

IEP CHECKLIST

A SAFETY ASSURANCE COMPONENT OF YOUR SMS

Attention:

If you are using the new PRISM SMS Tools, the checklist will appear in the IEP Manager - Manage Templates area where you can select "use a copy".

If you are using the legacy PRISM ARMOR SMS Tools, the checklist will appear on the IEP Manager homepage where you can modify it or use it as is.

If you need some assistance, please send an email to prism@argus.aero.

July 2026

Maintenance 11.

Hangar/Maintenance Facilities (PART 135/91)

Hangar/Maintenance Facilities: The intent of this checklist is to examine the overall condition of the operating facility, to include outside ramp areas and associated support equipment. Facilities are consistently clean, safe, and functional for the activities and level of repair authorized. Safety equipment must be readily available in hangars and shops, and in clean and functional condition. Shipping, receiving, and stores areas are also kept clean and well organized. Available space is organized to provide maximum functionality and storage capacity without creating hazards. Hangar and ramp access should be limited to authorized personnel. (**Note:** ARGUS Platinum references below apply to Part 135 operations seeking Platinum certification.)



1. Evaluate employee access to phones and emergency phone number listings while working in the ramp/hangar area.

(OSHA 29 CFR 1910.165(b)(4))

(Communication) Emergency numbers must be posted and clearly visible. Phones should be easily accessible from the work area. Emergency phone number information must be updated to ensure currency at all times. If cell phones are the primary contact method consider laminated cards with emergency information or place emergency phone numbers on the back of employee company ID cards. Employees may store emergency numbers in a cell phone contact list but update and verification are difficult.

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2. Examine the use and placement of signs defining hazardous work areas throughout the facility.

(OSHA 29 CFR 1910.144 & 1910 Subpart I; IS-BAO 9.1.1[b]; ARGUS Platinum 8.10.9)

(Communication) 'Eye hazard', 'hearing protection required', and 'trip hazard' are some examples of areas that need to be marked with signs to raise awareness and indicate the appropriate PPE required when entering the designated area. Also consider the sign placement from passengers' access perspective.

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3. Examine the condition and availability of equipment for containing hazardous material discharges/spills on the ramp and hangar areas.

(OSHA 29 CFR 1910.120; IS-BAO 9.1.1[e], 10.1.1[c]; ARGUS Platinum MNT 8.10.7; NBAA Management Guide 1.18.1)

(Equipment) Employees must know the location of hazmat containment materials, and these materials/kits must be properly stored, labeled, and easily accessible. Check for sufficient containment materials and ensure they are in good working condition. Some containment material considerations are: acid neutralization, clay absorbents, absorbent pads, additives to solidify fuel, and enzymes for diesel spills. Any items soaked in flammable liquid must be stored in an appropriate hazmat fire-proof container for disposal.

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4. Evaluate the availability and condition of fire extinguishers, eyewash stations, first aid kits, chemical showers, and any other fixed emergency equipment.

(OSHA 29 CFR 1910.151, 1910.157, 1910.160; IS-BAO 9.1.1[a]; ARGUS Platinum MNT 8.10.2-8.10.4)

(Equipment) These items should be easily accessible and unobstructed; personnel must be able to identify their location via clear signage. They must also be checked for proper operation, with documentation for the last check date, and an expiration date if applicable. There should be a sufficient number of fire extinguishers positioned throughout the maintenance area. Availability of an Automatic External Defibrillator (AED) should be considered in light of electric shock potential when working on aircraft.

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5. Do employees receive information and training on safe handling and storage of hazardous materials contained in the facility? Specifically, are all pressurized cylinders properly secured and stored in a safe location?

(OSHA 29 CFR 1910 Subpart H; IS-BAO 9.1.1[e] ARGUS Platinum MNT 8.10.5 & 8.10.9)

(Equipment) Flammable materials need to be stored in fireproof containers away from ignition sources and they need to be properly vented. If chemicals are transferred into secondary containers those containers must be properly labeled. Oxygen, nitrogen or any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the specific cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

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6. Facility support vehicles and equipment are an essential component of daily aviation operations. Examine their condition and inspection criteria.

(OSHA 29 CFR 1910.178; ISBAO 9.1.1[d]; ARGUS Platinum MNT 8.12.4)

(Equipment) Vehicles such as aircraft tugs have varying levels of inspection performed on a daily, monthly, and annual basis. Every vehicle's condition should be adequate for safe and effective operations. Support equipment such as GPU's and tow bars should be inspected in the same manner. Verify the documentation associated with these inspections for accuracy and completeness.

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7. Are all machines used for aircraft and facility maintenance properly guarded?

(OSHA 29 CFR 1910.212 and 1910.243; IS-BAO 9.1.1[d])

(Equipment) Machine guarding should be used on any machinery that exposes an employee to possible injury. The guarding device should be designed and constructed to prevent an operator from having any part of their body in the danger zone during the operating cycle.

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8. Is there sufficient hangar and/or shop facilities and space to support maintenance and aircraft hangar operations?

(OSHA 29 CFR 1910 Subpart J; IS-BAO 9.1.1; ARGUS Platinum MNT 8.10.1)

(Facilities) Excessively confined working areas increase risk exposure. Equipment operations demand requisite space for safety. The hangar and workspaces must have defined hazard areas for certain repairs and machinery. Hazard areas must be defined by visible borders and appropriate signage. Safety stripe tape may be used to indicate a hazard area, such as a grinding wheel eye hazard area.

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9. Assess the overall condition, layout, and aircraft/GSE parking space set-up for the ramp area.

(PRISM Recommended Practice)

(Facilities) There should be sufficient space for safe aircraft and equipment movement and parking. Taxi / tow lines and aircraft parking spots should be well marked and clearly visible. Support equipment parking areas should be outlined with paint demarcation lines. The ramp should be free of FOD, with the surface material in adequate condition. Procedures to address ice and snow on facility property should also be defined, if applicable. Snowplow piles can significantly reduce available ramp space when not removed.

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10. Is the hangar floor area adequate for personnel movement, clean, free from spills and slip hazards, and prepared with a slip free coating to minimize the risk of personal injury?

(OSHA 29 CFR 1910.22; ARGUS Platinum MNT 8.10.1; IS-BAO 9.1.1[a])

(Facilities) Are items squeezed so tight that personal injury risk increases because of lack of space to work and walk? Aircraft, people, and equipment should be spaced to enable able work with adequate separation to reduce injury and/or equipment damage risk. The hangar floor should be nonskid and free of FOD and be in good condition.

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11. Inspect the physical and operating condition of the hangar doors.

(IS-BAO 9.1.1[d], 10.1.1[e](i))

(Facilities) The doors should open and close smoothly along their entire designed path of travel. Doors that only open partially have resulted in many hangar rash incidents. Is there a working warning buzzer or light alerting personnel of door movement? The doors should keep out external environmental conditions when closed.

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12. Does the entire facility provide adequate working conditions for employees?

(OSHA CFR 1910 Subpart G & J; IS-BAO 9.1; ARGUS Platinum MNT 8.10)

(Facilities) The facility workspaces should have sufficient lighting, low noise levels in sustained workspaces and effective climate control. Restrooms, water fountains / dispensers, and break areas should be clean and functional. Are space heaters, extension cords, and personal coffee makers and microwaves commonly used? These uncontrolled items can present hazards and are an indication of an inadequate facility.

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13. Climate conditions: Winter operations- Does the facility have adequate snow clearing and ice removal capability to allow for safe aircraft and employee movement? Year round operations- Is the climate conditioning for maintenance working spaces acceptable in excessive heat and excessive cold?

