



**FAA**  
**Great Lakes Region, Airports Division**  
**Safety Standards Branch**

## Airport Certification Information Bulletin (ACIB) 2012-01

### Subject: Periodic Inspection Checklist

Periodic inspections are less stressful when both the airport and the FAA are prepared. Both Certificate Holder and inspector benefit from a standardized tool to put documentation in order and coordinate inspection activity. The Great Lakes Region Certification Staff provides the attached checklist to Certificate Holders for use before and during Periodic 14 CFR 139 inspections.

We've reviewed information from past inspections and developed this checklist, which contains the principal elements reviewed during an inspection. The list helps you prepare for our visit, and enables us to ensure that all elements of your 14 CFR 139 program are examined and evaluated. You'll receive a checklist like the attached sample prior to each Periodic inspection.

You can also refer to this list anytime to keep your 14 CFR 139 certification program in shape between inspections.

<b>14 CFR 139 Pre-Inspection Checklist</b>	
This checklist is provided to help you prepare for your 14 CFR 139 Periodic Inspection. Please review the items listed and prepare the required documentation for the inspection.	
<p><b>AIRPORT CERTIFICATION MANUAL / AIRPORT MASTER RECORD (enclosed)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ACM updates for the Inspector's review and approval</li> <li><input type="checkbox"/> Written verification (memo, letter) that airfield signs are field-checked and installed in accordance with the approved sign plan</li> <li><input type="checkbox"/> Verify / correct data on FAA Form 5010-1, Master Record</li> <li><input type="checkbox"/> Verify / correct data on the enclosed airport diagram</li> <li><input type="checkbox"/> Verify / correct data on the ARFF Equipment List</li> <li><input type="checkbox"/> Identify the largest air carrier aircraft operating at your airport: _____; # of daily departures: _____</li> <li><input type="checkbox"/> Minimum number of operations staff on site during any air carrier operation: _____ (Personnel with duties under 139.327, 337, 339)</li> <li><input type="checkbox"/> All appropriate airport personnel subscribe to <a href="http://FAA.gov">FAA.gov</a> web pages for CertAlerts and Great Lakes ACIBs</li> </ul> <p><b>139.301 – RECORDS</b></p> <ul style="list-style-type: none"> <li>o <b>Personnel Training – Past 24 Months</b></li> <li><input type="checkbox"/> Operations/Maintenance personnel – Training curriculum, initial and recurrent training in all applicable subject areas [139.303(c)]</li> <li>o <b>Aircraft Rescue &amp; Firefighting Training – Past 24 Months</b></li> <li><input type="checkbox"/> ARFF training curriculum and personnel – initial and recurrent training in all 11 subject areas [139.319 (j)(2)]</li> <li><input type="checkbox"/> Live fire training documentation [139.319(i)(3)]</li> <li><input type="checkbox"/> Basic emergency medical care certification [139.319(i)(4)]</li> <li>o <b>Aircraft Rescue &amp; Firefighting Equipment</b></li> <li><input type="checkbox"/> Documentation that all ARFF vehicles maintenance is current, including: <ul style="list-style-type: none"> <li>• Foam proportion verification within the last 12 months (Date ____/____/____)</li> <li>• Dry chemical system operational check and maintenance within the last 6 months (Date ____/____/____)</li> </ul> </li> <li>(Reference FAA CertAlert 04-12 and NFPA 17)</li> <li>o <b>Movement Area Training – Past 24 Months [139.329]</b></li> <li><input type="checkbox"/> Movement area and safety area training for all personnel with access to movement areas and safety areas</li> <li><input type="checkbox"/> Any records of accidents or incidents on movement areas &amp; safety areas involving air carrier and or ground vehicles for the preceding 12 months</li> <li>o <b>Fuel Storage/Handling – Past 12 Months [139.321]</b></li> <li><input type="checkbox"/> Fire safety training for all fueling personnel</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Periodic fueling agent facility inspection records</li> <li><input type="checkbox"/> Annual certification of fire safety training from each fueling agent</li> <li>o <b>Airport Self-Inspection and Condition Reports – Past 12 Months [139.327]</b></li> <li><input type="checkbox"/> Records of daily self-inspections, including records showing corrective action taken, work orders, etc.</li> <li><input type="checkbox"/> Airport Condition Reports and NOTAMS</li> </ul> <p><b>139.309 – RUNWAY SAFETY AREAS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated runway safety area information</li> </ul> <p><b>139.311 – MARKING/LIGHTING/SIGNS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation of airport-owned approach or visual guidance system maintenance every 3 months</li> </ul> <p><b>139.325 – AIRPORT EMERGENCY PLANNING</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documentation of the annual AEP review to be conducted every 12 months (Date ____/____/____)</li> <li><input type="checkbox"/> Documentation of the full scale exercise to be conducted every 36 months.</li> </ul> <p><b>139.331 – OBSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Latest airfield obstruction survey (Date ____/____/____)</li> </ul> <p><b>139.337 – WILDLIFE HAZARD MANAGEMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> WHMP review every 12 months / revisions to your wildlife management plan</li> <li><input type="checkbox"/> Copies of wildlife activity reports including all current wildlife depredation permits</li> <li><input type="checkbox"/> Recurrent Wildlife Hazard (WH) training completed for trainer and all personnel with WH duties in the ACM every 12 months</li> </ul> <p><b>LETTERS OF AGREEMENT (as applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Medical Support (if located off-airport)</li> <li><input type="checkbox"/> ATCT suspension of operations when FOD report is received</li> <li><input type="checkbox"/> ATCT suspension of operations when criteria identified in Snow and Ice Control Plan are met ("NI" braking action report, 2 consecutive "Poor" braking action reports, etc.)</li> <li><input type="checkbox"/> Establish communication procedures between the airport, ARFF and air carriers to ensure air carrier schedule changes (early arrivals, delays) are appropriately covered with ARFF</li> <li><input type="checkbox"/> ATCT coordination of vehicle crossings on closed runways</li> </ul>

Contact your assigned Airport Certification Safety Inspector if you have any questions.

**Attachment:**

[Pre-Inspection Checklist](#)