



Maritime Helicopters

MARITIME HELICOPTERS

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Internal Evaluation Program

**Revision 1
08/23/24**

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1. RECORD OF REVISIONS

Rev No.	Date	Summary of Changes
15-01	04/09/15	New Manual
15-02	11/11/15	Numbering Changes
16-01	04/30/16	Station Checklist added (App D) Audit Schedule Changes
20-01	04/01/21	iAuditor incorporation (online tool)
20-02	08/15/20	Appendix A Change for Remote Audits
Reissue	02/02/22	Formatting Revision for Company Standardization
Rev 1	08/23/24	Personnel change, audit interval change, remove EPC and remote area supplement



2. LIST OF EFFECTIVE PAGES

PAGE	STATUS	DATE
i	Rev 1	08/23/24
ii	Reissue	02/02/22
iii	Rev 1	08/23/24
iv	Rev 1	08/23/24
v	Reissue	02/02/22
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3. SECTION 1 – INTRODUCTION

3.1 Statement of Policy

The Internal Evaluation Program (IEP) is based on the premise that Maritime Helicopters is responsible for ensuring that its operations are safe, in compliance with Federal Aviation, OSHA, EPA, DOT and State regulations, as well as its own policies and procedures.

It pursuit of this goal, an ongoing process has been established which includes inspections, audits, and evaluations of all aspects of company activities to ensure safe and efficient operations. Discrepancies encountered during this process are documented, reported to the appropriate department head, manager or supervisor for corrective action and to senior management. These discrepancies are subject to follow-up action to ensure that appropriate corrective measures have been implemented.

The IEP is mandated by, and its participants answerable to, senior management. Participants in the IEP operate independently of the various disciplines within the company.

The Internal Evaluation Program is a vital part of the Maritime Helicopter Inc. Safety Management System Program (SMS). The ultimate goal of the program is to identify and correct potential problems before they develop.

Although the IEP auditor is the Company Quality & Safety Manager, there may be occasions when personnel from other departments are utilized in a supporting role, as described in the duties and responsibilities of this manual.

3.2 Manual Control

This manual sets for the policies and procedures for establishing, maintaining and performing the Maritime Helicopters Internal Evaluation Program. This is part of a set of manuals which, together, compose the Company Manual system. Nothing in this manual shall be contrary to other Maritime Helicopters manuals, applicable Federal regulations, any applicable foreign regulation or the operations specification and certificate of Maritime Helicopters Inc. The Manager of Safety and Quality of Maritime Helicopters is responsible for the content of this manual and has the authority to make changes to it.

Revisions

Any person to whom a copy of this manual is assigned (the manual holder) is responsible for its currency. The Fairbanks Office Coordinator is responsible for assuring distribution of revisions as they are completed.

Each page of this manual is identified in the header by section title, page, revision, and date. Revisions to the manual are numbered sequentially. When a page is revised, the revision and date are changed to reflect the current revision.

Revisions to this manual are accompanied by a transmittal which includes directions for filing the revision and serves as a return receipt. Upon filing the revision, the manual holder shall complete the Record of Revisions found in this section of the manual. He/She will then sign the transmittal and return it to Maritime Helicopters Publications supervisor indicating the revision has been filed as directed.

A list of effective pages is included in this manual. It lists each page individually with its current revision and date.



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Distribution and Availability

The Director of Operations, Maritime Helicopters or his/her designee, has the authority to determine when a copy of this manual shall be assigned. The Maritime Helicopters Master Publications supervisor, shall, upon request from the person with authority, distribute a current copy of this manual. The person to whom this manual is assigned shall assure that it is current and assessable when performing assigned duties.

3.3 Purpose

Maritime Helicopters Inc. is a Part 135 certificate holder, operating its base facility in Homer, Alaska. References throughout this manual to Maritime Helicopters Inc. shall be referred to as Maritime or the Company.

The purpose of this program is to provide a method for formal, continuous, self-evaluations of all Maritime operations and programs. It provides a parallel structure to the efforts of the Safety and Quality department here, for Maritime Helicopters to strive toward maintaining and enhancing the safety culture of the Company through the Safety Management System. It is a fundamental element to ensure compliance with external regulatory requirements, identify nonconformance to internal company policies and procedures, and identify opportunities to improve organizational policies, procedures and processes.

The program scope of responsibility encompasses the primary base of operations and all satellite locations/bases. Contracts of one month duration or less are exempt from the program. An exception is short term recurring contracts. The program focus is to ensure that Maritime operates in accordance with all regulatory, Company and customer requirements and utilization of best safety practices. Ultimately, we strive to provide a safe efficient service to our customers.

3.4 Guidance

Sources for development of this program are FAA AC 120-59A (Air Carrier Internal Evaluation Program), AC 120-92A (Safety Management Systems for Aviation Service Providers and the Maritime Helicopters Internal Evaluation Program Manual.

PROMPT COMMUNICATION

Primary sources for checklist items include 14 CFR parts 43, 61, 91, 119 and 135; Maritime Helicopters IEP checklists, oil company external audits, Oil & Gas Producer (OGP) and International OGP Aviation Procedural Manuals. and US Department of Defense checklists. This is by no means a definitive list of sources, as the checklists are considered dynamic in nature.

3.5 Interfaces (Direct and Indirect)

The IEP is part of the Safety Management System outlined in the Maritime Helicopters Management System Manual and the Maritime Helicopters Alaska General Operations Manual. Any changes within the IEP that affect any of those manuals, or from those manuals affecting the Maritime Helicopters IEP, shall be appropriately reflected.

The IEP, together with the Maritime Helicopters Inc. CASS Program, make up the Maritime Helicopters Quality Management System. They are designed to identify deficiencies throughout the organization, assist in providing corrective actions, analyzing those actions and providing feedback not only to the responsible managers but to the Maritime Helicopters Inc. President. The Company will use this manual and the iAuditor online tool as an interface between this IEP and auditors, both company and outside, and the employees who participate in the IEP.



3.6 Definitions

- **Audit.** A methodical, planned review which builds on the principles of inspection and is used to determine how business is being conducted and compares results with how business should have been conducted in accordance with established procedures and processes. An audit is synonymous with the term evaluation.
- **Auditor.** An individual who has satisfied defined experience prerequisites or is successfully qualified under a Maritime Helicopters defined training program to conduct audits.
- **Audit Scope.** The operational disciplines and/or operational areas that are assessed during the conduct of an audit.
- **Authority.** A person or group with the power to command, determine, influence, or judge.
- **Concern.** A conclusion by an auditor, supported by objective evidence, which is seen as a potential problem, trend, or inefficiency that may become a finding.
- **Control.** Key procedure, responsibility, or decision-making position within an organization, department, division or functional area. Checks and restraints are designed into a process to ensure a desired result. Comprehensive evaluation (system audits) will focus on verifying and testing the controls within the organization.
- **Corrective Action.** The action(s) taken to correct a deficiency with the intent to preclude recurrence of the finding or non-compliance of an approved standard.
- **Corrective Action Plan (CAP).** The total plan of a certificate holder to close all findings through implementation of comprehensive corrective action. This plan should include the changes in policy and/or procedures that will ensure continued compliance.
- **Deficiency.** A conclusion by an auditor, supported by objective evidence, in which a process or procedure is seen as lacking, insufficient, or incomplete.
- **Discrepancy.** A conclusion by an auditor, supported by objective evidence, in which a regulation or company policy, usually stated within the company system of manuals, is found to be in conflict with, lacking or inconsistent with that which is required to ensure compliance.
- **Evaluation.** A functionally independent review of company policies, procedures, and systems. The evaluation process builds on the concepts of audit and inspection. An evaluation is an anticipatory process, and is designed to identify and correct potential findings before they occur. An evaluation is synonymous with the term systems audit.
- **Evaluation Standard.** Specific criteria on which basis a functional area will be evaluated in terms of compliance or conformance.
- **Evidence.** A documented statement of fact which may be quantitative or qualitative and is based on observations, inspections, measurements, or tests that can be verified. For the purpose of internal evaluation, evidence should generally be in the form of written documentation that supports an IA's analysis and review. These data are necessary to substantiate findings or concerns and to enable management or evaluators to determine the root causes of reported findings.
- **Finding.** A determination as a result of an audit that compliance or conformance with an evaluation standard is not being achieved.
- **Follow-up.** A process involving monitoring of CAPs to verify timely and effective implementation designed to eliminate the underlying (root) cause of the deficiency.
- **iAuditor.** The iAuditor is an online platform used to complete Audits/Inspections, log findings and results and provide for/follow Corrective/Preventative Actions to completion.
- **Inspection.** The act of observing a particular event or action to ensure that correct procedures and requirements are followed during the accomplishment of that event or action. The primary purpose of an inspection is to verify that established standards are followed during an observed event or action.
- **IOSA.** An abbreviation and acronym for IATA Operational Safety Audit, which is an internally recognized evaluation system designed to assess the operational management and control systems of an operator.



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- **Policy.** A high-level overall plan embracing the general goals and accepted practices of a group. Policies state how goals will be achieved.
- **Procedures.** A method for accomplishing a process, or for performing an activity.
- **Process.** A set of interrelated resources and activities that transform inputs to outputs. Resources may include personnel, finance, facilities, equipment, techniques, and methods.
- **Quality Management System.** A defined organization structure, written management responsibilities, and associated system of processes, procedures, and detail documents to ensure compliance with internal standards or regulatory requirements.
- **Responsibility.** The quality, state, or fact of being accountable.
- **Root Cause Analysis.** Determination of what caused a finding. The identification of the root cause is the key to the implementation of an effective corrective action. Items to consider when determining the root cause should include deficiencies in training, materials, procedures, empowerment, or management oversight.
- **Safety Management System.** A system designed to protect personnel and resources, enhance reliability, and maximize customer service through the identification and control of hazard.
- **Senior Management.** The highest level of management within an organization that has the authority and responsibility for setting policy, demonstrating commitment, meeting requirements, approving resources, setting objectives, implementing processes, and achieving desired outcome.



4. SECTION 2 – ORGANIZATION

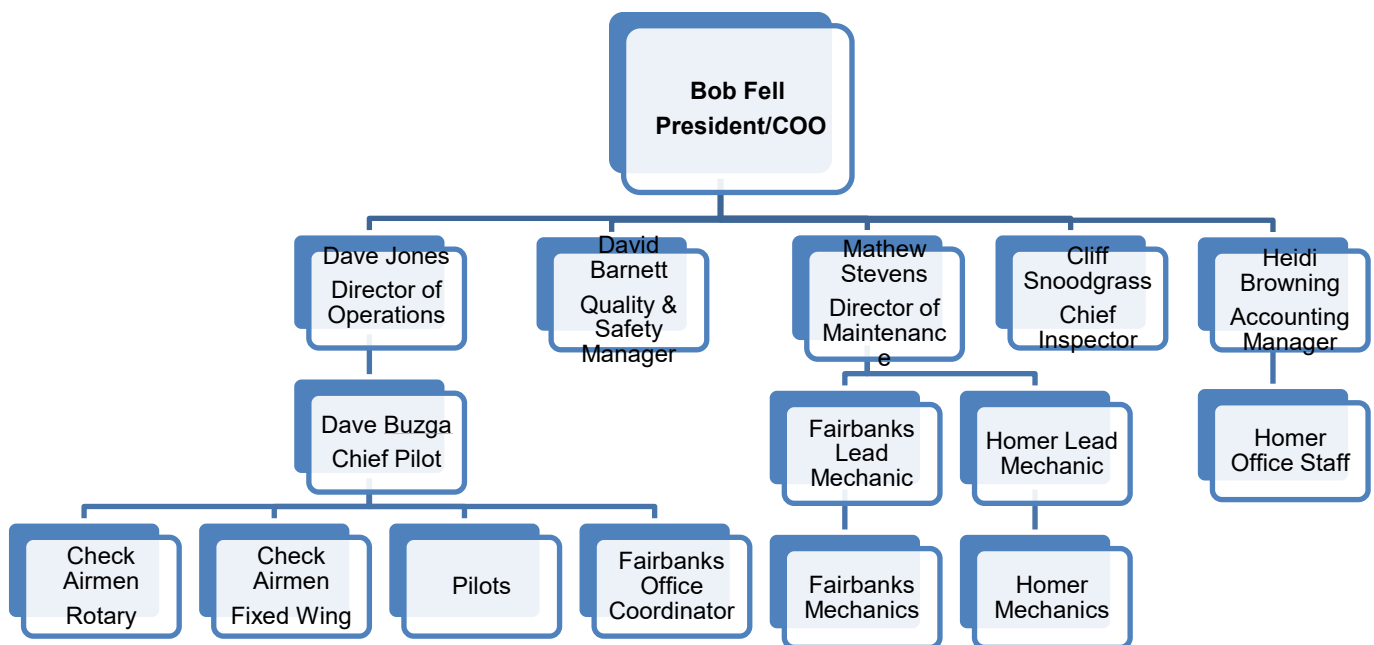
4.1 Independent Systems Oriented Process

The Maritime Helicopters IEP is a continual process that incorporates the techniques of inspections, audits and evaluations to assess the adequacy of managerial controls and processes, and to continuously improve those established systems based on the results of regular evaluations. It continuously monitors and provides feedback of information on processes, as well as regular trend analysis of resulting data.

The Maritime Helicopters IEP is an independent process that organizationally has a straight-line reporting responsibility to Maritime Helicopters Director of Operations and the President

4.2 Organization

The following chart shows the reporting lines for the various managers responsible for audits, evaluations and inspections.



4.3 Authority and Responsibilities

Director of Operations

The Director has the authority and responsibility to execute changes to overall policy and procedures as noted in deficiencies found during the audit process, act on the information received and assign responsibility to execute changes in Maritime policies and procedures. The Director of Quality and Safety, Maritime Helicopter, has overall responsibility for the efficient and effective operation of the Maritime Safety Management System, including the Maritime Internal Evaluation Program.



Manager of Quality and Safety

The Manager of Quality and Safety, Maritime Safety Management System, including the Maritime Internal Evaluation Program has the responsibility for the efficient and effective operation of the Maritime IEP. These duties include;

- Scheduling of periodic, special and follow-up evaluations of areas within the purview of the Maritime Helicopters Inc. certificate.
- Interacting with the FAA, other regulatory agencies, & other entities to ensure that “best practices” are integrated into the program.
- The primary point of contact between management and other personnel assigned to the internal evaluation program.
- Presenting audit reports to the Director of Operations
- Auditing Maritime Helicopters Inc. Inspection Department annually.

Chief Inspector

- Responsible for the operation of the Part 145 Repair Station Inspection Department.
- Assists Manager of Quality and Safety, Maritime Helicopters Inc., with implementation and conduct of the Maritime Internal Evaluation Program.
- Responsible for the Company CASS Inspection Program as a component of the Company Internal Evaluation Program. The CASS Inspection Program is described and managed through the Maritime Helicopters Inc. General Operations Manual.
- Performs annual audits of the Maritime Helicopters Inc. Safety Department.

Audit Review Board (Safety Committee)

The Maritime Helicopters Inc. (SAG) is made up of the Fairbanks Base Manager, Director of Operations, Chief Pilot, Director of Maintenance, Fairbanks Lead Mechanic and the Chief Inspector. Other positions may be invited to participate as the need arises. The Quality and Safety Manager shall serve as the facilitator of these meetings.

Meetings may be held in conjunction with the CASS meetings.

The SAG provides oversight and guidance to corrective actions within the scope of the Company vision. They will proactively participate in assisting the Internal Evaluation.

Program in corrective deficiencies and developing corrective actions within and across departments.



5. SECTION 3 – PROGRAM ELEMENTS

5.1 Description

The Internal Evaluation Program is a method to measure Maritime Helicopters Inc. compliance with regulations, Company policies and procedures as prescribed in the Maritime Helicopters Inc. system of manuals, and the Maritime Helicopters Inc. Standards.

The Program is designed to systematically and proactively search for weaknesses in the management system, operational processes and procedures and document findings. The focus will be on verifying organizational compliance with all external regulatory and contractual requirements and internal policies and procedures.

The program will also identify opportunities for improvements, ultimately enhancing safety. The Internal Evaluation Program will be ongoing, continual and dynamic in nature.

5.2 Components

Evaluations / Audits

- Scheduled – Those audits required to be performed on a regular cycle. They may occur at different times from year to year, but must occur within the cycle set forth in this program.
- Special – Audits based on concerns or priorities set by Senior Management according to industry trends, FAA concerns or other adverse trends.
- Unscheduled / Follow-up evaluations – May be conducted during regular scheduled audits or at other times as determined by Senior Management.

Checklists & iAuditor

Checklists are the core of the internal audit. They provide a structure in which to focus the audit, but are dynamic in nature. They are considered to be an analysis tool only and should be treated as such. Checklists may be changed or adapted depending on the focus of the audit, the trends that have developed or the depth and scope of the review. Representative checklists are located in the appendix of this document. Current checklists will be placed in the iAuditor, online system for practical usage and tracking of findings and corrective/preventative actions.

Root Cause and Analysis Tools

The responsible manager will determine the root cause of significant findings. This may be accomplished with the assistance of the Safety Committee, the Audit Review Board, the Manager of Quality and Safety, or any other resources at their disposal. Resources for drilling down the root cause are available in Appendix B. In general, only significant findings will require a true root cause analysis.

Evaluation Report or iAuditor Report

The evaluation report is prepared following an audit to provide a collective, concise summary report of the findings of an internal audit. This summary provides a hard document that is easily produced for distribution to staff members. All discoveries made during the course of an audit shall be treated with confidentiality. It may additionally serve as an evidence tool during external audits. iAuditor results may be used interchangeably with Evaluation Reports, however, the Company's goal is to track all audit findings on iAuditor.



Tracking Findings and Corrective Actions

Audit results will be tracked, and hard copy or iAuditor database of all audit results will be kept by the Manager of Quality and Safety, Maritime Helicopters Inc. and available to the member of the SAG. Corrective Actions schedules will be determined by the SAG, Maritime Helicopters Inc. at the completion of each audit.

Corrective Action and Corrective Action Plans (CAP)

Corrective actions may be taken in response to noted audit findings. Correction action plans should be developed and implemented to correct repetitive discrepancies. A corrective action plan shall be developed and written by the responsible manager to resolve internal audit findings. Assistance by the Manager of Quality and Safety may be provided. The success of corrective action plans will be evaluated by follow-up audits.

The responsible manager will determine the Corrective Action Plan by identifying who is affected, and what, when and how the plan will be accomplished. The manager is then responsible for implementing the department's CAP within the agreed upon time frame. The time element of Corrective Actions (simply called "Actions" within iAuditor, will be tracked in the online system which automatically produces notifications for personnel involved in those actions.

The Manager of Quality and Safety, or their designee, will validate the implementation and effectiveness of the CAP. The CAP will be closed once it is determined the actions taken are effective and complete.

Changes in policies, procedures and/or controls should result in a revision to the appropriate audit checklist for further monitoring and follow-up.

Trend Evaluations

A trend evaluation is a method of identifying recurrence of the same or similar findings within the Company, irrelevant of location of occurrence. This information shall be examined by the Manager of Quality and Safety and taken into consideration prior to conducting a scheduled audit to assist in tailoring the evaluation. Additionally, this information should be used during CASS meetings, Safety Action Group meetings and any other Company venue where processes can be improved.

Audit findings identified as trends shall be included into the Company Risk Management program. This is identified as the Safety Management Action Log. Details on application and use of this program can be found in the Company Safety Management Systems Manual.

External Audits

At any given time, Maritime Helicopters Inc. may be evaluated by other agencies or elements of the Maritime Senior Management through their audit program. The Manager of Quality and Safety or the Director of Operation, Maritime Helicopters Inc., shall be the point of contact for facilitating these audits. The Quality and Safety Manager or the Director of Operations shall serve as the focal point for disseminating findings and collecting resolution documentation from the responsible managers. All responses to external audits shall be reviewed by the Audit Review Board/Safety Committee prior to submittal to the auditing agency.

In the absence of the Manager of Quality and Safety, all responses to external audits shall be reviewed by the Maritime Helicopters Inc. Director of Operations, or their designee, and the Maritime Helicopters Inc. SAG prior to submittal to the auditing agency.



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All external audits shall be held or disseminated by the Quality and Safety Manager in the same fashion as all Internal Audits.

Scope

The Internal Evaluation Program is designed to encompass all areas of the Maritime Helicopters Inc. operations which are applicable to either the Air Carrier or Repair Station Certificates. This will also encompass all wholly owned and joint venture operations. These areas include, but are not limited to, operations, maintenance, ground support, material control, and communications, both domestically and internationally. Any other are of the overall operations designated by senior management may be included as part of a larger evaluation or may be subject of a stand-alone evaluation. This may include subsidiaries and joint venture partners.

Operations

Broadly, this evaluation shall consider all aspects of Maritime Helicopters. Flight operations and overall Company management and administration.

Maintenance

An evaluation that encompasses all facets of Maintenance and Inspection, as well as overall Company management and administration.

Facilities

A Facility evaluation is an evaluation of Company facilities, buildings and grounds from a Health, Safety and Environmental standpoint. Typical governing regulations would come from Department of Labor OSHA rules and Department of Environmental Conservation requirements, as well as Maritime Helicopters Inc. standards.

5.3 Level and Frequency of Audits

Base Audit

A Base Audit is to be conducted annually (12 month) by the Manager of Quality and Safety and the Chief Inspector or other suitably qualified individual. It shall encompass the main operating locations of Maritime Helicopters Inc. located in Homer, AK and Fairbanks, AK.

Station Audit

A station audit should be conducted at least once per month at each location Maritime Helicopters Inc. regularly operates. A regular operation means a location where an aircraft, flight crew and maintenance technician are based for a period that exceeds three (3) months. Station Audits by remote station staff will be conducted using iAuditor on a monthly basis.

A field station audit should be conducted once per calendar year for any seasonal contract or location the Company performs for either one (1) to three (3) months, or greater, whichever is longer. This audit will be performed as time and resources permit. The audit checklist will be modified to meet the scope and mission of the contract.

An Inspection of the remote stations shall be performed where continuous operations exist. These shall be performed either by the pilot, mechanic, or both at least once per month, using the iAuditor Station audit. The intent is for incoming shift personnel to check the condition and security of operations and maintenance as they begin their shifts, as well as accomplishing monthly checks for equipment as required by regulation (e.g., Overhead hoist monthly inspection)



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The Station Checklist found in Appendix D may be used to perform this inspection in lieu of the iAuditor system. iAuditor or a copy of the completed checklist shall be forwarded to the Maritime Helicopters Inc. Quality and Safety Department. The original shall be retained on site for one year.

Immediate corrective actions shall be accomplished on site if they are within the means and resources of the personnel on site. Deficiencies of larger scope, requiring more time or resources shall be noted as pending. It is the responsibility of the site personnel to resolve deficiencies within their capacity. Comments and suggestions may be entered on the Discrepancy Table listed on the last page of the checklist.

Special Audits

Special audits will be performed when adverse trends have been identified in specific locations and/or senior management requests such evaluations. In the event that adverse trends are identified throughout the company, those specific trends will be evaluated company wide.

Follow-up Evaluations

Follow-up evaluations will be performed as determined necessary by the Manager of Quality and Safety and/or senior management. These evaluations are particularly important and valuable when higher risk trends have been identified during previous audits.

5.4 Checklist Evaluation Standards

All checklists will be supported by objective evidence. Types of findings are as follows:

- Acceptable – meets or exceeds regulatory compliance, standard operating practices and procedures.
- Deficiency – does not meet standard operating procedures
- Discrepancy – out of regulatory compliance or outside of Company policy
- Concern – the item(s) is within compliance but may be seen as a potential problem, trend or inefficiency. This could be an area identified as a need for improvement that would enhance company operations, maintenance and safety.

Use of the Analysis Tools found in Appendix B can provide clear, substantive language when addressing findings.

5.5 Document Control

A records retention schedule for records and paperwork associated with the Internal Evaluation Program shall be as follows:

- Indefinite – Database logs such as iAuditor database
- Two Years Active – Checklists, reports/summaries, minutes from meetings,
- Eight Years Inactive – Reports/summaries

A copy of the final report will be submitted for Maritime Helicopters Inc. management review.



6. SECTION 4 – AUDIT PROCESS

6.1 Information Gathering

The Manager of Quality and Safety will notify Senior Management and stations, if applicable, no later than two weeks before an audit is to be conducted. The audit will be announced by email to all affected personnel.

The auditor will review checklists for appropriateness to the mission and contract, if applicable. The checklists may be modified in accordance with concerns, priorities, industry and adverse trends, and applicability to location. A review of past audits, trends, corrective actions, contracts and regulatory changes should be made. These are by no means a limitation for the checklists.

A copy of the checklist to be used should be provided to the Senior Managers affected.

A pre-audit briefing should be held to discuss concerns and the audit process with management and affected personnel.

The checklist should be followed. The auditor may be accompanied by front line managers or other personnel as appropriate. IT IS OKAY TO CORRECT A FINDING ON SITE. Keep track of it for future reference.

If possible, conduct a post-audit debriefing to provide feedback on initial findings. This briefing can be deferred, if necessary, but the auditor should go to the next level of management for debriefing.

6.2 Evaluating Data and Summary Report

All discoveries made during the course of an internal audit shall be treated with confidentiality. Itemized lists of specific discrepancies may be released to Maintenance and/or Operations managers immediately after the physical audit and before publication of the formal audit report. This immediate release of discrepancies to responsible managers will facilitate the most expeditious resolution of those discrepancies.

Findings identified on the checklist should have enough detailed description to effectively draw conclusions on a later date. The checklist is your tool for notes and observations. It is not the final product.

Findings will be entered into Audit checklists and a report prepared at the end of each audit. Auditors conducting self-audits are required to submit their completed checklists and may submit other notes in whatever form they determine is effective for transmitting their results.

Reports should be written by the supervising auditor. Reports should include:

- A brief summary of the audit and the methodology employed
- Date, location and name(s) of the auditor(s)
- Summary of the areas and/or processes evaluated
- Identify findings. Site specific references whenever possible.
- Concerns should be listed. These may be identified as within compliance but could be an area for improvement that may enhance company operations, maintenance and safety.
- Recommendations may be provided to assist with the responsible manager in developing a corrective action plan.

A copy of the final report will be submitted for Maritime Helicopters Inc. management review.



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6.3 Audit Database

Audit Results will be held by the Director of Operations and the Quality and Safety Manager. They may be entered into the Maritime Helicopters Inc. "S" and "T" drives for use by management to assist in Corrective Action Plans. Alternatively, the iAuditor may be used as the sole method of tracking audit results.

Periodic review of the audit will be conducted by the Safety Committee/ Audit Review Board. Only after all findings are closed or deferred by group consensus can the audit be closed.

6.4 Corrective Action Plans

The responsibility for a Corrective Action Plan (CAP) rests with the department head. The department head will have 15 days to develop a CAP and document the plan to the Director of Operations or the Quality and Safety Manager.

The manager shall determine the CAP by identifying who is affected, what, when and how the corrective action will be accomplished. This CAP may be submitted to Senior Management for review and approval. The department head is responsible to implement the department's CAP within the agreed upon time frame. Any delays will be communicated to the Lead Auditor as soon as they are discovered and the Lead Auditor will not the delay and reason in the database.

Feedback will be provided to the Lead Auditor. Evaluation of the affected area is an important aspect of providing this feedback. Some implemented controls may be immediately effective whereas others may not be noticeable until considerable time has passed. It is the responsibility of the Lead Auditor to evaluate the effectiveness of the CAP through a follow-up evaluation. This may be accomplished during a regularly scheduled audit, unless determined otherwise by Senior Management.

If the CAP becomes overdue, the iAuditor database will automatically notify via e-mail the Lead Auditor and senior management regarding the overdue status of the CAP.

6.5 Monitoring CAPs

Corrective Action Plans may be validated and monitored internally to a department.

The Lead Auditor will validate the implementation and effectiveness of the CAP. The CAP will be closed once it is determined the actions taken are effective and complete. Closure of the CAP shall be recorded within iAuditor

A summary of all CAPs being monitored and any pertinent information regarding the effectiveness of the CAP will be provided to the SAG.

Changes on controls should result in a revision to the appropriate audit checklist for further monitoring and follow-up through the Internal Audit process.

6.6 Review and Closure

Upon satisfactory resolution of all audit findings as determined by Quality and Safety, the audit will be closed.

An email notification will be generated by the Quality and Safety Manager and sent to the auditor and all actionees.



6.7 Summary Review Document

At the direction of the Maritime Helicopters Inc. Quality and Safety Manager, an evaluation of findings by type, number or other specified parameters will be accomplished.

Unless directed otherwise, program personnel will compile a trending report at least once annually for presentation at an expanded Quality and Safety staff meeting.

This trending report may be used as one tool in formatting proactive safety targets and initiatives for the subsequent fiscal year. They may also be utilized as a tool to isolate and quantify specific problem areas or program breakdowns at one or more locations.



7. APPENDIX A – AUDIT SCHEDULE

Location	Type	Checklist to Use	Frequency
Homer	Full Base Audit	Maritime Base Audit Checklist	Annually
Fairbanks	Full Base Audit	Fairbanks Base Audit Checklist	Annually
Kenai	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*
Valdez	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*
Glennallen	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*
Prospect Creek	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*
Galbraith Lake	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*
Akutan	Station	Maritime Station Audit t	Monthly by staff and annual by Q&S*
Kodiak	Station	Maritime Station Audit	Monthly by staff and annual by Q&S*

NOTE: Given the size and scope of the State of Alaska and the difficulty and cost of travel, it is not always feasible for management/Quality and Safety audits of Maritime's remote stations. Authority to waive these visits will reside with the Director of Operations. Information regarding Station audits not completed at Alyeska Pipeline sites should be relayed to the Alyeska Pipeline Aviation Coordinator



8. APPENDIX B – ANALYSIS TOOLS

8.1 Procedure Attributes

Procedures, instructions, and information are documented methods for accomplishing a process. The certificate holder's policies should establish their compliance posture. Policies may be stand-alone statements, or they may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. Procedures should provide answers to the associated questions regarding who, what, when, where, and how. They should contain policy, procedures, and instructions or information pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

No procedures, policy, instructions or information specified.
Procedures or instructions and information do not identify (who, what, when, where, how).
Procedures, policy or instructions and information do not comply with CFR.
Procedures, policy or instructions and information do not comply with FAA policy and guidance.
Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
Procedures, policy or instructions and information unclear or incomplete.
documentation quality (e.g., unreadable or illegible).
Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
Resource requirements incomplete (personnel, facilities, equipment, technical data).
Other.

8.2 Control Attributes

Controls are checks and restraints designed into a process to ensure a desired result. Controls should be written into the system to ensure that the most important policies, procedures, or instructions and information will be followed. Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).



No controls specified.
Documentation for the controls do not identify (who, what, when, where, how).
Controls incomplete.
Controls could be circumvented.
Controls could be unenforceable.
Resource requirements incomplete (personnel, facilities, equipment, technical data).
Other.

8.4 Process Attributes

Process measurements are used by the certificate holder to measure and to assess its processes, to identify and to correct problems or potential problems, and to make improvements to the processes. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures or instructions, and information associated with an element. To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

No process measurements specified.
Documentation for the process measurements does not identify (who, what, when, where, how).
Inability to identify negative findings.
No provisions for implementing corrective actions.
Ineffective follow-up to determine effectiveness of corrective actions.
Resources requirements (personnel, facilities, equipment, technical data).
Other.



8.5 Interface Attributes

Interfaces are used by the certificate holder to identify and manage the interactions between processes. These should be evaluated as to whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different areas within the certificate holder's system must be consistent and complement each other. For the interfaces to be effectively managed, the certificate holder's system should identify and document the interfaces.

No interfaces specified.
The following interfaces not identified within the Certificate Holder's manual system:
Interfaces listed are inaccurate.
Specific location of interfaces not identified within the manual system.
Other

8.6 Management Authority and Responsibility Attributes

These attributes should clearly establish the identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Not documented.
Documentation unclear.
Documentation incomplete.
Other.



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9. APPENDIX C – SAMPLE BASE STATION CHECKLISTS

9.1 Operations

Location: _____

Date: _____

Criteria	Reference	Y	N	N/A
100. OPERATIONS MANAGEMENT AND SUPPORT				
1. Does the Company have an organizational diagram depicting the levels of authority and responsibility within the management structure?				
2. Is there clear language for delegation of authority and responsibility within the management structure?				
3. When organizational or operational change is significant, is there evidence of a "Management of Change" document?				
4. Is management maintaining a master FAA correspondence file or binder accessible to certificate managers?				
5. Does each management position identify delegation of duties and authorities?				
6. In the event of the absence of personnel to fulfill a management position, is the delegation of duties and authorities identified by position title?				
Company Strategic Goals and Objectives				
7. Have specific and measurable strategic goals and objectives been established?				
8. Have specific and measurable KPIs been established?				
9. Has compliance monitoring been established for all safety related activities?				
10. Is a management review process documented and in place to review all strategic goals, objectives and KPIs?				
11. Is a mechanism in place to provide feedback through all levels of the organization on newly identified hazards and the controls?				
12. Have on site audits been conducted of two major suppliers?				
13. Has a formal process been developed to handle and track customer complaints?				
14. Are customer satisfaction KPIs developed for Maritime Helicopters, reviewed, monitored, documented and measurable?				



Criteria	Reference	Y	N	N/A
200. OPERATIONS SPECIFICATIONS				
1. Is the Company capable of conducting each kind of operations authorized in the Ops Specs?				
2. Are the Ops Specs revised to keep current with the actual scope of company operations?				
3. Does Ops Spec A006 correctly list personnel?	A006			
4. Does Ops Spec D085 correctly list aircraft being operated by Annually?	D085			



Criteria	Reference	Y	N	N/A
300. OPERATIONS MANUALS, PROCEDURES AND DOCUMENTS				
1. Are the GOM and the Company's system of manuals revised to keep current with the actual scope of company operations?				
2. Does the Company system of manuals provide policy and procedures for:	135.23(a-s)			
a. Aircraft Weight and Balance	135.23(b)			
b. Accident Notification Requirements	135.23(d)			
c. Airworthiness Inspections	135.23(e)			
d. Reporting and Recording Mechanical Irregularities	135.23(f)			
e. Correction or Deference of Previous Mechanical Irregularities	135.23(g)			
f. Aircraft Maintenance	135.23(h)			
g. Minimum Equipment List	135.23(i)			
h. Fueling Procedures	135.23(j)			
i. Passenger Briefing	135.23(k)			
j. Flight Locating	135.23(l)			
k. Emergency Procedures	135.23(m)			
l. En Route Qualification Procedures	135.23(n)			
m. Approved Aircraft Inspection Program (AAIP)	135.23(o)			
n. Approved HAZMAT Program	135.23(p)			
o. Emergency evacuation of persons needing assistance	135.23(q)			
p. Other procedures and policy instructions that may be necessary regarding the Company's operations as applicable, such as those authorizations issued through the Ops Specs?	135.23(s)			
3. Is the manual revision process adequately tracked and documented?				
4. Are all copies of the Operations Manual correctly revised to include pilot's personal copies?				
5. Are revisions to the GOM being incorporated in a timely manner?				
6. Is there a process in place for incorporating FAA concerns into the General Operations Manual?				
7. Is there a procedure for ensuring that changes to the Operations Manual is incorporated into all affected manuals and communicated to all affected personnel?				



Criteria	Reference	Y	N	N/A
300. OPERATIONS MANUALS, PROCEDURES AND DOCUMENTS				
8. Is there a process in place for incorporating FAA concerns into the Flight Operations Training Program?				
9. Is a current revision of the Manual available to maintenance personnel?	135.21(a)			
10. Are all issued company manuals up to date with all posted revisions, with the date of the last revision on each revised page?				
11. Is a periodic audit performed on Company manuals?				
12. Does the Company Manual incorporate the following System Safety attributes: a. Authority – the organization or person who determines the course of action for a process b. Responsibility – the person who is answerable for the quality or success of a process c. Procedures – documentation of processes d. Controls – checks and balances in procedures to ensure a desired result e. Interfaces – interactions between independent processes such as departments, procedures and manuals	AC 120-92A			
13. Does each Manual contain the name of each required management person along with their authorities, duties and responsibilities?	119.69			
14. Does the Company provide at each pilot station: a. Aircraft Normal Procedures checklist b. Aircraft Emergency Procedures checklist c. Aircraft performance information d. Aeronautical charts appropriate to the type and area of operation	135.83			
15. Is there an established process for communication feedback between management, line crews and maintenance personnel?				
16. Does each passenger carrying aircraft have passenger briefing cards containing all the information required by regulation?	135.117			
17. Has the Company identified the necessary functions to be performed in an emergency by each crewmember?				
18. Does the Company have procedures that any cargo or baggage carried aboard any aircraft is carried, secured and located as required by FAR?	135.87			



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Criteria	Reference	Y	N	N/A
300. OPERATIONS MANUALS, PROCEDURES AND DOCUMENTS				
19. Is there evidence of how the Company conducts <u>IFR</u> operations in compliance with alternative fuel and airport requirements?	135.223			
20. Are passenger / load manifests used for all passenger flights?	135.63			
21. Are bags weighed on a scale?				
22. Are actual passenger weights used in flight planning?	<u>A096</u>			
23. Does the Drug & Alcohol Program process correctly identify all safety sensitive employees? Verify against the AAT listing. a. Verify updating of the employee roster against the employee new hire/termination checklist.				

Criteria	Reference	Y	N	N/A
400. SAFETY PROGRAM				
1. Is the Company Safety Manual current with the latest revision?				
2. Are supervisors and job leads aware of their responsibilities for the safety of operations?				
3. Does the Company Safety Program incorporate the following systems: a. Safety committees b. Safety training c. Anonymous reporting system d. Hazard reporting e. Risk Management Program f. Emergency Response Plan g. Incident/Accident Reporting System h. Safety compliance/Quality Assurance audits and inspections				
4.				



Criteria		Reference	Y	N	N/A
500. OPERATIONS RECORDS					
1.	Does the Company keep all records required by 14 CFR 135 at its principle business office or other location approved by the FAA?	135.63			
2.	Do the Company records include an individual record for each pilot containing the following: a. Full name of the pilot b. Pilot certificate information by type, number and ratings held (and signed) c. Pilot's aeronautical experience to show qualifications for each type aircraft flown under Part 135 d. Pilot's current duties and date of assignment e. Effective date and class of medical certificate held f. Date and result of each initial and recurrent competency tests, proficiency and route checks required by Part 135 and type of aircraft flown during the test or check g. Pilot flight time in sufficient detail to determine compliance with flight time limitations of Part 135 h. Pilot's check pilot authorization, if any i. Date of completion of initial phase and each recurrent phase of training required by Part 135 j. Actions taken concerning release from employment due to physical or professional disqualification	135.63(a)(4)			
3.	Has the Company kept each pilot required for at least 12 months? (Exception: Records showing initial qualification must be kept indefinitely.)	135.63.(a)(4)			
4.	Are pilot flight time records kept in sufficient detail to determine compliance with the flight time limitations of Part 135?	135.63(a)(5)			
5.	Does the Company prepare and keep for at least 30 days, a load manifest which contains: a. Loading of the aircraft b. Number of passengers c. Total weight of the loaded aircraft d. Maximum allowable takeoff weight e. Center of gravity limits f. Center of gravity of the loaded aircraft g. Registration number of the aircraft h. Origin and destination i. Identification and position assignments of crew	135.63(c)			



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Criteria	Reference	Y	N	N/A
6. Are preflight / daily inspections signed by the PIC before each flight?				
7. Are defects cleared by reference to the Maintenance Log?				
8. If HAZMAT cargo is carried, is a 365-day file of shipping documents maintained?	175.33(c)(1)			
9. If HAZMAT is carried, is a copy of each notification to PIC retained for 90 days?	175.33(c)(2)			



Criteria		Reference	Y	N	N/A
600. FLIGHT OPERATIONS TRAINING AND QUALIFICATIONS					
1.	Does the Training Program define initial, recurrent, transition, upgrade training and checking requirements?				
2.	Does the Company have an FAA-approved Hazardous Materials Training Program?	135.505(a)			
3.	Are the pilot records organized with a standardized format?				
4.	Does the Chief Pilot's office perform periodic audits of the pilot records?				
5.	Has each Check Airman received initial or transition Check Airman flight and ground training?				
6.	Has each Flight Instructor received initial or transition Flight Instructor training?				
7.	Do the pilot records contain all documentation required to reflect a pilot's proficiency and qualification:	135.341 135.343			
a.	Initial, transition, differences and upgrade ground and flight training	135.345 135.347			
b.	Recurrent	135.351			
c.	Instructor	135.338 135.340			
d.	Check Airman	135.337 135.339			
e.	Emergency	135.331			
f.	Hazardous Materials	135.503			
g.	Competency Check	135.293(b)			
h.	Instrument Proficiency Check (IFR pilots only & every 6 months)	135.293(c) 135.297(a)			
i.	Line Check (certified & within 12 months)	135.299(a)			
8.	Is there a procedure that ensures each pilot who has not flown over a route and into an airport within the preceding 90 days will become familiar with all available information required for the safe operation of that flight?	135.299(c)			



Criteria	Reference	Y	N	N/A
700. FLIGHT TIME, DUTY PERIOD AND REST REQUIREMENTS				
1. Does the Company adequately track pilot flight time limitations and rest requirements for unscheduled operations in accordance with the following requirements:	135.267			
a. 500 hours any calendar quarter, 800 hours in any 2 consecutive calendar quarters, 1400 hours in any calendar year?	135.267(a)			
b. Total flight time single pilot 8 hours; two pilots 10 hours?	135.267(b)			
c. Provide 10 consecutive hours of rest during the 24-hour period preceding the planned completion time?	135.267(d)			
d. Provide each flight crewmember at least 13 24-hour rest periods in each calendar quarter?	135.267(f)			
2. If a flight crewmember has exceeded the daily flight time limitation because of circumstances beyond the control of the Company or the flight crewmember, is this documented and has adequate rest been assured?	135.267(e)			
3. Is flight, duty and rest time tracked effectively to show compliance?				
4. Is all documentation consistent in pilot records?				



Criteria	Reference	Y	N	N/A
800. FLIGHT PLANNING				
1. Are local area Operations Procedures clearly defined, published, posted and understood? (This applies to each operating location)				
2. Does the flight crew have direct access, prior to flight, to all the information contained in the approved MEL for their aircraft?	135.179 <u>D095</u>			
3.				
4. Is local, destination, and diversion weather information available?				
5. Is the source of weather obtained in accordance with <u>OpSpec A008</u> ?	<u>A008</u>			
6. Are NOTAMs, Airfield Data, and Restricted Area information available and on display or otherwise freely accessible in a location known to all flight crew? Are these documents up to date?	135.213			
7. Are all necessary route planning documents available and are these up to date?				
8. Are passenger manifests being filled out completely and are there periodic checks for accuracy?				
9. Review Risk Assessment forms.				
10. Is the Company effectively meeting the flight locating requirements for each mission?	135.79			

Criteria	Reference	Y	N	N/A
900. AIRCRAFT LOG BOOKS				
1. Are pre-flight/daily inspections signed before each flight?				
2. Are discrepancies entered legibly?				
3. Do deferred defect entries include a reference to the original Aircraft Maintenance Record Entry, and include a MEL statement?				
4. Are MOC flights being performed to complete relevant maintenance activities? Do these contain appropriate cross-reference to the Aircraft Maintenance Record?				
5. Is the "Aircraft Return to Service" being properly executed after the completion of MOC flights?				



