

# IEP CHECKLIST

A SAFETY ASSURANCE COMPONENT OF YOUR SMS

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MAY 2025

## MAINTENANCE 4.

Maintenance Inspection Program (PART 135)

### Maintenance Inspection Program:

A comprehensive process to ensure required aircraft inspections are completed routinely and the results are properly documented contributes significantly to operational safety performance. Maintenance inspection includes a process to evaluate contract vendors, suppliers, and their products. Inspection personnel are identified, trained (initial and recurrent), and provided guidance regarding inspector responsibility and authority. A separate entity within the maintenance department must be responsible for inspection activity to be considered operating at best practice. This is a FAR requirement for flight operations with aircraft containing a passenger seating configuration of 10 seats or more. Whether maintenance is outsourced or done by in-house technicians, inspection activity provides assurance that the work being accomplished on aircraft is done to a prescribed quality standard.



# PART 135



**1. Is the inspection schedule/program documented and compliant with appropriate CAA regulation? Are all inspection requirements completed in accordance with documented procedures and requirements?**

(FAR 135.425, 135.427; IS-BAO 15.1.2.1, 15.1.5.2; NBAA Management Guide 3.6; ARGUS Platinum 8.4.1, 8.4.2, 8.4.7)

(Program/Procedure) The maintenance inspection schedule/program to which compliance will be sustained as authorized by the CAA. The schedule/program shall be based on information made available by the State of Design, Type Certificate Holder/Supplemental Type Certificate Holder or by the organization responsible for the current approved type design and equipment configuration. The inspection program should ensure that aircraft equipment and associated documentation appropriately align with the requirements of intended areas of operation.

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**2. Are procedures in place to ensure all Required Inspection Items (RII) are completed? Does the maintenance manual contain an updated list of Required Inspection Items?**

(FAR 135.419, 135.427, 135.429; NBAA Management Guide 3.6, 3.7; ARGUS Platinum 8.4.5, 8.4.6)

(Program/Procedure) Policy should not only require that Required Inspections Items are completed, but it should also contain clear and comprehensive procedures defining how to accomplish the RII requirements. Maintenance procedures should define who, what, where when and how inspections are conducted. **Companies operating aircraft containing a passenger seating configuration of 9 seats or less should specify what repairs and maintenance inspections require a second technician's review.** This "second set of eyes" inspection for critical repairs may prevent an unanticipated outcome due to oversight or error.

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**3. Examine the maintenance required inspection procedures; they should prevent any inspection from being performed by the technician who completed the work. This is a regulation for required inspections. Do company procedures define this requirement?**

(FAR 135.423, 135.427, 135.429; NBAA Management Guide 3.7; ARGUS Platinum 8.4.5[d])

(Program/Procedure) Operators outsourcing maintenance must obtain their vendor's RII list of inspectors prior to any maintenance action and should maintain all RII authorization letters in the vendor files. Operators performing required inspections themselves should ensure they are in compliance with FAR 135.423(c).

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**4. Does the maintenance organization maintain a list of inspectors (internal and external) that are qualified, trained, and authorized to perform required inspections? Does the list also contain the inspections they are authorized to perform?**

(FAR 135.429; IS-BAO 7.2, 8.1.7, 15.2.3, 15.3.2; NBAA Management Guide 3.6, 3.7; ARGUS Platinum 8.4.5)

(Program/Procedure) This list is maintained in order to ensure that only qualified inspectors are designated to perform required inspections. Best practices for 9 or less follows FAR Part 135.429e. Inspectors should be identified by name and occupational title. Inspectors should be given a written statement describing the extent of their responsibilities, authorities, and inspectional limitations. A list of RII inspectors should be maintained even if inspections are completed by an outside vendor.

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**5. How are applicable Service Bulletins and Airworthiness Directives complied with? Is there an Airworthiness Directives / Service Bulletins review that prevents omission?**

(FAR 135.439; IS-BAO 15.1.3, 15.1.5.1[c]; NBAA Management Guide 3.7; ARGUS Platinum 8.4.3)

(Program/Procedure) A documented process should be in place to ensure Airworthiness Directives and Service Bulletins are attained and complied with expeditiously for each type aircraft. More than one employee should be responsible to reduce the potential for oversight.

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**6. Is there a process to detect recurring defects when reported? Are these malfunctions addressed and inspected appropriately?**

(IS-BAO 15.1.10.1[c])

(Program/Procedure) Recurring malfunctions demand attention: aircraft should not be released for flight with a repetitive problem. The inspection concept can be utilized to verify the correct repair actions have taken place.

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**7. Evaluate the engine condition monitoring program.**

(FAR 135 Appendix G ETOPS- G135.2.8(j); NBAA Management Guide 3.6; ARGUS Platinum 8.3.1, 8.4.8, 8.6.3)

(Program/Procedure) Is engine condition data routinely and accurately collected to support the analysis program? Is engine conditioning data used to prevent failures and improve reliability? A method for data collection, data analyzing, and corrective action must be in place.

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**8. Is there a formal and defined process to consistently review the manufacturer's maintenance manuals and their revisions to ensure all requirements are identified and complied with?**

(FAR 135.421; IS-BAO 15.1.2.3; NBAA Management Guide 3.4 ARGUS Platinum 8.4.2)

(Program/Procedure) Any instructions set forth by the manufacturer that are included in the maintenance manual must be complied with. The manufacturer's maintenance manuals should be periodically reviewed to identify any revisions and ensure compliance. This review should be described as a duty assigned to a company employee and the results of the review documented in appropriate maintenance records.

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**9. Does the maintenance manual specifically grant the authority to countermand a RII inspector's decision only to qualified individuals?**

(FAR 135.427; IS-BAO 7.2.1; ARGUS Platinum 8.1.1[b], 8.4.5)

(Documentation) Countermanding an inspector's decision must only be done at the appropriate authority level (the DOM, for example) under extenuating circumstances. If your operation doesn't conduct required inspections, this question applies to maintenance items requiring inspections as per company guidelines. Operators performing required inspections should ensure their manuals are in compliance with FAR 135.427(b)(8).

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**10. Does the maintenance manual contain a buy-back procedure for the re-inspection of work performed under previous required inspection findings completed at your maintenance facility or at a location other than your facilities?**

(FAR 135.427(b)(4))

(Documentation) Aircraft inspection is a complex task that requires the inspector to visually search for multiple defects with varying severity. Because of its complexity, effective procedures that define buy-back inspections are important.

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**11. How is initial and recurrent training for inspectors conducted and documented?**

(FAR 135.429, 135.433; IS-BAO 8.1.7; NBAA Management Guide 3.3; ARGUS Platinum 8.4.5[b])

(Training) Training logs should be up to date, organized, and easily identifiable. If an outside vendor accomplishes your maintenance, maintenance inspector training logs should be requested during a vendor audit.

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