

# Aviation Maintenance Risk Management Checklist

## BEFORE THE TASK

MAINTAINER

1. Am I qualified, authorized, and confident to undertake the task?
2. Do I have people to assist, mentor, and supervise me?
3. Have I been thoroughly briefed on the task by my supervisor?
4. Have I told my supervisor of any physical or mental limitations that may impact my performance?
5. Have hazards been identified, reported, controlled, and documented?
6. Do I have a clear understanding of my responsibilities?
7. Has sufficient time been allocated to undertake the task?
8. Do I have the necessary authorized publications, procedures, and instructions?
9. Do I have the serviceable, authorized support equipment, and tools required?

## DURING THE TASK

MAINTAINER

1. Am I working IAW authorized policy, processes, and procedures?
2. Am I ensuring all in-process and mandatory inspections are being conducted?
3. Am I receiving adequate supervision for my level of experience?
4. Am I informing my supervisor of task execution and any concerns?
5. Am I monitoring and reporting hazards as work progresses?

**STOP** Any 'No' answer increases the risk. This risk must be accepted by a person with the appropriate level of responsibility.



## AFTER THE TASK

MAINTAINER

1. Was the job done IAW authorized policy, processes, and procedures?
2. Were all in-processes and mandatory inspections conducted?
3. Did the work completed satisfy initial task requirements?
4. Have I accounted for/returned all tools and support equipment?
5. Is proper documentation (NALCOMIS/OOMA) complete?
6. Have I certified all work I have completed?
7. Do procedures exist for uncompleted and follow-on maintenance?
8. Have I debriefed the task to my supervisor?
9. Have all supporting maintenance tasks been documented?
10. Did I debrief issues/concerns to improve the task or process to my supervisor?

## BEFORE THE TASK

SUPERVISOR

1. Am I qualified, authorized, and confident to undertake maintainer supervision?
2. Do I understand who I am supervising and what is being supervised?
3. Have I briefed those directly responsible for conducting the task?
4. Have I told my supervisor of any physical or mental limitations that may have an impact on myself or the maintainer performance?
5. Have all hazards been identified, reported, controlled, and documented?
6. Do I understand my responsibilities with respect to the task and supervision?
7. Has sufficient time been allocated to undertake the task?
8. Does my team have the authorized publications, procedures, and instructions required?
9. Does my team have the required tools and serviceable support equipment required?

## DURING THE TASK

SUPERVISOR

1. Am I supervising IAW authorized policy, processes, and procedures?
2. Am I ensuring all in-process and mandatory inspections are done?
3. Am I giving/receiving adequate feedback from/to personnel?
4. Am I informing my supervisor of task execution and any concerns?
5. Am I monitoring and reporting hazards as the work progresses?

**STOP** Any 'No' answer increases the risk. This risk must be accepted by a person with the appropriate level of responsibility.



## AFTER THE TASK

SUPERVISOR

1. Was maintenance done IAW authorized policy, processes, and procedures?
2. Did I ensure that all in-process and mandatory inspections were completed?
3. Did the work completed satisfy initial task requirements?
4. Did I provide the appropriate level of supervision throughout the task?
5. Have I debriefed the task with the maintainer?
6. Have I documented all the inspections I was responsible for/or I conducted?
7. Have I confirmed that conditions exist for any follow-on maintenance?
8. Have all supporting maintenance tasks been documented?
9. Have I articulated task turnover info via maintenance docs, logs, and verbal brief?
10. Have I briefed maintenance control on task revision details and the maintenance status of further task requirements?

## BEFORE THE TASK

MAINTENANCE CONTROL

1. Am I and my workforce qualified and authorized to do maintenance?
2. Has sufficient personnel/time been allocated to the tasks?
3. Have hazards been identified, discussed, controlled, and documented?
4. Do I understand my responsibilities with respect to maintenance management?
5. Do I have the authorized data, procedures, and instructions required?
6. Have I communicated task requirements clearly and documented?
7. Does the unit have the necessary serviceable support equipment and authorized tools?
8. Have I clearly communicated and documented task requirements?
9. Are there any factors that may have an impact on the physical or mental performance of personnel?
10. Have I been briefed on all maintenance to be conducted?

## DURING THE TASK

MAINTENANCE CONTROL

1. Am I supervising IAW authorized policy, processes, and procedures?
2. Are all in-process and mandatory inspections being conducted?
3. Am I giving/receiving adequate feedback to/from personnel on task?
4. Am I informing my supervisor of the maintenance status and any concerns?
5. Am I managing risk(s) as the work progresses?
6. Am I monitoring personnel performance and reporting any concerns?

**STOP** Any 'No' answer increases the risk. This risk must be accepted by a person with the appropriate level of responsibility.



## AFTER THE TASK

MAINTENANCE CONTROL

1. Is maintenance certified IAW authorized policy, processes, and procedures?
2. Are in-process and mandatory inspections completed and documented?
3. Have I documented the inspections I performed and/or was responsible for accomplishing?
4. Have I confirmed corrective actions satisfy initial task requirements?
5. Have I debriefed the task with the supervisor?
6. Are maintenance actions documented for follow-up actions, if required?
7. Were all supporting tasks documented and certified?
8. Is task info (maintenance docs, logs, briefs) clear and concise?
9. Has the Commanding Officer been briefed on task revision details and the status of further task requirements?
10. Have I conducted my responsibilities with due diligence?