Criteria	Reference	Y	N	N/A
1000. OPERATIONS FACILITIES				
1. Are all facilities clean and tidy?				
2. Is rubbish collection and disposal sufficiently frequent?				
3. Have all facility and service defects been reported for rectification, and are they repaired in a timely manner?				
4. Are there sufficient appropriately stocked First Aid Kits, and is a record of periodic checks maintained?				
5. Are the locations of the First Aid Kits prominently displayed?				
6. Are the Fire Extinguishers in date and periodically checked?				
7. Are the locations of the Fire Extinguishers prominently displayed?				
8. Are there sufficient power and communication points, and are they in good condition?				
9. Is lighting adequate?				
10. Is heating adequate?				
11. Is the fire alarm system regularly tested and are records maintained?				
12. Is the Fire Evacuation plan prominently displayed?				

Criteria	Reference	Y	N	N/A
1100. TECHNICAL PUBLICATIONS LIBRARY				
1. Is there a system in place to control the receipt and issue of revisions to manuals as these occur?				
2. Is the Master Publications List available and current?				
3. Is there adequate segregation of not-in-use materials, such as aircraft types not currently operated?				
4. Perform a random sampling of manuals, confirming revisions are managed appropriately.				
5. Are revisions being incorporated in a timely manner?				
6. Are there sufficient and readily available copies of all manuals needed to support the operation, and are these in good condition?				



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9.2 Maintenance

Location: _____

Date: _____

Criteria	Reference	Y	N	N/A
100. PERSONNEL				
1. Are there sufficient maintenance personnel to safely maintain Maritime Helicopter aircraft at all operating				
2. Does the Company have an organizational diagram depicting the levels of authority and responsibility within the management structure?				
3. Is there clear language for delegation of authority and responsibility within the management structure?				
4.				

Criteria	Reference	Y	N	N/A
200. QUALITY ASSURANCE				
1. Does Parts Receiving use a current approved vendor list to identify parts are received from approved vendors only?				
2. Does the Company have a formal tool/test equipment calibration program?				
3. Does the calibration program include a method to track calibration status of tool inventory?				
4. Are calibration certificate files maintained by the Chief Inspector in a central file?				
5. Are tools and equipment that are sent out for calibration annotated in the remarks column as out for calibration?				
6. Is the approved vendor list on a regular documented review cycle?				
7. Is the approved vendor list provided to the Parts Department?				
8. Does the Chief Inspector maintain a list of Parts Only designated inspectors?				
9. Are special tools, slings and lifting devices inspected periodically?				
10. Is the CASS program functional and appropriate to the scope of Maritime Helicopter operations?				



Criteria	Reference	Y	N	N/A
300. MAINTENANCE INSPECTION ACTIVITY				
1. Does the Company ensure currency of Inspection Authorization (IA) or maintain a current listing of authorized inspectors? <i>All inspectors, including receiving inspectors, require initial and recurrent training.</i>				
2. Is a comprehensive search and verification conducted semi-annually of all AD's, SB's, and installed life limited components, performed on all aircraft?				
3. Does the Chief Inspector perform a comprehensive search and verification of all technical publications semi-annually?				
4. Is a Recurrent Service Bulletin form used to track the date and time of last compliance and the date or time when the next compliance is due?				
5. Is the Mechanical Interruption Summary (MIS) form submitted by the 10 th of the month?	135.417			
6. Supplementary Forms Manual – Are the forms/manual controlled? Are form instructions in place?				



Criteria	Reference	Y	N	N/A
400. MAINTENANCE TRAINING				
1. Does the Company provide, conduct, and document initial and recurrent training for the minimum of the following: a. Initial/Indoctrination b. General aircraft systems	135.433			
2. Does the Company employ a scheduling method to ensure all required initial and recurrent training is accomplished on time? <i>Information such as each individuals training requirements, training completion date(s), and recurrent training due dates are tracked.</i>				
3. Does the Company document all training, to include on-the-job training, and track all requirements to ensure accomplishment?				
4. Are any special authorizations such as inspection and airworthiness release identified and documented?				
5. Has each employee who is assigned duties of handling and carriage of hazardous materials completed initial or recurrent training during the preceding 24 months?	HMR 175.20 135.503			
6. Does the Company maintain a training record for each employee who performs maintenance, inspections or alterations?				
7. Do the maintenance training records contain the following: a. Resume or prior experience information b. A&P verification query c. Authorizations & Limitations d. Training information/documentation to include formal, OJT and recurrent training				
8. Are maintenance / inspection personnel recurrent training conducted at 12 month intervals? Is an eligibility period allowed?				
9. Do the elements of recurrent training include: a. Training for mechanics b. Training for inspectors c. Training for pilots d. Training for parts personnel e. Training for Blood Borne Pathogens and Biohazards				
10. Do Maritime Helicopter inspectors receive recurrent training on an annual basis?				



Criteria	Reference	Y	N	N/A
400. MAINTENANCE TRAINING				
11. Does Maritime Helicopters ensure training received from a previous employer is reviewed for applicability to the present training requirements and document any waivers to the normal training requirements?				
12. Do mechanics authorized to conduct welding have certification?				

Criteria	Reference	Y	N	N/A
500. MAINTENANCE CONTROL AND PLANNING				
1. Does the Company maintain a system that provides a means to control maintenance activities and track aircraft maintenance status?				
2. Does this system provide good communication with the rest of the maintenance organization and flight operations?				
3. Is there a process to track and schedule all recurrent maintenance requirements?				
4. Does the Company use only approved contract maintenance facilities (if used) and is the approved contractor list controlled to ensure uniform management?				

Criteria	Reference	Y	N	N/A
600. MAINTENANCE RECORDS				
1. Does the Company have records management procedures that ensure the following: a. Completeness and quality of records entries b. Security of maintenance records (limited access)				
2. Are records maintained in an orderly fashion?				
3. Does a spot check of maintenance records reflect the following: a. Accurate and complete records entries, including manufacturer's maintenance data b. Inspections, airworthiness release, maintenance release, etc. signed by authorized personnel only?				
4. Is the Company assured that the computer generated Maintenance run sheet is accurate and up to date within a reasonable period of time? (1 week)				
5. Are Maritime Helicopters maintenance logbook forms completed in accordance with the GMM?	GMM 3.4			



Criteria	Reference	Y	N	N/A
700. MAINTENANCE FACILITIES				
1. Are the lifts regularly inspected? Is the documentation available for review?				
2. Is the fire suppression system regularly inspected? Is the documentation available for review?				
3. Is the forklift regularly inspected and serviced? Is the documentation available for review?				
4. Do the mechanics utilize "shadow box" techniques for tool boxes?				
5. Are jacks inspected regularly for defects, safety locks and hydraulic fluids?				
6. Are drip pans used to catch oil from engines?				
7. Is the defueling unit properly maintained?				
8. Is there a documented aircraft defueling procedure?				



Criteria	Reference	Y	N	N/A
800. STORES/PARTS				
1. Is there a detailed receiving inspection procedures that ensures only approved and serviceable parts are stocked for issue?				
2. Does Parts Receiving use a current approved vendor list to identify parts are received from approved vendors only?				
3. Are parts properly tagged and environmentally protected?				
4. Is the receiving area for avionics protected from inadvertent static discharges?				
5. Do receiving inspection procedures ensure only approved and serviceable parts are stocked for issue?				
6. Are all parts received and inspected through a process that verifies the item was provided by an approved vendor, the serviceability of the item, the proper part was received, and all required certification documentation is provided and properly accomplished?				
7. Is there a parts/material scrap program that renders all item unusable prior to disposal?				
8. Are personnel authorized to receive parts by the Chief Inspector?				
9. Spot check: Ensure parts traceability compliance by verifying documentation available that certifies the time was manufactured/repared/overhauled to approved standards.				
10. Spot check: ensure the shelf life inspection program ensures items that have exceeded shelf life limitations are not provided for aircraft maintenance use.				
11. Does the Inspection Department conduct inspections frequently to ensure that expired items are removed from inventory?				
12. Are unserviceable / repairable parts segregated from serviceable parts?				
13. Are flammables stored properly?				
14. Are major component parts tagged according to <u>PN</u> , SN, time and cycles?				
15. Are floor and shelf load-bearing capacities posted and observed?				
16. Is the clearance between electric light fixtures and stacked material at least 18 inches?				
17. Is material stored so as not to interfere with sprinkler heads, fire line valves, fire hoses, fire extinguishers, fire exits or fire				



Criteria	Reference	Y	N	N/A
800. STORES/PARTS				
doors?				
18. Are large bulky or heavy materials stored near doors to minimize handling and facilitate movements?				
19. Are frequent checks made of storage areas of hazardous flammable or corrosive supplies to ensure safety?				



Criteria	Reference	Y	N	N/A
900. OVERHAUL SHOP				
1. Are parts <u>MPI</u> inspected in conformance with the Overhaul Manual?				
2. Are adequate manuals available and are they being used?				
3. Is NDT equipment condition being monitored? Where is this recorded?				
4. Are repaired or overhauled components well packaged for shipment?				
5. Is the appropriate type of storage area being utilized for components awaiting repair?				
6. Are assembly parts segregated?				
7. Is there adequate workspace?				
8. Are unserviceable parts being disposed of properly?				
9. Are Overhaul personnel properly trained?				
10. Have NDT personnel received adequate training?				
11. Have NDT personnel received recent eye examinations?				
12. Is paperwork of components being worked on and up to date?				
13. Are special tools within calibration dates?				

Criteria	Reference	Y	N	N/A
1000. AVIONICS SHOP				
1. Are adequate manuals available and are they being used?				
2. Is there adequate test equipment available?				
3. Is equipment checked for calibration regularly?				
4. Is there adequate workspace available?				
5. Are personnel properly trained?				
6. Are assemblies being worked on segregated?				
7. Is there a place to store commonly used parts?				
8. Is the shop neat and orderly?				
9. Is repair station authorization properly displayed?				
10. Spot check: Ensure parts traceability compliance by verifying documentation available that certifies the time was manufactured/repaired/overhauled to approved standards.				



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9.3 Aircraft Stores

Location: _____

Date: _____

Criteria	Reference	Y	N	N/A
100. AIRCRAFT STORES				
1. Are serviceable and unserviceable aircraft parts stored separately? Is this clearly defined?				
2. Are aircraft parts protected with bags and openings plugged as required?				
3. Is the aircraft parts receiving area clean and uncluttered?				
4. Are all parts tagged to identify item and source as required?				
5. Are all tags properly signed?				
6. Are all spare tubes/hoses capped?				
7. Are all shelf life items within their expiration dates?				
8. Are components with drive or driven splines, external or internal, properly protected from contamination and physical damage to the drives?				
9. Is there adequate protection from static electric discharge for avionics items?				
10.				

Criteria	Reference	Y	N	N/A
200. AIRCRAFT SUPPLEMENTAL EQUIPMENT (sling, aux tank, uninstalled equipment, etc.)				
1. Is the equipment stored with openings covered, lines properly capped and electrical connectors protected?				
2. Is the aux tank in serviceable condition? Has it been inspected internally and is properly tagged?				
3. Is the litter kit in serviceable condition and properly tagged?				
4. Are dual controls in serviceable condition and is each item tagged?				
5. Is sling equipment for serviceable condition and with the manufacturer's / load test tags?				
6. Is the recovery kit available, complete, and serviceable? Do <u>bellkeys</u> and slings have load test tags?				
7. Are all ground handling wheels serviceable?				



