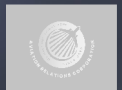


AVIATION COMPLIANCE DOCUMENTATION TEMPLATES



DAILY INSPECTION LOG

Date: _____ Inspector: _____ Weather Conditions: _____ Start Time: _____
End Time: _____

MOVEMENT AREAS

Runway [Number/Designation]: _____
[] Surface condition - Status: _____ Notes: _____
[] Markings visible/intact - Status: _____ Notes: _____
[] Lighting operational - Status: _____ Notes: _____
[] Signs readable/secure - Status: _____ Notes: _____
[] Safety areas clear - Status: _____ Notes: _____
Taxiway [System]: _____
[] Surface condition - Status: _____ Notes: _____
[] Markings visible/intact - Status: _____ Notes: _____
[] Lighting operational - Status: _____ Notes: _____
[] Safety areas clear - Status: _____ Notes: _____

LIGHTING SYSTEMS

[] Runway Edge Lights - Status: _____ Notes: _____
[] Runway End Identifier Lights (REIL) - Status: _____ Notes: _____
[] Approach Light System - Status: _____ Notes: _____
[] Visual Approach Slope Indicator - Status: _____ Notes: _____
[] Taxiway Edge Lights - Status: _____ Notes: _____
[] Obstruction Lights - Status: _____ Notes: _____

DEFICIENCIES IDENTIFIED

Location: _____ Priority: [] High [] Med [] Low
Description: _____
Action Taken: _____
Follow-up Required: [] Yes [] No Due Date: _____

CERTIFICATION

I certify that this inspection was conducted following the requirements of Part 139.

Inspector Signature: _____ Date: _____ Certificate #: _____ Supervisor
Review: _____



EQUIPMENT STATUS REPORT

Report Date: _ Prepared by: ____ Equipment Category: ☐ Lighting ☐
Navigation ☐ Power ☐ Communication

EQUIPMENT STATUS SUMMARY

Equipment ID: ____
Status: ☐ Operational ☐ Out of Service ☐ Under Repair
Last Maintenance: _____ Next Due: _____
Priority: ☐ High ☐ Medium ☐ Low
Notes: _____
Equipment ID: ____
Status: ☐ Operational ☐ Out of Service ☐ Under Repair
Last Maintenance: _____ Next Due: _____
Priority: ☐ High ☐ Medium ☐ Low
Notes: _____

MAINTENANCE ACTIVITIES COMPLETED

Date: _ Equipment: _____ Work Performed: _____
Performed by: _____ Cert #: _____ Return to Service: ☐ Yes ☐ No
Authorized by: _____

UPCOMING MAINTENANCE REQUIREMENTS

Due Date: _ Equipment/Activity: _____ Due Date: _
Equipment/Activity: _____ Due Date: _____
Equipment/Activity: _____

PARTS/SUPPLIES NEEDED

Part Number: _____ Description: _____ Quantity: _____ Priority: ☐
Emergency ☐ Routine
Vendor: _____ Estimated Cost: \$ _____ Need Date: _____

SUMMARY

Total Equipment Items: _____ Operational: ____ (%)
Out of Service: _____ Critical Issues: _____
Prepared by: _____ Reviewed by: _____



MAINTENANCE ACTIVITY LOG

Work Order #: _____ Date Started: _____ Equipment/System: _____

Location: _____ Priority: ☐ Emergency ☐ Routine

REGULATORY FRAMEWORK IDENTIFICATION

- ☐ Part 139 - Airport Operations Impact
- ☐ Part 145 - Repair Station Work
- ☐ Part 171 - Navigation Facility Impact
- ☐ Part 77 - Obstruction/Construction Related

COORDINATION REQUIREMENTS

- ☐ ATC Notification Required - Contact: _____
- ☐ **NOTAM Required - Reference:** _____
- ☐ Navigation Facility Coordination - Contact: _____
- ☐ **Operations Coordination - Contact:** _____

WORK PERFORMED

Date: _____ Start Time: _____ Personnel: _____
Work Steps Completed:



TEST RESULTS

Functional Test: ☐ Pass ☐ Fail - Details: _____

Performance Test: ☐ Pass ☐ Fail - Details: _____ **Safety Test:** ☐ Pass ☐ Fail - Details: _____

RETURN TO SERVICE

☐ Work Satisfactory ☐ All Tests Passed ☐ Documentation Complete

Return to Service Authorization: Print Name: _____

Signature: _____ **Date:** _____

Certificate/License #: _____

COMPLETION SUMMARY

Total Work Hours: _____ **Completion Date:** _____ **Final Status:**

☐ Operational ☐ Limited Operation ☐ Out of Service

Supervisor Review: _____ **Date:** _____



MONTHLY COMPLIANCE REVIEW

Review Period: _____
Conducted by: _____ Review
Date: _____ Next Review Due:

PART 139 COMPLIANCE STATUS

☐ Daily Inspections Current
☐ Personnel Training Current
☐ Emergency Response Capabilities
☐ Safety Area Maintenance
☐ Documentation Up to Date

PART 171 COORDINATION STATUS

☐ Navigation Facility Performance
☐ Critical Area Protection
☐ Coordination Meetings Held
☐ Maintenance Coordination

TRAINING AND PERSONNEL STATUS

Current Personnel Count: _____
Certified Personnel: _____ Training
Compliance Rate: _____ %
Overdue Training: _____

EQUIPMENT STATUS SUMMARY

Total Equipment Items: _____
Operational: _____ (%)
Out of Service: _____ Maintenance
Backlog: _____

ACTION ITEMS FROM PREVIOUS REVIEW

Action Item: _____

Assigned To: _____ Status: ☐ Open ☐
Progress ☐ Complete

NEW ACTION ITEMS IDENTIFIED

Issue: _____

Priority: ☐ High ☐ Medium ☐ Low
Assigned to: _____ Due Date:

OVERALL COMPLIANCE ASSESSMENT

☐ Excellent - All areas in full compliance
☐ Good - Minor issues identified, corrective action planned
☐ Fair - Several issues require attention
☐ Poor - Significant compliance deficiencies identified

Next Review Date: _____
Prepared by: _____ Airport
Manager Approval: _____



PRE-INSPECTION CHECKLIST

Inspection Type: _ **Inspector(s):** _____
Scheduled Date: _____
Regulatory Areas: ☐ Part 139 ☐ Part 145 ☐ Part 171

checked

☐ All required signatures present
☐ Summary sheets prepared for technical information

30 DAYS BEFORE INSPECTION

Documentation Audit

☐ All required records identified and located
☐ Record retention compliance verified
☐ Missing documents identified and actions initiated
☐ Cross-references between documents verified

Personnel Assessment

☐ Inspector interaction personnel identified
☐ Training records reviewed for completeness
☐ Backup personnel designated for each area

7 DAYS BEFORE INSPECTION

Final Preparations

☐ Final walkthrough using inspector perspective
☐ All shift personnel briefed on inspection
☐ Contact information verified for all key personnel
☐ Emergency contact procedures updated

Document Final Review

☐ Most critical documents double-

REGULATORY AREA SPECIFIC PREPARATIONS

Part 139 Specific

☐ Daily inspection logs reviewed for completeness
☐ Personnel training documentation organized
☐ Emergency response procedures current
☐ Airport certification manual, current version

Part 171 Specific

☐ Navigation facility performance records organized
☐ Critical area protection procedures reviewed
☐ Maintenance logs and flight check records are current

Part 145 Specific

☐ Work authorization procedures documented
☐ Quality control records organized
☐ Personnel qualification records current

FINAL VERIFICATION

☐ All checklist items completed
☐ Outstanding issues documented with status
☐ Final briefing scheduled for the inspection team
☐ Post-inspection follow-up procedures prepared





USAGE INSTRUCTIONS

Customization: Adapt templates to your specific facility requirements and equipment. Include facility-specific contact information and procedures.

Training: Train all personnel on template completion procedures and establish quality control review processes to ensure consistency and accuracy.

Record Retention: Follow the most stringent retention requirements when multiple regulations apply. Implement systematic filing and retrieval procedures.

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



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For Airport Professionals

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

