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# IEP CHECKLIST

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MAY 2026

## MAINTENANCE 10.

Maintenance Manuals (PART 91)

**Maintenance Manuals:** Company maintenance manuals and manufacturer's maintenance manuals are current, readily available, clear, complete, and adhered to in practice by all maintenance personnel. These manuals efficiently provide maintenance personnel with standardized and effective procedures for maintaining company aircraft. Management policies, lines of authority and company maintenance procedures are thoroughly documented in company manuals and kept in a current status.



# PART 91



- 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.

**1. Do the current company maintenance manuals or maintenance procedures chapters provide detailed, standardized guidance for the accomplishment of all aircraft maintenance, to include operator specific procedures, and accurately describe the functions of the maintenance organization**

**(IS-BAO 6.1.1, 6.2.1, 15.1.2, 15.2.1; NBAA Management Guide 1.3.2)**

(Policy) Content should be clear, concise, and readily available for applicable employees. Specific policies and procedures that define company expectations and regulatory compliance should be thoroughly described. The manual must accurately reflect the operation's current maintenance practices. All maintenance personnel must be thoroughly familiar with the manual contents and should be part of a suggestion process for improvements.

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**2. Verify policies, procedures, and wording is consistent throughout company manuals or manual sections relating to operations and maintenance procedures and requirements.**

**(NBAA Management Guide 1.3)**

(Policy) If maintenance procedures (i.e. training, MELs, etc.) are contained across several parts of manuals, there must be consistency. A company operations manual containing maintenance and operations procedures must contain consistent requirements and be absent of contradiction. Maintenance standardization is just as critical as operations standardization. The maintenance manual or section should also be examined for consistency with procedures specified in the aircraft manufacturer's manual.

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**3. Does the appropriate company manual contain a description of a fatigue management system that applies to duty time and work schedules for maintenance personnel?**

**(NBAA Management Guide 1.4, 5.10; IS-BAO 12.0)**

(Policy) The description of a fatigue management system that contains guiding principles, requirements for appropriate training, duty time limitations, and a fatigue evaluation process should be included in the appropriate company manual. This description should contain specific application to maintenance personnel.

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**4. Are sufficient technical manuals available for all performed maintenance actions?**

**(FAR 43.13[a]; IS-BAO 15.2.1.1.b; NBAA Management Guide 5.4)**

(Supervisory) Technical manuals should always be readily available, current, and sufficient to cover all of the work performed by company personnel. All technicians must be aware of manual use and ensure their currency prior to maintenance work performance. If electronic versions of publications are utilized for work actions, verify they are functional and appropriately effective for assigned tasks.

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**5. Verify maintenance manuals are periodically audited by a manager for currency and a master copy is available in whole or in part, in printed form or other form.**

**(IS-BAO 6.2.1)**

(Supervisory) The responsible maintenance manager should follow a documented process for reviewing applicable manuals and publications with appropriate periodicity to ensure they are always current. Examine the documentation of these reviews to verify their effectiveness, and corrective actions taken to resolve any discovered discrepancies.

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**6. Do the maintenance manuals provide detailed management policies, lines of authority, and duties and responsibilities for maintenance personnel?**

**(IS-BAO 7.2.1, NBAA Management Guide 1.3.2)**

(Organizational) The information should be detailed in the maintenance manual or maintenance section of the operations manual (or policy and procedures manual, etc.) as applicable. Any organizational chart must accurately represent the organizations current structure as well. Job responsibilities should be accurate and complete. Expectations from company leadership should be conveyed to maintenance personnel in these descriptive contents.

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**7. Is there a revision and control process that ensures maintenance revisions are accomplished throughout all manual copies in the organization? This must apply to all electronic versions as well.**

**(IS-BAO 6.1.1(b), 6.2.1; NBAA Management Guide 1.3.2)**

(Program/Procedures) A process must be established that ensures revisions are provided to manual holders in a timely manner. The process must also include a procedure to track revision accomplishment. Normally this will be through revision receipt and tracking. Complexity is dependent on operator size and may utilize a data base, spreadsheet, or handwritten list.

