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## CHAPTER 55 INSPECT AN EXECUTIVE/CORPORATE OPERATOR

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### Section 1 Background

#### 1. PTRS ACTIVITY CODES.

- For an Executive Corporate Operator: 1682
- For a FAR Part 125 Deviation Holder: 1683

**3. OBJECTIVE.** The objective of this task is to determine if an executive corporate operator is complying with FAR Parts 61 and 91. Successful completion of this task results in an indication in the district office files of a satisfactory or an unsatisfactory inspection.

#### 5. INSPECTION JOB AID.

**A. Job Aid for Base Inspection.** The Executive/Corporate Operator Inspection Job Aid is provided for the inspector's use in accomplishing this task. This job aid is used when conducting the inspection at the operator's principal base of operations, where pilot records and aircraft are likely to be available for inspection. When inspecting an aircraft and flight crew at an airport other than the operator's principal base, the inspector should follow the procedures in Related Task #56, Conduct a FAR Part 91 Ramp Inspection, and use the job aid found in that task.

**B. Design of Job Aid.** The job aid is designed for an operations inspector's use. However, if the operations inspector is accompanied by an airworthiness inspector, then the "Aircrew" section is for the operations inspector's use, and the "Aircraft" section is for the airworthiness inspector's use.

#### 7. GENERAL INSPECTION INFORMATION.

**A. Scheduled Inspections.** Scheduled inspections are normally done at the operator's principal base of operation.

**B. Unannounced Inspections.** As opposed to a ramp inspection, which may or may not be planned, an unannounced inspection occurs at the operator's principal base of operations as a result of any one of the following:

- (1) An inability to make contact to schedule an appointment
- (2) Received complaints

(3) Time available either between or after scheduled inspections or planned work

**C. Availability of Aircraft for Inspection.** The inspection should continue even though all aircraft used by the operator are not available for inspection.

**D. Aircrew Training Programs and Records.** When inspecting aircrew training programs and records the inspector should consider the following:

(1) A specific training program and retention of crew records are not required for executive/corporate operators. However, if the operator has a training program and maintains records, they should be examined.

(2) Although pilots designated as Second-in-Command (SIC) are not always required by FAR, some executive/corporate operators employ SIC's. If they are required by the FAR, they should be designated by the operator and their qualifications verified during the inspection. The same holds true if SIC's are used only as a company policy or requirement.

(3) Even though recordkeeping is not required of an executive/corporate operator, many do maintain training records. The inspector should encourage all operators to keep and maintain records to verify compliance with FAR §§ 61.55 and 61.58.

**E. Proficiency or Competency Flight Checks.** If during the inspection it is determined that a pilot requires a flight check, do not interrupt the inspection to conduct it. Have the operator schedule the flight check with the appropriate district office or a proficiency pilot examiner (PPE).

**F. Airworthiness Coordination.** If an airworthiness inspector is not available for the inspection and suspected airworthiness discrepancies are discovered during the inspection, the operations inspector must coordinate with an airworthiness inspector at the district office to determine the disposition of the discrepancy. This should be accomplished before completing the inspection.

#### 9. DISCREPANCIES FOUND DURING INSPECTION.

**A. Discontinuation of Inspection.** The inspection should be continued unless the inspector discovers

a discrepancy that would affect the safety of flight or dispatch of the aircraft and which may result in a violation of the FAR.

**B. Recording Discrepancies.** The inspector must note all discrepancies on the appropriate job aid and discuss them with the operator as soon as possible. The inspector may explain how to correct discrepancies found during the inspection, but the inspector should keep in mind that it is the operator's responsibility to ensure that items are in compliance with the FAR.

**C. Operator Notification.** If the operator accompanies the inspector during the inspection, the inspector must advise the operator of any discrepancies at the completion of the inspection. If the operator is not present during the inspection, the inspector should advise the operator of the discrepancies before departure.

**D. Levels of Deficiency and Appropriate Corrective Action.** Following are some examples of various deficiencies that might occur in an inspection and the appropriate action to take for the situation. The actions described are based on two assumptions.

(1) First, if a discrepancy is found, the inspection is completed anyway. After inspection, all the deficiencies and recommended corrective actions would be summarized in a note to the file and/or in remarks to the PTRS transmittal form.

(2) Second, an unsatisfactory report often calls for an enforcement investigation. Unsatisfactory reports are usually based on obvious violations found during the inspection. There are intermediate stages between satisfactory and unsatisfactory results, any of which may result in a satisfactory inspection with corrective action.

(a) A *Spot Correction* involves a discrepancy which was noted and corrected during the inspection and which was not a violation. Because it was corrected "on the spot," it may require no further action. An example of a spot correction might be: The inspector does not find a facsimile of an airman certificate for a flight crewmember. The corrective action would consist of the inspector notifying the operator of this discrepancy. During the remainder of the inspection, the operator makes a copy of the airman's certificate and places it in the flight crewmember records. No other corrective action would be necessary if the inspector found that the airman's certificate was valid and that the airman was not used as a flight crewmember until a copy of the certificate was placed in the flight crewmember records. However, the inspector shall

mark the PTRS sheet with an "I" to indicate "information." The inspector shall note the discrepancy and the spot correction on the PTRS transmittal form and/or the job aid.

(b) A *Follow-up Action* would involve deficiencies or lack of pilot knowledge or skill that do not involve a violation but which require action other than a spot correction. For example, during the inspection the inspector noted that a required copy of the lease agreement was not being carried in the aircraft. However, there was no evidence that the aircraft had been operated without the lease agreement on board the aircraft. The corrective action would consist of the inspector verbally advising the operator that a copy of the lease agreement must be in the aircraft before the aircraft is operated again. At the office the inspector would confirm this in writing to the operator and schedule a follow-up inspection to determine if the lease agreement had been placed in the aircraft. The inspector shall mark the PTRS transmittal form with an "F" to indicate a follow-up action.

(c) A blatant violation would be cause for a finding of *Unsatisfactory* for the inspection. For example, during the inspection the inspector finds that an aircraft has been used for overwater operations, but the required radio equipment for overwater operations (FAR § 91.511 {91.191}) has not been installed. The inspector shall mark the PTRS transmittal sheet with an "E" to indicate the inspection resulted in an enforcement investigation. (Refer to Related Task #182, Conduct an Investigation to Determine Compliance.)

**E. Discrepancies Between District Office Files and Operator Files.** When a discrepancy is found between office records kept on the operator and records maintained by the operator, the inspector shall determine which set of records is current, approved, and correct. The outdated records must be brought up to date. For example, the operator's records indicate a change in the address of the base of operations, of which the FAA was not aware. District office records must be altered to reflect the correct address. The inspector must determine whether an enforcement action is necessary.

**11. CATEGORY II AND CATEGORY III.** For executive/corporate operator with a Category II and/or Category III authorization the following requirements and regulations apply:

**A. Pilot-in-Command.** The pilot-in-command of a civil aircraft conducting a Category II/III (CAT II/III) operation must hold a current CAT II/III pilot author-

ization for that type of aircraft (Figure 55-1). The pilot-in-command's authorization allows that aircraft to be operated to the authorized lower minimums.

**B. Second-in-Command.** The second-in-command of a civil aircraft conducting a CAT II/III operation must hold a current instrument rating or a current ATP certificate appropriate for that type of aircraft.

**C. Operator.** The operator conducting CAT II/III operations should have an approved CAT II/III manual for each specific aircraft by N-number. If the operator does not have a pilot available with the appropriate CAT II/III authorization, that aircraft may not be used in CAT II/III operations.

**D. Related Tasks.** For additional background on Category II/III authorizations, refer to Related Tasks #59, Approve Category II or III Approach Minimums and Manual, and #60, Conduct a Category II or III Pilot Check.

**13. RADIO STATION LICENSE.** The Federal Communications Commission (FCC) requires that any communication transmitter installed in an aircraft be licensed. Licenses issued by the FCC expire after five years. When an inspection reveals noncompliance with FCC licensing requirements, the inspector should advise the operator and recommend that the license be renewed. The FAA has no responsibility for advising the FCC of the operator's noncompliance with FCC regulations.

## 15. MAINTENANCE INSPECTIONS.

**A. Records of Maintenance Inspections.** In the absence of an airworthiness inspector, the operations inspector should check the appropriate records, when they are available, for required maintenance inspections.

(1) Operators seldom carry aircraft and engine logbooks in the aircraft. However if they do, the logbooks should be checked there as well as at the base of operations.

(2) Some operators keep required maintenance information on a computer or on an aircraft status board. When aircraft and engine logbooks are not available (for example, at a satellite base), these records can be examined in lieu of the appropriate logbooks. Computer-stored records must be retrievable by the operator for inspector review.

**B. Required Inspections.** If the operator does have records available verifying maintenance, the inspector should check to see if the following required inspections have been accomplished:

- (1) Annual inspection
- (2) Progressive inspection
- (3) Approved, continuous inspection program
- (4) Altimeter system and altitude reporting equipment tests and inspections
- (5) ATC transponder tests and inspections

## 17. LEASE AGREEMENTS.

**A. Types of Leases.** When inspecting lease agreements the inspector must be aware of lease differences. Leases may be "wet" or "dry." A wet lease is one in which the lessor provides both the aircraft and crew. A dry lease is one in which the lessor provides the aircraft only. Some leases may have an expiration or renewal date while others may be terminated at the lessee's or lessor's discretion.

**B. Lease Review.** The inspector should ensure that the lease covers the actual aircraft being operated and that it is in compliance with FAR § 91.23 {91.54}. (Refer to Related Task #57, Process an Aircraft Lease Agreement for Regulatory Compliance under FAR § 91.23 {91.54}.)

## 19. NORTH ATLANTIC MINIMUM NAVIGATION PERFORMANCE SPECIFICATIONS (NAT/MNPS).

FAR § 91.705 {91.20} does not require that a copy of a deviation from FAR Part 91, Appendix C, Section 3, be carried on board the aircraft. However, the inspector should encourage the operator to carry a copy of the deviation in the aircraft to prevent any problems that might possibly arise from a ramp inspection away from the operator's principal base.

**21. VOR EQUIPMENT CHECK.** When the inspector is determining if the VOR equipment check has been accomplished, he or she should keep in mind that the record of compliance does not necessarily have to be kept in the aircraft logbook. Some operators may choose to keep a notebook or other record of such checks in the aircraft. If the equipment is being maintained, checked, and inspected under an approved procedure, the inspector should determine what that procedure is and where the records are kept. (FAR § 91.171 {91.25})

**23. ELT BATTERY.** The Emergency Locator Transmitter (ELT) battery installation and expiration date should be entered in the aircraft logbook. If the logbook is not available, the battery can be

examined for the expiration date. (FAR § 91.207 {91.52})

**25. GENERAL AIRWORTHINESS.** When an inspector checks the aircraft for general airworthiness, he or she should keep in mind that the inspection should not resemble a 100-hour or annual inspection. Rather, it is similar to a pre-flight inspection to check for obvious discrepancies which could affect the safety of flight. (FAR §§ 91.403 {91.163} and 91.405 {91.165}) For example, some obvious discrepancies to check for include fuel or oil leaks, damaged tires, prop seal leaks, broken exhaust hoses, etc.

## **27. AIRCRAFT ELECTRICAL POWER.**

**A. System Checks Requiring Electrical Power.** Electrical power is required when checking various warning or alert devices, such as the aural speed warning device, the seat belt and no smoking signs, and the altitude alert system or device.

**B. Operator Coordination.** Before applying power to the aircraft systems, the inspector should coordinate this check with the operator to ensure that no other system will be affected. If possible, all warning or alert devices requiring electrical power should be checked at the same time to minimize

the drain on the battery. (FAR §§ 91.603 {91.49} and 91.219 {91.51}) The operation of these systems should be accomplished by the operator or one of the operator's appropriate personnel (e.g., pilot or mechanic).

**29. SEAT BELT AND "NO SMOKING" SIGNS.** Seat belt and "No Smoking" signs are not required to be installed, but if they are, they must be operable. (FAR § 91.517 {91.197})

## **31. OVERWATER OPERATIONS.**

**A. Different Survival Requirements.** The inspector should note that the survival equipment requirements differ depending upon the distance from the nearest shore of the overwater flight (FAR § 91.509(a) or (b) {91.189}).

**B. Radio Requirement.** The radio requirement for overwater operation does not become effective until flying 100 nautical miles or 30 minutes from the nearest shoreline. (FAR §§ 91.509 {91.189} and 91.511 {91.191})

**33. PASSENGER BRIEFING CARDS.** Passenger briefing cards are not required, but if they are used to supplement an oral briefing they must be available to all passengers and must refer to the specific type and model of airplane. (FAR § 91.519 {91.199})

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

**A. Prerequisites.** This task requires knowledge of the regulatory requirements of FAR Part 91 and FAA policies and qualifications as an Aviation Safety Inspector (Operations).

**B. Coordination.** This task may require coordination with the airworthiness unit and with the airman records section of AVN-460, Airmen Certification Branch.

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

- FAR Parts 1, 61, 63, 67, 121, and 125
- FCC Part 87
- Advisory Circular 91-37, Truth in Leasing
- Order 8700.1, General Aviation Operations Inspector's Handbook
- Order 8720.1, Truth in Leasing Notification (FAR § 91.23 {91.54})
- PTRS Field Office Manual

#### B. Forms.

- FAA Form 8000-36, PTRS Transmittal Form

#### C. Job Aids.

- Sample letters and figures

### 5. PRE-INSPECTION ACTIVITIES.

**A. Method of Inspection.** Determine if the inspection is to be unannounced or scheduled with the operator.

(1) If the inspection is to be unannounced, review the district office file on the operator.

(2) If the inspection is to be scheduled, contact the operator and arrange a mutually agreed upon time and location for the inspection. Specify that it should be a time when required personnel, records, and aircraft will be available. Inform the operator of the required records to have available at the

inspection, specifically aircrew and aircraft documents.

**B. Review District Office Files.** Review office file on the operator. Note on the job aid areas of special emphasis for the following:

- (1) Past inspection reports
- (2) Discrepancies from previous inspections
- (3) Complaints
- (4) Record of flight checks
- (5) Any follow-up items from previous inspections

**C. District Office MEL File.** Determine if the operator has been issued a Minimum Equipment List (MEL).

**D. Review MMEL.** If the operator has been issued an MEL, review the appropriate MMEL. Note the current revision number of the MMEL on the job aid. Compare this number with the revision number on the operator's MEL during the inspection.

**E. Airworthiness Participation.** If possible, coordinate the appointment with an airworthiness inspector.

**F. PTRS.** Open PTRS file.

**7. CONDUCT INSPECTION.** Using the Executive/Corporate Operator Inspection Job Aid (Figure 55-2), conduct the inspection as follows:

**A. Request Documents to be Reviewed.** Request the following documents, which are normally kept at the principal base of operations, from the aircraft operator.

- (1) Aircrew documents (listed on job aid)
- (2) Aircraft documents (listed on job aid)

**B. Review Aircrew Documents.** (In the operator's office)

(1) Inspect facsimiles or other record of airman certificates for flight crewmembers. Determine if the ratings and limitations are appropriate for the type of operations being conducted.

(2) Inspect facsimiles or other record of airman medical certificates for flight crewmembers. Determine if they are current and the appropriate class.