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9.4 Facilities

Criteria	Reference	Y	N	N/A
300. FACILITIES EXTERIOR				
1. Is the parking lot <u>well lit</u> and secure?				
2. Is the parking lot surface in good condition?				
3. Is there sufficient parking space for customers and employees?				
4. Are the exterior surfaces of the buildings clean and free of damage?				
5. Are the surrounding grounds kept in a neat, uncluttered, and orderly manner?				
6. Is the aircraft ramp <u>well lit</u> and secure?				
7. Is the aircraft ramp surface in good condition and <u>well marked</u> ?				
8. Is there sufficient parking and maneuvering space for aircraft?				



Criteria	Reference	Y	N	N/A
400. FACILITIES INTERIOR				
Material Handling				
1. Is there safe clearance for equipment through aisles and doorways?	29 CFR 1910.176(a)			
2. Are containers stored, stacked, blocked, and limited in height so they are stable and secure?	29 CFR 1910.176(b)			
Exits				
1. Are exits properly marked?	29 CFR 1910.37(q)			
2. Are exits kept free of obstructions?	29 CFR 1910.36(d)(1)			
3. Can the exit door be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	29 CFR 1910.165(d)(4)			
Fire Extinguishers				
1. Are the appropriate type of fire extinguishers mounted, located, and identified so that they are readily accessible to employees?	29 CFR 1910.157(c)(1)			
2. Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag?	29 CFR 1910.157(e)			
3. Are portable fire extinguishers provided in adequate number?	29 CFR 1910.157(d)			
First Aid				
1. Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?	29 CFR 1910.151(b)			
2. Are eyewash stations and safety showers provided in areas where corrosive chemicals are handled?	29 CFR 1910.151(c)			
3. Are AEDs regularly inspected and tagged?				
4.				
Employee Break Area				
1. Do the number of restrooms conform to the federal standards?	29 CFR 1910.141(c)(1)			
2. Are personal hygiene facilities (basins) available?	29 CFR 1910.141(c)(d)			
3. Are there separate toilet facilities for each sex?	29 CFR 1910.141(c)(i)			



Criteria		Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES					
Housekeeping					
1.	Is the hangar or aircraft maintenance area clean, neat and orderly?	29 CFR 1910.22			
2.	Are aircraft grounding leads available, serviceable and being used for aircraft inside hangars?				
3.	Are grounding points in hangars marked and being used?				
4.	Are aisles marked	29 CFR 1910.22			
5.	Are aisle widths properly maintained?	29 CFR 1910.22			
6.	Are flexible cords and cables free of splices or taps?	29 CFR 1910.22			
7.	Are all large stationary tools in serviceable condition?				
8.	Are all open containers of flammable materials removed from the hangar or stored in a flammable materials location at the end of each day?				
9.	Is the red rag container properly utilized?				
10.	Does the stationary compressor water/air separator and tank/head pressure gauges operate properly?				
11.	Is the hangar/shop lighting adequate and operational?				
12.	Are inoperative tools and equipment removed from service and tagged?				
13.	Is there evidence that no food or beverages are consumed in any area exposed to toxic material?	29 CFR 1910.141(g)(2)			
Exits					
1.	Are exits properly marked?	29 CFR 1910.36/37			
2.	Are internally illuminated exit signs equipped with an emergency power supply	29 CFR 1910.36/37			
3.	Does lighting in hallways and exit signs conform to federal standards (20 foot and 5 foot candle respectively)?	29 CFR 1910.36/37			
4.	Are exits kept free from obstructions?	29 CFR 1910.36/37			
Walking & Working Surfaces					
1.	Are ladders and work stands serviceable?				
2.	Are ladders and work stands properly secured when not in use?				



Criteria		Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES					
3.	Do stairs and work platforms over 60 inches have handrails installed?				
4.	Are stairs, ladders and work platforms equipped with non-skid material?				
First Aid					
1.	Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?	29 CFR 1910.151(b)			
2.	Are eyewash stations and safety showers provided in areas where corrosive chemicals are handled?	29 CFR 1910.151(c)			
3.	Are AEDs regularly inspected and tagged?				
Fire Protection					
1.	Are all fire extinguishers readily accessible and are their locations clearly marked?	29 CFR 1910.157			
2.	Are fire extinguishers inspected and recharged regularly and noted on an attached inspection tag?	29 CFR 1910.157			
3.	Are flame proof storage cabinets used to hold flammable liquids labeled "Flammable – Keep Fire Away"?	29 CFR 1910.106(d)(3)(iii)			
4.	Are flammable liquids kept in approved safety cans?	29 CFR 1910.106(d)(2); 1910.144(a)(1)			
4.	Are covered metal waste cans used for oily and paint soaked waste? Are they clearly marked?				
PPE					
1.	Are employees required to use appropriate PPE when handling chemicals (gloves, eye protection, etc)?	29 CFR 1910.132(a)			
2.	Are all employees required to use PPE as needed to protect against eye and face injury, head injury, electric shock and/or hand injury?	29 CFR 1910.133 1910.135 1910.137(b) 1910.138			
3.	Is there evidence the PPE policy is utilized as intended?				
4.	Are PPE materials readily available for employee/customer use, as necessary?				
5.	Are PPE stored in such a manner to encourage ease of use, ensure cleanliness and in a manner suitable to the equipment?				
Hearing Conservation					
1.	Is hearing protection readily available to all employees in areas where noise levels exceed 85dBA?	29 CFR 1910.95(h)			



Criteria		Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES					
2.					
Electrical Systems					
1.	Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material?	29 CFR 1910.304(e)(1)(iv)			
2.	Are portable electrical tools and equipment and fixed electrical equipment grounded or of a double insulated type?	29 CFR 1910.243(a)(5) 1910.304(f)(5)(v)(c)(8) 1910.304(f)(7)(vii)			
3.	Do extension cords being used have a grounding conductor?	29 CFR 1910.304(f)			
4.	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	29 CFR 1910.305(b) 1910.303(9)(2)(i)			
5.	Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safety operations?	29 CFR 1910.305(g)(1) 1910.303(h)(3)			
Lockout / Tagout					
1.	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting or setting up operations, whenever required?	29 CFR 1910.147(c)(1) 1910.147(c)(2)(i)			
2.	Are correct Lockout / Tagout procedures in use?	29 CFR 1910.147(c)(4) 1910.147(d) & (e)			
3.	Is the locking out of control circuits in lieu of locking out main power disconnects prohibited?				
4.	Are equipment control valves provided with a means provided with a means of lockout?				
5.	Is there a means provided to identify employees who are working on locked out equipment by their locks or accompanying tags?				
6.	Are sufficient number of accident preventative signs or tags and safety padlocks provided for any reasonable or foreseeable repair necessary?				
7.	Are provisions made to prevent machines from automatically starting when power is restored after a power outage or shut down?	29 CFR 1910.147(d)(2)			
Machine Guarding					
1.	Is all machinery and equipment kept clean and properly maintained?				



Criteria	Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES				
2. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?				
3. Is fixed machinery provided with appropriate safety guards to prevent injuries resulting from point of operation, rotating parts, flying chip and spark hazards?	29 CFR 1910.212(a)			
4. Is equipment and machinery securely placed and anchored to prevent unintentional movement?	29 CFR 1910.212(b)			
5. Are grinders, saws, and similar portable equipment provided with appropriate guards?	29 CFR 1910.243(a)(1), (c)(1-4), (e)(1)(i)			
6. Are rotating or moving parts of equipment guarded to prevent physical contact?	29 CFR 1910.212			
7. Are non-current carrying metal parts of electrically operated machines bonded and grounded?	29 CFR 1910.213(a)(11)			
8. Are machinery guards secure and so arranged that they do not offer a hazard?	29 CFR 1910.212(a)(2)			
9. Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?	29 CFR 1910.218(b)(2)			
10. Is there a power shut-off switch within reach of the operator's position to each machine?	29 CFR 1910.213(b)(1)			
11. Do arbors and mandrels have firm and secure bearings and are they free from play?	29 CFR 1910.213(a)(2)			
12. Are machines constructed to be free of excessive vibration when the largest size tool is mounted and run at full speed?	29 CFR 1910.213(a)(1)			
13. Are power tools used with the correct shield, guard, or attachment(s) recommended by the manufacturer?				
14. Does each portable power tool have a constant pressure switch (dead man switch) that will shut off power when pressure is released?	29 CFR 1910.243(a)(2)			
15. Are all emergency stop buttons colored RED?	29 CFR 1910.144(a)(1)(iii)			
16. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?				
17. Is compressed air that is used for cleaning less than 30 psi?				
18. Are grinding wheel tool rests set to within 1/8" or less of the wheel?				



Criteria	Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES				
19. Are hand tools and other equipment regularly inspected for safe conditions?				
20. Are power saws and similar equipment provided with safety guards?				
21. Are bench grinders guarded and tool rest properly adjusted?				
22. Are portable electric tools and appliances grounded or of the double insulated type?				
23. Are machines shut down before maintenance is performed?				
24. Are oily rags, waste, and other grease-soaked materials disposed of in metal containers with self-closing lids and emptied daily?				
25. Is scrap metal promptly cleaned up and disposed of?				
Chemical Process Operations				
1. Are all containers such as vats, storage tanks, etc. labeled as to their contents, i.e. "CLEANING SOLVENT"?	29 CFR 1910.1200(f)			
2. Is there a list of hazardous substances used in the facility?	29 CFR 1910.1200(f)			
3. Are all hazardous materials properly labeled?	29 CFR 1910.1200(f)			
4. Are all hazardous materials properly stored?				
5. Are material safety data sheets (MSDS) readily available for each hazardous substance?	29 CFR 1910.1200(g)			
Battery Shop				
1. Are all personnel properly trained in the hazards, procedures, and precautions as they relate to the safety handling and maintenance of batteries?				
2. Is there an approved SOP posted in the battery shop?				
3. Are battery repairs performed only in an approved designated area?				
4. Are "No Smoking" signs posted?				
5. Is all electrical equipment explosive or vapor proof type?				
6. Is all electrical equipment grounded?				
7. Are battery caps in place and battery cap vents open when batteries are being charged?				



Criteria	Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES				
8. Are batteries being charged all of the same voltage?				
9. Are battery post terminal connections checked for proper polarity prior to charging?				
10. Is the battery charger turned off before disturbing battery terminal connections?				
11. Is distilled water ONLY used to fill batteries?				
12. When mixing electrolyte, is the acid always poured into the water?				
13. Are tools and other metallic objects kept away from the top of uncovered batteries to prevent short circuits?				
14. Are windows and doors shut when the battery shop is unattended?				
15. Are battery repairs restricted to repairing cracks in the top of the battery case and rebuilding battery posts?				
16. Are nickel-cadmium batteries serviced in separate facilities from lead acid batteries?				
17. Are aisles around battery charging equipment marked?	29 CFR 1910.22			
18. Are aisle widths maintained?	29 CFR 1910.22			
19. Are work areas maintained in a neat orderly manner?	29 CFR 1910.22			
20. Are batteries charged in a properly vented room?	29 CFR 1910.178(g)(2)			
21. Are facilities provided for flushing spilled electrolyte and neutralizing acid spillage? Is soda ash available?	29 CFR 1910.178(g)(2)			
22. Are controls in place to prevent open flames, or sparks in the immediate vicinity?	29 CFR 1910.178(g)(11)			
23. Are all exposures to dust, fumes, etc., controlled?	29 CFR 1910.178(g)(2)			
24. Are protective goggles and face shields provided and worn when there is any danger of flying particles or corrosive materials?	29 CFR 1910.133			
25. Are protective gloves, aprons, shields or other means of protection provided to protect against cuts, corrosive liquids, and chemicals?	29 CFR 1910.132			
Paint Shop				
1. Is adequate ventilation assured before spray operations begin?	29 CFR 1910.107			
2. Is mechanical ventilation provided when spraying operations are conducted in enclosed areas?	29 CFR 1910.107			



Criteria	Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES				
3. When mechanical ventilation is provided during spraying operations is it so arranged that contaminated air is not recirculated back into the work area?	29 CFR 1910.107			
4. Are lighting fixtures for spray booths of explosion proof construction?	29 CFR 1910.107			
5. Are belts and pulleys inside the paint booth fully enclosed?	29 CFR 1910.107			
6. Are electric motors used for powering exhaust fans outside booths and ducts?	29 CFR 1910.107			
7. Do ducts have access doors or panels that allow for cleaning?	29 CFR 1910.107			
8. Is the spray area isolated at least 20 feet from any source of flames, sparks, operating electrical motors, or other ignition sources?	29 CFR 1910.107			
9. Are portables lamps used to illuminate spray areas suitable for use in a hazardous location?	29 CFR 1910.107			
10. Is approved respiratory equipment provided and used when needed during spraying operations?	29 CFR 1910.107			
11. Do solvents used for cleaning have a flash point of 100° F. or more?	29 CFR 1910.107(g)(5)			
12. Are "No Smoking" signs prominently displayed in spray areas, paint rooms, paint booths, and paint storage areas?	29 CFR 1910.107(g)(7)			
13. Are all tools used for cleaning purposes made of no-sparking material?	29 CFR 1910.107(g)(2)			
14. Are sprinkler heads kept free of paint spray?				
15. Are area rags and waste disposed of daily?				
16. Is paint material stored in a room isolated from the spraying process?				
17. Are only properly trained personnel allowed to perform spray-painting operations?				
18. Are personnel who perform spray-painting operations required to wear approved respirators, eye protection, overalls, and gloves?				
19. Is protective equipment available where needed? Is there evidence of use?				
20. Is there a procedure or policy directing personnel who are working in the paint shop to wash thoroughly before eating?				

Criteria	Reference	Y	N	N/A
500. HANGAR / MAINTENANCE FACILITIES				
21. Is the carrying or eating of food in the paint area prohibited?				



Criteria	Reference	Y	N	N/A
600. COMPRESSED GAS STORAGE/WELDING				
1. Are cylinders with a water weight capacity over 30 pounds equipped with a means for connecting a valve protector device, or with a collar or recess to protect the valve?	29 CFR 1910.101(b)			
2. Are cylinders legibly marked to clearly identify the gas contained?	29 CFR 1910.1200(f)(5) 1910.101(b); .103(b)(1)(c); .110(c)(2)(i)			
3. Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	29 CFR 1910.101(b)			
4. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?	29 CFR 1910.101(b); .102(a); .103(c)(2)(iii)(f)			
5. Are cylinder located or stored in a manner to prevent them from creating a hazard by tipping, falling or rolling?	29 CFR 1910.101(b) .102(a)			
6. Are valve covers always placed on cylinders when not in use?	29 CFR 1910.101(b); .101(c)(6)(iii) & (iv) .111(e)(5)			
7. Are valves on cylinders closed before a cylinder is moved, when the cylinder is empty and at the completion of each job?	29 CFR 1910.101(b)			
8. Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?	29 CFR 1910.101(a)			
9. If compressed air is used for cleaning of clothing, is it regulated to 10 psi or less?	29 CFR 1910.242(b)			
10. Are empty compressed gas cylinders appropriately marked and are their valves closed?	29 CFR 1910.101(b); .253(b)(1)(ii), (2)(iii), (5)(ii)(H)			
11. For welding or flame cutting operations are the following available? ▪ Hearing protection ▪ Respirators ▪ Explosion proof flashlights ▪ Face shields ▪ Eye protections, with the proper lens shade				
12. Are all combustible materials near the operator covered				



Criteria	Reference	Y	N	N/A
with protective shields and otherwise protected?				
13. Are personnel provided with the proper procedure for checking for leaks? (i.e. test all joints with soapy water)				
14. If leaks cannot be stopped, are there instructions for storing of cylinders, allowing the contents to escape, marking cylinders and returning them to the supplier?				
15. Is there a definite schedule and procedures for draining air receivers or tanks of air compressors?				
16. Is a fire extinguisher provided at the welding site?				
17. Is an exhaust system provided whenever natural ventilation is inadequate to remove injurious fumes and gases?				
18. Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?				
19. Is oil and grease kept away from oxygen cylinders and fittings?				



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9.5 Cranes and Lift Trucks

Criteria	Reference	Y	N	N/A
700. CRANES AND LIFT TRUCKS				
1. Are only trained personnel allowed to operate forklift trucks?				
2. Is overhead protection provided on high lift rider truck?				
3. Are lifting devices inspected daily by the operator before use? Are they inspected for loose bolts and rivets, hydraulic leaks, worn screw threads, and cracked rack teeth? Is this inspection written as required and documented?				
4. Is the load rating and date of the next periodic inspection stenciled (1" or larger) on crane booms, hoists, chains, slings, hoots and jacks?				
5. Are personnel instructed in the proper lifting of heavy objects? Both manually and mechanically?				
6. Are persons with existing hernias or those who have a history of previous back strains assigned duties that do not require heavy lifting?				
7. Are finger rings prohibited when manually handling materials?				
8. Are jacks which are "Out of Order" tagged accordingly and placed out of service until repairs are made?				



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9.6 Hazardous Waste

Criteria	Reference	Y	N	N/A
800. HAZARDOUS WASTE STORAGE AREA				
Accumulation				
1. Is waste stored temporarily (accumulated) before transport?				
2. Does each accumulation container meet the hazardous waste container requirements?	40 CFR 262.34			
3. Is each container used for accumulation labeled with the date accumulation began?	40 CFR 262.34			
4. Are accumulation containers that contain hazardous waste marked appropriately?	40 CFR 262.34			
Use and Management of Containers				
1. Is each container kept closed, except when adding or removing waste?	40 CFR 264/5.173			
2. Does the waste storage area have adequate secondary containment?	40 CFR 265.193			
3. Are containers and areas where they are stored inspected for leaks at least weekly?	40 CFR 264/5.174			
4. Are containers holding ignitable or reactive waste stored at least 50 feet from the facility property line?	40 CFR 264/5.176			
5. Is there sufficient space to allow unobstructed movement of personnel or equipment?	40 CFR 265.32			
6. Are containers in good condition with no excessive corrosion or holes, bung hole and vent caps installed and not rusted shut?	40 CFR 264/5.171			
7. Are containers constructed of materials that will not react with the waste which it contains?	40 CFR 264/5.172			
8. Are containers not opened, handled, or stored in a manner that may cause it to rupture or leak?	40 CFR 264/5.173			
9. Are hazardous wastes placed in cleaned containers when they contained incompatible wastes?	40 CFR 264/5.177			
10. Are precautions taken to prevent mixing of incompatible wastes?	40 CFR 264/5.177			
11. Are incompatible hazardous wastes separated from each other by a berm, dike or other device?	40 CFR 264/5.177			
Emergency Response				
1. Is emergency response information posted in every area where hazardous wastes are stored?	40 CFR 262.34			



Criteria		Reference	Y	N	N/A
800. HAZARDOUS WASTE STORAGE AREA					
2.	Is the necessary emergency equipment available (i.e., fire extinguishers, spill control supplies, absorbents, MSDS)?	40 CFR 265.32			
3.	Is there at least one person on the premises or on call with the responsibility for coordinating all applicable emergency response procedures?	40 CFR 262.34			
4.	Are all fire extinguishers accessible and are their locations clearly marked?	29 CFR 1910.157			
5.	Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag?	29 CFR 1910.157			
Shipping					
1.	Is waste packaged in accordance with 49 CFR 173, 178, and 179 (DOT requirements)?	40 CFR 262.30			
2.	Are DOT marking and labeling requirements followed <u>IAW</u> 49 CFR 172?	40 CFR 265.31; .32			
3.	Is each container of 110 gallons or less marked <u>IAW</u> 49 CFR 172.394?	40 CFR 262.32			
4.	Are the appropriate placards available to offer to transporters?	40 CFR 262.33			



Criteria		Reference	Y	N	N/A
900. STORAGE BUILDINGS / AREAS					
Material Handling					
1.	Is there safe clearance for equipment through aisles and doorways?	29 CFR 1910.176(a)			
2.	Are containers stored, stacked, blocked, and limited in height so they are stable and secure?	29 CFR 1910.176(b)			
Exits					
1.	Are exits properly marked?	29 CFR 1910.37(q)			
2.	Are exits kept free of obstructions?	29 CFR 1910.36(d)(1)			
3.	Can the exit door be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the <u>building</u> is occupied?	29 CFR 1910.165(d)(4)			
Fire Extinguishers					
1.	Are the appropriate type of fire extinguishers mounted, located, and identified so that they are readily accessible to employees?	29 CFR 1910.157(c)(1)			
2.	Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag?	29 CFR 1910.157(e)			
3.	Are portable fire extinguishers provided in adequate number?	29 CFR 1910.157(d)			



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9.7 Ramp and Flight Line

Criteria	Reference	Y	N	N/A
1000. RAMP AND FLIGHT LINE				
1. Is there FOD evident on the ramp, on or around the aircraft parking pads?				
2. Is the ramp area clean, free of oil / fuel spills?				
3. Are there fire extinguishers with a rating of at least 20-B:C located at each fueling point?	NFPA 407 Ch 4 §4.6.8			
4. Are the battery carts being properly maintained?				
5. Are ground handling wheels in serviceable condition?				
6. Are all step ladders in good condition with NO repairs?				
7. Do all other GSE operate properly? Are they in serviceable condition, electrically and mechanically?				
8. Are the ramps and aircraft parking pads in good conditions and adequately marked?				
9. Are ramp and parking pad lights functioning?				
10. Is the windsock lit and in good condition?				
11.				



