing and testing instruments utilized in CAT II and III, ETOPS and RVSM flight operations, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify that instrument shop is equipped with operational tools, equipment, and test benches/stands, as required to be utilized for the repair, overhaul, inspect and/or test specific instruments class 1, 2, 3, and 4, (including instruments and avionics requiring special maintenance, calibration and/or testing certification for use in CAT II & III, ETOPS and/or RVSM operations.			
3	Verify that test stands utilized to test mechanical, gyroscopic, electrical and electronic instruments, are adequate and properly configured for testing specific aircraft instruments, in compliance with manufacturer's specifications. The test stand/ bench must be equipped with properly marked, calibrated instruments, capable of displaying proper mechanical and electrical power and electronic circuitry, as specified by the manufacturer and in compliance with the instrument PMA or TSO specifications.			

4	Shops authorized to repair, overhaul and test gyroscopic instruments, must also have the special tools, prescribed test bench/stands, torque wrenches, calibrated tools, gadgets, manometers, gadgets, micrometers.			
5	Verify that all instruments on each stands/bench, calibration is derived from a standard traceable to the manufacturer or NIST, and have calibration stickers showing date of last inspection.			
6	Verify that the instrument shop possess all required special tools, including calibrated portable (hand carried), or fixed bench instruments, capable of reading volts, amps, cycles and manometers, micrometers, jigs, gadgets, pitot/static testing equipment, torque wrenches, etc., as required to perform the type, scope and detail, of repairs, overhaul and/or test that the air carrier or contractor are authorized to perform on instruments.			
7	Verify that altimeter testing equipment mercury is cleaned and documented periodically.			
8	Verify that instrument room temperature, humidity, and gyroscopic instruments shop pressure, as applicable, are controlled and documented.			
9	Availability and accessibility of AMM, GMM, SRM, TSO, IPC, PMA, Instruments maintenance manuals, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/ checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the shop.			
10	Verify the availability of a clean room that meets the criteria of Advisory Circular 43-15, and manufacturer's specifications: temperature and humidity for regular instruments, plus limited dust particles count, for gyroscopic instrument shop.			
11	Is instrument gyroscopic shop equipped with an intermediate area, between outside and gyroscopic instrument shop, including a door between outside and intermediate area, and a second door between the intermediate area and instrument shop environment?			
12	Is instrument gyroscopic shop equipped with a controlled pressure differential system, that keeps a higher pressure differential in the instrument shop?			
13	Are instrument working benches and test stands grounded to the floor?			
14	Are working benches and test stands equipped with operator's wrist grounding straps?			
15	Is instrument shop equipped with gowns and head cover as required to work on gyroscopic instruments?			
16	Availability, implementation & currency of Maintenance Shift Change Log.			
17	Parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, (while instruments and avionics are in storage or are being worked on).			
18	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
19	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
20	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			

21	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**CALIBRATION ROOM - EQUIPMENT & TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the instruments and avionics tools and equipment calibration department duties and responsibilities, personnel required training, qualifications and certification. It must also contain policy and procedures for calibrating tools and equipment (needing calibration), that are utilized to calibrate and/or test instruments utilized in CAT II and III, ETOPS and RVSM flight operations, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify that calibration room is equipped with operational calibrated tools, equipment, volts meters, amp meters, cycle measurement, manometers, jigs, gadgets, pitot/static source calibrating equipment, torque wenches, and test benches/stands, as required to be utilized for calibrating and/or testing specific equipment and tools.			
3	Verify that all master instruments & tools calibration equipment are calibrated to a standard derived from the manufacturer or NIST. Review calibration certification documentation.			
4	Verify that calibration tools and equipment, are adequate and meet the specific type of power source/s, as prescribed by the manufacturer's TCDS, STC, Mil Specs, AMST, TSO, PMA, in conformity with OEM and aircraft type design specifications. Review documentation.			
5	Verify that all calibrating instruments, are range marked as required by the manufacturer and have calibration stickers showing date of last inspection.			
6	Verify availability and accessibility of AMM, GMM, SRM, IPC, TSO, PMA, Calibrating equipment and tools manuals, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/ checklists, and any other required documents and information as required for type, scope and detail of calibration authorized to perform in the specific hangar/shop.			
7	Verify the availability of a clean room that meets the criteria of Advisory Circular 43-15, and manufacturer's specifications: Are temperature and humidity controlled and documented in instrument shop area?			
8	Are instrument calibration benches grounded to the floor?			
9	Are calibration stands equipped with operator's wrist grounding straps?			
10	Verify availability, implementation & currency of Maintenance Shift Change Log. If applicable.			
11	Are parts and components segregated, vacuum wrapped, protected & identified with tags, while removed from aircraft/components, or while instruments and avionics are in storage or are being worked on.			
12	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
13	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
14	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			

15	Verify that calibrations performed in this shop are released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**RADIO SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that radio shop tools, equipment and test stands, meet the specific required configuration, instrumentation, calibration, capacity, and the adequacy of power source, as prescribed by the manufacturer's TSO, PMA and for conformity to OEM, FCC and aircraft type design specifications.			
2	Verify that test stands utilized to test navigation, communications, radar and electronic radio components, are adequate for testing specific aircraft radios, in compliance with manufacturer's specifications. The test stand/ bench must be equipped with calibrated and range marked instruments, capable of displaying proper power output, and status of electronic circuitry, as specified by the manufacturer and in compliance with the radios, Auto Pilots, FMS and/or FGAC systems, FCC, PMA and TSO specifications.			
3	Verify that radio shops class 1, 2 and 3, have the special tools, prescribed test bench/stands, torque wrenches, calibrated tools, gadgets, manometers, gadgets, micrometers required to perform maintenance in compliance with the manufacture's recommendations.			
4	Verify that all radio test each stands/bench used to perform tests, have all required instruments to perform the test properly. All instruments must be marked as required by the manufacturer, and calibrated to a standard derived from manufacturer or NIST, and have calibration stickers showing date of last inspection.			
5	Verify that the radio shop possess and utilizes all required special tools, including calibrated voltmeters, amp meters, cycles meters, manometers, micrometers, jigs, gadgets, pitot/static testing equipment, torque wrenches, etc., as required to perform the type, scope and detail, of repairs, overhaul and/or test that the air carrier or contractor are authorized to perform on radios, auto pilots, FGCS and/or FMS.			
6	Verify that radio shop temperature, humidity, are controlled and properly documented, at least daily.			
7	Availability and accessibility of AMM, GMM, SRM, TSO, PMA, Radios maintenance manuals, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/ checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform in the specific shop.			
8	Are radios working benches and test stands grounded to the floor?			
9	Are working benches and test stands equipped with operator's wrist grounding straps?			
10	Availability, implementation & currency of Maintenance Shift Change Log.			
11	Parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, or while radios and avionics are in storage or are being worked on.			
12	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			

13	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
14	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
15	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**NDI/NDT INSPECTION ROOMS EQUIPMENT & TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the air carrier has a current NDI/NDT manual, (Reference Mil -Std-I-6870), containing NDI test/inspection requirements, description of all NDI/NDT processes authorized, (manufacturer's specifications, Mil Spec, ASTM, ATA, SAE, and/or any other approved process), the required equipment and tools, including tools and equipment calibration & certification, and any other information, as required.			
2	Verify that the NDI/NDT manual containing personnel training and qualifications requirements, qualifications, (level 1, 2 or 3), including eyes tested, as prescribed in FAA Recommended Practice No. SNT-TC-1A, ATA-105, and/or Mil -Std-410.			
3	Verify that NDT Shops where, Zyglo, Dye Penetrant, Fluorescent Liquid Penetrant, etc, is performed, are segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
4	Verify that all NDT/NDI shop/s are equipped with working benches, stands, racks to protect items being inspected or tested, as well as all tools and equipment, as required to perform NDI/NDT processes.			
5	Verify that the air carrier or any one with whom it contracts the NDI and NDT to be performed, comply with all applicable manufacturer's specifications, Mil Specs, ASTM, SAE, ATA, and/or FAA Engineering approved process specifications requirements.			
6	Verify that temperature and humidity of rooms where tools and equipment, are kept and operated (Eddy Current, Ultrasonic, etc), are environmentally controlled and documented, as prescribed by the manufacturer.			
7	Verify that all tools and equipment utilized to perform NDI/NDT are properly calibrated and documented.			
8	Verify that fluid contained in all liquid tanks utilized as part of the liquid penetrant process, are quality controlled for specifications and contamination, and properly documented.			
9	Availability, implementation & currency of Maintenance Shift Change Log.			
10	Availability in shop of operational fire extinguishers.			
11	Verify parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, or while radios and avionics are in storage or are being worked on.			
12	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
13	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			

14	Verify that the following NDI and NDT processes, including those not identified below, are performed in compliance with the most current applicable manufacturer's or a process specification acceptable to FAA.			
15	Visual inspection procedure.			
16	Magnetic particles - Mil-I-6868 or ASTM E1444, AMS 3046,or AMS 3161.			
17	Radiographic inspection-Gamma Rays, Isotopes - as per Mil-Std-00453 or ASTM-E94.			
18	Radiographic inspection - X-Rays Mil-Std-453 or ASTM E94			
19	Ultrasonic inspection - ASTM-B594, E164, E113, or Mil -I-8950			
20	Fluorescent Liquid penetrant inspection - ASTM E-165, E1417 93, ASTM 95, Mil-I-25235, QPL-25135, or Mil-I-6866.			
21	Liquid Penetrant, Black light Inspection - ASTM-165, (8.9.1).			
22	Eddy Current - ASTM B244, B-342, E215, E309, E376, E426 and/or Mil-Std-1537, as applicable.			
23	Temper etch inspection - Mil-Std-867, or Mil Std-367			
24	Dye Penetrant procedure.			
25	Verify for compliance with above requirements, any other NDT/NDI process utilized by the air carrier or the contractor.			
26	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**SPECIALIZED SERVICES EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the air carrier has a current Specialized Services Procedures Manual, (Reference Mil-I-6870), containing specifications utilized to perform every type of specialized service that they are approved to perform, (Welding, anodizing, plating, plasma coating, heat treatment, etc.), in compliance with the manufacturer's specifications, Mil Spec, ASTM, ATA, SAE, and/or any other approved process. The manual should also identifying required equipment and tools calibration & certification, methods for utilization for process applications, and any other information as required.			
2	Verify that the Specialized Services Manual containing personnel training and qualifications requirements, qualifications, including eyes tested, as prescribed in FAA Recommended Practice No. SNT-TC-1A, ATA-105, and/or Mil -Std-410.			
3	Verify that all Specialized Services shop/s are equipped with working benches, stands, racks to protect items being inspected or tested, as well as all tools and equipment, as required to perform or apply processes.			
4	Verify that the air carrier or any one with whom it contracts specific specialized service to be performed, comply with all applicable manufacturer's specifications, Mil Specs, ASTM, SAE, ATA, and/or FAA Enginering approved process specifications requirements.			
5	Verify that all tools and equipment utilized to perform specialized services, are properly calibrated and documented.			
6	Verify that fluids, powders, and materials utilized as part of the specific process, are quality controlled for specifications and contamination, and properly documented.			
7	Availability, implementation & currency of Maintenance Shift Change Log.			
8	Availability in shop of operational fire extinguishers.			

9	Verify parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, or while radios and avionics are in storage or are being worked on.			
10	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
11	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
12	Verify that the following specialized processes, including those not identified below, are performed in compliance with the most current applicable manufacturer's or a process specification acceptable to FAA.			
13	Metal spraying, per manufacturer's specifications, or Mil-M-6874.			
14	Shot Peening turbine blades, per manufacturer's specifications, or AMS 2430L.			
15	Shot Peening, computer monitored, per manufacturer's specifications, also Mil-S-13165, or AMS 2432A.			
16	Plasma spray, per manufacturer's specifications, or ASTM 2437, Mil-P-80109, Mil-W-80198, or AMS 2437B.			
17	Flame spray, per manufacturer's specifications, or Mil-M-8014.			
18	Chrome plating, per manufacturer's specifications, or Mil-Std-1501.			
19	Heat treatment aluminum alloys, per manufacturer's specifications, or Mil-H-6088.			
20	Heat treatment titanium, per manufacturer's specifications, or Mil-H-8120.			
21	Heat treatment steel, per manufacturer's specifications, or Mil-H-6875.			
22	Rod and wire welding, per manufacturer's specifications, or Mil-R-6944.			
23	Flux and gas welding, per manufacturer's specifications, or Mil-F-6939.			
24	Braze welding, oxyacetylene, per manufacturer's specifications, or Mil-Spec-B-12672.			
25	Fusion welding, aluminum, per manufacturer's specifications or Mil-W-8604.			
26	Fusion welding, Electro beam, per manufacturer's specifications or Mil-W-46132.			
27	Welding Heli-Arc or Argon, per manufacturer's specifications, or Mil-W-52164.			
28	Welding by T.I.G, plasma arc and electron beam, as per specific manufacturer's specification, Mil -T-5021, or Mil-W-45205.			
29	Spot welding, per manufacturer's specifications, Mil-W-6858, or Mil-W-45223.			
30	Soldering, per manufacturer's specifications, or Mil-S-6872.			
31	Anodizing, per manufacturer's specification, Mil-I-8474, or AMS 2472, 2473, and 2474.			
32	Cadmium plating, per manufacturer's specifications, AMS 2400S, or Fed-QQ-P-416.			
33	Chromium plating, per manufacturer's specifications, AMS 2407D, 2408F, or Fed-QQ-P-C-320.			
34	Silver plating, per manufacturer's specifications, or AMS 2410H.			
35	Temper etch inspection - Mil-Std-867, or Mil Std-367			
36	Dye Penetrant			
37	Verify for compliance with above requirements, any other specialized service process utilized by the air carrier or the contractor.			

38	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
39	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**PAINT SHOP EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the air carrier has a manual that include policies and procedures for preparing and painting aircraft and components, as stated below and in compliance with the manufacturer's specifications and FAA requirements.			
2	Verify that the air carrier or its contractor have paint cappella capable of housing the largest aircraft or component that the air carrier is capable of stripping, treating and painting, as recommended by the manufacturer, and as recommended by the FAA, required by airport authority, and prescribed by EPA.			
3	Verify that the paint shop or cappella are enclosed and environmentally controlled, (21.5to 26.5 deg. C and no more than 65% humidity), or that aircraft and components are not painted when the temperature and humidity are exceeded.			
4	Verify that the personnel assigned to paint the aircraft or components are trained, qualified and familiar with existing painting requirements.			
5	Availability, implementation & currency of Maintenance Shift Change Log.			
6	Availability in shop of operational fire extinguishers.			
7	Verify parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, or while radios and avionics are in storage or are being worked on.			
8	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
9	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
10	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
ITEM	**If aircraft is observed being Painted:**	**SAT**	**UNSAT**	**REMARKS**
11	Verify that aircraft and components are prepared for stripping, treatment, priming and painting, in accordance with the manufacturer's specifications.			
12	Verify that location where aircraft and components painting processes are performed, are segregated from other areas, to prevent paint fumes, dust and/or particles, from adversely affecting the airworthiness of any items being maintained nearby other air carrier hangar shops, as to prevent paint dust, fumes, etc., from affecting their airworthiness.			
13	Verify what kind of striper is being utilized. Acid and chemical base (vinegar smell), and mechanical and powered abrazing paint removers, are not permitted. Among recommended paint removers, are Epoxy remover Mil-R-81294, cold jet liquid CO2 blast, etc.			
14	Verify that aircraft and components, skin and structure elements are inspected and documented, after stripping and before painting any surface or structure. The aircraft skin and structure should be inspected in compliance with the CPCP, Corrosion Control, aging aircraft and/or SID.			

15	Verify that aircraft and components structure and skin alclad are not penetrated or removed (sanded off, etc), during stripping, or caused by previous damage.			
16	Verify if rivets have been sanded or damaged beyond limits. At least 70% of Rivet head must be present, and code on river head must be visible, or rivet must be replaced.			
17	Verify that aircraft structure or skin areas that Alclad have been penetrated, damaged or missing, are anodized and treated properly, prior to applying any paint coat. Skin treatment Alodyne Mil-C-81706, Dow #19 Mil-M-3171Metasl conditioner Mil-C-10578, polythioether Mil-S-29647, RTV Mil-A-46146 (Dow Corning, GE), identified as PR 1826 or Mil-S-29574, are commonly used by industry for treating metal surfaces.			
18	Verify that aircraft components are properly primed with proper kind of paint. The following primers are used in industry: FED SPEC TT-P-2760, KOROFLEX Mil-P-85582A, Epoxy Polyamide, water born, FED SPEC TT-P-2756, and Unicoat Mil-23377.			
19	Verify that aircraft and components are painted with proper kind of paint. Epoxy paint type Mil-81352 when applied over Mil 23377,provides good humidity resistance.			
20	Verify that all aircraft flight controls needing static balancing, are balanced after being painted, in compliance with specific manufacture's specifications.			
21	Verify that aircraft s weighed and balanced after paint operation is finished.			
22	Verify that aircraft windows, tires, components, etc. have not been obliterated, or damaged during the painting process.			
23	Verify that aircraft static ports and other areas that should not be painted, and kept smooth, are kept clean and free of any distortions. **This is an importaant item for CAT II and III aircraft.**			
24	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**COMPOSITE MATERIALS EQUIPMENT AND TOOLS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier manual system contains policy, procedures, incoming inspection requirements and limitations for shipping and storing composite materials adhesives, prepreg materials, tapes, fibers and matrixes, and for performing composite material repair and fabrication.			
2	Verify that maintenance personnel assigned to repair or reproduce composite materials parts, are properly trained, qualified and familiar with OEM Process Specifications and all applicable procedures.			
3	Verify that air carrier or contractor are equipped with required composite materials shop, tools and equipment in compliance with the applicable OEM process specifications, FAA Order 8120.7, and the guidance included in AC-20-107A, AC 21-26 and AC-145-6, as applicable.			
4	Verify that an incoming inspection and testing of all composite materials, is performed by the air carrier before placing it in stock.			

5	Verify that composite materials and matrixes are quality controlled and documented by the OEM approved vendor and the air carrier, regarding date of manufacture, vendor's and air carrier quality control data, shipping dates, materials temperature while in transit, receiving dates, time out off freezer, or minimum required storing and shipping environment.			
6	Verify that air carrier or contractor keeps a current Material Identification and unit data card.			
7	Inspect composite materials freezer for proper capacity and temperature log, to verify consistent freezer temperature 10 degrees F or below.			
8	Verify that working rooms, (where grinding is performed), are equipped with gloves, goggles and breathing masks, to be used by personnel while performing those functions.			
9	Inspect clean working room for proper ventilation, cleanness (Void of moisture or contamination), by air filters capable of removing particles of 10 microns or larger, and temperature between 60 and 80 deg F.			
10	Verify that air carrier or contractor are equipped with autoclaves of enough capacity for type of repair that the OEM process specification require to be cured in auto clave, (such as composite materials requiring more than 15 PSI vacuum/pressure). the guidance included in AC-20-107A, AC 21-26 and AC-145-6.			
11	Verify that air carrier or contractor have enough heated blankets to cure composite materials not needing the use of auto clave.			
12	Verify the availability of special tools and equipment (including calibrated tools), as required by the OEM for the repair or manufacture of composite material parts.			
13	Verify that parts fabricated from composite materials are NDI using only acceptable inspection/testing procedures, such as visual, taping, eddy current, acoustical emission, holography, thermography and radiography. Dye penentrant or magnetic particles methods can not be used to NDI composite materials.			
14	Verify availability and accessibility of AMM, GMM, SRM, IPM, TSO, PMA, applicable engineering Orders, STCs, AD Notes, Service Bulletins, Manufacturer's (OEM) process specifications, OEM qualified products list, FAA forms 8110-3, SFR 36 authorization (if any), maintenance forms/ checklists, and any other required documents and information as required for type, scope and detail of composite material work authorized to be perform.			
15	Availability, implementation & currency of Maintenance Shift Change Log.			
16	Availability in shop of operational fire extinguishers.			
17	Verify parts and components segregation, proper vacuum wrapping, protection & identification (tags), while removed from aircraft/components, or while radios and avionics are in storage or are being worked on.			
18	Is NDI, (Zyglo, Dye Penetrant, etc.), performed at this shop ? If so the shop must be segregated from working instrument shop and equipped to perform those tests in compliance with the manufacturer's specifications.			
19	Are all parts found in the shop, requiring identification, identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
20	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM and FAA requirements.			

21	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**UPHOLSTERY/SEAT SHOP TOOLS AND EQUIPMENT**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy and procedures outlining the upholstery and seat shop duties and responsibilities, personnel required training, qualifications and certification, and any other information as required for the department to perform their duties at a high level of safety.			
2	Verify availability and proper function of the tools, (including special tools), equipment, jigs and equipment as required to repair, overhaul and/or refurbish/install, aircraft interiors, cabin seats, cockpit seats, safety belts and harnesses, in compliance with manufacturers' specifications or other specifications approved by the FAA. Also verify presence of racks, stands, etc., utilized to repair, overhaul, assemble each specific aircraft components, that the air carrier or contractor are authorized to repair, overhaul, or install.			
3	Inspect upholstery and seat shop equipment and tooling configuration for each individual type of work the air carrier is authorized to perform in compliance with the manufacturer's specifications, or an equivalent acceptable to the FAA.			
4	Inspect upholstery and seat shop tools calibration and documentation traceable to a standard derived from the manufacturer or the NIST. Do tools have calibration stickers?			
5	Verify the availability of required benches, stands, racks, and other sheet metal shop equipment needed to properly repair, overhaul or manufacture skin and structure elements, parts and components that air carrier/contractor are authorized to repair, overhaul and/or manufacture.			
6	Are all upholstery materials purchased from a reliable approved vendor?			
7	Are all upholstery materials properly documented and identified by rolls, etc.?			
8	Verify that all interior materials are documented and meeting the required TSO approval for installation on US registered aircraft			
9	Verify that all materials utilized to refurbish an aircraft interior or cockpit seat, are documented, by an FAA Form 8110-3, executed by a DER), as having been burned tested in compliance with FAR 25.853.			
10	Verify that all main cabin seats repair, overhauled or refurbished in the shop, for installation on company aircraft, meet TSO 39b and are covered with TSO material meeting the Fire Blocking requirements of FAR 25.853(c).			
11	Verify that all cockpit seats safety belts and harnesses repaired, overhauled or refurbished in the shop, for installation on company aircraft, meet the appropriate TSO requirements and are properly marked.			
12	Verify that all safety belts repaired, overhauled or refurbished in the shop, for installation on company aircraft passenger cabin, seats, meet the appropriate TSO requirements, and are properly marked.			
13	Verify availability and accessibility of current excerpts of required air carrier specific AMM, GMM, SRM, TSO, PMA, Mil Specs, DER Form 8110-3, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for type, scope and detail of maintenance authorized to perform.			

14	Verify the availability and use of sheet metal material storing racks , for properly storing, protecting, segregating and identifying different types of sheet metal and other materials.			
15	Verify the availability and use of approved data utilized to repair, overhaul or refurbish or install aircraft interiors, harnesses, safety belts, etc. and/or to perform interiors major modifications and change of configurations.			
16	Verify the availability of properly inspected fire extinguishers.			
17	Verify the existence of safety signs related to maintenance personnel possible injuries caused by shop related hazards.			
18	Verify the availability, implementation and currency of Maintenance Shift Change Log, if applicable.			
19	Is NDI (Zyglo, Dye Penetrant, etc) perform at this shop? If so shop must be equipped as required to perform those tests in compliance with the manufacturer's specifications.			
20	Are all parts found in this area, needing identification, properly identified by make, model, serial number and date of manufacture, in compliance with FAR 21.607and/or 45.11, 45.13, 45.15 and 45.16?			
21	Are any maintenance personnel owned tools needing calibration, kept in personal tool boxes or lockers? Are they calibrated and controlled by the air carrier?			
22	Verify that maintenance performed in this shop is released in compliance with the air carrier GMM, FAR 21, 39, 43, 91 and 121 requirements.			
ITEM	**INSPECTION DEPARTMENT**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the air carrier manual system include a chapter or section, that identifies and describe the inspection department, **(company or contract personnel**), organization, duties and responsibilities, separation from maintenance department, inspectors required training, qualifications and authorizations. The manual must also include the procedures to determine and document, inspectors' familiarization with company manuals, FARs, AD Notes, aircraft MM, procedures for RII, airworthiness releases, ferry permits, FAA Ops specs, TCDS, STC, TSO, PMA, Mil Specs, engineering orders, SFR 36, Process Specifications, etc.			
2	Do the air carrier (or contractor), organization shows that the inspection department is separated from the maintenance production department? Reference FAR 121.365.			
3	Does the air carrier and/or contractor maintenance organization have a **line of countermand authority** above the level of maintenance and inspection departments, in compliance with FAR 121.369(c)?			
4	Verify availability and accessibility of current excerpts of required air carrier specific AMM, GMM, SRM, IPC, MEL, CDL, DDPG, aging aircraft program, CPCP, SID, TCDS, STC, SID, TSO, PMA, Mil Specs, DER Form 8110-3, applicable engineering Orders, STCs, AD Notes, Service Bulletins, maintenance forms/checklists, and any other required documents and information as required for the proper inspection, evaluation and release of company aircraft, as airworthy.			

5	Verify availability and accessibility to inspection department, of all company aircraft required historical records, routine and non routine maintenance records, major overhauls and major repairs, AD Notes and Bulletins compliance, and any other records, documents and information as required for the proper inspection, evaluation, documentation and release of company aircraft, as airworthy. Reference FAR 121.380 and 121.380a.			
6	Are inspectors trained, qualified and authorized, in compliance with the air carrier approved training program, described in the air carrier's GMM, or training manuals? Are inspectors familiarized with company manuals, FARs, AD Notes, aircraft MM, RII, airworthiness releases, TCDS, STC, TSO, PMA, Mil Specs, engineering orders, SFR 36, Process Specifications, etc.			
7	Do air carrier or contractor's inspectors respond directly to chief inspector?			
8	Are inspectors also assigned to perform maintenance under the maintenance production department?			
9	Review aircraft records to verify that inspector who signed the aircraft RR item, is not the same person who performed the work and/or signed for it.			
10	Verify that inspectors authorized by the air carrier, **(company and/or contract maintenance personnel),** to release aircraft after maintenance requiring an RII, are properly identified, listed, trained, qualified and authorized in writing, in compliance with FAR 121.371.			
11	Verify that all **RII** items performed on aircraft, are properly identified and documented in aircraft log books and/or inspection records, in compliance with procedures included in the air carrier GMM.			
12	Verify that inspectors authorized by the air carrier, **(company and/or contract maintenance personnel),** to sign the aircraft airworthiness release, after performing maintenance requiring an airworthiness release (AWR), are properly identified, listed, trained and qualified, in compliance with FAR Subpart L and FAR121.709.			
13	Verify that airworthiness releases are properly documented in aircraft log books and/or inspection records, in compliance with procedures included in the air carrier GMM.			
14	Verify that inspectors authorized by the air carrier, **(company and/or contract maintenance personnel),** to release the aircraft as airworthy, after performing NDI or NDT processes, are properly identified, listed, trained and qualified as Level 1, 2 or 3, in compliance with FAR 43, 91 and FAR 121 Subpart L.			
15	Verify that NDI or NDT processes, Cat II and III, RVSM and/or ETOPS, maintenance performed on the aircraft or components, are properly inspected and documented in aircraft log books and/or inspection records, in compliance with procedures included in the air carrier GMM.			
16	Verify that inspectors authorized by the air carrier, **(company and/or contract maintenance personnel),** to release the aircraft as airworthy, after perform any other inspection activities, are properly identified, trained and qualified, in compliance with FAR 43, 91 and FAR 121 Subpart L.			
17	Verify that any other inspections activities, performed on the aircraft or components, are properly documented in aircraft log books and/or inspection records, in compliance with procedures included in the air carrier GMM.			

