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IEP CHECKLIST

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NOVEMBER 2025

MAINTENANCE 7.

Aircraft Condition (PART 135)

Aircraft Condition:

Aircraft are formally inspected for all required safety equipment, current charts and manuals, and an overall acceptable appearance. Aircraft exteriors are clean and well maintained. Interiors are also clean, well maintained, and free of any loose articles or debris that could become a potential hazard. Aircraft cleaning procedures are employed to minimize the spread of infectious disease. If contract cleaners are utilized, they are provided with appropriate company procedures and utilize appropriate equipment.



PART 135

If your answer is not a 3 or better, you must record a finding that requires corrective action.

1. Is the correct documentation onboard all aircraft (i.e. operating manual/SOP, MEL, charts, checklists, etc.) and is this documentation current and approved by the appropriate authority (company, manufacturer or FSDO)?

(FAR 135.83, 135.21f; IS-BAO 14.2.1; ARGUS Platinum 8.8.3)

(Policy) Manuals carried onboard should contain the latest revision and a process should exist to ensure they are kept current. MEL and NEF programs should be approved by the FSDO and recorded in the list of effective pages. No chart in the cockpit should be printed with "For Reference Purposes Only" and quick reference checklists should be accepted by the FSDO.

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2. Are aircraft exteriors clean and well maintained, free of dirt, debris, and surface contamination? Is there a policy in place to keep the aircraft exterior in a clean condition?

(FAR Part 135.227(b)(1); IS-BAO 13.3.2; ARGUS Platinum 8.8.1; NBAA Management Guide 5.5)

(Policy) Given that aircraft performance is affected by drag, the aircraft exterior, including all visible surfaces and components, should be free of surface contamination. A policy and formalized procedure should be implemented to keep the exterior and surface of the aircraft clean and free of debris during normal and winter operations. A defined aircraft wash cycle should be established.

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3. Is all required cabin emergency equipment inspected on a regular basis and documented in a tracking system? (i.e. AVTRAK, CAMP, CMP, CESCO)

(FAR 135.177, 135.419, 135.421, 135.439; IS-BAO 15.1.2, 15.1.5; ARGUS Platinum 8.8.2[a]; NBAA Management Guide 5.5)

(Program/Procedures) When performed consistently these checks will help ensure life rafts, first aid kits, fire extinguishers etc., in company aircraft, are functional and current within their posted expiration dates. First aid kits should be sealed with an inspection date and signature; fire extinguishers should be inspected IAW (OSHA) under 29 CFR 1910.157. Examine any tags and markings to verify these inspections. Also examine all aircraft seat belts condition and determine if they are inspected satisfactorily. Examine the documentation system used to track all of these inspections. There should be no untracked equipment or expiration gaps.

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4. Are briefing cards (or A/V methods) inspected on a regular cycle for currency and correctness?

(FAR 135.117; IS-BAO 13.8.2; FAA AC 121-24E Appendix C; ARGUS Platinum 8.8.2[c]; NBAA Management Guide 4.1.8)

(Program/Procedures) If audio or visual equipment is used for passenger briefings, ensure this equipment is also being inspected with regularity and kept up to date. A regular inspection cycle should be in place to verify these briefing items are functional and accurate. Briefing cards are easily damaged or misplaced but must be on all aircraft without exception.

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- 1 – Unsatisfactory
- 2 – Poor
- 3 – Meets Minimum Standards
- 4 – Excellent
- 5 – Best Practice

If your answer is not a 3 or better, you must record a finding that requires corrective action.

5. Are aircraft emptied of all expired consumables after every flight? How are these items disposed?

(IS-BAO 10.1.1; ARGUS Platinum 8.8.4; NBAA Management Guide 5.5.2)

(Program/Procedures) On every flight someone should be assigned the responsibility of ensuring refrigerators, coffee compartments, ice boxes etc. are emptied and cleaned. Depending on the size of aircraft and number of crew, this responsibility may lie with flight crew, cabin crew, or ground personnel. Discarded items should be disposed of in a sanitary fashion.

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6. Do appropriate procedures exist to address concerns regarding the spread of contaminants in aircraft? Are adequate cleansing materials provided?

(IS-BAO 9.1.1e, 10.1.1, 13.2.14)

(Program/Procedures) Considering scenarios like exotic flight destinations and high passenger volume, it may appropriate to provide anti-bacterial hand wash or other preventive measures against the spread of infectious disease. Cleaning materials to wipe down aircraft interior surfaces should be easily accessible. A formalized set of procedures that define cleaning requirements should be in place.

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7. Is there an emergency exit security pin or locking device in the aircraft and is it used when aircraft are parked outside of a secure hangar?

(NBAA Management Guide 4.1.14; NBAA Best Practices for Business Aviation Security)

(Security) Are crews aware that the emergency exit security pin should be inserted on post flight and removed on preflight when aircraft are parked outside? Is this procedure included on preflight and post flight checklists? Any locking device or pin must be removed prior to flight.

