

Checklist Number:

Checklist Name: Checklist for Line Station Inspection
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Applicability:

Location: Date:

No.	Subject	Reference	S	U	N/A	Comment
1. Office						
1.1	Check that the operator have a suitable office and accommodation such as: Tables / Chairs / Telephone / Facsimile / Computer / Telex / Copying or Scanner machine adequate for the purpose intended. Remark:	- Air Operator Certificate Requirements H.1.7 - Air Operator Certificate Requirements 5.3				
2. Manual						
2.1	Check that the operator has provided GMM current revision at the station and includes line station procedures applicable to the station.	- Air Operator Certificate Requirements 8.2.7 - Air Operator Certificate Requirements 8.2.6				
2.2	Adequate information (as applicable) / Refueling procedure / Aircraft towing / Movement / Mass and Balance / GSE operation procedure / Training Program / Accident and Incident procedures / Dangerous Good / Contract Services	- Air Operator Certificate Requirements 8.2.7 - Air Operator Certificate Requirements 8.2.6				
3. Personnel						
3.1	Adequacy of Staffing (number of personnel adequate to the task performed.)	- Air Operator Certificate Requirements 8.4				
3.2	Qualification and Competence :Training Records (Line Station Procedure / Marshalling Procedure / Refueling Procedure)	- Air Operator Certificate Requirements 8.4				

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	4. Technical Publications/Worksheet (Check that the operator has provided Technical Publications / worksheet applicable to the aircraft being maintained)					
4.1	Check storage conditions / amendment status.	- Air Operator Certificate Requirements 8.8.15 - Air Operator Certificate Requirements 8.8.2 - Air Operator Certificate Requirements 8.8.11				
4.2	No out-of-date material is being held or, if held, is clearly identified as obsolete.	- Air Operator Certificate Requirements 8.8.15 - Air Operator Certificate Requirements 8.8.2 - Air Operator Certificate Requirements 8.8.11				
4.3	Check system used to notify staff of receipt of new data should include some means of identify that each staff member has read the new data.	- Air Operator Certificate Requirements 8.8.15 - Air Operator Certificate Requirements 8.8.2 - Air Operator Certificate Requirements 8.8.11				
	5. Station Store					
5.1	Check that size is adequate / no overcrowding / clean / dust free / no sign of water enter from roof, walls, windows / Storage racks, bins suitable.	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.2	Aircraft spares held separate from commercial items.	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				

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5.3	Items in storage are protected from dust / moisture / contamination / damage.	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.4	Oxygen bottle keep in clean non-greasy condition.	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.6	Oils and inflammable fluids store well away from main storage area if possible.	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.5	Tires store vertically / supported correctly not exposed to light / ozone	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.7	Check all items are being used on last in last out basis	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.8	Check that locally supplied oxygen is to appropriate specification	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				
5.9	Check pool items paperwork for compliance with requirements	- Air Operator Certificate Requirements 8.8.15.6 - Air Operator Certificate Requirements H.1.6				

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	6. Tools & Equipment (Check that the operator has provided Tools & Equipment adequate to the task performed)					
6.1	Check tool and equipment / they are properly cared for / not damaged / calibrated properly / kept adequate records.	- Air Operator Certificate Requirements 8.9.2.3				
6.2	Check wheel change equipment / jacks / torque wrench / pressure gauge / nitrogen / inflation equipment.	- Air Operator Certificate Requirements 8.9.2.3				
6.3	Inspect GPU / ASU / ACU / tow bar / tow trucks / cargo container loaders / water and toilet carts / catering vehicles for safety / in good condition / batteries terminals covered / no oil or hydraulic leaks.	- Air Operator Certificate Requirements 8.9.2.3				
6.4	Inspect mobile steps (if used) for safety of step treads, stabilizing jacks correct operation / no oil or hydraulic leaks / battery terminal covered.	- Air Operator Certificate Requirements 8.9.2.3				
6.5	Inspect water and toilet carts are not connected together / water chlorinating level check / hose couplings satisfactory.	- Air Operator Certificate Requirements 8.9.2.3				

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6.6	Chocks / Stands / Steps / trolleys are in good condition.	- Air Operator Certificate Requirements 8.9.2.3				
6.7	Oxygen charging equipment / hose fitting protected from contamination.	- Air Operator Certificate Requirements 8.9.2.3				
6.8	Mobile workshop if used / in good condition / storage of manuals/tools/equipment	- Air Operator Certificate Requirements 8.9.2.3				
7. Aircraft Handling and Servicing						
7.1	Observe marshalling / Flight deck communication / installation of chock / oil quantities checked / oil uplift correctly performed / push back.	- Air Operator Certificate Requirements 8.8.19 - Air Operator Certificate Requirements 8.9.2.3				
7.2	De-icing (if applicable)	- Air Operator Certificate Requirements 8.8.19 - Air Operator Certificate Requirements 8.9.2.3				
8. Aircraft Refueling						
8.1	Tanker / Dispenser unit - check filter replace dates / P on filter at maximum fuel flow / pressure setting / condition of vehicle / cover over battery / hoses coupling terminals / ground and bonding wire / water drain points / flow meter / shut-off lanyard / emergency pump stop control	- Air Operator Certificate Requirements 2.5.1.2				
8.2	Observe fueling procedure / S.G. and water checks taken / pressure correctly set / use of dead man handle	- Air Operator Certificate Requirements 2.5.1.2				

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8.3	Check documentation to assure that fuel meets correct specification.	- Air Operator Certificate Requirements 2.5.1.2				
	9. Cargo Containers					
9.1	Check cargo containers for damage / procedures for return to repair base.	- Air Operator Certificate Requirements 8.8.20.8				
9.2	Check cargo modules are serviceable before installation in aircraft.	- Air Operator Certificate Requirements 8.8.20.8				
	10. Record					
10.1	Record of defect rectifications / Service Difficulty Reporting System (SDR) / Technical Delay Report	- Air Operator Certificate Requirements 8.8.6 - Air Operator Certificate Requirements 8.8.5 - Air Operator Certificate Requirements 8.8.7 - Air Operator Certificate Requirements 8.8.4				
	11. Maintenance Release					
11.1	Check certification of maintenance release	- Air Operator Certificate Requirements H.1.5				
11.2	Check maintenance release has been signed by A Duly the licensed person B Approved maintenance organizatio	- Air Operator Certificate Requirements H.1.5				



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S = Satisfy

U= Unsatisfied

N/A= Not Applicable

Comment = Description the detail of compliance or Non Compliance or other information

Inspector Name:
(.....)

Position:

Completed on: