

Station Checklist

Location: _____

Date: _____

Criteria	SRR	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?	206/407MEL			
7. Is the MEL/NEF system being utilized?	206/407MEL			
8. Are the aircraft logbook entries complete?				
9. Do the aircraft placards conform to the Flight Manuals?				
10. Are additional safety items particular to this aircraft serviceable (floats, life rafts, PFDs, flares, Alyeska kits, etc.)				
11. Do the aircraft have a fuel sampling kit?				
12. Are the aircraft fuel samples taken daily?				
13. Are aircraft being properly secured at night?				
14. Is the aircraft clean inside and out?				
15. Is there a Hazmat Booklet on board the aircraft/IPOD/IPAD?				
16. Are seats, seat belts and harnesses in good condition and secure?				
17. Are the trim, cargo net area and tub liners in good condition?				
18. Are there sufficient passenger briefing cards available?				
19. Is the interior paint in good condition and clean?				
20. Are the hearing protectors in proper quantity and good condition?				
21. Is the exterior paint in good condition and clean? Free from corrosion, working rivets, cracks and other damage?				
22. Are doors seals in good working condition and sealing properly?				
23. Is the cargo/baggage door(s) and compartments in good condition, clean, seals tight and free from corrosion?				
24. Is there any evidence of obvious external oil leakage?				

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Criteria	SRR	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?				

Criteria	SRR	Y	N	N/A
200. AIRCRAFT MANUALS/FORMS				
1. Are maintenance and support manuals available?				
2. Are revisions current IAW Maritime'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. Have deferred discrepancy write-ups been checked?				
7. Is there adequate communications between pilots and mechanics concerning write-ups?				
8. Are the flight sheets completed properly and the flight times added accurately?				

Criteria	SRR	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 a parts inventory available and up to date?				

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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 the litter kit in serviceable condition?				
3. Are dual controls in serviceable condition?				
4. Is the sling gear serviceable with load tags installed?				
5. Are Aircraft Computers, diagnostic computers, Ipods all fully charged and complete with cords, chargers, etc?				

Criteria	SRR	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. Is the Daily Fuel Quality Form completed daily?				

Criteria	SRR	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, and hydraulic at proper fluid level?				

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Criteria	SRR	Y	N	N/A
600. SUPPORT EQUIPMENT & FACILITIES				
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 work stands & ladders stored properly when not in use?				
23. Is there a spring scale available for use to weigh in customers and baggage?				
24. Is there a spring scale available for aircraft weight and balance use in the field?				
25. Is a copy of Maritime's Alaska 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?				

Station Checklist

Criteria		SRR	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.	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?				
10.	Are safety signs posted requiring protective gear to be used on the machinery?				
11.	Is hearing protection available and visible?				
12.	Is a first aid kit available? Has it been inspected, restocked and signed off?				
13.	SDS- 3E Company Site being utilized? Telephone Backup? (Safety Data Sheets)				
14.	Are portable fire extinguishers maintained in a fully charged and operable condition?				

Criteria		SRR	Y	N	N/A
800. PRECISION TOOLS					
1.	Are tools properly stored?				
2.	Are special tools properly tagged and within calibration?				
3.	Is the calibration board up-to-date?				

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Criteria	SRR	Y	N	N/A
900. COMPANY VEHICLES				
1. Do the Company vehicles contain:				
a. Registration?				
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?				
4. Are Forklifts/Skid loaders or other Powered Industrials Trucks Clean, well maintained (oil changes, battery, etc.)	29 CFR 1910.178			
5. Is all Safety equipment on Powered Industrial Trucks intact And functional (cages, seat belts, etc.)	29 CFR 1910.178			

The following are Discrepancies/Deficiencies that were discovered and corrected (if applicable)

Item #	Discrepancy / Deficiency	Corrective Action

Ideas/Concerns/Need or Want List Items

Item #	Concern	Corrective Action

FOR ON-SHIFT/ON-SITE PERSONNEL INSPECTIONS (ATTEMPT TO ALTERNATE PILOT AND MECHANIC)

This inspection was performed by:

Pilot (Printed Name)

OR

Mechanic (Printed Name)

Pilot (Signed)

Mechanic (Signed)