

Document Review Checklist – ARC Recommendation ELA1

Aircraft data

Registration:
Type:
Sno:

Adress of Part 66 Personal

No.	Description	Comply		Remarks
		Yes	No	
P	Preparation			
1	Forms: <ul style="list-style-type: none"> • <i>Open Item List (Beanstandungsliste)</i> • <i>File (Akt) complete available</i> • <i>Logs available</i> • <i>Maintenace Documents available</i> • <i>Check for latest Airworthiness Notices/ LTH</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
2	Copy of latest TCDS <i>(Check for EASA TCDS)</i> <i>Airframe</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Airworthiness Directives List: <i>Preparation of AD List from State of Design and EASA</i> <i>Airframe, Engine, Propeller, Equipment, STC</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Service bulletin List: <i>Prepare current Service Bulletin list.</i> <i>Airframe, Engine, Propeller, Equipment, STC</i>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Service Life Limited Parts, Inspections: <i>Research the ultimate service life requirements for</i> <i>aircraft and appliances in chapter 5, EM, MPD, AD's etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Physical Review <i>Organize Time Date and conditions for physical review</i>			
A	Document Review			
1	Aircraft Papers Verify valid Registration Certificate, Airworthiness Certificate, Noise Certificate, Insurance, and Verwendungsartenbescheinigung are present and in accordance to Part M. (If documents are according to national regulation perform LTH 53 after AR)	<input type="checkbox"/>	<input type="checkbox"/>	
2	Logbook review Airframe, Engine, and Propeller hours/cycles have been properly recorded Sample checks with engine or airframe hour meter:	<input type="checkbox"/>	<input type="checkbox"/>	

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3	<p>Airframe: (Data conform to data plate)</p> <p>Type: S/N:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="width: 25%;">Total Hrs</td> <td style="width: 25%;"></td> <td style="width: 25%;">Total Ldgs</td> <td style="width: 25%;"></td> </tr> <tr> <td>TSO</td> <td></td> <td>Last Overhaul</td> <td></td> </tr> <tr> <td>Hobbs Meter</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Last Inspection</td> <td></td> <td>Last Airworth. Review</td> <td></td> </tr> </tbody> </table>	Total Hrs		Total Ldgs		TSO		Last Overhaul		Hobbs Meter				Last Inspection		Last Airworth. Review		<input type="checkbox"/>	<input type="checkbox"/>	
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5	<p>Propeller: (Data conform to data plate)</p> <p>Type: S/N:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="width: 25%;">Total Hrs</td> <td style="width: 25%;"></td> <td style="width: 25%;">Total Ldgs</td> <td style="width: 25%;"></td> </tr> <tr> <td>TSO</td> <td></td> <td>Last Overhaul</td> <td></td> </tr> <tr> <td>Last Inspection</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Total Hrs		Total Ldgs		TSO		Last Overhaul		Last Inspection				<input type="checkbox"/>	<input type="checkbox"/>					
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6	<p>AFM/Pilots Operating Manual/Owners Manual: Verify applicability and revision status and supplements for changes, conformity with actual A/C configuration.</p> <p>Doc. No.:</p> <p>Revision:</p> <p>Supplements:</p>	<input type="checkbox"/>	<input type="checkbox"/>																	

Document Review Checklist – ARC Recommendation ELA1

7	<p>Maintenance acc IHP has been carried out: Review of Aircraft/Engine/ Propeller log books. Verify all maintenance due acc OMP has been performed and released i.a.w. Part M. Record all discrepancies and copy actual status.</p> <p>Following Maintenance Activity has been performed during the latest period. (ref to attachments) <i>Maintenance/done at date/by</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	
8	<p>All defects rectified or deferred: Verify all known defects has been corrected or when applicable deferred in a controlled manner. Verify open items conform to Minimum Equipment and airworthiness requirements (ZLLV, LTH, TC Holder data). Note open Items:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
9	<p>AD Status: AD´s issued by EASA and the State of Design Verify all applicable AD´s has been applied and properly registered. Record all discrepancies and copy actual status.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
10	<p>Airframe, Engine and Propeller TCDS: Verify that the aircraft complies with their latest revision of the Type design (described in TCDS) approved by the agency.</p> <p>Airframe TCDS:</p>			
11	<p>Modifications: (deviations to TCDS) All modifications (STC, Changes, EO,..) applied to the Aircraft have been registered and approved acc Part 21.</p> <p>Following deviations:(ref to attached List)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
12	<p>SB Status: Verify all SB´s acc to IHP Procedure has been applied and registered. Status must be in the records.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Document Review Checklist – ARC Recommendation ELA1

13	Repair and Damage Records: All repairs applied to the Aircraft have been registered and approved acc Part 21. Index must be in the records. (Copy as required)	<input type="checkbox"/>	<input type="checkbox"/>					
14	List of Service life limited Components: Verify that all Service life limited Components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit.	<input type="checkbox"/>	<input type="checkbox"/>					
15	Maintenance Check a relevant sample of Workreports and Inspectionreports.	<input type="checkbox"/>	<input type="checkbox"/>					
16	Aircraft Weighing Report: Individual aircraft weight and balance record is current and reflect actual configuration. Check the actual equipment list. The weight and balance report must conform to the AFM entry and/or Trimplan as applicable. The correct Reference Points must be used.	<input type="checkbox"/>	<input type="checkbox"/>					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Actual empty mass</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 2px;">Actual CofG</td> <td></td> </tr> </table>	Actual empty mass		Actual CofG				
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B	REVIEW CONCLUSION							
	Finding List (Beanstandungsliste): Issuance of the finding list. Allocation of time limits and/or due dates. Hand-over to the representative of the operator. To be signed by an authorized person of the operator.	<input type="checkbox"/>	<input type="checkbox"/>					

Remarks:

Date of Review:	
Performed by:	Sign: