

**Attachment 3  
AIRCRAFT INSPECTION CHECKLIST**

<b>CAP Aircraft Inspection Checklist</b>			
Wing: _____	Date/Tach Time Last Mid-Cycle Insp/Oil Change: _____		
Tail #: _____	Date/Tach Time @ Last 100-Hour Insp: _____		
Make/Model/Year: _____	Date/Tach Time @ Last Annual Insp: _____		
Tach Time: _____			
Inspection Item (Installed/Serviceable/Current ==>)	Y	N	Remarks / Discrepancy
<b>1. Aircraft Log Books / Records</b>			
A. Mid Cycle Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthiness Directives (AD) Compliance Listing Current (Ref: FAR 91.417 & CAPR 66-1)			
B. Equipment List (CAPF 37A) Matches Comm / Nav Equipment Installed			
C. ELT Battery Current – Entry in Log Book (Ref: FAR 91-207)			
D. IFR Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
<b>2. Aircraft Interior</b>			
A. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Airplane Flight Manual / POH) (Ref: FAR 91.9)			
4) Current Weight & Balance Data (Ref: Acft Flight Manual / POH)			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
C. “Not for Hire” Placard Displayed (Ref: CAPR 66-1)			
D. “Max Crosswind” Placard Displayed (Ref: CAPR 66-1)			
E. “Cessna Seat Slippage Warning” Placard Displayed (CAPR 66-1)			
F. Operating Limits / Placards (Ref: FAR 91.9)			
G. Avionics or Control Lock Installed (Ref: CAPR 66-1)			
H. Serviceable Fire Extinguisher / with gauge Installed (Ref: CAPR 66-1)			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Obvious Cracks and Wear (Ref: AD 87-20-03, Rev 2)			
K. Cessna Secondary Seat Stop Installed (All Models Prior to 1997)			
L. Cargo Tie-Down or Net Installed (Ref: FAR 91.525)			
M. Survival Kit. (Ref: CAPR 66-1)			
<b>3. Aircraft Exterior</b>			
A. Acft Properly Chocked, Tied Down, and Condition of Tie downs (CAPR 66-1)			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: CAPR 66-1)			
E. Appropriate CAP decals on wings, doors and vertical stabilizer. (Ref: CAPR 66-1 and CAP Policy)			
F. Brakes for Leaks, Wear, Cracked Pads and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual/STC)			
H. Engine Cowling for Proper Fit / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
<b>4. Exterior And Interior Lighting For Proper Operation</b>			
A. Landing / Taxi / Pulse-light			
B. Anti-Collision Strobe (Ref: FAR 91.209)			
C. Navigation / Position (Ref: FAR 91.209)			
D. Flashing Beacon			
E. Cabin / Panel			
F. Instrument			
<b>Name Of Inspector:</b> _____		<b>Date:</b> _____	

## Instructions for use of the CAP Aircraft Inspection Checklist

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

### 1. Aircraft Log Books / Records.

**Item A. Ensure mid cycle, 100hr and annual inspections are current.** FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADs as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

**Item B. Equip List (CAPF 37A) Matches Installed Equipment:** HQ CAP requires all wings to account for Comm / Nav equipment installed in aircraft on a CAPF 37A. Confirm the CAPF 37A is complete and matches the type Comm / Nav equipment installed in the aircraft. Verification of serial numbers is not required.

**Item C. ELT Battery:** FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook.

**Items D1), D2), and D3). IFR Requirements:** FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the aircraft logbook.

**Item D4). VOR Check:** The VOR check is required by FAR 91.171 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

### 2. Aircraft Interior.

**Items A.1&2) Airworthiness Certificate and Registration:** These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

**Items A.3&4) Operating Handbook & Weight & Balance:** FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure a handbook matching the aircraft's make, model and year is in the aircraft and contains a current weight and balance sheet.

**Item B. Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.**

**Items C, D, E and F. Placards: Not for Hire/Maximum Crosswind/ Cessna Seat Slippage Warning/Operating Limits.** Ensure these placards are properly installed and visible. These placards can be ordered through NHQ / LGM.

**Item G. Avionics and Control Locks Installed:** Assure an avionics lock is installed if equipped. Aircraft comm / nav equipment is very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. For aircraft that are not equipped with an avionics lock, install flight control lock whenever aircraft is parked.

**Item H. Fire Extinguisher:** Ensure fire extinguisher has a gauge and is properly serviced.

**Item I. Carbon Monoxide Detectors:** For safety, disposable 12 month or greater carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. Detectors are provided by NHQ/LGM each December.

**Item J. Cessna Seat Rail Condition:** The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

**Item K. Secondary Seat Stop Installed (All Cessna Aircraft, Prior to 1997 Models):** The secondary seat stop requirement is required for all Cessna aircraft prior to 1997 models. Cessna redesigned the seat rails on later models, eliminating this requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

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**Item L. Cargo Tie-down or Cargo Net:** FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

**Item M. Survival Kit.** Assure a survival kit has been established and is available during every flight.

### 3. Aircraft Exterior.

**Item A. Properly Chocked, Tied Down & Condition of Tie Downs:** All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

**Item B. Check for obvious defects, leaks, corrosion, cleanliness, and condition of paint. Exterior Corrosion:** HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion inhibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touchup painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

**Item C. Condition of Propeller.** Inspect propeller for damage and leaks, paying particular attention to nicks and evidence of propeller strike. Also check for excessive rubbing marks between spinner and cowling.

**Item D. External Identification Plate:** FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

**Item E. Decals.** Ensure appropriate decals are installed on wings, doors and vertical stabilizer.

**Item F. Brakes.** Check brakes and brake lines for leaks, wear, cracked pads and obvious defects.

**Item G. Tires.** Check tires for proper air pressure and serviceability.

**Item H. Engine Cowling Fit & Fastener Condition:** Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

**Item I. Door Hinge Pins (Cessna):** Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. Check aircraft parts manual or call NHQ/LGM for proper hinge pin part numbers.

### 4. Exterior and Interior Lighting for Proper Operation

**Items a, b, c, d, e, and f.** Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft annual, 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required and time change items are due replacement. POC for this checklist is NHQ/LGM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.

## Attachment 4

## SAFETY CHECKLIST

Item	YES	NO	N/A
<i>Unless otherwise noted, all references are to CAPR 62-1</i>			
Does the unit commander:			
1. Implement safety program elements in the unit: (1b) <ul style="list-style-type: none"> <li>a. By establishing an accident prevention program? (1c)</li> <li>b. By limiting additional duties of the unit safety officer? (1d)</li> <li>c. By appointing a unit safety officer in writing? (2a)</li> <li>d. By sending a copy of the safety officer appointment forward to the wing safety officer? (2a)</li> <li>e. By establishing a unit safety bulletin board? (2b(3))</li> <li>f. By insuring an annual internal safety survey covering ground and flight areas, as applicable, is completed? (2f)</li> <li>g. By ensuring all unit-controllable open items on an annual safety survey are closed? (2f)</li> </ul>			
2. If the unit has an aircraft assigned does the safety officer have the following requirements: <ul style="list-style-type: none"> <li>a. Pilot certificate? (2a(1)) (CC can waiver if "b" below met)</li> <li>b. Completed the ECI CAP Safety Officer track? (2a(2))</li> <li>c. Brief the monthly HQ CAP Safety bulletin? (2b(1))</li> </ul>			
3. Does the unit safety officer? <ul style="list-style-type: none"> <li>a. Conduct monthly safety briefings? (2b(1))</li> <li>b. Maintain a roster of personnel who receive the monthly safety briefing? (2b(1))</li> <li>c. Develop and maintain a summary of the monthly safety briefing for review? (2b(1))</li> <li>d. Require unit personnel who missed the monthly safety briefing to read and initial summary? (2b(1))</li> <li>e. Maintain safety-briefing summaries, with attached rosters, for 12 months? (2b(1))</li> <li>f. Know local safety personnel and work with them in promoting/conducting safety programs? (2e)</li> <li>g. Maintain a copy of the last unit safety inspection? (2f)</li> <li>h. Forward copies of the completed safety survey to the wing safety officer? (2f)</li> <li>i. Know/have the wing mishap-reporting procedures and understand the requirements for submitting a CAPF 78? (CAPR 62-2, para 4e &amp; 5a)</li> </ul>			
4. Has the unit safety officer: <ul style="list-style-type: none"> <li>a. Developed local procedures on accident reporting? (3c)</li> <li>b. Established a unit safety file/binder for lecture outlines, topics, resources &amp; attendance records? (3d)</li> <li>c. Established a safety schedule of events for the unit? (3a)</li> </ul>			