Check for a Statement of Demonstrated Ability, if required on a medical certificate.

(3) Inspect flight crew logbooks (or other reliable records) to determine recency of experience and qualifications of pilot-in-command, second-in-command, and flight engineer.

(4) If applicable, assess how training is conducted to determine compliance with FAR §§ 61.55, 61.57, and 61.58.

(a) If required, check for FAA Form 8410-1, Airman Proficiency/Qualification Check, for the pilot-in-command (FAR § 61.58).

(b) If applicable, check for the name and location of any Pilot Proficiency Examiners (PPE's) who administer tests and checks.

(5) If applicable, inspect pilot Category II and/or Category III authorization letters for currency (FAR § 91.189 {91.6}). (Refer to Related Task #60, Conduct a Category II or III Pilot Check.)

(6) Note any discrepancies on the job aid, then record aircraft information.

**C. Record Aircraft Information.** On the job aid record the N-number, make and model, and whether owned or leased for each aircraft used by the operator.

**D. Review Aircraft Documents.** (In operator's office)

(1) For each aircraft, inspect the aircraft and engine logbooks and maintenance records for compliance with appropriate tests and inspections.

(2) If applicable, inspect any Letter of Deviation issued under FAR § 125.3 to determine that it is still appropriate for the aircraft used. (Refer to Related Task #73, Issue a Letter of Deviation or Special Authorization for a FAR Part 125 Operator.)

(3) If applicable, inspect lease agreements for compliance with FAR § 91.23 {91.54} (Figure 55-3). Determine that they are still appropriate for the aircraft used, and that they have not expired (Refer to Related Task #57, Process an Aircraft Lease Agreement for Regulatory Compliance under FAR § 91.23 {91.54}.)

(4) Determine that the CAT II and/or CAT III manuals for each aircraft with CAT II and/or CAT III authorization are current and kept at the principal base of operations. (Refer to Related Task #59,

Approve Category II or III Approach Minimums and Manual.)

(5) If applicable, inspect any letter of deviation from North Atlantic Minimum Navigational Performance Specifications (FAR Part 91, Appendix C).

**E. Inspect Aircraft Documents.** (Applies to all aircraft)

(1) Determine that the proper airworthiness certificate is displayed at the cabin or cockpit entrance. Note whether it is visible to passengers and/or crew.

(2) Examine the registration certificate to ensure that it is issued for that specific aircraft. Determine that the N-Number on the certificate is the same as the N-Number on the aircraft. Check that the certificate is issued to the present owner of the aircraft.

(3) Check the Radio Station License and note its expiration date. If it has expired, inform the operator of the pertinent FCC requirements.

(4) Determine that there is a current and approved Airplane Flight Manual (AFM) on board the aircraft.

(5) Determine if there is current weight and balance information in the aircraft by examining the AFM. Compare equipment listed on the weight and balance form to the actual equipment installed. If the actual equipment installed differs from the equipment listed on the weight and balance form, inform the operator that new weight and balance data must be prepared.

(6) If applicable, check the MEL to determine that it has:

(a) Been issued by N-Number and serial number to the aircraft operator

(b) The current MMEL revision number

(c) A Letter of Authorization from the appropriate district office; check deferred items for placards and dates (Refer to Related Task #58, Approve a Minimum Equipment List.)

(7) If a letter of deviation from FAR Part 125 has been issued, ensure that a true copy of it is in the aircraft. Determine that the letter of deviation matches the copy at the principal base of operations.

(8) If the aircraft is leased, determine that a copy of the lease or contract is being carried in the aircraft. Examine the lease as follows:

(a) Note the expiration date on the lease and determine if the lease is still valid.

(b) Determine that the lease in the aircraft matches the copy at the principal base of operations.

(9) If applicable, determine that a copy of the approved CAT II or CAT III manual is in the aircraft.

(10) If the operator has a deviation authorization for NAT/MNPS airspace operations, determine if the letter is carried on board the aircraft.

(11) Determine if pertinent and current aeronautical charts are available.

(12) Ask the operator what type of instrument operations are conducted; for example, ILS, DME, RNAV. Determine if the required radio and navigational equipment is installed for the specific operations conducted.

(13) If applicable, determine if a current VOR Equipment Check has been performed.

(14) Inspect seats and safety belts for installation and condition.

(15) Determine if an ELT (Emergency Locator Transmitter) is installed. Check the expiration date of the battery.

(16) Determine general airworthiness of the aircraft by inspecting the aircraft's exterior in a manner similar to a preflight inspection.

**F. Additional Inspection Items for Large and Turbine-Powered Multiengine Airplanes Only.** In addition to the items in paragraph E(1) through (16), inspect the items listed below as follows:

(1) Determine if the aircraft has an emergency checklist available to the flight crew.

(2) Determine if the aircraft has one engine inoperative climb performance data available to the flight crew.

(3) Determine if a flashlight having two D-sized cell batteries, or equivalent, is accessible from the pilot station and is in good working order.

(4) If the operator conducts overwater operations, determine that the required radio equipment is installed. (FAR § 91.511 **{91.191}**)

(5) For transport category aircraft only, have the operator demonstrate that the aural speed warning device is in operating condition.

(6) Have the operator activate the smoking and safety belt signs. Determine if they are in operable condition. Check their operation from the cockpit and the cabin. If applicable, at this time conduct the altitude alerting system or device check.

(7) If the operator uses passenger briefing cards to supplement oral briefings, inspect the cards for location and correct information. (FAR § 91.519 **{91.199}**)

(8) Determine if appropriate emergency equipment is on board the aircraft. (FAR § 91.513 **{91.193}**)

(9) If the operator conducts overwater operations, inspect the following survival equipment for installation and condition:

(a) Life preservers with approved survivor locator light (for each occupant)

(b) Liferafts with approved survivor locator light (amount should accommodate the number of occupants of the aircraft)

(c) Pyrotechnic signaling devices (for each liferaft)

(d) Emergency radio signaling device

(e) Lifeline

(f) Appropriately equipped survival kit

**G. Additional Inspection Items for Turbojet Powered Civil Airplanes Only.** In addition to the items in paragraph E(1) through (16) and paragraph F(1) through (10), inspect the altitude alerting system or device for installation and operation. Conduct this test at the same time the smoking/safety belt sign and aural speed warning device test is accomplished.

## 9. POST-INSPECTION ACTIVITIES.

**A. Inspection Discrepancies.** If a discrepancy is discovered during the inspection, enter it on the job aid in the remarks section.

(1) Inform the operator of any discrepancy.

(2) Advise the operator that he or she may be in violation of the FAR if the aircraft is operated without correcting the discrepancy.

**B. Review Job Aid.** Upon completion of the inspection, review the job aid for any suspected violations. If an enforcement investigation is necessary, refer to Related Task #182, Conduct an Investigation to Determine Compliance.

**C. Letter of Correction.** If desired, send a follow-up letter of correction (Figure 55-4) to remind the operator of noted discrepancies. Include a suspense date for correction. Do not close out the PTRS before confirming that corrections have been made.

**D. PTRS Report.** Complete FAA Form 8000-36.

(1) Use the following codes when applicable:

(a) PTRS Code 1682 for Executive Corporate Operator.

(b) PTRS Code 1683 for a FAR Part 125 Deviation Holder.

(2) If the aircraft is not based in the inspector's district, forward a copy of the job aid and copies of

any correspondence to the appropriate district office.

