

FBO CHECKLIST

OPERATIONS

Aircraft Dispatch

- Does each rental pilot have an annual checkout documented for each make and model flown? ()
- Is pilot current in make and model for last 30 days? ()
- Are limitations noted (CFI checkout comments) for specific rental pilot in his/her file? ()
- Are copies of renter's Pilot Certificate, medical, BFR and IPC on file? ()
- Are keys given to renter only after CFI checks intended use of aircraft, documents are current and in order? ()
- Is there a signed Rental Agreement? (SAMPLE) ()
- Are aircraft rented at night to non-instrument rated pilot? ()
- Are aircraft dispatched after hours? If so, what controls? _____ ()

Weather Minimums

- Minimum ceiling height and visibility requirements? _____ ()
- Maximum crosswind components? _____ ()
- If student's CFI not available, are steps in place to ensure student's personal ceiling, visibility, and crosswind are not exceeded? ()

General

- Are dispatchers trained in how to handle reports from renters on squawks occurring away from home base? ()
- Are renters provided credit cards? Carry own? _____ ()
- Do renters (if CFI) know they cannot use aircraft for commercial purposes? ()
- Are six-seat aircraft rented only to pilots with high time in make and model with thorough checkouts with heavy emphasis on review of gross weight operations and instrument currency? ()
- Are soft field (sod strip) operations outlined in Rental Agreement as to specific approvals required including advance ground and flight checkout? ()
- Do IFR rentals, if allowed, require pilot to be IFR current within past 30 days, establish weather minimums set forth for IFR flights, CFII sign off prior to dispatch? ()
- Do extended Cross Country rentals, if allowed, require special approval of manager, copies of general flight plan and contact numbers kept on file, established weather minimums and complied with? ()

Flight Training

- Are there independent CFIs operating? (WORKERS COMP ISSUE) ()
- Are CFIs reviewed by the Chief Instructor, initially and on a recurrent basis? ()
- Prior to using Non-owned aircraft, is there a maintenance background check, certificates of insurance obtained with an additional insured clause and waiver of subrogation? ()
- If Upset Training is performed, is aerobatic aircraft used with an instructor fully qualified in aerobatic maneuvers and only specific maneuvers taught? ()
- Do aerobatic instructors obtain outside recurrency training on annual basis? ()
- Do CFIs receive Upset Training, if available? ()

Checkout Requirements

- Is initial checkout completed for each make and model flown? ()
- What specific maneuvers must be demonstrated (short/soft field procedures, practice stalls, etc.)? _____ ()
- Does checkout cover general FAR/Airspace, aircraft knowledge? ()

MAINTENANCE

Management

- Retain records for at least five years? ()
- Maintenance supervisors aware of aircraft status? ()
- Proper Hand-off between shifts? ()
- Method to keep aircraft flying past a required inspection? (on own aircraft) ()
- Defined process for pilots to report/record “squawks”? ()
- Process to immediately address “squawks”? ()
- Clearly define who can “down” an aircraft for maintenance squawks? ()
- Evaluation done routinely to assure sub-contractor’s quality of work, if maintenance outsourced? ()

Personnel

- Minimum hiring standards established? ()
- Initial and recurrent training in all types of aircraft to be worked on? ()
- So supervisors inspect and sign off on all trainee work? ()
- Maintenance personnel trained in use of all tools and equipment? ()
- Maintenance personnel trained in tool control program? ()

Equipment

- Aircraft jacks, scissor platforms, cherry picker properly maintained and Inspected? ()
- GSE equipment properly maintained and suitable for aircraft to be serviced? ()
- Vehicles used on ramp areas properly marked, maintained, and driven by only Senior line persons that are aware of ramp and aircraft hazards? ()

LINE SERVICE

Personnel

Hiring Standards

- References? ()
- Credit checks? ()
- DMV checks? ()
- Driving tests? ()
- NATA Safety 1st qualified? ()
- Passed medical exam? ()
- Adequate number of supervisors? ()

Training

- NATA Safety 1st? ()
- ATI or fuel company training? ()
- Accident investigation training? ()
- Adequate amount of time before supervisor allows trainee to go unsupervised? ()
- Weekly/Monthly Safety meetings? ()
- Review with all trainees all past safety bulletins? ()
- Trained in use of personal safety equipment? ()
- Trained in use of each type of equipment operated? ()
- HAZMAT training? ()
- Utilization of external auditors? ()
- Incentive plans relative to safety/reduction in incidents? ()
- Training in disaster response planning? ()

Equipment

- Fuel Trucks? How many? _____ ()
 - Access of all operators to maintenance records? ()
 - Clear markings on truck for AVGAS or Jet Fuel? ()
 - Parked outside normal aircraft taxiing areas? ()
 - Tested for contamination at least daily? ()
 - Overall appearance/maintenance in good condition? ()

- Tugs? How many? _____ ()
 - Proper size for the aircraft being towed in all conditions (snow, ice, wet, steep grade, etc.)? ()
 - Overall maintenance in good condition? ()

Tow Bars

- Inspected as required? ()
- Proper size for aircraft being towed? ()
- Stored away from aircraft when not in use? ()
- Overall, in good condition? ()

Miscellaneous Equipment

- Chocks, lighted wands, welcome mats, HAZMAT cart, headsets, eye protection, whistles, etc. in good shape and secured away from aircraft to prevent both FOD and personnel injury? ()

Line Service Issues

- Over stacking of hangars? ()
- Overall cleanliness of hangars? ()
- Hangars are well lighted? ()
- Use of safety cones around parked aircraft or aircraft on jacks? ()
- Ramp areas keep free of FOD? ()
- Controlled access of persons and vehicles on ramp? ()
- Separate different types of aircraft on the ramp, such as large jets from small pleasure aircraft or helicopters? ()
- Escorts provided to all passengers or vehicles both to and from their aircraft on ramp? ()
- Secure area provided to store any baggage of transient aircraft? ()
- Monetary incentives provided for safety initiatives? ()
- Protect FBO's liability with hangar and service agreements that contain Hold-harmless clause? ()
- Do not allow any vehicle on the ramp to operate too quickly? ()
- Always set brakes and chock vehicles on the ramp? ()
- For all line operations, have well established, written procedures? ()

Airline Servicing

- Beware of all others servicing the aircraft? ()
- Use only equipment designed for the airline aircraft and job involved? ()
- Be wary of equipment loaned by the airlines or other operators. Always have GSE mechanics thoroughly inspect prior to using? ()
- Be aware of all other servicing vehicles around you. Noisy environment can mask the auditory cues to danger? ()
- Always have lawyers obtain the best contractual protection obtainable? ()