## Attachment 5

## VEHICLE INSPECTION CHECKLIST

## CAP Vehicle Inspection Checklist

**Date:** \_\_\_\_\_ **Wing:** \_\_\_\_\_ **Vehicle License:** \_\_\_\_\_ **CAP #:** \_\_\_\_\_  
**Unit Assigned To:** \_\_\_\_\_ **2wd or 4wd** \_\_\_\_\_ **Inspector:** \_\_\_\_\_  
**Make of Vehicle:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Static Inspection				Under Hood Inspection			
Item	Sat	Unsat	Comment	Item	Sat	Unsat	Comment
Windshield Condition				Battery Condition			
Windows Cond/Oper				Brake Fluid			
CAP Seal/Markings				Exhaust System			
CAP Form 73				Oil Quantity			
Hi Beam Headlights				Coolant Quantity			
Low Beam Headlights				Belts / Hoses			
Tail Lights				<b>Exterior Inspection</b>			
Brake Lights							
Turn Signals				<b>Item</b>	<b>Sat</b>	<b>Unsat</b>	<b>Comment</b>
Emergency Flashers				Body Condition			
License Plate Light				Paint Condition			
Back Up Light				Door Operation			
Back Up Alarm				Window Condition			
Wiper Blades				Bumper Condition			
Wiper Operation				Tire Condition			
Foot / Hand Brake				Tire Wear (Min 1/16")			
Horn				Tire Inflation			
Seats				<b>Driving Check (Observed Only)</b>			
Seatbelts							
Shoulder Harness				<b>Item</b>	<b>Sat</b>	<b>Unsat</b>	<b>Comment</b>
Seat Latching				Steering			
Rearview Mirror				Braking			
Side Mirror(s)				Suspension			
Radio Mounts				Drive Train			

CAP Added Wiring				Alignment			
Fire Extinguisher							
First Aid Kit				<b>Trailer Inspection</b>			
Spare Tire							
Tire Tools				<i>Item</i>	<i>Sa t</i>	<i>Un- sat</i>	<b>Comment</b>
Proof of Insurance				Running Lights			
<b>Comments:</b>				Brake Lights			
				Brake Condition			
				Hitch Condition			
				Safety Chain			
				License Current			
				Tire Condition			
				Door Latches			

## Attachment 6

**PILOT FOLDER CHECKLIST**

When you visit units with pilots assigned, ask to see their pilot records. Make sure the records contain at least the following information. When complete attach a copy to your trip report. Items 6-11 do not need to be maintained in the unit pilot records if they are loaded into MIMS. Use the pilot CAP ID number to validate qualifications in MIMS.

UNIT: \_\_\_\_\_ PILOT: \_\_\_\_\_ CAP ID#: \_\_\_\_\_

<b>UNIT FILE/FOLDER ITEMS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the unit maintain a file or folder on each of its pilots?			
2. Is there a signed Statement of Understanding (most current form)?			
3. Is there a copy of the FAA pilot certificate?			
4. Is there a copy of the current FAA CFI certificate (if appropriate)?			
5. Is there a copy of the current FAA medical certificate?			
<b>UNIT FILE/FOLDER OR MIMS ITEMS</b>	<b>Unit</b>	<b>MIMS</b>	<b>N/A</b>
6. Documentation of current biennial flight review (copy of log entry or FAR 61.56 endorsement on CAPF 5)			
7. Copies of most recent CAPF 5's establishing aircraft qualifications			
8. Copy of current CAP Form 5 (checkride)			
9. Copy of current CAP Form 91 (mission checkride)			
10. Aircraft questionnaire for each aircraft qualified			
11. Copy of letter designating individual as:			
a. Cadet Orientation Pilot			
b. Wing Check Pilot			
c. Wing Instructor Pilot			
d. Wing mission Check Pilot			
e. Successfully completing National Check Pilot Course			

INSPECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_