**E. VIS.** Update VIS FAR 91 operator VIS record.

**F. Job Aid.** File the job aid according to normal office procedures.

**11. TASK OUTCOMES.** Completion of this task results in one or more of the following:

A. An indication in district office files of a satisfactory inspection.

B. An indication in district office files of an unsatisfactory inspection.

C. Inspection results forwarded to the operator's district office of jurisdiction.

**13. FUTURE ACTIVITIES.**

A. Additional programmed or spot inspections.

B. Possible enforcement investigation if the investigation reveals a violation of the FAR.

C. A follow-up inspection to determine if any noted discrepancies have been corrected.

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**FIGURE 55-1 CATEGORY II OR III PILOT AUTHORIZATION LETTER**

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FAA LETTERHEAD

DATE

NAME OF APPLICANT  
ADDRESS OF APPLICANT

Dear \_\_\_\_\_:

This certifies that [pilot's name], while holding [type of certificate] pilot certificate number [certificate number], issued [date of certificate issuance], is authorized to act as pilot-in-command of the following type of aircraft during Category II [or III] operations:

- List applicable airplane types, each on a separate line.

[Insert airplane type] not valid after [enter date of expiration for each airplane].

- Add limitations, if applicable; for example: Limited to minimums of 1600' RVR, 150' DH [enter expiration date of limitations].

This letter is issued on [enter date] by [enter name of issuing FSDO]. It is valid only when countersigned by [enter name of applicant] on the line provided below.

Signature of the issuing inspector

Signature of the Holder



**FIGURE 55-2 EXECUTIVE/CORPORATE OPERATOR INSPECTION JOB AID**

NOTE: References to FAR Part 91 sections depict the new FAR Part 91 section numbers

OPERATOR NAME/ADDRESS		INSPECTION LOCATION			DATE OF INSPECTION		
		INSPECTOR NAME					
I. AIRCREW INFORMATION							
CERTIFICATES			AIRMAN			MEDICAL	
Name		Pos	Grade	Ratings	Number	Class	Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
INSPECTION ITEMS	REF.	S	U	REMARKS			
PILOT LOGBOOKS (if available)	61.55 61.57 61.58						
TRAINING PROGRAM (if applicable)	N/A						
PROFICIENCY CHECKS	61.58	DONE BY: FAA ____ PPE ____					
LOCATION _____	NAME _____		DATE _____				
SIC QUALIFICATIONS	61.55						

**FIGURE 55-2 EXECUTIVE/CORPORATE OPERATOR  
INSPECTION JOB AID (con'd)**

II. AIRCRAFT INFORMATION					PAGE TWO
BASIC AIRCRAFT DATA					
N-Number	Make/Model	Owned/Leased (91.54)			
1.					
2.					
3.					
4.					
5.					
INSPECTION ITEMS	REF.	S	U	REMARKS	
AIRCRAFT LOGBOOKS (if available)	91.409 91.411 91.413 91.417				
LETTER OF DEVIATION SPECIAL AUTHORIZATION (if applicable)	125.3				
LEASE AGREEMENTS (if applicable)	91.23				
CAT II/III AUTHORIZATION (if applicable)	61.3 61.19 61.67 91.189 91.191 91APPA				
MNPS DEVIATION (if applicable)	91.705 91APPC				
III. INSPECT AIRCRAFT	REF.	S	U	REMARKS	
Airworthiness Certificate	91.203				
Registration Certificate	91.203				

**FIGURE 55-2 EXECUTIVE/CORPORATE OPERATOR  
INSPECTION JOB AID (con'd)**

III. INSPECT AIRCRAFT (con'd)	Ref.	S	U	REMARKS	PAGE THREE
Radio Station License	FCC				
Aircraft Flight Manual	91.9				
MEL (if applicable)	91.213			Current Revision # _____	
VOR Equipment Check	91.171				
Pertinent and Current Aeronautical Charts	91.103 91.503				
Radio/Navigational Equipment	91.205				
Seat/Safety Belts	91.107				
ELT	91.207				
General Airworthiness	91.403 91.405				
Other	N/A				
<b>LARGE AND TURBINE-POWERED MULTIENGINE AIRPLANES ONLY</b>					
Emergency Checklist	91.503				
One-Engine Inop Climb Performance Data	91.503				
Flashlight	91.503				
Radio Equipment for Overwater Operations (if applicable)	91.511				
Aural Speed Warning Device (Transport Category Only)	91.603				
No Smoking and Safety Belt Signs	91.517				
Seat/Safety Belts	91.521				
Passenger Briefing Cards (if used)	91.519				