18	Verify that the inspection department has documentary evidence to substantiate that all inspectors pass satisfactorily an annual eyes test. The Chief inspector is responsible to ascertain that inspector requiring eye glasses, wear them while exercising their inspection activities.			
19	Verify that company or contract maintenance inspectors, inspect, evaluate, accept or reject, all aircraft, engine, appliances and components, in order to identify them as eligible for installation on company aircraft, before authorizing its installation.			
20	Review applicable inspection department and/or aircraft records to verify that only aircraft that meet all of its airworthiness requirements, are release as airworthy, by company or contract maintenance inspectors.			
ITEM	**RECEIVING - INCOMING INSPECTION DEPARTMENT**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the air carrier manual system include a chapter or section, that identifies and describe the receiving and incoming inspection department, **(company or contract personnel**), organization, duties responsibilities, inspection procedures, inspectors required training, qualifications and authorizations. Does it include the inspectors' familiarization with company manuals, FARs, AD Notes, aircraft MM, FAA Ops specs, TCDS, STC, TSO, PMA, Mil Specs, engineering orders, SFR 36, Process Specifications, and the following incoming inspection requirements?			
2	Verify availability and accessibility of current excerpts of required air carrier specific GMM, IPC, TCDS, STC, TSO, PMA, Mil Specs, DER Form 8110-3, applicable engineering Orders, AD Notes, Service Bulletins, maintenance forms/checklists, and any other documents and information as required for the proper inspection, evaluation, acceptance or rejection of products, appliances, accessories, equipment and components			
3	Verify that incoming inspection department has a current copy of the air carrier's selected, audited and approved vendors, providers of maintenance and services. All providers of maintenance and services must be listed in the company manual, in compliance with FAR 121.369(a). Providers of substantial maintenance must be listed in Ops Specs, Part D-091.			
4	Are incoming products, appliances, accessories, equipment and components received by the air carrier, identified in compliance with FAR 21.607, 45.11, 45.13, 45.15 and 45.16, as applicable?			
5	Are articles received by the air carrier incoming inspection department, inspected for packing, obvious damage, exposure to extreme temperatures, previously involvement in an accident, exposed to sudden stoppage, etc?			
6	Are articles received by the air carrier incoming inspection department, inspected to prevent accepting a suspected unauthorized part (SUP)?			
7	Are incoming products, appliances, accessories, equipment and components received by the air carrier, as new, identified and documented as **new** from the manufacturer or authorized vendor**,** accompanied by an invoice traceable to the EOM?			

8	Are incoming products, appliances, accessories, equipment and components received by the air carrier, that are repaired, identified and documented **as overhauled, repaired or bench checked ,** and accompanied by an airworthiness release from an authorized provider of maintenance, in compliance with FAR 43.9 and 43.11?			
9	Are incoming **US manufactured** products, appliances, accessories, equipment and components that have been received by the air carrier as returning to the US from a foreign country, identified and documented as meeting conformity with type design**,** with an **FAA Form 8110-3,** and accompanied by an airworthiness release from an authorized provider of maintenance, in compliance with FAR 43.9 and 43.11? Ref. FAR 21.183(d)			
10	Are incoming **Foreign manufactured** products, appliances, accessories, equipment and components that have been received by the air carrier as returning to the US from a foreign country, identified and documented as meeting conformity with type design**,** with an **FAA Form 8110-3,** and accompanied by an invoice (**as new)**, or an airworthiness release from an authorized provider of maintenance, (**if repaired**), in compliance with FAR 43.9 and 43.11? Ref. FAR 21.183(c), 21.500 and 21.502.			
11	Are incoming inspection personnel trained, qualified and authorized, in compliance with the air carrier approved training program, as described in the air carrier's GMM, or training manuals? Are incoming inspection personnel familiarized with company manuals, FARs, AD Notes, aircraft MM, RII, airworthiness releases, TCDS, STC, TSO, PMA, Mil Specs, engineering orders, SFR 36, Process Specifications, etc.			
12	Are incoming articles with critical shelf or total shelf or life limits, such as, airframe/powerplant/appliances life limited parts, altimeters, air speed indicators, resins, paints, sealants, O-rings, composite materials, etc), identified and documented for future disposition?			
13	Do incoming inspectors respond directly to chief inspector?			
14	Verify that the incoming inspection department has documentary evidence to substantiate that all inspectors pass satisfactorily an annual eyes test. The Chief inspector is responsible to ascertain that inspectors requiring eye glasses, wear them while exercising their inspection activities.			

ITEM	PRODUCTION - MAINTENANCE DEPARTMENT	SAT	UNSAT	REMARKS
1	The maintenance production department requirements included in the various shops and hangar, are addressed individually. See each applicable section above.			
2	Verify that air carrier maintenance manual system, include policy and procedures outlining the maintenance production departments duties and responsibilities, procedures, personnel required training, qualifications, certification, and any other information as required for the department to perform their duties at a high level of safety.			
3	Verify that each shop and hangar (Company or contract maintenance), have enough trained and qualified maintenance personnel, for the type and volume of work performed in the shop or hangar, at any given type.			
4	Verify that each shop and hangar (Company & contract maintenance), have enough trained, qualified and properly certificated A&P mechanics or Repairmen, as applicable. A maximum 10 to 1 ratio is acceptable by the FAA.			
5	Are qualified inspectors assigned to individual shops? Are assigned inspectors present in the shop?			

6	Do each individual shop have procedures to dispose of condemned or rejected items?			
7	Are condemned or rejected items properly marked and kept in quarantine areas for final disposal?			
ITEM	**MAINTENANCE PERSONNEL EXPERIENCE, BACKGROUND, TRAINING DRUG/ALCOHOL TESTING AND RECORDS**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier maintenance manual system, include policy, procedures, outlining the maintenance personnel department records department duties and responsibility to keep current records of personnel resume or application, currency and recency of experience, drug testing and training records, personnel required training, qualifications and certification, and any other information as required for the department to document personnel required training and qualifications.			
2	Verify that each maintenance personnel, including DO and CI, (currently employed by the air carrier or contractor), have an individual file containing his/her resume and application, showing their past experience, schools attended, background, certification and assignment.			
3	Verify that each maintenance personnel, including DO and CI, have an individual file containing documentation to substantiate their participation and testing under a Drug and Alcohol Testing program approved by the FAA, in compliance with FAR 121.457 and 121.459.			
4	Verify that each maintenance personnel, including DO and CI, have an individual file containing documentation that substantiates their currency and recency of experience at the time of application, in compliance with FAR 65.81and 65.83.			
5	Verify that each maintenance personnel, including DO and CI, who at the time of hiring or at any other time, did not meet their recency their currency of experience, was tested in compliance with FAR 65.81(a), and 65.83(a), prior to being assigned to any maintenance duties.			
6	Verify that the personnel training file, for each person authorized to perform RII inspections, documents the person's proper certification as A&P mechanic or repairman, training, qualification, and authorization in writing, outlining what RII items the person is authorized to perform, in compliance with FAR 121.271.			
7	Verify that the personnel training file, for each person authorized to sign aircraft airworthiness releases documents the person's proper certification as A&P mechanic or repairman, training, qualification, outlining what aircraft the person is authorized to release in compliance with FAR 121.709.			
8	Verify that the personnel training file, for each person authorized to perform NDT/NDI inspections, documents the person's proper certification as A&P mechanic or repairman, NDI/NDT level 1, 2 or 3 certification, training, qualification, and authorization, outlining what NDT/NDI items the person is authorized to perform.			
9	Verify that the personnel training file, for each person authorized to perform and/or release avionics maintenance on instruments, radios, or avionics appliances, intended to be installed on aircraft authorized to conduct ETOPS, CAT II and III approaches, and/or RVSM flight operations. The file must document the person's proper certification as A&P mechanic, or repairman certification, training, qualification, and authorization in writing, outlining what maintenance the person is authorized to perform and release as airworthy.			

10	Verify that each maintenance personnel individual file, including DO and CI, (currently employed by the air carrier or contractor), contains all other information or documentation, as required to substantiate their qualifications to perform maintenance on company			
ITEM	**AIR CARRIER CONTRACT MAINTENANCE**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that air carrier Chief Inspector or his designee, have a **current copy** of the air carrier's selected, audited and approved vendors and providers of maintenance and services, [Repair stations, other FAR 121 air carriers or any other air carrier participant of an FAA approved Parts Pool agreement with the air carrier. Ref. FAR 121.361(b)]. All providers of maintenance and services must be listed in the company manual, in compliance with FAR 121.369(a). Providers of substantial maintenance must also be listed in Ops Specs, Part D-091.			
2	Verify that the air carrier list of providers of maintenance identify them by name, certification, type of maintenance that they provide and any other information, as required to meet compliance with FAR 121.369(a).			
3	Verify that each individual provider of maintenance utilized by the air carrier at home base or, any location where the company performs maintenance, (other than emergency maintenance), has been **physically audited** at least once every two years, approved, selected and listed in the company manual system.			
4	Review the contract maintenance list for completeness and inclusion of all providers of contract maintenance.			
5	Review the audit record utilized to keep all audit forms documenting contract maintenance, for completeness and inclusion of all providers of contract maintenance.			
ITEM	**TOOLS CRIB/ROOM**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the company manual system addresses the tools room policy and procedures, including handling of calibrated tools.			
2	Verify that the person in charge of the tools room, is familiar with the tools room policy and procedures and all tools and equipment handling, storage, calibration, requirements, etc.			
3	Verify that the tools room have all applicable Aircraft and Engine Manufacturers' Required Special Tools manuals, to ascertain that the air carrier or contractor, can identify all the required special tools, or equivalent, required to perform the type and depth of maintenance they are authorized to perform.			
4	Verify that the tools room have all applicable aircraft and engine manufacturers required special tools and equipment, or equivalent, for the air carrier or contractor, to be able to perform the type and depth of maintenance they are authorized to perform, in compliance with the manufacturer's recommendations.			
5	Verify that the tools room have all required calibrated tools, as required to perform the type of maintenance they are authorized to perform.			
6	Verify that the tools room have all required special tools, as required for the air carrier to perform the type of maintenance they are authorized to perform on appliances, equipment and accessories.			
7	Verify that the tools room has all the required miscellaneous tools, as required to support the type of maintenance the air carrier is authorized to perform.			
8	Verify that the tools room or the Avionics shops have a Transponder Calibration Tester.			
9	Verify that the tools room or the Avionics shops have a Pitot Static Calibration Tester.			

