**INSPECTIONS**

###### PRELIMINARY INSPECTION

All appliances or aircraft to undergo maintenance, will be given a preliminary inspection upon receipt by an inspector to determine; the state of preservation, life-limit status if applicable, compliance status with applicable airworthiness directives (if performing inspections required by 14 CFR parts 91, 125, or 135), and current operational status, noting any obvious defects;

1. For appliances, a visual inspection and functional test will be performed, and any obvious defects will be noted on Form K-03.2 (Work Traveler);
   1. All equivalent test equipment used will be noted in the log;
   2. The noted defects authorized for repair by the customer will be resolved prior to approval for return to service.
2. For aircraft, a general visual inspection and functional test of the system, or systems to undergo maintenance or alteration will be performed, and any obvious defects will be noted on Form K-03.2 (Work Traveler);
   1. The noted defects authorized for repair by the customer will be resolved prior to approval for return to service.

**IN PROGRESS INSPECTION**

In progress inspections will be performed by inspection personnel during the maintenance, repair, or alterations as determined by the Chief Inspector or designated inspection personnel, based on the complexity or criticality of the work performed;

* 1. In progress inspections will be documented on Form K-03.2 (Work Traveler);
  2. Defects noted during these inspections will be resolved prior to approval for return to service.

###### HIDDEN DAMAGE INSPECTION

Prior to the commencement of any work, all units or components that have been involved in an accident will be given a thorough inspection for hidden damage by an inspector, and will include areas adjacent to the obviously damaged member or components;

1. The results of this inspection will be recorded on Form K-03.2 (Work Traveler);
2. The General Manager or his/her designee will communicate the inspection results to the customer as necessary.