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**8. Does the applicable maintenance manual/ section contain accurate descriptions of non-routine maintenance, preventive maintenance, and alterations and the interval at which they are to be accomplished?**

**(IS-BAO 15.2.1; NBAA Management Guide 1.3.2)**

(Program/Procedures) Not only should the routine maintenance methods be documented, but a clear description of the methods for performing other types of maintenance as well. Comprehensive guidelines will serve to ensure there is no confusion regarding which employees are allowed to perform the minor types of maintenance on aircraft.

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**9. Do the company maintenance procedures contain a description of operational check flight guidelines, and are procedures adhered to?**

**(FAR 91.407; IS-BAO 13.9, 15.1.9.1.e; NBAA Management Guide 5.5.12)**

(Program/Procedures) Operational check flights are accomplished under day VFR conditions only. A specified list of parts replaced that require an operational check flight is current and utilized to determine check flight requirements. If the aircraft is out of service for an extended period of time, an operational check flight is performed. Procedural guidance on engine run and taxiing for maintenance personnel should be comprehensive and understood.

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**10. Is a detailed description of standard methods for recording elementary work and preventative maintenance tasks documented in the description of the maintenance system?**

**(FAR 43.9; IS-BAO 15.2.1.1.c; NBAA Management Guide 5.7.1)**

(Program/Procedures) Work tasks such as pre-flight, removal/installations of passenger seats, removal/ installation of fuses and light bulbs, and opening/closing of access panels may be considered elementary tasks for your aircraft. Personnel should be trained and authorized.

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**11. (If applicable) Are electronic versions of manuals sufficiently controlled, and are revisions being reissued as a whole document with each amendment, and if so, does the document have an effective date on it?**

**(IS-BAO 6.1.1[b] 14.2.1; NBAA Management Guide 1.3)**

(Program/Procedures) Today's technology capabilities enable operators to place company manuals in electronic format for ease of accessibility and use. This allows operators to manipulate the document without having to issue an amendment control page and list of effective pages. Anytime revisions are made and redistributed as an entire document in electronic or paper form, make sure an effective date is issued.

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**12. Are technical publications maintained under current revision status?**

**(FAR 43.13[a]; IS-BAO 6.2.1)**

(Equipment) Technical publications must be kept up to date, and records kept of the changes made. There should be documented process to periodically verify the latest revision status through communication with manufacturers and/ or by visiting manufacturers websites. Operators should formalize the communication process with manufacturers to drive technical data revisions based on external sources.

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**13. Is the current physical condition of all the technical publications acceptable?**

**(IS-BAO 6.2.1)**

(Equipment) All publications must be in good working order. If they are worn, unreadable, or covered in grease stains, it is time for replacement. But if they appear brand new, are they being used as required, or just kept on a shelf? A spot page check to verify publications contents is appropriate. If electronic versions are utilized make sure they are functional.

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**14. Are the company maintenance manual/chapters available in aircraft for use when maintenance away from home base is required?**

**(IS-BAO 14.2.1, 15.1.6.2, 15.1.6.3; NBAA Management Guide 1.3.2, 4.1.15, 4.2.9)**

(Equipment) The company maintenance procedures/ requirements should be on board the aircraft for use by outside vendors. In the event maintenance needs to be performed by outside vendors at another location in unanticipated situations, it should be available for reference.

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**15. Are maintenance procedures outlined in manuals and publications properly adhered to by maintenance personnel?**

**(FAR 43.13.[a]; IS-BAO 15.2.1.1; NBAA Management Guide 1.3.2, 5.1.1, 5.4, 5.6)**

(Safety Culture) Consider interviewing several maintenance personnel, as stakeholders their perspective on the policies and procedures contained in the maintenance manuals is crucial. Also, review completed maintenance documents such as log entries and service statements to ensure approved manuals and procedures are utilized when work is performed. Both A&P's and technicians are responsible for their log entries and/ or return to service statements.

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**16. Is the design of the company maintenance manual (or section) and all associated maintenance manuals based on good Human Factors principles?**

**(NBAA Management Guide 1.3; IS-BAO 8.2, 9.1.3, 9.1.4)**

(Safety Culture) Maintenance manuals (or sections) should contain content or references for applicable human factors and error reporting. A well written fatigue policy is an example of this type of content. There should also be documented procedures to manage the safety risks related to technicians working alone. Review the applicable manuals and publications from a "user friendly" perspective; if the manuals are unusable from a human factors point of view, errors are more likely to occur.

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