

14 CFR 139 Pre-Inspection Checklist

This checklist is provided to help you prepare for the 14 CFR 139 inspection scheduled for your airport. Please review the items listed and prepare the required documentation for the inspection.

AIRPORT CERTIFICATION MANUAL / AIRPORT MASTER RECORD (enclosed)

- ACM updates for the Inspector's review and approval
- Written verification (memo, letter) that airfield signs are field-checked and installed in accordance with the approved sign plan
- Verify / correct data on FAA Form 5010-1, Master Record
- Verify / correct data on the enclosed airport diagram
- Verify / correct data on the ARFF Equipment List
- Identify the largest air carrier aircraft operating at your airport: _____; # of daily departures: _____
- Minimum number of operations staff on site during any air carrier operation: _____ (Personnel with duties under 139.327, 337, 339)
- All appropriate airport personnel subscribe to FAA.gov web pages for CertAlerts and Great Lakes ACIBs

139.301 – RECORDS

- o [Personnel Training – Past 24 Months](#)
- Operations/Maintenance personnel – Training curriculum, initial and recurrent training in all applicable subject areas [139.303(c)]
- o [Aircraft Rescue & Firefighting Training – Past 24 Months](#)
- ARFF training curriculum and personnel - initial and recurrent training in all 11 subject areas [139.319 (i)(2)]
- Live fire training documentation [139.319(i)(3)]
- Basic emergency medical care certification [139.319(i)(4)]
- o [Aircraft Rescue & Firefighting Equipment](#)
- Documentation that all ARFF vehicles maintenance is current, including:
 - Foam proportion verification within the last 12 months (Date ___/___/___)
 - Dry chemical system operational check and maintenance within the last 6 months (Date ___/___/___)(Reference FAA CertAlert 04-12 and NFPA 17)
- o [Movement Area Training – Past 24 Months \[139.329\]](#)
- Movement area and safety area training for all personnel with access to movement areas and safety areas
- Any records of accidents or incidents on movement areas & safety areas involving air carrier and or ground vehicles for the preceding 12 months
- o [Fuel Storage/Handling – Past 12 Months \[139.321\]](#)
- Fire safety training for all fueling personnel

- Periodic fueling agent facility inspection records
- Annual certification of fire safety training from each fueling agent
- o [Airport Self-Inspection and Condition Reports – Past 12 Months \[139.327\]](#)
- Records of daily self-inspections, including records showing corrective action taken, work orders, etc.
- Airport Condition Reports and NOTAMS

139.309 – RUNWAY SAFETY AREAS

- Updated runway safety area information

139.311 – MARKING/LIGHTING/SIGNS

- Documentation of [airport-owned](#) approach or visual guidance system maintenance every 3 months

139.325 - AIRPORT EMERGENCY PLANNING

- Documentation of the annual AEP review to be conducted every 12 months (Date ___/___/___).
- Documentation of the full scale exercise to be conducted every 36 months.

139.331 – OBSTRUCTIONS

- Latest airfield obstruction survey (Date ___/___/___)

139.337 – WILDLIFE HAZARD MANAGEMENT

- WHMP review every 12 months / revisions to your wildlife management plan
- Copies of wildlife activity reports including all current wildlife depredation permits
- Recurrent Wildlife Hazard (WH) training completed for trainer and all personnel with WH duties in the ACM every 12 months

LETTERS OF AGREEMENT (as applicable)

- Emergency Medical Support (if located off-airport)
- ATCT suspension of operations when FOD report is received
- ATCT suspension of operations when criteria identified in Snow and Ice Control Plan are met (“Nil” braking action report, 2 consecutive “Poor” braking action reports, etc.)
- Establish communication procedures between the airport, ARFF and air carriers to ensure air carrier schedule changes (early arrivals, delays) are appropriately covered with ARFF
- ATCT coordination of vehicle crossings on closed runways