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IEP CHECKLIST

A SAFETY ASSURANCE COMPONENT OF YOUR SMS

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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.

September 2026

Maintenance 12.

Stores/Shelf Life (PART 91)

Stores/Shelf-Life: Parts are correctly packaged, tagged, segregated, and shelf life is properly monitored. An accurate inventory of discarded and un-serviceable parts is kept. Parts are properly secured to prevent damage, personal injury and loss. Shipping, receiving, and stores areas are kept clean and orderly. A supply of personal safety items is available in the hangar. First aid-kits are stocked and up-to-date.





SCALE OF 1-5

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. There is a stores/shelf life inspection program that tracks items and identifies when life limited/ shelf-life parts limitations are exceeded. These expired items are separated and not available for aircraft maintenance use.

IS-BAO 15.1.5.1[b], 15.1.7.2[b]; NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) All aircraft components must be closely monitored through periodic inspections and inventory of all life limited/shelf-life limited components and consumables to preclude issuance of expired parts. The list of items should be reviewed monthly or at a minimum quarterly for expiration. This review must be documented. Components that are hydraulic operated or have seals installed need to be also categorized as shelf-life limited since they should only be retained for a year, after which they require reseal and re-test before installation.

1	2	3	4	5

2. Does the stores or supply program have and utilize procedures to ensure that parts are properly tagged and environmentally protected?

(FAR 43.10[c]; IS-BAO 15.1.7.1, 15.1.7.2[e]; NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) All parts are identified (tagged or stamped). Parts should be stored in an area reasonably free from environmental contaminants and wrapped or boxed in a manner that precludes damage and contamination. All open ends of fabricated and bulk lines and hoses are capped or covered. Parts should be easily identifiable and located in a safe place.

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3. Evaluate how the company's inspection procedures ensure that only approved and serviceable parts (rotable and consumable) are stocked for issue? Do receiving inspectors use an approved vendor list to verify correct materials are received?

(FAR 43.10[c]; AC 20-154A; AC 20-62E; IS-BAO 15.1.7.1, 15.1.7.2[a], 15.1.7.2[e]; NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) All parts received must be inspected following procedures that verify the item has been provided by an approved vendor, the serviceability of the item, and all required certification documentation is present. The objective of these procedures is to help prevent the introduction of non-airworthy parts into inventories. Receiving inspectors must be trained and proficient, and the verification procedures defined in a company manual. Consider implementation of a receiving labeling system to maintain traceability of the consumables.

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4. Traceability for all the parts in inventory is critical. Evaluate the current process used for parts tracing and documentation.

(FAR 43.10; AC 20-62E; IS-BAO 15.1.7.2[a]; NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) The receiving process must be documented; retained paperwork must contain the received shipping and certification information. Each received part is inspected for exposed damage and then is aligned with the actual part request form establishing the traceability package. All stocked aircraft parts must have documentation available that certifies the item has been manufactured/repaired/overhauled to approved standards and when applicable, returned to service by an approved organization. Parts without paperwork are quarantined until their status is resolved.

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5. Are there procedures in place to identify and handle suspected unapproved parts?

(AC 21-29D; http://www.faa.gov/aircraft/safety/programs/sups/; AC 20-62E)

(Program/Procedures) Thorough familiarity with unapproved parts measures is especially important. You also may want to consider posting a copy of the advisory circular (AC 21-29D) in an appropriate area. Suspected unapproved parts training should be conducted for Receiving Inspectors. (FAR Part 21 changed dramatically on April 15, 2010, and new advisory circular changes have been published.)

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6. Evaluate the inventory control methods used to ensure an adequate stock of parts and stores are available.

(ISBAO 15.1.7.2; NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) Inventory control should improve the financial efficiency of parts ordering. When the inventory is low, new supplies should be ordered promptly to prevent operational scheduling problems. A scheduled, periodic inventory review performed correctly should show evidence of flexibility and efficiency enhancements derived from an effective stores / shelf life program. Items such as aircraft seals (O-rings) must be inventoried to ensure adequate stock and issued according to aircraft or equipment manufacturer requirements. Consumables are easy to mix up and verification of expiration can be difficult; an inventory record, kept up-to-date (preferably electronically) can help eliminate these problems.

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7. Are first-aid kit contents verified and updated by a regularly scheduled inspection/inventory?

(FAR 91.513; IS-BAO 9.1.1[a])

(Program/Procedures) Any time someone uses an item from a kit (even items such as a Band-aid, or disinfectant pad) it should be replaced as soon as practical and the kit resealed with a new dated inspection sticker. If the kit contains only one count of the item used (For example a large First-Aid dressing) then the kit should be removed from use and replaced immediately. Employees should also be well aware of first-aid kit locations. Aircraft and must be inspected yearly for actual contents against a contents list, with no expired items, sealed and dated inspection sticker. The seal and inspection is required to insure the first aid kit is complete at all times and contains no expired contents. The Kits are tracked through the CAMP, CMP, or AVTRAK tracking programs.

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8. Materials in storage lockers and any locations containing consumables should be added to shelf life inspection program. Locations of consumable should be marked as such.

ISBAO 15.1.7.2[e]) NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) Ensure your shelf life inspection process does not neglect storage lockers and any other areas in the facility where parts or fluids may be used. Don't forget to check your aircraft fleet, employee lounge, and hangar areas for consumables. Mark your refrigerator in maintenance areas as 'food only' if necessary. There should be clear delineation for items that must be totally destroyed. As always, greases, lubes and sealants should always be stored in fireproof cabinets.

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9. Is there an electro-static discharge (ESD) program developed for the maintenance of aircraft parts and applicable stores? Is a designated Electro-Static Discharge (ESD) station used when handling ESD sensitive components?

(FAR 25.899; NBAA Management Guide 5.2.1)

(Program/Procedures) Any stores area should have a station designated for handling ESD components. An effective ESD program will use controls to dissipate the static charge so as not to endanger the facility, aircraft, personnel, or electronic equipment systems. Today's parts and equipment contain many electronic card components that can be damaged by static discharge without visual indication. A good ESD control program incorporates training to ensure employees are aware of the company's ESD controls and procedures.

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10. Is there evidence of timely financial reconciliation between parts/stores inventories?

(NBAA Management Guide 5.6.5, 5.9)

(Program/Procedures) Some maintenance tracking systems offer a means to track and manage parts/supplies inventory, however most financial tracking is typically accomplished through accounting software. Proper accounting of warranties, ordered parts, and returned parts will result in more accurate flight hour costing.

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11. Is there a documented process for process for maintaining and testing ESD handling equipment?

(OSHA 3075)

(Program/Procedures) All ESD handling equipment should be inspected and tested periodically to verify the ESD control system is functioning properly. Surface to groundable point [RTG] or point to point resistance [RTT] measurements across the surface are recommended periodically to ensure that excessive wear, dirt, or coatings do not interfere with work surface function. The best test of the wrist straps and footwear is while they are worn. After any failed components have been replaced the system should be tested again before beginning work. All wrist bands should be cleaned with a mild detergent on a periodic basis. And all ESD mats should be tested to verify they are still functioning within specifications.

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12. Is there a documented Parts/Material Scrap Program?

(AC 20-62E & AC 21-43A; IS-BAO 15.1.7.2[b])

(Program/Procedures) A quality control program should be implemented to prevent products that have been deemed scrap or salvage from being sold as serviceable or to migrate back into active inventories. Maintain records of serial numbers for scrapped life-limited or other critical products and articles. Scrap parts/materials should be mutilated and rendered unusable prior to disposal.

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13. Are hazardous items properly inventoried, stored and secured?

(IS-BAO 9.1.1[e])

(Facilities) Items such as aircraft batteries, oxygen cylinders, nitrogen, and fire extinguishers must be secured (some type of bands or chains to prevent tipping) and stored in a safe location. Operators must be mindful of items co-located with batteries and any other hazardous materials. Hazmat labeling that indicates category must be clearly visible.

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14. Are all flammables properly stored in a safe location?

(NFPA 30; IS-BAO 9.1.1[a], 10.1.1[c], 15.1.7.2; NBAA Management Guide 5.6.5, 5.9)

(Facilities) This includes solvent soaked rags; they must be in a metal container to prevent any risk of fire. Solvent soaked and oily rags need to be separated and placed in marked red cans. Be aware, the marking on the can states that it needs to be emptied daily and often, they are not. Every flammable must be properly marked, easily identifiable, and securely stored. Flammables must be stored in yellow fireproof containers. This includes fluids, sealants, pressurized cans, oils and greases.

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15. Are all unserviceable/non-repairable parts clearly segregated/separated from serviceable parts?

(FAR 43.10[c]; ISBAO 15.1.7.2[d]; NBAA Management Guide 5.6.5, 5.9)

(Facilities) Parts must be stored in a manner that prevents mixing of serviceable and unserviceable items. This may be accomplished by identifying and marking shelves, cabinets, or rooms for serviceable or unserviceable items. Unserviceable parts must also be secured. A detailed process must be in place that identifies the steps required to scrap life limited components. A part may be mutilated to deter its installation; the mutilation must render the part beyond repair. A log of scrapped items must be kept.

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