

SOUTH AFRICAN CIVIL AVIATION AUTHORITY



ENGINEERING DEPARTMENT

INSPECTION CHECKLIST FOR AN AIRCRAFT OPERATOR

1. OPERATOR'S DETAILS:

- (a) **Name of operator:**
- (b) **Type of Operation:**
- (c) **License Number:**
- (d) **Name of Responsible Person: Aircraft:**

2. DOCUMENTS HELD

(a) **Are the following documents available?**

Civil Aviation Regulations 1997, as amended	Volume	Available	Revision Status
	1.		
	2.		
	3.		
Operations Manuals			
AIC's			

- (b) **Does the operator have an in-house maintenance facility?**
- (c) **Name of this organization?**

(d) Name of organizations responsible for contracted aircraft maintenance:

- (i)
- (ii)
- (iii)
- (iv)

(e) Are current copies of contract AMO license held? Yes: / No:

When last was an audit performed to ensure the AMO ratings were still valid?

AMO number	Rating Validity		Discrepancies noted	
	Yes	No	Yes	No
(i)				
(ii)				
(iii)				
(iv)				

(f) How was the Aircraft Maintenance Organization advised of these discrepancies?

(g) Have discrepancies noted been corrected: Yes: / No:

(h) Obtain copies of latest corrective Action taken by AMO:

(i) Is an audit program in place to ensure aircraft used by the operator are in compliance with the applicable CAR 's?

PART	Yes	No	PART	Yes	No
43			127		
91			135		
121			138		

(j) Has the operator proposed his own Aircraft Maintenance Schedules: Yes: / No:

(k) When last were these schedules amended?

- (l) Are copies of these schedules available?
- (m) What is the schedule number?
- (n) Who is responsible for maintenance planning?
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- (o) How are aircraft defects recorded?
- (p) What system is in place to ensure defects reported are rectified?
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- (q) When last was an audit performed on the technical record keeping system utilized by the AMO?
- (r) How often are these audits performed?
- (s) Obtain a copy of the report of the last audit performed:
- (t) Who is authorized to release the operator's aircraft when away from main base?
- (u) What documented system is in place to rectify en-route aircraft defects?
- (v) How are the return to ramp defects reported to the CAA?
- (w) Who is responsible for aircraft fuelling?
- (x) Where are fuelling records kept?
- (y) Discrepancies noted with respect to these records:
- (z) What procedure is followed to ensure aircraft that are operated are airworthy?
- (aa) Where are flight folio records kept?
- (bb) Where are DFDR down load records kept?

(cc)

Audits Performed	Satisfactory	Unsatisfactory	Date
Aircraft Check Sheets			
Safety Equipment			
Aircraft Documents			

- (dd) What is the operator's policy with respect to refueling and de-fueling with passengers on board?

- (ee) What is the operators policy concerning smoking on aircraft?
- (ff) What is the operator's policy on taxiing of aircraft?
- (gg) Starting of Engines:

