

# Aircraft Quality Assurance (QA) Checklist Initial

Upon completion of the trip day, complete the following QA checklist and provide an electronic copy to: [Dave@havenasg.com](mailto:Dave@havenasg.com), [nick@havenasg.com](mailto:nick@havenasg.com) and [harry@havenasg.com](mailto:harry@havenasg.com)

Check of each item and add comments as necessary to ensure effective communication has occurred.

Checked Box indicates item(s) are OK. Unchecked Box indicates attention required.

**Date:** \_\_\_\_\_ **PIC:** \_\_\_\_\_ **Tail#:** \_\_\_\_\_ **Trip#:** \_\_\_\_\_

- ☐ **Binder Contents** (Four Vendor Fuel Cards, AVCARD, Titan, Phillips 66, World Fuel)  
12/5 Program Log Sheets & Security Seals (If applicable)  
If more than five **QA checklist copies** remaining, check box OK  
**Aircraft Flight Manual** (AFM) / Pilot Operating Handbook (POH)
- ☐ **Toilet Serviced** (Toilet Paper, Latex Gloves, Handi-Wipes), Blue Water Toilet Packets  
Note: Empty the toilet tank of all contents at the end of each trip day regardless if the toilet has been used.  
If at home station, place the tank outside of the aircraft aft of the air-stair door on the hangar floor. If the aircraft is outside of the hangar set the empty toilet container inside the cabin in the vicinity of the door exit and close the aircraft door. Maintenance/Detailing personnel will refill the tank and insert the tank into the lavatory base.  
If away from home station, refill or coordinate with service personnel to service the toilet. Exercise good judgment if you are at a site where lavatory services are limited.
- ☐ **Snack Box** & Aircraft properly stocked
- ☐ **Aircraft Exterior** (Condition, Security, Cleanliness & Serviceability)
- ☐ **Aircraft Interior** (Condition, Seats reclining and headrest stowing, Tables & drawers' functionality, Security, Cleanliness & Serviceability)
- ☐ **Aircraft iPad Mini** (spare), Electric Cords, Batteries Fully Charged
- ☐ **Aircraft checklist** (Normal & Emergency)
- ☐ **Window Covers/Sunshades**
- ☐ **Flashlight** in the Cockpit
- ☐ **Hazmat Manual** (Located in JI) & **MEL** (Located in JI)
- ☐ **Fire Containment Bag Kit** (Thermal Protective Cover & Gloves)
- ☐ **Scales** (Weighing of Baggage) & **Small step stool ladder**
- ☐ **Beverage/Ice Bag/Coffee Thermos**
- ☐ **Passenger Briefing Cards** (Located in the back Seat Pocket of each passenger seat)
- ☐ **Seat Belt Extensions** (2ea)
- ☐ **Spare AA Batteries** for Headsets

Supporting Comments: