

IEP CHECKLIST

A SAFETY ASSURANCE COMPONENT OF YOUR SMS

ATTENTION PRISM SUBSCRIBERS:

The checklist has been loaded into your Online IEP Manager for your use. When you click to view this IEP checklist, the new updated IEP Manager will ask if you want to modify the checklist before use. You can use the checklist as is or you can make changes to the questions or scoring scale.

For those users who duplicate IEP checklists for other bases of operation please use the modify feature to create extra checklists for those bases. The new IEP Manager allows you to make changes to one and then clone copies as desired.

MAY 2025

MAINTENANCE 4.

Maintenance Inspection Program (PART 91)

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. An inspection program IAW FAR Part 91.409f must be complied with. This FAR requirement for flight departments combined with IS-BAO specific recommendations will create a best practices posture. 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 91



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 91.403, 91.405, 91.409; IS-BAO 15.1.2.1, 15.1.5.2; NBAA Management Guide 3.6)

(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.

1	2	3	4	5
---	---	---	---	---

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

(FAR 91.409; NBAA Management Guide 3.6, 3.7)

(Program/Procedure) Verify if the operator or Civil Aviation Authority requires RII. 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. **Flight departments should specify what repairs and maintenance inspections require another technician's review.** This "second set of eyes" inspection for critical repairs may prevent an unanticipated outcome due to oversight or error.

1	2	3	4	5
---	---	---	---	---

3. Review the maintenance inspection procedures; they should prevent any inspection from being performed by the technician who completed the work. Do company procedures define this requirement?

(FAR 91.409; NBAA Management Guide 3.7)

(Program/Procedure) Verify if the operator or Civil Aviation Authority requires RII. Operators outsourcing maintenance should also obtain their vendor's RII list of inspectors prior to any maintenance action and should maintain all RII authorization letters in the vendor files.

1	2	3	4	5
---	---	---	---	---

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?

(IS-BAO 7.2, 8.1.7, 15.2.3, 15.3.2; NBAA Management Guide 3.6, 3.7)

(Program/Procedure) Verify if the operator or Civil Aviation Authority requires RII. A list is maintained in order to ensure that only qualified inspectors are designated to perform required inspections. Best practices follows IS-BAO which states 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.

1	2	3	4	5
---	---	---	---	---



5. Assess the process used to review and comply with applicable Service Bulletins and Airworthiness Directives. Is there an Airworthiness Directives / Service Bulletins review schedule utilized periodically to ensure compliance?

(FAR 91.409, 91.417(a)(2)(v); IS-BAO 15.1.3, 15.1.5.1[c]; NBAA Management Guide 3.7)

(Program/Procedure) A 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. Periodic review can help ensure that required items have been performed as directed.

1	2	3	4	5
---	---	---	---	---

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

(FAR 91.405; 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.

1	2	3	4	5
---	---	---	---	---

7. Evaluate the engine condition monitoring program.

(NBAA Management Guide 3.6)

(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.

1	2	3	4	5
---	---	---	---	---

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 91.403; IS-BAO 15.1.2.3; NBAA Management Guide 3.4)

(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.

1	2	3	4	5
---	---	---	---	---



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

(IS-BAO 8.1.7; NBAA Management Guide 3.3)

(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.

1	2	3	4	5
---	---	---	---	---

10. Do the maintenance procedures specifically grant the authority to countermand a RII inspector's decision only to qualified individuals?

(PRISM Recommended Practice)

(Documentation) Verify if the operator or Civil Aviation Authority requires RII. Countermanding an inspector's decision must only be done at the appropriate authority level (the DOM, for example) under extenuating circumstances. If your flight department does not conduct required inspections, keep in mind this question also applies to maintenance items requiring inspections as per company guidelines.

1	2	3	4	5
---	---	---	---	---

