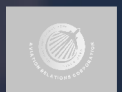


# AVIATION COMPLIANCE CHECKLISTS

**For Airport Professionals**

*Essential checklists for multi-part FAA compliance from 50 years of combined military & FAA experience*



# DAILY COMPLIANCE VERIFICATION

Date: \_ Inspector: \_\_\_\_\_ Shift: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## PRE-OPERATIONAL CHECKS

- ☐ Weather briefing received and reviewed
- ☐ Active NOTAMs reviewed and understood ☐ Equipment status verified from overnight
- ☐ Critical system functionality confirmed
- ☐ Personnel assignments verified

## PART 139 DAILY REQUIREMENTS

- ☐ Movement area inspection completed
- ☐ Lighting system operational verification
- ☐ Marking and signage visibility confirmed
- ☐ Safety area condition verified
- ☐ Inspection results documented
- ☐ Deficiencies reported and tracked

## MULTI-PART COORDINATION

- ☐ Navigation facility status verified
- ☐ Critical area protection maintained
- ☐ Maintenance activities coordinated
- ☐ Obstruction light status verified
- ☐ Construction activity impacts assessed

## DOCUMENTATION

- ☐ Daily inspection log completed
- ☐ Equipment status report updated
- ☐ Coordination activities documented
- ☐ Follow-up actions identified and assigned
- ☐ Shift transfer briefing completed

**Issues Requiring Follow-up:**

Completed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



# WEEKLY SYSTEM ASSESSMENT

Week of: \_\_\_\_\_ Assessed by: \_\_\_\_\_

## EQUIPMENT PERFORMANCE

- ☐ Lighting system reliability review
- ☐ Navigation aid performance trending
- ☐ Power system stability assessment
- ☐ Communication system functionality
- ☐ Monitoring system data analysis

## MAINTENANCE COMPLIANCE

- ☐ Scheduled maintenance completion rate
- ☐ Corrective maintenance response time
- ☐ Parts availability and inventory status
- ☐ Vendor performance assessment
- ☐ Quality control effectiveness review

## REGULATORY COMPLIANCE STATUS

- ☐ Daily inspection completion rate
- ☐ Documentation accuracy and completeness
- ☐ Personnel training currency verification
- ☐ Coordination effectiveness assessment

### Key Performance Indicators:

Equipment Availability: \_\_\_\_% (Target:  $\geq 95\%$ )  
Maintenance Backlog: \_\_\_\_\_ items (Target:  $\leq 5$  items)  
Training Compliance: \_\_\_\_% (Target: 100%)

### Issues Identified:

Priority: ☐ High ☐ Medium ☐ Low

Issue: \_\_\_\_\_

Action Required: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Due: \_\_\_\_\_

Next Assessment Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_



# PART 139 COMPREHENSIVE COMPLIANCE REVIEW

Review Date: \_\_\_\_\_

Airport: \_\_\_\_\_

Certificate Class: \_\_\_\_\_ Reviewer: \_\_\_\_\_

## CERTIFICATION REQUIREMENTS

- ☐ Airport Operating Certificate current
- ☐ Airport Layout Plan is current and accurate
- ☐ Airport Certification Manual, current version
- ☐ Operating limitations clearly understood
- ☐ Certificate holder contact info current

## SAFETY AREAS (§139.309)

- ☐ Runway Safety Area dimensions verified
- ☐ RSA surface condition meets standards
- ☐ RSA is clear of unauthorized objects
- ☐ Taxiway Safety Area dimensions verified
- ☐ Object Free Area compliance verified

## LIGHTING SYSTEMS (§139.311)

- ☐ Runway edge lights operational
- ☐ Runway end identifier lights are functional
- ☐ Approach lighting system is operational
- ☐ Visual approach slope indicator working
- ☐ Taxiway edge lights operational
- ☐ Obstruction lights operational



# MARKINGS & SIGNS (§139.311)

- ☐ Runway markings visible and accurate
- ☐ Taxiway markings visible and accurate
- ☐ Holding position markings visible
- ☐ Mandatory instruction signs present
- ☐ Location signs are accurate and visible
- ☐ Direction signs are appropriate and clear

# PERSONNEL & SELF INSPECTION (§139.303/327)

- ☐ Airport certification safety inspector on duty
- ☐ Personnel training is current and documented
- ☐ Daily movement area inspections conducted
- ☐ Inspection records are complete and accurate
- ☐ Maintenance program is current and followed

## Overall Compliance Assessment:

- ☐ Full Compliance - All requirements met
- ☐ Minor Deficiencies - Corrective action planned
- ☐ Significant Issues - Immediate attention required

## Action Items Identified:

1. Priority: ☐ High ☐ Med ☐ Low

Due: \_\_\_\_\_

Item:

Assigned to: \_\_\_\_\_

\_\_\_\_\_

Next Review Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Airport Ops/Manager: \_\_\_\_\_



# EMERGENCY RESPONSE COMPLIANCE VERIFICATION

Emergency Type: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Response Team Leader: \_\_\_\_\_

## IMMEDIATE RESPONSE (0-15 MINUTES)

- |   |   |
|---|---|
| <input type="checkbox"/> Personnel safety ensured         | <input type="checkbox"/> Safety zones established |
| <input type="checkbox"/> Operational impact assessed      | <input type="checkbox"/> Documentation initiated  |
| <input type="checkbox"/> Appropriate authorities notified |   |

## REGULATORY NOTIFICATIONS (As Required)

- |  |  |
|--|--|
| <input type="checkbox"/> FAA Airport District Office (Part 139 impact)   | <input type="checkbox"/> Safety zones established        |
| <input type="checkbox"/> Navigation facility operators (Part 171 impact) | <input type="checkbox"/> Documentation initiated         |
| <input type="checkbox"/> Air Traffic Control (operational impact)        | <input type="checkbox"/> Airport users notification      |
|  | <input type="checkbox"/> Emergency services coordination |

## COMPLIANCE VERIFICATION

- |   |  |
|---|--|
| <input type="checkbox"/> Emergency response procedures followed     | <input type="checkbox"/> Emergency services coordination       |
| <input type="checkbox"/> Airport emergency plan activated           | <input type="checkbox"/> Airport users notification            |
| <input type="checkbox"/> Emergency equipment deployed appropriately | <input type="checkbox"/> Documentation complete and accurate   |
|   | <input type="checkbox"/> All regulatory requirements addressed |

## COMMUNICATION EFFECTIVENESS

- |  |   |
|--|---|
| <input type="checkbox"/> Internal communication systems are functional | (Target: $\leq 5$ minutes)  |
| <input type="checkbox"/> External agency coordination is effective     | Communication Effectiveness: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor |
| <input type="checkbox"/> Information flow is accurate and timely       | Overall Rating: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor              |

- ☐ Decision-making authority established

**Performance Assessment:**  
Response Time: \_\_\_\_\_ minutes

**Improvement Opportunities:**

**Completed by:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_



# USAGE INSTRUCTIONS

**Customization:** Adapt checklists to your specific airport configuration and equipment

**Training:** Ensure all personnel understand completion procedures and establish supervisory review processes

**Quality Control:** Implement regular audit procedures for checklist effectiveness and monitor compliance with usage requirements

**Compliance Note:** These checklists supplement but do not replace official regulatory requirements. Always consult current CFR and FAA guidance for specific requirements.



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