

## SURVEILLANCE CHECK LIST STORES

Name of organisation:

Name of QCM:

Name of stores Inspector:

Location:

Name & Designation of Inspecting Officer:

Date of Inspection:

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
1.	Check that previous inspection findings are rectified.		
2.	Check for approved stores inspector.		
3.	Check stores for cleanliness, proper lighting (stores to be kept as dark as practicable) and adequate number of proper type of fire extinguishers.		
4.	Check availability of racks, bins and system of indexing items.		
5.	Check adequacy of spares and consumables in the stock.		
6.	Check availability of proper release notes.		
7.	Check availability and monitoring of shelf lives through COSL.		
8.	Check record of temperature and humidity control.		
9.	Check availability of cold storage and special storage of rubber items.		
10.	Check that quarantine and bonded stores are separate.		
11.	Check that commercial items are not stored together with aircraft items.		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
12.	Check that components suspected defective are kept in quarantine stores with proper identification.		
13.	Check that the stores have proper records of calibration of all tools and test equipments.		
14.	Check that all tools and test equipments are properly stored.		
15.	Check that all components have proper purchase order and serviceable tag & release note for corresponding part numbers.		
16.	Check that all class A & B items are having serviceable/ FAA/ equivalent tags.		
17.	Check that the quantity of items kept in bonded stores tally with the records.( Random check)		
18.	Check that proper bin cards for all major items and is updated as and when the items are issued from the stores.		
19.	Check that the bin cards contains the following minimum information: <ul style="list-style-type: none"> <li>• Nomenclature;</li> <li>• Equivalent/ alternate part number;</li> <li>• Part Number;</li> <li>• Self Life;</li> <li>• Location of the component in the rack;</li> </ul>		
19.	Check that all components are properly stored/ packed preferably in original packings or containers.		
20.	Check that fuel, oil and hydraulic system components and other components, which require blanking, are properly blanked and kept.		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
21.	Check that pressurized bottles are kept vertically or as recommended by the manufacturer.		
22.	Check that hoses are kept lengthwise on the racks. Check for any excessive overlapping, sharp bends etc. Check that they are blanked properly.		
23.	Check that the storage and service life of aircraft/engine hoses is as per manufacturer's recommendations.		
24.	<p>If no manufacturer's recommendations are available for aircraft/engine hoses, check:</p> <ul style="list-style-type: none"> <li>• The total/shelf life of hoses is limited to 10 years from the cure date of manufacturer.</li> <li>• The hoses are subjected to periodic inspection once a year for sign of deterioration, weather cracks, signs of corrosion of end fittings etc.</li> <li>• The hose pressure is tested to 1 ½ times the working pressure every two years. (Prior to installation on aircraft, the hose shall be subjected to 1 ½ times the working pressure)</li> </ul>		
25.	Check that seals, gaskets etc. are stored in unstressed condition.		
26.	Check that spring loaded seals, if stored for a considerable period, have springs removed.		
27.	Check that the storage and service life of rubber parts for hydraulic and pneumatic components is as per manufacturer's recommendations.		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
28.	<p>If no manufacturer's recommendations are available for rubber parts for hydraulic and pneumatic components, check that:</p> <ul style="list-style-type: none"> <li>• The total/shelf life of rubber parts for hydraulic and pneumatic components is limited to 6 years from the cure date of manufacturer.</li> <li>• Prior to use, the parts if stored for more than 4 years are subjected to detailed examination for evidence of hardening or softening, blistering or peeling, and</li> <li>• A sample seal from each batch is checked for deterioration by stretching the seal to 20% of their internal diameter. The seals shall be rejected if cracks are found under X10 magnification.</li> </ul>		
29.	Check that sheet metals are kept properly and are protected against any scratch, dent etc.		
30.	Check that Electrostatic Sensitive Devices (ESD) are kept properly and are not kept on the floor.		
31.	Check that Electrostatic Sensitive Devices (ESDs) are not stored alongside non-ESDs.		
32.	Check that ESDs components are packed in conductive material which will ensure that the entire package is maintained at the same potential.		
33.	Check whether the metal racks used for storing ESDs are provided with conductive mat.		
34.	Check that all metal racks/ cupboards used for storing ESDs are properly grounded.		

S/N	ITEMS OF INSPECTION	SAT/UNSAT	REMARKS
35.	Whether proper procedure exists for checking for presence of ESDs by reference to external markings and reference number, before they are kept in the bonded store.		
36.	Check that tyres are kept properly and are rotated on regular interval. Check records.		
37.	Check that no life expired consumables are kept in the stores. Check the manufacturing/ cure date.		
38.	Check availability of separate stores for inflammable items such as oil, hydraulic fluid, paint, dopes etc.		
39.	Check availability of proper records for fire drill conducted for stores personnel.		