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8. How are aircraft interiors inspected after a flight? Are discrepancies generated when material condition or significant cleaning work is required?

(IS-BAO 13.3.6; ARGUS Platinum 8.8.1; NBAA Management Guide 5.5.2)

(Supervisory) Interior post-flight inspections are completed to assure not only the removal of garbage but also the removal of potentially hazardous or unsanitary items. Formalizing the responsibility of assuring the flight deck is free of loose items and debris will help eliminate the possibility of loose gear interfering with flight control inputs. Water bottles left under seats and pens stuck in hard to find places can bind a flight control. The operator shall have a process to identify any existing restrictions on disposal of international garbage and to ensure compliance with such restrictions.

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- 2 – Poor
- 3 – Meets Minimum Standards
- 4 – Excellent
- 5 – Best Practice

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9. (Contract cleaning services only) Are contract cleaners aware of company specific requirements and procedures for safety and security; are they aware of local safety equipment locations and usage? Are adequate tools and materials available for their use?

(IS-BAO 15.3; ARGUS Platinum 8.12.2)

(Supervisory) Contracted cleaners must be aware of and should follow the requirements established by company policies and procedures. They should have access to the appropriate tools and equipment required to perform their service and be familiar with the location and use of facility safety equipment and evacuation procedures.

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10. Is all necessary cabin emergency equipment installed for the type of operation being performed?

(FAR 135.155, 135.167, 135.168, 135.177, 135.178; ARGUS Platinum 8.8.2; NBAA Management Guide 4.2.13)

(Equipment) Proper emergency equipment must be on-board the aircraft. The emergency equipment required varies for the type of operation being performed. Regulations and standards must be reviewed to determine what equipment is required.

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11. Are all emergency equipment items referenced on the passengers' briefing cards, clearly placarded, and found in their respective location?

(FAR 135.117, 135.129[d]; FAA AC 121-24E Appendix 3); IS-BAO 13.8.2; ARGUS Platinum 8.8.2[b &c]; NBAA Management Guide 4.1.8)

(Equipment) Passengers should be able to easily locate and understand the functionality of emergency equipment. Up-to-date cards must be available for use during the pre-flight briefing. The location of the equipment must also be clearly indicated and accurate on the briefing cards and placards to ensure all passengers are well informed.

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12. Are all cabin crew and passenger information signs and placards legible and current?

(FAR 135.127, 135.421; FAA AC 121-24E; ARGUS Platinum 8.8.2[b &c])

(Equipment) Regular inspections should ensure placards remain visible and in a usable condition for cabin crew and passengers. All transport category aircraft with one or more lavatories or a galley must display a "No Smoking" sign on or adjacent to lavatory doors, along with a "No Cigarette Disposal" sign on waste disposal receptacle doors IAW AD 74-08-09R3. All galley shelves and drawers should be placarded as well, with their maximum allowable weight.

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- 1 – Unsatisfactory
- 2 – Poor
- 3 – Meets Minimum Standards
- 4 – Excellent
- 5 – Best Practice

If your answer is not a 3 or better, you must record a finding that requires corrective action.

13. Are required manuals, charts, checklists, and other aircraft documentation securely stored aboard all aircraft?

(FAR 135.21(f), 135.83; IS-BAO 14.2.1; ARGUS Platinum 8.8.3)

(Equipment) Documentation should be accessible but stored so as not to become dangerous during turbulence or an abrupt maneuver. All aircraft should have the appropriate equipment installed to securely fasten these items in place.

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14. Do aircraft main and emergency exit doors have the correct 2 inch continuous color band and signage?

(FAR 25.811, 135.178(g))

(Equipment) Each emergency exit and external door in the passenger compartment must be externally marked and readily identifiable from the outside IAW FAR 25.811. These markings may fade or wear with time. Verify they currently display properly in accordance with regulation.

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15. If passenger baggage scales are carried onboard aircraft, are they calibrated?

(IS-BAO 15.2.2.1; ARGUS Platinum 8.3.7[a & b]; NBAA Management Guide 5.2.1, 5.2.2)

(Equipment) Passenger scales carried onboard aircraft should not be omitted from the tool/test equipment calibration program. They should be included and calibrated for accuracy on a frequency consistent with requirements.

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16. Is the baggage storage area on all aircraft kept clean and secure? Are there adequate means of securing stowed bags to prevent inflight damage?

(FAR Part 135.87; IS-BAO 13.3.3.1)

(Equipment) The baggage storage area is highly susceptible to damage from loading/unloading and loose bag movement during flight. The condition of this area should be consistent with the rest of the aircraft- clean and damage free.

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17. Is there an Automated External Defibrillator (AED) available on all aircraft?

(ARGUS Platinum 8.8.5; NBAA Management Guide 4.2.13)

(Equipment) An Automated External Defibrillator should be added to each aircraft's first aid and emergency equipment. All crew members are trained and can operate the specific model AED properly.

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