

C.9. 145 Post Holder Checklist

145 POST HOLDER CHECKLIST			
No	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Keep a comprehensive log of own activities in order to brief to the Safety Director when he arrives.		
3.	Attend all Safety directors' briefings and assist him.		
4.	Ensure fuel samples of last Refuelling station are preserved		
5.	Freeze all computer records relating to the aircraft, engines, components, and check records. Including all data from contracted maintenance provider.		
6.	Obtain all documents connected with the flight and for preceding 3 months. Including: a. aircraft technical log records b. deferred defect records c. maintenance releases d. total aircraft and engine hours and cycles e. last maintenance inspection check details and status f. next inspection due date g. mandatory modification status h. Operational status		
7.	Obtain and freeze following files for possible investigation a. aircraft maintenance manual b. wiring diagram manuals c. MMEL/MEL d. Parts list manual e. Technical handling contracts f. Flight data recording printout g. Service engineering advisory and information bulletins h. Notices to engineers i. Any other documents relating to the aircraft and flight		
8.	Contact the manufacturer and provide only basic FACTS about the accident/incident (no speculation) discuss aircraft recovery.		
9.	Consider implications of possible technical causes with respect to remainder of the operation continuing		
10.	Ensure all relevant technical records for the affected flight are secured and copied. The originals should be brought to the EMC of practical. Related relevant records could be the following: <ul style="list-style-type: none"> • Time's and cycles of aircraft and major components • Airworthiness Directives (AD's) • Letters of AD alternate means of compliance • Engine records such as AD's, LLP's, repairs, shop reports • Engine and APU disk status sheets • Engine & APU last shop reports • Engine & APU AD and modification status • Flight and Maintenance Logs • Last accomplished maintenance checks • Airframe LLP's • Landing gears 		

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No	Item	Time	Initials
	<ul style="list-style-type: none"> • Hard time Components • Altimeters, Transponders, Flight Records read out • Avionics Equipment • Rotable Components List • CPCP task compliance • Ageing aircraft task compliance • Weight & Balance data file • Major repairs and alterations file • Accomplished Service Bulletins • Accomplished Engineering Orders • Structural Repair mapping and assessment • Burn test certification data • Cabin Seat configuration drawing (LOPA) • Cabin Emergence Equipment drawing 		
11.	Coordinate directly with on-site engineers to gather critical information and operational needs, and effectively communicate these to the Safety Director for timely action.		
12.	Provide an interface between the EMC and site on technical matters.		
Remarks:			
<p>Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator</p>			
End of Checklist			
Name and Signature:		Date:	

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