

AW 1.1.012	 <small>רשות התעופה האזרחית Civil Aviation Authority</small>	AW Inspector Handbook
Conducting an Inspection of the Operator's Maintenance Facility		Revision 1
		01 MAR 10

## 1. Objective

- 1.1 This procedure contains direction and guidance to be used by CAA Avionics and Maintenance inspectors for conducting base inspections.

## 2. General

The maintenance inspection is performed to ensure that adequate housing, equipment, spare parts, technical data, and qualified personnel are being utilized to satisfactorily complete all maintenance.

### 2.1 Location of Inspection.

A base inspection is usually conducted at the operator's main base of operations/maintenance or place of business. In some cases, operators may elect to retain selected records at different locations, such as at an office located in a residence, at an office building, or in portable files. The locations may differ as widely as the operators' activities differ.

### 2.2 Inspection Preparation.

#### 2.2.1 Prior to conducting a base inspection, the inspector should review and become familiar with:

- 2.2.1.1 The type of aircraft being operated.
- 2.2.1.2 Previous inspection reports (if applicable)
- 2.2.1.3 Maintenance Control Manual to determine any special equipment, hand tools, or dust free environment requirements.
- 2.2.1.4 Contract maintenance facility, if used, must be inspected using these guidelines for compliance with the operator's manual and maintenance program.

### 2.3 Notification of Inspection.

The inspector should notify the operator to arrange a time when all the appropriate personnel and aircraft will be available for the inspection.

## 3. Reference Material, Forms & Job-Aids

- 3.1 AWF 1.1.012A - Base Inspection Certification Checklist
- 3.2 AW 2.1.226/2.2.226 - Maintenance Record Keeping

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## 4. Process

The strategy used by an inspector for accomplishing a base inspection depends on the size and complexity of the operator. Because operators conduct business in a variety of ways, it is not necessary to identify each item that must be examined during a base inspection. The AWF 1.1.012A - Base Inspection Certification Checklist will aid the inspector in accomplishing a base inspection and can be used to record the results. During initial certification, evaluation of some items cannot be conducted until the demonstration flights. To complete a base inspection, inspectors should examine, as a minimum, the items that follow.

### 4.1 Maintenance Control Manual and Operations Manual.

If the operator has full manuals that provide guidance for flight or ground personnel, the inspector should complete an inspection of the manuals, as applicable.

#### 4.1.1 The inspector should determine whether or not manual procedures are being followed by interviewing operator personnel or by observing employees in the performance of their duties.

### 4.2 Maintenance Organization.

Ensure the following:

- 4.2.1 Staffing meets maintenance needs based on the complexity of proposed operation
- 4.2.2 Responsibilities are separated between inspection and maintenance sections
- 4.2.3 Maintenance and inspection management personnel are qualified
- 4.2.4 Required training for management has been completed

### 4.3 Aircraft.

The inspector should examine, during a base inspection, the aircraft used by the operator. In addition to inspecting the aircraft to determine whether or not it is in airworthy condition, the inspector should examine the following items for compliance:

- 4.3.1 Airworthiness certificate and registration
- 4.3.2 Aeroplane limitations and required placards
- 4.3.3 Required manuals are carried on board including technical logbook.
- 4.3.4 Instruments and equipment
- 4.3.5 The approved minimum equipment list (MEL) and its use as authorized by the SOPs (if applicable)
- 4.3.6 Aircraft records available for inspection

### 4.4 Operational Information.

The inspector should inspect the operator's proposed method of control of the aircraft flight operations (for example RVSM, ETOPS, CAT II/III etc.)

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		01 MAR 10

#### 4.5 Facilities

The inspector should inspect the various physical elements to ensure the facilities will support the proposed flight operations.

- 4.6 Some operators may elect to retain aircraft maintenance records at the location where maintenance is performed; this location may differ from the operator's main base of operations.

## 5. Task Outcome

### 5.1 Debriefing.

The inspector should plan to debrief the operator as part of the base inspection. Quite often the operator may have participated directly in the inspection and may have the capability to make corrections quickly. The following debriefing points apply:

- 5.1.1 The debriefing should include both acceptable and unacceptable areas.
- 5.1.2 The inspector must be clear when indicating any areas that the operator must correct before further operations can be conducted.
- 5.1.3 The inspector should advise the operator that a formal letter containing the results of the inspection and a listing of the discrepancies (if any). This will be made part of the permanent file.
- 5.1.4 The inspector should schedule any required follow-up inspections.
- 5.1.5 Avoid discussing possible enforcement actions during the debriefing.

### 5.2 WTS. File WTS Data Sheet.

### 5.3 Document Task. File all supporting paperwork in the operator's office file.

### 5.4 Discrepancies observed during the inspection should be documented along with any on the spot corrective action taken by the operator. Any recommended corrective actions should also be noted on the report so that the AWI will have the inspector's views concerning the most effective means of resolving the discrepancies.

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- 5.5 After the inspection, all the inspectors who participated must meet and prepare the inspection report together.
- 5.6 The operator must submit a corrective action plan for all the findings that were discovered within 10 working days.
- 5.7 In the corrective action plan the operator must specify realistic due dates for correcting the findings. Critical items must be corrected immediately.
- 5.8 The corrective action plan and the dates must be approved by the lead inspector.
- 5.9 The AWI will follow up on findings which are to be corrected by the operator's maintenance department.