

Inspection Preparation Checklist

Safety Policy	Yes? No?
Personnel in place	
Safety Policy documented	
Hazards are being identified	
Risks are being assessed	
Mitigation measures in place to deal with those risks	
Effectiveness of those mitigations reviewed periodically (to ensure they are working)	
Safety Information is being promulgated	
Occurrence Reporting	Yes? No?
Internal, Voluntary Occurrence Reporting (VOR) system in place	
Investigations taking place	
Root Cause being identified	
Corrective & Preventive action being implemented	
Mandatory Occurrence Reporting (MOR) in place.	
Training Fleet	Yes? No?
Condition of Aircraft	
Technical Log / Journey Log being completed correctly	
Aircraft documentation in order	
Is there an agreement in place with your maintenance organisation	
Are defects being handled	
Flight and Ground Training	Yes? No?
Training Programme in use	
Content of student training records	
Instructional Staff	Yes? No?
Content of instructor records	
Instructor Standardisation	
Site Facilities	Yes? No?
Sufficient to ensure they allow the performance & management of all training activities.	
Arrangements in place for the conduct of theoretical knowledge exams (if applicable)	
Annual Review	Yes? No?
Internal Annual Review taking place	
Annual Activity Report completed and submitted	