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9.8 Vehicles

Criteria	Reference	Y	N	N/A
1100. MARITIME HELICOPTER VEHICLES				
1. Is the vehicle in good condition with no safety hazards?				
2. Are all base vehicle registration tags current?				
3. Is a copy of the registration and insurance registration available in the vehicle?				
4. Are the vehicles being kept up?				
5. Is a driver's safety check program in effect?				
6. Are operator qualification records being maintained?				
7. Are accidents and citations being posted in the records?				
8. Are operators trained in the use of all vehicle emergency equipment on the vehicle?				
9. Are the tool kits, emergency equipment, and other gear required in the vehicles inspected for defective parts or missing items?				
10. Does a formal Preventative Maintenance Program exist? Are logbooks available on all maintained vehicles for user to inspect? (forklift, vehicles)				



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9.9 Fuel

Criteria	Reference	Y	N	N/A
1200. FUEL PROGRAM				
Personnel				
1. Have servicing personnel received adequate training <u>IAW</u> the fuel program?				
2. Are servicing personnel provided with non-static, safety clothing for use when inspecting the fuel systems?				
3. Are fueling / defueling procedures available and used?				
4. Are aircraft fuel sample jars being used properly on a daily basis?				
5. Are hot fueling procedures being conducted <u>IAW</u> the GOM and FAA <u>SAFO</u> 10020?				
6. Is an approved fuel vendor list available to pilots and other Company personnel?				
Fuel Quality Assurance Program				
1. Are annual audits conducted on routine fueling vendors?				
2. If fuel servicing is contracted, does Maritime have a formal, verifiable program to ensure all fuel received is contaminate free?				
3. Are complete and accurate files for each vendor kept?				
4. Is the last completed audit checklist and/or report and follow-up action maintained?				
5. Is there a method to schedule and track audits?				
6. Is there a process to track and follow-up discrepancies or concerns discovered during audits?				
7. Does Maritime have a documented program to ensure fuel quality at non-routine locations?				
8. Is an approved fuel vendor list updated on a prescribed basis?				
9. Is the approved fuel vendor list provided to all pilots?				
10. Are proper records being maintained for all required fuel checks and inspections?				
Fuel Tanks, Skids				
1. Are the fuel storage tanks properly grounded?				
2. Are the fuel storage tanks and piping properly labeled?				
3. Are daily fuel system inspections being complied with?				
4. Are monthly fuel system inspections being complied with?				



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Criteria	Reference	Y	N	N/A
1200. FUEL PROGRAM				
5. Are fire extinguishers available and serviceable with current inspection tags?				
6. Are proper records being maintained for all required fuel checks and inspections?				
7. When receiving fuel from a commercial transport truck, are the proper procedures being followed?				
8. Are the refueling points kept clean and FOD free?				
9. Are emergency fuel shut off signs properly posted?				
10. Is waste fuel being disposed of properly?				
11. Are all fuel filters and tanks labeled with the proper inspection tags?				
12. Can the fuel system be locked if left unattended?				
13. Is the fuel containment berm in good condition?				
14. Is the system piping in good condition?				
15. Is equipment available for sampling fuel from an aircraft?				
16. Are only approved fuel nozzles without automatic flow devices used?				
17. Are storage tanks/barrels checked for water as appropriate?				

**9.10 Living Quarters**

Criteria	Reference	Y	N	N/A
1300. LIVING QUARTERS				
11. Are the thermostats working properly?				
12. Are sanitary standards maintained in the kitchen?				
13. Are smoke detectors checked regularly for serviceability? Have the batteries been changed?				
14. Are carbon monoxide detectors checked regularly for serviceability? Have the batteries been changed?				
15. Do stairwells have sufficient lighting and slip protection on the stairs? Is there a serviceable handrail?				
16. Do all windows and doors seal properly to protect from drafts?				



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9.11 Aircraft

Location: _____

Date: _____

Criteria	Reference	Y	N	N/A
100. AIRCRAFT				
1. Aircraft Information				
a. Type				
b. Tail Number				
c. Total Time				
2. Does the aircraft conform to contract requirements?				
3. Are the aircraft Airworthiness and Registration Certificates present and serviceable?				
4. Is the weight and balance with equipment list correct?				
5. Are there any airworthiness discrepancies noted?				
6. Is the MEL status correct?				
7. Are the aircraft logbook entries complete?				
8. Do the aircraft placards conform to the Flight Manuals?				
9. Are additional safety items particular to this aircraft serviceable (floats, life rafts, PFDs, etc)				
10. Do the aircraft have a fuel sampling kit?				
11. Are the aircraft fuel samples taken daily?				
12. Are aircraft being properly secured at night?				
13. Is the aircraft clean inside and out?				
14. Is there a Hazmat Booklet on board the aircraft?				
15. Are seats, seat belts and harnesses in good condition and secure?				
16. Are the trim, cargo net area and tub liners in good condition?				
17. Are there sufficient passenger briefing cards available?				
18. Is the interior paint in good condition and clean?				
19. Are the hearing protectors in proper quantity and good condition?				
20. Is the exterior paint in good condition and clean? Free from corrosion, working rivets, cracks and other damage?				
21. Are doors seals in good working condition and sealing properly?				
22. Is the cargo/baggage door(s) and compartments in good condition, clean, seals tight and free from corrosion?				
23. Is there any evidence of obvious external oil leakage?				



Criteria	Reference	Y	N	N/A
100. AIRCRAFT				
24. Is the Rotorcraft Flight Manual at the current revision level and in the aircraft?				
25. Are all the required Flight Manual supplements installed?				
26. Is the compass card installed and legible?				
27.				

Criteria	Reference	Y	N	N/A
200. AIRCRAFT MANUALS				
1. Are maintenance and support manuals available?				
2. Are revisions current IAW Maritime Alaska's Master Publication List?				
3. Is the "Record of Revision" pages in the manuals up to date?				
4. Are the manuals in reasonably good condition?				
5. Are A&P certificates and RII cards available for inspection?				
6. Is the MEL/NEF system being utilized?				
7. Have deferred discrepancy write-ups been checked?				
8. Is there adequate communications between pilots and mechanics concerning write-ups?				
9. Are aircraft inspection forms and manuals being used to perform maintenance?				
10. Are the flight sheets completed properly and the flight times added accurately?				

Criteria	Reference	Y	N	N/A
300. AIRCRAFT SPARE PARTS				
1. Are serviceable and unserviceable aircraft parts stored separately?				
2. Are aircraft parts protected with bags and openings plugged as required?				
3. Are all parts tagged to identify item and source as required?				
4. Are all tags properly signed?				
5. Are all spare tubes and hoses capped?				
6. Are shelf life items within expiration dates?				
7. Is Hazmat shipping and receiving documentation available?				



Criteria	Reference	Y	N	N/A
8. Is a parts inventory available and up to date?				

Criteria	Reference	Y	N	N/A
400. AIRCRAFT SUPPLEMENTAL EQUIPMENT (sling, aux tank, uninstalled equipment, etc)				
1. Is the equipment stored with openings covered, lines properly capped and electrical connectors protected?				
2. Is aux tank in serviceable condition?				
3. Has the aux tank been inspected internally?				
4. Is the litter kit in serviceable condition?				
5. Are dual controls in serviceable condition?				
6. Is the sling gear serviceable with load tags installed?	RLCM Sec 2 ¶ 5(b)(3)			

Criteria	Reference	Y	N	N/A
500. FUEL SYSTEM				
If there is no fuel system to maintain, mark N/A here.				
1. Are the tanks properly grounded and labeled?				
2. Are fire extinguishers available and serviceable with current inspection tags?				
3. Are daily, weekly, and monthly fuel system inspections being complied with?				
4. Are fuel sump jars being used properly on a daily basis?				
5. Are proper refueling procedures being followed?				
6.				

Criteria	Reference	Y	N	N/A
600. SUPPORT EQUIPMENT & FACILITIES				
1. Is the oil and chemical storage area neat and orderly?				
2. Has a FOD ramp check been performed?				
3. Do the compressor water/air separator and air pressure gauges function properly?				
4. Are battery carts being properly maintained and functional?				
5. Are all ground handling wheels operational and functional?				
6. Do powered carts (Tug-a-Lug) operate properly, no loose parts, electrical connections clean, no frayed wires, wheels inflated and drive shafts tight, battery at proper fluid level,				



Criteria	Reference	Y	N	N/A
600. SUPPORT EQUIPMENT & FACILITIES				
and hydraulic at proper fluid level?				
7. Are aircraft grounding leads in good condition and being used?				
8. Is the hangar facility clean, neat and orderly?				
9. Are the large tools (ie brakes, band saws, presses, etc) in good condition?				
10. Are all open oil/solvent containers removed from the hangar and stored in a flameproof cabinet at the end of each day?				
11. Are the exterior of the buildings clean?				
12. Is there sufficient parking for customers and employees?				
13. Is the parking ramp in good condition?				
14. Is the customer waiting area large enough?				
15. Is the customer waiting area clean and neat ?				
16. Are the restroom facilities in proper working order and are they kept clean?				
17. Are customers kept off the flight line except to board or de-board an aircraft?				
18. Is the aircraft ramp in good condition?				
19. Is the ramp area clean, free of oil and fuel spills?				
20. Are the flight line markings clear? Are the lights in working order				
21. Is the windsock in acceptable condition?				
22. Are workstands & ladders stored properly when not in use?				
23. Is there a spring scale available for use to weigh in customers and baggage?				
24. Has the spring scale been calibrated within the past two years?				
25. Are Safety Posters used?				
26. Is a copy of the Maritime Helicopters Air Carrier Certificate posted?				
27. Are standard HR and OSHA workplace posters posted?				
28. Is the aircraft battery charger in good condition?				
29. Is the pneumatic leak checker in good condition?				



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9.12 OSHA Fire and Safety

Criteria	Reference	Y	N	N/A
700. OSHA & FIRE SAFETY				
1. Are in-use flammable materials stored in separate fireproof containers?				
2. Are fire extinguishers available and serviceable with a current inspection tag?				
3. Are exit signs clearly marked?				
4. Is lighting adequate and working properly?				
5. Are eyewash stations available and in proper working order with current inspection tag?				
6. Are inoperative items removed from service?				
7. Are electrical control panels serviceable with no visible damage?				
8. Are protective guards present for machines with rotating parts?				
9. Is the grinding material rest within 1/8" of the wheel?				
10. Are the eye and face shields present in the vicinity of the grinder, drill press or other machines with rotating parts and are they being used?				
11. Are safety signs posted requiring protective gear to be used on the machinery?				
12. Is hearing protection available and visible? Both ear muffs and ear plugs.				
13. Is a first aid kit available? Has it been inspected, restocked and signed off?				
14. Is there an MSDS/SDS for all on site hazardous materials?				
15. Are portable fire extinguishers maintained in a fully charged and operable condition?				
800. PRECISION TOOLS				
1. Are tools properly stored?				
2. Is there evidence the tool control policy is used?				
3. Are special tools properly tagged and within calibration?				
4. Is the calibration board up-to-date?				



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9.13 Company Vehicles

Criteria	Reference	Y	N	N/A
900. COMPANY VEHICLES				
1. Do the Company vehicles contain:				
a. Registration?				

Criteria	Reference	Y	N	N/A
900. COMPANY VEHICLES				
b. Current registration tags?				
c. Insurance information?				
d. Accident information?				
e. Road hazard kit?				
f. Survival kit?				
2. Are Company vehicles clean and fluids at acceptable levels?				
3. Is the vehicle in good condition with no safety hazards?				

The following are Discrepancies/Deficiencies that were discovered and corrected (if applicable)		
Item #	Discrepancy / Deficiency	Corrective Action

FOR QUARTERLY INSPECTIONS BY ON-SITE PERSONNEL

This inspection was performed jointly by:

Pilot (Printed Name)

AND

Mechanic (Printed Name)

Pilot (Signed)

Mechanic (Signed)