



Checklist Number: .....

Checklist Name: Checklist for Line Station Inspection  
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Applicability: .....

Location: ..... Date: .....

No.	Subject	Reference	S	U	N/A	Comment
<b>1. Office</b>						
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 Chapter 5 Item 3 - Air Operator Certificate Requirements APPENDIX H.7				
<b>2. Manual</b>						
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 Chapter 9 Item 2.11 - Air Operator Certificate Requirements Chapter 12 Item 2.3 - Air Operator Certificate Requirements Chapter 13 Item 2 - Air Operator Certificate Requirements Chapter 13 Item 2(o)				
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 Chapter 9 Item 2.11 - Air Operator Certificate Requirements Chapter 12 Item 2.3 - Air Operator Certificate Requirements Chapter 13 Item 2 - Air Operator Certificate Requirements				



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		Chapter 13 Item 2(o)				
	<b>3. Personnel</b>					
3.1	Adequacy of Staffing (number of personnel adequate to the task performed.)	- Air Operator Certificate Requirements Chapter 9 Item 4				
3.2	Qualification and Competence :Training Records (Line Station Procedure / Marshalling Procedure / Refueling Procedure)	- Air Operator Certificate Requirements Chapter 9 Item 4				
	<b>4. Technical Publications/Worksheet (Check that the operator has provided Technical Publications / worksheet applicable to the aircraft being maintained)</b>					
4.1	Check storage conditions / amendment status.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
4.2	No out-of-date material is being held or, if held, is clearly identified as obsolete.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
4.3	Check system used to notify staff of receipt of new data should include some means of identify that each staff	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3				



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	member has read the new data.	- Air Operator Certificate Requirements Chapter 9 Item 18				
	<b>5. Station Store</b>					
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 Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.2	Aircraft spares held separate from commercial items.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.3	Items in storage are protected from dust / moisture / contamination / damage.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.4	Oxygen bottle keep in clean non-greasy condition.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.6	Oils and inflammable fluids store well away from main storage area if possible.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements				



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		Chapter 9 Item 18				
5.5	Tires store vertically / supported correctly not exposed to light / ozone	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.7	Check all items are being used on last in last out basis	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.8	Check that locally supplied oxygen is to appropriate specification	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
5.9	Check pool items paperwork for compliance with requirements	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3 - Air Operator Certificate Requirements Chapter 9 Item 18				
	<b>6. Tools &amp; Equipment</b> (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	- Air Operator Certificate Requirements Chapter 9 Item 18.7				



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	records.	- Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
6.2	Check wheel change equipment / jacks / torque wrench / pressure gauge / nitrogen / inflation equipment.	- Air Operator Certificate Requirements Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
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 Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
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 Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
6.5	Inspect water and toilet carts are not connected together / water chlorinating level check / hose couplings satisfactory.	- Air Operator Certificate Requirements Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
6.6	Chocks / Stands / Steps / trolleys are in good condition.	- Air Operator Certificate Requirements Chapter 9 Item 18.7 - Air Operator Certificate Requirements				



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		Chapter 9 Item 28.2.3				
6.7	Oxygen charging equipment / hose fitting protected from contamination.	- Air Operator Certificate Requirements Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
6.8	Mobile workshop if used / in good condition / storage of manuals/tools/equipment	- Air Operator Certificate Requirements Chapter 9 Item 18.7 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
<b>7. Aircraft Handling and Servicing</b>						
7.1	Observe marshalling / Flight deck communication / installation of chock / oil quantities checked / oil uplift correctly performed / push back.	- Air Operator Certificate Requirements Chapter 9 Item 22 - Air Operator Certificate Requirements Chapter 9 Item 29 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				
7.2	De-icing (if applicable)	- Air Operator Certificate Requirements Chapter 9 Item 22 - Air Operator Certificate Requirements Chapter 9 Item 29 - Air Operator Certificate Requirements Chapter 9 Item 28.2.3				



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<b>8. Aircraft Refueling</b>						
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 Chapter 2 Item 5.1(b)				
8.2	Observe fueling procedure / S.G. and water checks taken / pressure correctly set / use of dead man handle control.	- Air Operator Certificate Requirements Chapter 2 Item 5.1(b)				
8.3	Check documentation to assure that fuel meets correct specification.	- Air Operator Certificate Requirements Chapter 2 Item 5.1(b)				
<b>9. Cargo Containers</b>						
9.1	Check cargo containers for damage / procedures for return to repair base.	- Air Operator Certificate Requirements APPENDIX H.8(f)				
9.2	Check cargo modules are serviceable before installation in aircraft.	- Air Operator Certificate Requirements APPENDIX H.8(f)				
<b>10. Record</b>						
10.1	Record of defect rectifications / Service Difficulty Reporting System (SDR) / Technical Delay Report	- Air Operator Certificate Requirements Chapter 9 Item 11				



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		- Air Operator Certificate Requirements Chapter 9 Item 10 - Air Operator Certificate Requirements Chapter 12 Item 5.1				
	<b>11. Maintenance Release</b>					
11.1	Check certification of maintenance release	- Air Operator Certificate Requirements Chapter 12 Item 7 - Air Operator Certificate Requirements Chapter 5 Item 11.1.1(c)				
11.2	Check maintenance release has been signed by A Duly the licensed person B Approved maintenance organizatio	- Air Operator Certificate Requirements Chapter 12 Item 7 - Air Operator Certificate Requirements Chapter 5 Item 11.1.1(c)				





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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: .....