

Maintenance - Quality Inspection Checklist



Audit Conducted By:	Date of Vendor Approval:
Place of Audit:	Auditee:
Date of Audit:	

RECORD KEEPING			
Are technical and procedural manuals, publications, and forms (paper and electronic) useable, up-to-date, accurate, and readily available?	YES	NO	N/A
Are policies and procedures adequate to ensure that complete and correct maintenance records will be generated in accordance with the Skyline Aviation Exposition?	YES	NO	N/A
Does the contract agency have adequate procedures and generate records for shift turnover and work interruptions?	YES	NO	N/A
Does the contract agency maintain a roster of authorized inspectors and list their respective authorizations and/or limitations?	YES	NO	N/A
Does each inspector have written instructions or job descriptions describing their responsibilities?	YES	NO	N/A
If stamps are used in lieu of signatures or initials, is there a cross-reference identifying the inspector and associated stamp?	YES	NO	N/A
Is there a process or procedure for filing Mechanical Reliability Reports?	YES	NO	N/A
Does the facility maintain records of compliance with applicable environmental, health, and safety requirements, such as, OSH, Health & Safety, or other regulatory agencies.	YES	NO	N/A
Comments:			

FACILITIES, EQUIPMENT, TOOLING AND SAFETY EQUIPMENT			
Is the equipment and tooling properly stored, dispensed, identified, and handled?	YES	NO	N/A
Are maintenance facilities and equipment, including base and line stations and contract maintenance providers' facilities, adequate for the equipment and/or components being maintained?	YES	NO	N/A
Equipment, tooling and safety equipment appears to be in good/safe working order and is usable for its intended purpose.	YES	NO	N/A
Is personal protective equipment provided and used by all personnel working in the facility? This includes items, such as: Biohazard Protection Fall Protection Hearing Protection Sight Protection Static Wick Protection	YES	NO	N/A
Is emergency equipment provided throughout the facility? This equipment shall be in working order, and on a periodic test and inspection schedule. This includes items, such as: Emergency Shower Stations Eyewash Stations Fire Extinguishers First Aid Kits Spill Kits	YES	NO	N/A
Is proper storage provided for all flammables and hazardous materials?	YES	NO	N/A
Is clear and prominent labeling/signage displayed for items, such as: Emergency Equipment Emergency Exits Flammables Storage Hazardous Materials Storage Lock-out/Tag-out MSDS Information Trip/Fall Hazards	YES	NO	N/A
Is the fire extinguishing and emergency equipment properly maintained and adequate for the size and capabilities of the facility?	YES	NO	N/A
Is there a program for the inspection and repair of ground service equipment and tooling?	YES	NO	N/A
Comments: 			

CALIBRATION OF TOOLS AND EQUIPMENT			
Does the contract agency maintain a controlled list (or other method of tracking) calibrated tools and equipment including, a unique tool identification (serial number or control number), location of tool in the facility, date of last calibration and date next due?	YES	NO	N/A
Is there a method of marking each tool or piece of equipment that enables the user to determine its unique identification and the status of calibration?	YES	NO	N/A
Are there calibration certificates or records for each tool or piece of equipment? (must reference the National Standard used)	YES	NO	N/A
Is there documentation establishing the current certification of facilities and individuals used to calibrate tools and equipment?	YES	NO	N/A
Are tools and test equipment (testers, contour measurement tools etc...) utilized for RVSM maintenance in current calibration?	YES	NO	N/A
Comments:			

MAINTENANCE STANDARDS			
Does the contract agency have policies and procedures established that will ensure maintenance, preventative maintenance, rebuilding, alterations and inspections will be performed according to the methods, standards, and techniques specified in the Skyline Aviation Exposition?	YES	NO	N/A
Are major repairs and alterations properly classified and accomplished in accordance with approved data?	YES	NO	N/A
Are airworthiness directives appropriately evaluated, accomplished, and tracked?	YES	NO	N/A
Are airworthiness releases executed by authorized persons and are there procedures in place to ensure those releases will be in accordance with the Skyline Aviation Exposition?	YES	NO	N/A
Are vendors and suppliers that provide services and products approved by the contract agency? Is there a listing of approved vendors?	YES	NO	N/A
Are there policies and procedures in place to ensure each aircraft released to service is airworthy?	YES	NO	N/A
Comments:			