10	Verify that the tools room or the Avionics shops have a Compass Calibration Master.			
11	Verify that the tools room or the hangar department, have the required calibrated tools and equipment to perform aircraft weight and balance.			
12	Verify that the tools room or the Hangar department, have the required calibrated tools and equipment to perform aircraft landing gear retraction tests.			
13	Verify that the tools room or other applicable departments, have the required tools and equipment, as required to perform any other aircraft, engine or appliances maintenance functions.			
14	Verify that the tools room keeps a current record of all calibrated tool and each calibrated tool has a sticker showing, the tool's name, part number, serial number and calibration data.			
15	Verify that the tools room have and uses a procedure to recall tools needing calibration, after the calibration date expires or when the tools are expose to extreme weather conditions, is dropped or damaged.			
ITEM	**STOCK/PARTS ROOM**	**SAT**	**UNSAT**	**REMARKS**
1	Verify that the company manual system addresses the stock room policy and procedures, including handling of materials, hardware, parts, parts needing calibration, parts with shelf life limits, etc.			
2	Verify that the person in charge of the parts/store room, is familiar with the parts stock room policy and procedures for parts handling, storage, calibration, shelf life limitations, and other requirements.			
3	Verify that all materials, parts, and components in stock at the stock room, are identified as **(A)** new, coming from the OEM (or approved vendor), or **(B**), properly repaired, OVH or bench checked by a repair station or an air carrier properly certificated, approved and authorized to perform the specific type of maintenance.			
4	Verify that all materials and parts, with shelf life limitations, (Altimeters, airspeed indicators, transponders, sealants, resins, paint, Aeroquip hoses, fire extinguishers/ oxygen vessels, fire extinguishers cartridges, primers, , O'rings, hardware, and/or components), stored in the stock room, are properly identified, tagged, and **ear marked for shelf life limitations**, as necessary, to schedule its removal from stock and prevent improper use while performing maintenance on company aircraft.			
5	Verify that the stock room keeps a current list of materials, parts and components, with shelf life limitations, in order to remove them from stock before reaching their limits.			
6	Verify that the stock room keeps a current list of parts and components, requiring periodic calibration in order to remove them from stock before reaching their limits.			
7	Verify that all hoses are capped and kept in dark areas or special areas with required light limitations.			
8	Verify that parts and components required by the manufacturer to be kept in an environmentally controlled area, are either stored in seal boxes or kept in environmentally controlled areas.			
9	Verify that a record of temperature and humidity is kept for all environmentally controlled areas.			
10	Verify that the stock room have a segregated and locked, quarantine room, to keep materials, parts and components that do not meet the criteria for installation on company aircraft.			

ITEM	SPOT CHECK-MAINTENANCE IN PROGRESS	SAT	UNSAT	REMARKS
1	Verify that maintenance in progress on any aircraft, or component, is performed in compliant with the air carrier's FAA approved CAMP, utilizing current checklists, forms and/or documents.			
2	Verify that maintenance in progress on any aircraft or component, is performed utilizing proper equipment, tools, including calibrated tools and equipment, and current approved data.			
3	Verify that maintenance in progress on any aircraft, or component, is being performed utilizing suitable facilities, equipped with adequate lighting, ventilation and controlled environments, as applicable.			
4	Verify that maintenance in progress on any aircraft, is being performed by maintenance personnel, properly trained, qualified and authorized, to perform the task they are performing.			
5	Verify that maintenance in progress on any aircraft, or component, is being inspected by an inspector, properly trained, qualified and authorized to perform the inspection they are performing.			
6	Verify that maintenance in progress on any aircraft, involving an RII, is being inspected by an authorized RII inspector, properly trained, qualified and notified in writing, to perform the inspection, after the maintenance was performed.			
7	Verify that maintenance in progress on any aircraft, involving CAT II or III, ETOPS or RVSM, is performed and inspected by properly trained, qualified and authorized maintenance personnel.			
8	Verify that maintenance in progress on any aircraft, involving an RII, is not inspected by the same person who performed the maintenance.			
9	Verify that maintenance personnel that supervises, releases or directs maintenance are properly certificated as A&P mechanics or repairmen, as applicable.			
10	Verify that maintenance personnel that perform maintenance, are properly certificated as A&P mechanics or repairmen, as required.			
11	Verify that maintenance, after being performed, is released as airworthy, in compliance with the air carrier CAMP.			
12	Verify that maintenance, after being performed, is properly documented in the aircraft records and/or log book, in compliance with the air carrier CAMP.			

Signature _____ Date_____