**FIGURE 55-2 EXECUTIVE/CORPORATE OPERATOR  
INSPECTION JOB AID (con'd)**

III. INSPECT AIRCRAFT (con'd)	Ref.	S	U	REMARKS	PAGE FOUR
Emergency Equipment	91.513				
Survival Equipment Overwater Operations	91.509				
TURBOJET ONLY					
Altitude Alert	91.219				
Inspection Results: Satisfactory _____ Unsatisfactory _____ Follow up Letter Required: Yes ___ No ___					
REMARKS:					
REGION	DISTRICT OFFICE	INSPECTOR'S SIGNATURE			

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**FIGURE 55-3 SAMPLE LEASE**


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\_\_\_\_\_ (insert type, model and registration number of airplane, such as Convair 240; N124W) HAS BEEN MAINTAINED AND INSPECTED UNDER \_\_\_\_\_ (insert FAR 91 or FAR 121 as appropriate) FROM TO \_\_\_\_\_ (insert date of execution of lease or contract after the word "to"; then go back 12 months and under FAR 121 during other parts of the 12 months, the dates and FARs under which it was maintained for each period should be specified.)

IT WILL BE MAINTAINED AND INSPECTED UNDER \_\_\_\_\_ (insert FAR Part 91 or FAR Part 121 as appropriate) FOR OPERATIONS TO BE CONDUCTED UNDER THIS \_\_\_\_\_ (insert lease OR contract of conditional sale, whichever is correct).

\_\_\_\_\_ (insert name and address of individual, company, or corporation) IS CONSIDERED RESPONSIBLE FOR OPERATIONAL CONTROL OF ALL AIRCRAFT IDENTIFIED AND TO BE OPERATED UNDER THIS \_\_\_\_\_ (insert lease or contract of conditional sale).

AN EXPLANATION OF THE FACTORS BEARING ON OPERATIONAL CONTROL AND THE PERTINENT FEDERAL AVIATION REGULATIONS CAN BE OBTAINED FROM THE NEAREST FAA FLIGHT STANDARDS DISTRICT OFFICE.

I, THE UNDERSIGNED \_\_\_\_\_ (insert name and address of responsible party) CERTIFY THAT I AM RESPONSIBLE FOR OPERATIONAL CONTROL OF THE AIRCRAFT AND THAT I UNDERSTAND MY RESPONSIBILITIES FOR COMPLIANCE WITH APPLICABLE FEDERAL AVIATION REGULATIONS.

\_\_\_\_\_  
Signature and Title (lessor)      \_\_\_\_\_  
Date and time of execution

\_\_\_\_\_  
Signature and Title (lessee)      \_\_\_\_\_  
Date and time of execution

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**FIGURE 55-4 SAMPLE LETTER OF CORRECTION**

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January 9, 1991

Mr. Larry Young  
Director of Flight Operations  
XYZ Corporation  
Yourtown, IA 12345

Dear Mr. Young,

A recent inspection of your flight operation conducted on January 8, 1991 revealed the following discrepancies:

- |  |                                   |
|--|-----------------------------------|
| 1. M.E.L. Revision -- not current                  | REF. FAR § 91.213 <b>{91.30}</b>  |
| 2. Flash Light -- Inoperative                      | REF. FAR § 91.503 <b>{91.183}</b> |
| 3. Passenger Briefing Cards -- Insufficient number | REF. FAR § 91.519 <b>{91.199}</b> |

Your prompt attention to correcting these items is appreciated. Please respond to this office within 20 days with your corrective action. We appreciate your cooperation. If we may be of further assistance please call 123-4567.

Sincerely,

Michael Old  
Aviation Safety Inspector