(PRISM Recommended Practice)

(Facilities) Snow and ice removal involve preparation and the proper equipment. Salt and other melting chemicals should be available for parking lot walkways and other building access areas. Snow shovels for walkways and ramp areas should be available for use; snow blowers may be necessary depending on clearing demands. Passenger access must also be considered. Conditioned air may also be necessary in hot circumstances; employees should at a minimum have a conditioned room to cool down after heat exposure.

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14. Are maintenance and hangar facilities always kept neat and orderly so maintenance and other activities can be accomplished in an effective and efficient manner?

(OSHA 29 CFR 1910.22, 1910.141; IS-BAO 9.1.1[a]; ARGUS Platinum MNT 8.10.10)

(Safety Culture) Messy workplace areas can lead to misplaced tools that could end up on an aircraft and affect a flight. Obstructed workspaces could lead to personal injury, FOD incidents, and equipment damage. Displaced fluids are also difficult to detect in messy areas.

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15. Are facility fire emergency systems inspections conducted and documented?

(OSHA 1910 Subpart E & L; IS-BAO 9.1.1[a]; ARGUS Platinum MNT 8.10.4)

(Program/Procedures) The fire alarms, hangar fire suppression systems (sprinklers and foam), emergency lighting and evacuation procedures should all be checked periodically. This inspection should be accomplished by the local fire authority. A fire drill should be conducted annually using a current egress plan containing a meeting point for all employees to verify complete evacuation.

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16. Review the company's facility inspection process (structural).

(OSHA 29 CFR 1910.22)

(Program/Procedures) Employees with expertise or contractors should inspect discrete areas such as the roof, structural girders, and drainage systems at appropriate time intervals. Even if the hangar is leased; verify with the owner these inspections are accomplished with sufficient periodicity.

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17. Are there effective lockout/tagout procedures?

(OSHA 29 CFR 1910.147; NBAA Management Guide 5.12.1)

(Program/Procedures) Lockout/tagout procedures need to be implemented during maintenance or servicing of applicable systems and equipment to prevent the unexpected energization or startup of the machines or equipment, or release of stored energy that could harm employees. Employees should be trained on how to identify hazardous energy sources, means and methods to safely lockout/tagout equipment, as well as removal of the lockout/tagout and reactivation procedures. Effective communication is critical to ensure all employees are aware when lockout/tagout procedures are in effect and when equipment is returned to service.

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18. Does the hangar facility provide adequate and secure storage areas for parts and other maintenance related tools, materials, and equipment?

(OSHA 29 CFR 1910.176; IS-BAO 15.1.7.2[e]; ARGUS Platinum MNT 8.10.1 & 8.10.5)

(Security) Storage areas should be locked with controlled key access. Only appropriate personnel should have access to these areas, and they should be identified on an access list. Storage areas must also be protected from weather elements and any other environmental hazards, such as moisture and heat, as necessary.

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19. Is access to company facilities limited to authorized personnel? Are authorized employees and passengers aware of the safety requirements and comply with the occupational health and safety requirements?

(OSHA 29 CFR 1910 Subpart I; IS-BAO 9.1.2; ARGUS Platinum 8.10.7 & 8.10.8)

(Security) Access to ramp areas and company facilities should be secured and limited to authorized personnel. Escort requirements for guests are clearly defined in an operating manual. Passengers should be escorted through all company facilities including the ramp area. Company employees and passengers should be provided with the proper personal protective equipment (PPE) and comply with all company procedures and safety signs.

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20. Does the company employ some type of life alert devices or work procedures for situations where aircraft maintenance is performed by technicians working alone? Does the operation restrict technicians from working alone or define specific maintenance tasks that are not allowed when working in the hangar facility alone?

(IS-BAO 9.1.3)

(Supervisory) If maintenance technicians are working alone in the facility and a workplace injury or medical need abruptly arises there should be some predefined recourse to monitor employee activity. A bi-hourly check in with another employee can ensure the technician remains safe. There are some tasks too dangerous to perform without other employees present; these should be restricted in the company's maintenance SOPs. Certain weather conditions may also present excessive risk for solo activities and should also be defined in the company's maintenance SOPs.

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