TRAINING AND CERTIFICATION			
Are personnel, including those of contract maintenance providers, trained and qualified to accomplish their assigned duties?	YES	NO	N/A
Are requirements for specialized tools or training such as for nondestructive testing and run-up/taxi met?	YES	NO	N/A
Are there training records for authorized mechanics and inspectors?	YES	NO	N/A
Comments:			

SPARE PARTS AND PARTS SUPPLY			
Are parts, components, spares, rotables and consumables properly stored, dispensed, identified, and handled?	YES	NO	N/A
Is the inventory adequate for the type and scope of work performed?	YES	NO	N/A
Are parts properly tagged and environmentally protected?	YES	NO	N/A
Are flammable items properly stored and identified?	YES	NO	N/A
Are rotables and shelf life items tracked for expiration dates and are there procedures in place to dispose of expired items?	YES	NO	N/A
Are aircraft parts and supplies segregated from other parts such as automotive and support equipment?	YES	NO	N/A
Is adequate traceability maintained for parts, supplies and free stock items?	YES	NO	N/A
Is there a procedure for the identification and segregation of serviceable and unserviceable parts?	YES	NO	N/A
Is there an inventory control system adequate for the inventory maintained by the contract agency?	YES	NO	N/A
Are there procedures in place for the identification, segregation and reporting of Suspect Unapproved Parts (SUPs)?	YES	NO	N/A
Comments:			

ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PROGRAM			
Does the contract agency maintain an Anti-Drug and Alcohol Misuse Prevention Program?	YES	NO	N/A
Comments:			

FUELING AND GROUND HANDLING			
Does the contract agency provide fueling services?	YES	NO	N/A
Are the trucks clean, leak free, and in good general condition?	YES	NO	N/A
Are there provisions on the trucks for fuel spill containment?	YES	NO	N/A
Are fully serviced and inspected fire extinguishers maintained on the trucks?	YES	NO	N/A
Are the filter change dates, gauge calibration dates and meter calibration dates clearly marked in the appropriate locations on the trucks?	YES	NO	N/A
Is the fuel farm clean, leak free, and in good general condition?	YES	NO	N/A
Are fuel farm emergency shutoff features and signs clear and legible?	YES	NO	N/A
Are there provisions at the fuel farm for fuel spill containment?	YES	NO	N/A
Are fully serviced and inspected fire extinguishers maintained at the fuel farm?	YES	NO	N/A
Are the filter change dates, gauge calibration dates and meter calibration dates clearly marked in the appropriate locations at the fuel farm?	YES	NO	N/A
Does the contract agency maintain, or have access to, a current copy of ATA 103 Specifications? Are current ATA 103 forms used?	YES	NO	N/A
Do records indicate daily, monthly, quarterly, and annual inspections of the trucks, fuel farm and/or other equipment?	YES	NO	N/A
Are there current training records for personnel that operate fueling equipment.	YES	NO	N/A
Does the contract agency train ground handling personnel in accordance with NATA Safety-First or other formal ground handling training program?	YES	NO	N/A
Comments:			

FACILITIES PERFORMING RVSM MAINTENANCE			
Are RVSM related parts/components properly identified and tagged? Are they stored with a current copy of the appropriate calibration form?	YES	NO	N/A
Does the contract agency maintain training files for personnel working on RVSM aircraft systems? Is there documentation in support of proper factory approved RVSM training?	YES	NO	N/A
Are personnel provided with current revisions of FAA-approved publications and manufacturers specifications or recommendations?	YES	NO	N/A
Has the pitot/static test equipment been certified to the accuracy standard requirements for RVSM?	YES	NO	N/A
Does the contract agency have a return to service statement that meets the requirements for RVSM?	YES	NO	N/A
Comments:			

MAINTENANCE PROGRAM PROCEDURES			
Does the contract agency have (or have access to) a current copy of the Skyline Aviation Exposition?	YES	NO	N/A
Does the contract agency have a current list of Required Inspection Items (RII) as identified in the Skyline Aviation Exposition? (Required for maintenance on 10 or more aircraft)	YES	NO	N/A
Does operator have a current copy of the Maintenance Organisation Certificate and LAME certificates for individuals?	YES	NO	N/A
Does operator have a signed form for each authorized RII Inspector?	YES	NO	N/A
Has a Contract Agency authorization letter been issued?	YES	NO	N/A
Comments:			

MAJOR FINDINGS:
MINOR FINDINGS: