

Attachment 19

Internal Safety Audit (SMS)



Internal Audit Checklist

Purpose: The purpose of the Internal Audit is to verify our conformity with, and assess the performance of, established risk controls. Completion of this audit satisfies the Safety Management System requirement as listed in Chapter 8: Safety Assurance, Sec 8.4 Internal Audits.

Scope: This Internal Audit applies to the following operational and support processes:

- Flight Operations (Las Vegas & Grand Canyon West)
- Maintenance Operations
- Administrative Flight Support Operations (Tour Coordinator ops.)
- Training Operations for all of the above
- Safety Management System

Frequency: In accordance with Safety Management System policy, an Internal Audit shall be conducted quarterly.

Instructions: Each auditor shall complete the section of the checklist they have been assigned. Any questions marked as "Unsat" (unsatisfactory) is considered a finding and requires further explanation and/or documentation. Upon completion, the auditor shall provide the department head with a copy, and then submit the original to the Director of Safety.

Auditor must:

- Wear approved safety glasses and hearing protection whenever working in the vicinity of an active helipad.
- Make every reasonable effort not to interfere with normal operational activities.
- Discuss with the department manager, any findings, potential findings or operational safety concerns.

Preventive/Corrective Actions: Safety Management System policy (Chapter 8 section 8.4.5) requires department managers to develop and implement the necessary preventive/corrective actions within 30 calendar days.

For any questions or assistance, contact the Director of Safety.

Michael C. Flaherty

Office:

Cell:

Calendar Year 2011 Q1 **Q2** Q3 Q4

Internal Audit: *Flight Operations, Las Vegas McCarran Base*

Auditor: **Michael C. Flaherty, Director of Safety**

Audit date: **07/07/201**

Total number of helicopters **22** Number of Line Captains **46** Number of IPs **07** Number of Check Airmen **03**

Total number of airplanes **01** Number of Line Captains **03** Number of IPs **01** Number of Check Airmen **01**

Note: Auditor must first review previous audit and verify the status of any corrective actions resulting from that audit. N/A

1. Ref: SMS Manual A copy of the company Emergency Response Plan is readily available. **Sat** Unsat
2. Ref: GOM 6.3.1h Randomly select an "in service" helicopter and verify the following items are on-board:
___ Pilot's Cockpit Checklist ___ Airworthiness Cert. ___ Valid Registration ___ GOM ___ Flight Manual ___ Weight & Balance Docs
___ Current Local Area Navigational Charts ___ Cabin Safety Briefing Cards ___ Flashlight in working order
___ All required placards as per the Flight Manual (section 2 Limitations) ___ Sick-sacks ___ Fire Extinguisher **Sat** Unsat
3. Ref: OPSPECS A010 For the control of flight operations, is the aeronautical weather information obtained from an approved source? **Sat** Unsat
4. Ref: GOM 6.1 Verify Flight Crew's actual work schedules are in compliance with FAR 135.267 (review Pilot Flt & Duty log on computer file). **Sat** Unsat
5. Ref: GOM 3.14.2 Verify Flight Crews strictly adhere to established aircraft weight & balance procedures (review computer file) **Sat** Unsat
6. Ref: GOM 3.15 Is the loading of cargo done so in a manner that: ___ minimizes the likelihood of damage to the aircraft
___ does not restrict access to an emergency exit ___ is secured to prevent shifting **Sat** Unsat
7. Ref: GOM 6.6 Verify effectiveness of flight locating procedures. Select any flight currently in operation (tour or charter) and request Flight Operations to determine its location and ETA. **Sat** Unsat
8. Ref: GOM 6.8 Verify passenger briefings addresses the following (orally or by video): ___ No smoking ___ Location and use of seatbelts
___ Location and operation of doors and emergency exits ___ Location & operation of fire extinguisher ___ Use of floatation devices
___ Location of survival equipment ___ Use of portable electronic equipment. Are passenger briefing cards issued to passengers? **Sat** Unsat
9. Ref: Pilot Training Manual Sec E While operating on the Ramp, Pilots conduct all hover & hover taxi maneuvering at a height of approximately 3 feet above the surface and no faster than a "brisk walking pace." **Sat** Unsat
10. Ref: OPSPECS A449 With the assistance of the company Antidrug and Alcohol Misuse Prevention Program Manager, request to view the documents verifying that at least 3 random tests have been conducted during this quarter. **Sat** Unsat
11. Ref: Pilot Training Records and Administration Manual 4.2.3 Randomly select the training records of at least 2 Line Captains. With the assistance of either the Chief Pilot or Training Captain, verify training records indicate that the selected Line Captains are current regarding the following: ___ To act as PIC in accordance with FAR Part 135 ___ To act as PIC in accordance with SFAR 50-2 (operations in the Grand Canyon)
___ To act as PIC carrying passengers at night as per FAR Part 135.247 ___ Verify that a valid and appropriate FAA Medical Certificate is on file
___ Verify that an appropriate Pilot Certificate is on file (FAA Commercial Rotorcraft) **Sat** Unsat
12. Perform walk-around safety inspection of facilities and list any hazards or potential hazards (FOD on ramp, fire extinguishers, etc) **Sat** Unsat

Findings/Notes:

#11 Randomly selected training records inspected: Dan Bunschuh, Line Captain
Eric Rebstock, Line Captain

Internal Audit: *Flight Operations, Grand Canyon West Base*

Auditor: Michael C. Flaherty, Director of Safety

Audit date: 07/06/2011

Reminder, the auditor must:

- Upon arrival at GCW, immediately check in with the Sundance GCW Manager and advise of the intent to audit.
- Wear approved safety glasses and hearing protection whenever working in the vicinity of an active helipad.
- Make every reasonable effort not to interfere with normal operational activities.
- Discuss with the Sundance GCW Manager, any findings, potential findings or operational safety concerns.

Note: Auditor must first review previous audit and verify the status of any corrective actions resulting from that audit. Sat Unsat

1. Ref: SMS Manual A copy of the company Emergency Response Plan is readily available. Sat Unsat
2. Ref: GCW Manual Sec II Verify the Shift Manager has received a completed Load Calculation form from each Pilot. Sat Unsat
3. Ref: GCW Manual Sec IV All passengers are weighed and Load Manifest/Boarding Pass is completed. Sat Unsat
4. Ref: GCW Manual Sec IV Verify passenger briefings addresses the following: No smoking Location and use of seatbelts
 Location and operation of doors and emergency exits Location & operation of fire extinguisher Use of floatation devices
 Location of survival equipment Use of portable electronic equipment. Are passenger briefing cards issued to passengers? Sat Unsat
5. Ref: GCW Manual Sec II Verify Hot-loaders are always wearing assigned PPE when working at helipads. Sat Unsat
6. Ref: GCW Manual Sec IV Hot-loaders are waiting for a "thumbs up" signal from the pilot before approaching a helicopter. Sat Unsat
7. Ref: GCW Manual Sec IV Hot-loader provides pilot with Boarding Pass containing passenger weights & front seat assignments. Sat Unsat
8. Ref: GCW Manual Sec IV Verify hot-loaders exercise positive control over passengers during hot-loading & unloading operations.
Caution: This element is extremely important to passenger safety! Whenever working in the vicinity of an active helipad or running helicopter, there should never be any doubt as to the hot-loader's ability to exercise complete control of all passengers, at all times.
 If the auditor has any doubt at all about hot-loader performance in this regard, the auditor must mark this as Unsat and immediately notify management! Sat Unsat
9. Ref: GCW Manual Sec V Prior to any helicopter lift-off, the Pilot receives a thumbs-up (all clear) signal from ground personnel. Sat Unsat
10. Ref: Pilot Training Manual Sec E Pilots conduct all hover & hover taxi maneuvering at a height of approximately 3 feet above the surface and no faster than a "brisk walking pace." Sat Unsat
11. Ref: Pilot Training Manual Sec E Pilots conduct all in flight maneuvering in accordance with T.O.P.S. standards (pitch attitude not to exceed 10°, bank angle not to exceed 30°) Sat Unsat
12. Ref: GCW Fuel Procedures Manual Sec C Verify fuel system maintenance records are complete and up to date.
 Daily Fuel Inspection Delivery Inspection/Acceptance Sat Unsat
13. Ref: GCW Fuel Manual Perform general walk around inspection of the fuel facility and check the following:
 General condition of plumbing, no leaks Spill containment bladder, no holes or tearing Dispensing hose and nozzle, good general condition Grounding reel, cable and attachment fitting Three fire extinguishers (inspections current) located in the immediate vicinity of the fueling area Sat Unsat
14. Ref: GCW Fuel Manual Sec E Hot fueling involves two ground personnel, one person performs fueling; and a second person standing by with fire extinguisher. Sat Unsat
15. Ref: GCW Manual Sec II Randomly select the training records of at least 2 Hot Loaders. With the assistance of either the Sundance GCW Manager or Shift Manager, verify training records indicate that the selected Hot Loaders are current regarding the following:
 Initial training for GCW Procedures Manual Annual recurrent training for GCW Procedures.
 Note: Fuellers must have evidence of completing an FAA approved fueling course. Sat Unsat

Findings/Notes

Finding: 12 See attached "Daily Fuel Inspection Checklist."

1. Daily Fuel Inspection Checklist has a requirement for a signature from Line Personnel as well as Supervisor. Checklists are missing signatures.
2. Checklist also requires specific differential pressure (from fuel filtering system) to be recorded. Specific pressures are not being recorded; instead, a simple checkmark is entered.

Corrective Action: Personnel need to sign forms as required. Specific fuel pressures need to be recorded as required.

General: All Hot-loaders looking sharp and wearing all required PPE. Pilots also ding good job regarding route compliance.

7/3 - 7/9

Sundance Helicopters, Inc.

DAILY FUEL INSPECTION CHECKLIST

TASK	Date:				Time:			
	7/3	7/4	7/5	7/6	7/7	7/8	7/9	
Relief from all compartments/filters	✓	✓	✓	✓			Main	
Sump samples for solids and water	2A	2A	2A	2A				
Check hoses, nozzles & couplings	✓	✓	✓	✓				
Bonding cables	✓	✓	✓	✓				
Check pump and tank for leaks and corrosion	✓	✓	✓	✓				
Differential Pressure	✓	✓	✓	✓				
Check for potential FOD hazards	✓	✓	✓	✓				
Fire Extinguishers	✓	✓	✓	✓				
Electrical Outlets, Pump light & APU	✓	✓	✓	✓			N/A	
Check windsock for wear / freedom of movement	✓	✓	✓	✓			N/A	
Fuel order date :								
Discrepancies/Notes								

Signature: _____

Supervisor Signature: _____

Instructions for items to be checked

Samples - Use sump rating scale.

Inspect piping/hoses for leaks, abrasions, and soft spots. Check nozzle screens and w & ice from nozzle holders.

Pressure - Inspect for wear and security.

Pressure - Record pressure in PSI

- Remove any trash in the area. Pay special attention to items that could become airborne (plastic gloves and paper). Make sure waste fuel has been properly disposed of.

Extinguishers - Assure fire extinguisher pressure is in the green and that the inspection date is current.

Outlets - Verify that all are safe, attached securely and in working condition. Pump light should be on when pump switch is turned on.

Checks - If the waste fuel/oil tank is getting full, notify base. Do not leave any waste fuel. Empty all flightline boxes of trash.

Sump Sample Rating Scale	
Solids: 1=Clear	Water: A=Bright
2=Slight	B=Hazy
3=Particulate	C=Cloudy
4=Dirty	D=Wet
S= Satisfactory	X = Unsatisfactory

check resulting in an X (unsatisfactory rating) will require the fueling station affected to be closed until the unsatisfactory condition has been corrected.

Completed form to the daily fuel log.

Internal Audit: *Safety Management System*

Auditor: **Michael C. Flaherty, Director of Safety**

Audit date: **07/08/11**

Note: Auditor must first review previous audit and verify the status of any corrective actions resulting from that audit. Sat Unsat

1. Ref: SMS Manual A copy of the company Emergency Response Plan is readily available. Sat Unsat
2. Ref: SMS Manual 6.2.2 The SMS maintains an active Safety Awareness & Promotion program (review file) Sat Unsat
3. Ref: SMS Manual 6.3.5 Submitted Hazard Reports are reviewed by the Director of Safety addressed by management personnel in a timely manner (review file). Sat Unsat
4. Ref: SMS 6.4.2 Passenger Survey Forms are collected, reviewed for safety concerns and retained in a secure file. Sat
5. Ref: SMS 6.5 During this quarter, at least one Ride-along passenger has been placed on-board a tour flight and completed an evaluation form. Sat
6. Ref: SMS 6.6 On at least three occasions this quarter, Flight Operations has conducted surveillance activity of tour flights. Sat Unsat
7. Ref: SMS 6.8 Review internal accident/incident reports. Have corrective actions been implemented and appear to be effective? Sat Unsat
8. Ref: SMS 6.9 Review any recently submitted Voluntary Self Disclosure forms. Have corrective actions been implemented? Sat Unsat
9. Ref: SMS 6.11 Selected employees recognized for going above & beyond their normal duties in an effort to contribute to safety. Sat Unsat
10. Ref: SMS 6.12 Safety Committee meetings held monthly. Follow up actions tracked and minutes from meetings posted. Sat Unsat
11. Ref: SMS If any of the flight activities listed in Sec 7.4 "a" thru "e" have occurred, has a formal Risk Management plan been completed? Sat Unsat
12. If a formal risk management plan has been used, was it effective at identifying and mitigating known hazards (must consult with the person who completed the plan)? Sat Unsat

Findings/Notes:

1. **Finding:** Passenger Survey Forms are in fact collected & reviewed for safety concerns; however they are not being retained.
Corrective Action: SMS Policy 6.4.2 was reviewed with the Director of Operations. It is now understood that Passenger Survey Forms shall be retained.
2. No "Ride-along" passengers this quarter due to lack of qualified candidates.
3. #11 None of the listed activities occurred this quarter.
4. #12 No activity requiring a formal Risk Management Plan has occurred this quarter.
5. **Finding:** The Director of Safety is conducting the audit on the SMS portion of the quarterly Internal Audit. According to SMS policy 8.4.2 the Auditor shall be "functionally independent of the process being audited."
Corrective Action: The Director of Safety shall recruit & train an Auditor to perform the audit on the SMS portion.

Suggestion: The Chief pilot has suggested that the Congested Area External Load Operations & Risk Management Plan be reformatted into a checklist format. This change would significantly improve the efficiency of the Risk Management process.

Internal Audit: *Administrative Flight Support Operations*

(Tour Coordinator Operations)

Auditor: **Michael C. Flaherty, Director of Safety**

Audit date: **07/07/11**

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|
| 1. Previous audit has been reviewed and corrective actions (if any) have been complied with? | Sat | Unsat |
| 2. A copy of the company Emergency Response Plan is readily available. | Sat | Unsat |
| 3. Passengers and their carry-on items are weighed, and actual weights are used for helicopter weight & balance purposes. | Sat | Unsat |
| 4. Tour Coordinators arrange or rearrange passengers as necessary to ensure strict compliance with varying aircraft weight & balance capabilities. | Sat | Unsat |
| 5. Passenger weighing scales are calibrated and current. | Sat | Unsat |
| 6. Tour Coordinators document departure times and expected arrival time(s) of all tour flights. | Sat | Unsat |
| 7. Tour Coordinators revise posted Flight Plans to reflect any changes (charter operations ETA, location etc.). | Sat | Unsat |
| 8. When directed by Flight Operations, Tour Coordinators provide weather briefings to passengers advising of the possibility that the flight may be delayed or cancelled due to current or forecasted weather conditions. | Sat | Unsat |
| 9. Ask any TC how they should respond if an aircraft is overdue. Correct answer: Notify management. | Sat | Unsat |
| 10. Ask any TC how they are to respond to a report of an aircraft accident? Correct answer: Refer to the Sundance Helicopters Emergency Response Plan and notify management. | Sat | Unsat |
| 11. Tour Coordinators issue passenger briefing cards to passengers as part of check-in procedure. | Sat | Unsat |
| 12. Randomly select the training records of at least 2 TCs and verify training is current and complete. | Sat | Unsat |

Findings/Notes:

Finding: Incomplete documentation for TC training.

Corrective Action: The Tour Coordinator Manager currently has a formal training program under development.

Internal Audit: *Maintenance Operations*

Auditors:

Jack Weese, Manager Maintenance QA
Michael C. Flaherty, Director of Safety

Audit date:

05/09/11

Note:

The Internal Audit for Maintenance Operations will be comprised of the following two elements:

- Quality Assurance, audited by Maintenance QA Manager and;
- General Maintenance Safety Practices (GMM Ch. 6.2), audited by the Director of Safety.

1. Attach copy of Maintenance Quality Assurance Quarterly Audit.
QA Audit has been reviewed and corrective actions "accepted?" Sat Unsat
2. Previous General Maintenance Safety Practices audit has been reviewed and corrective actions (if any) have been complied with? Sat Unsat
3. **Ref: GMM 6.2 General Maintenance Safety Practices** Referencing the listed practices from the GMM, perform walk-around safety inspection.
List any hazards and verify compliance with established policy/procedures. Sat Unsat

Findings/Notes:

Item #3: *Maintenance department is preparing to move operations to a new facility. Only QA Quarterly Audit performed at this time.*

Sundance Helicopters, Inc.

Quarterly Internal Audit Checklist

START - 5-9-11

Auditors Name WEESE

Date Audit Completed 5-9-11

Materials

Calibrated Tools

- Master List Current;
- Out of Cal. Tools Segregated;
- Are Cal. Certs available;
- Tools & Instruments Properly Tagged;
- Calibrated Tools Properly Stored;

Yes	No	Correction Required
X		
	X	X
X		
X		

Consumables

- Inspect Facility for expired Consumables;
- Are Consumables Properly Marked with Expiration Date;
- Is Consumables List Current;

Yes	No	Correction Required
X		
X		
X		

Parts Inventory

- Parts Stored Properly;
- Check for expired Material; (O-Rings or Rubber Products)
- All Parts & Components Properly Tagged;
- All Parts Ordered from Approved Vendors;
- All Parts Receiving Procedures being Followed;
- Last Inventory Completed;

Yes	No	Correction Required
X		
X		
	X	
X		
X		
X		

Maintenance

Maint. Area

- Tech Manuals Current;
- Tech Manuals in good Condition & complete;
- Are Manuals being properly referenced on maintenance floor;
- Do Technicians Know how to Check Manual Status;
- Do Technician have required Certificates Available;
- Do Technicians Know Where required data is located; (ICA, STC, etc.)
- Are parts properly tagged;

Yes	No	Correction Required
	X	REV A3502A - ON ORDER R-80
X		
X		
X		
X		
X		
X	X	

REV A3502A - ON ORDER R-80
CDU RACK

Records

- Review Maintenance entries proper documentation; (FAR 43)
- Maintenance Logs Form SDM-001;
- Discrepancy Sheets Form SDM-002;
- MEL Deferral Sheets Form SDMEL-001;
- Manufactures Logs;
- AD / SB Status Sheets Current;
- DMI Book Current;

Yes	No	Correction Required
X		
X		
X		
X		
X		
X		
X		

Quality Assurance

- Inspectors Roster Current;
- Inspectors Training Current;
- Internal Audits Current with documented follow up;
- Vendor Audits Current with Appropriate Files on each Vendor;
- Vendor Audit List Current;

Yes	No	Correction Required
X		
X		
	X	MAINT 2-11-11
X		
X		

Sundance Helicopters, Inc.
AUDIT FINDINGS CORRECTIVE ACTION FORM

TRACKING#: 02112011M-1

DATE: 02/11/2011 RESPONSIBLE DEPARTMENT: Maintenance

FINDING: Some entries in aircraft log N/A/W FAR 43.

CAUSE: Lack of training

CORRECTIVE ACTION: Conduct re-training within the next 30 days

CORRECTIVE ACTION SUBMITTED BY: [Redacted]

DATE: 5/18/11

CORRECTIVE ACTION
 ACCEPTED DECLINED

FOLLOW-UP:
 REQUIRED NOT REQUIRED

COMMENTS:
Repetitive finding

[Redacted Signature]

DATE: 5-13-11

Sundance Helicopters, Inc.
AUDIT FINDINGS CORRECTIVE ACTION FORM

TRACKING#: 02112011M-2

DATE: 02/11/2011 RESPONSIBLE DEPARTMENT: Maintenance

FINDING: Time entries in aircraft logs incorrect. Transcribe issues.

CAUSE: *lack of training*

CORRECTIVE ACTION: *Conduct re-training within the next 30 days*

CORRECTIVE ACTION SUBMITTED BY: [REDACTED] DATE: *5/10/11*

CORRECTIVE ACTION FOLLOW-UP:
 ACCEPTED DECLINED REQUIRED NOT REQUIRED

COMMENTS:
Repetitive finding

[REDACTED] DATE: *5-13-11*

Sundance Helicopters, Inc.
Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011M1

5/9/2011

Responsible Department Maintenance

Finding; No response to two items fromm audit conducted 02/2011.

Cause; Unkown

Corrective Action; Response completed on 5/10/11 see audit findings corrective action

form tracking # 02112011M-1

Corrective Action Submitted By; Robert Kaaihue

Date; 5/11/11

Corrective Action; Accepted Declined

Follow-up; Required Not Required

Comments;

Reviewed an Accepted By 

Date 5-15-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.
Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011M2

Date 05/09/2011

Responsible Department Maintenance

Finding; Cowl rack not tagged. N340SH

Cause; Lack of personel for daily work load.

Corrective Action; Re-train all technicians on tagging of all parts.

Corrective Action
Submitted By; Robert Kaaihue

5/11/2011

Corrective Action;

Accepted


Declined

Follow-up;

Required

Not Required

Comments;

Reviewed an Accepted By; 

Date 05-13-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.

Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011M3

Date 05/09/2011

Responsible Department Maintenance

Finding; Numerous spray bottles on hangar floor not marked with contain and expiration dates.

(Repeat)

Cause; No issuance of consumables. Consumables are not monitored.

Corrective Action; Check of all consumables to be conducted by designated floor technicians.
within the next 72 hrs.

Corrective Action
Submitted By; Robert Kaaihue

Date; 5/11/11

Corrective Action;
Accepted Declined

Follow-up;
Required Not Required

Comments;

Reviewed an Accepted By; 

Date 5-13-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.
Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011M4

Date 05/09/2011

Responsible Department Maintenance

Finding; Engine assembly in Repair Shop not tagged.

Cause; Engine repair shop is mixed with airframe items. Technician did not tag assembly.

Corrective Action; Technician involved will be re-trained on the procedure of tagging of parts after its removal.

Corrective Action Submitted By; Robert Kaaihue

Date; 5/11/11

Corrective Action;

Accepted

Declined

Follow-up;

Required

Not Required

Comments;

Reviewed an Accepted By; 

Date 5-13-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.
Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011M5

Date 05/09/2011

Responsible Department Maintenance

Finding; FDC filter in sink not tagged.

Cause; Technician did not tag due to the composition of the tag and the possibility of tag deterioration.

Corrective Action; Create tags for all applications.

Corrective Action Submitted By; Robert Kaaihue

Date; 5/11/11

Corrective Action;

Accepted

Declined

Follow-up;

Required

Not Required

Comments;

Reviewed an Accepted By 

Date 5-13-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.

Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011L3

Date 05/09/2011

Responsible Department Maintenance

Finding; Calibrated tools due 05/03/2011 still in tool cabinet not segregated.

Cause; Unknown

Corrective Action; FAA standards for calibration (end of month due)

Corrective Action Submitted By; J. Paul McConnell

Date; 5/24/2011

Corrective Action;

Accepted

Declined

Follow-up;

Required

Not Required

Comments;

Reviewed an Accepted By; 

Date 5-26-11

Sundance Helicopters, Inc.

Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011L2

Date 05/09/2011

Responsible Department Maintenance

Finding; Air/Cond. Copressor on repairable shelf tagged with both repairable and scrap tag.

Cause; Unknown

Corrective Action; Green tag applied after (floor) mechanic applied Red tag with annotation (Clutch rough causing belt to burn). Green tag applied to evaluate compressor after clutch replacement.

This practice of both tags was poor and will not be used in the future.

Removed green tag from compressor

Corrective Action Submitted By; J. Paul McConnell

Date; 5/24/2011

Corrective Action; Accepted Declined Follow-up; Required Not Required

Comments;

Reviewed an Accepted By

Date 5-24-11

SDA-002 Revision; Original

Sundance Helicopters, Inc.

Audit Findings Corrective Action Form

Page 1 of 1

Tracking Number 05092011L1

Date 05/09/2011

Responsible Department Maintenance

Finding; Scrap parts mixed with repairable parts on table.

Cause; Unknown

Corrective Action; Segregated parts tagged by color

RED Tagged parts are to be evaluated as to SCRAP

Corrective Action Submitted By; J. Paul McConnell

Date: 5/24/11

Corrective Action; Accepted Declined

Follow-up; Required Not Required

Comments;

Reviewed an Accepted By;

Date 5-26-11

138
QSR

Sundance Helicopters Inc. Safety and Quality Assurance Survey

Location of survey: LAS VEGAS MCCANNAN BASE

Date survey started: 3/22

Type of survey conducted: Partial Complete

Areas in which survey was conducted:

- Company Operations
- Flight Crews and Training
- Aircraft Ground Support
- Safety Forms and Records

Date Survey Completed: 3/29

- Deficiencies discussed with Management
- Remedial action taken with regard to deficiencies

Signature: 

COMPANY OPERATIONS

1. Are Managerial responsibilities clear and defined? Yes No
2. Is the scope of responsibilities too great for any one manager? Yes No
3. Does operations have adequate resources to accomplish mission safely?
 Yes No
4. How are flight crews scheduled? 4 DAYS ON 3 OFF
5 DAYS ON 2 OFF
5. Is flight scheduling firm and last minute changes the exception? Yes No
6. Are flight plans and/or flight following utilized?
SATELLITE TRACKING USED
7. Are crews briefed as to the conduct of their operations? Yes No
8. Are flight planning facilities and charts available and used? Yes No
9. Are briefings conducted far enough in advance to allow time for preflight inspection? Yes No
10. Are aircraft checklists available, current, and utilized? Yes No
- Date of last revision: JAN 2011
11. Are publications on the aircraft and are they current? Yes No

<input checked="" type="checkbox"/> POH OR AOM	<input checked="" type="checkbox"/> Normal Checklist
<input checked="" type="checkbox"/> Minimum Equipment List	<input checked="" type="checkbox"/> Emergency Checklist
<input checked="" type="checkbox"/> Weight and Balance	<input checked="" type="checkbox"/> Appropriate Forms
12. Are cockpit procedures standardized? Yes No
13. Is weight and balance computed for each flight? Yes No
14. Are crewmembers scheduled for sufficient crew rest periods? Yes No
15. What emergency equipment is carried onboard the aircraft?
ELT, FIRE EXT. FIRST AID KIT, LIFEVESTS

16. Are crews familiar with emergency equipment? Yes No

17. Do crews have proper personal equipment?

Reliable Headset

Current FAA Medical

Navigational Charts

Flight Operations Manual

FAA Pilot Certification

FCC Radiotelephone Permit

Flashlight w/2 D Cells

Appropriate MEL(s)

18. Are pilots trained on receiving fuel away from company bases? Yes No

19. Do contract pilots have a current DOD fuel vendors list with company fuel vendor audit? Yes No

20. Is there Excessive Pilot or Maintenance turn over at this location?

Yes No

21. Are passengers properly briefed prior to flight? Yes No

By VIDEO, VERBALLY AND OR BRIEFING CARDS

22. Are passengers escorted and kept under positive control on the ramp?

Yes No

FLIGHT CREWS AND TRAINING

1. How many pilots, instructors, and checkairmen are there?

Pilots 42

Instructors 6

Check Airmen 3

Is manning adequate? Yes No

2. Are Pilot training records accurate and up to date?
(Review minimum of 3 pilot records) Yes No

3. Is pilot recurrent training accurate and timely? Yes No

4. Can a crewmember be evaluated by referring to the training records?
 Yes No

5. Who conducts training flights? COMPANY APPROVED IP^S

Are they properly qualified? Yes No

6. Is there emergency procedures training? Yes No

Is it consistent with onboard equipment? Yes No

7. Is there a hazardous materials training program? Yes No

Basic Initial
 Advanced Recurrent

8. Is the training curriculum sufficient? Yes No

(Use back of the report for extra space, if needed.)

AIRCRAFT GROUND SUPPORT

1. Who refuels the aircraft? ON FIELD SUPPLIER SIGNATURE FLIGHT SUPPORT

2. Are personnel properly trained? Yes No

3. What safety and training courses are used for ground and line personnel? _____
How often is recurrent training? ANNUALLY

4. What type of refueling equipment is used?
MOBIL TRUCK

5. Are passengers kept a minimum of 50 feet away from fueling operations?
 Yes No

6. Is the refueling equipment properly marked? Yes No

7. Are the trucks and filters properly maintained? Yes No

8. Are grounding and/or bonding procedures used? Yes No
What type? STATIC LINE

9. Are proper fire extinguishers available? Yes No

10. Are fuel and filter samples taken and recorded? Yes No

11. Are hangar facilities available? Yes No

12. Is ground support equipment available for use? Yes No
 GPU Tug

12. What is the condition of the equipment? SERVICEABLE

13. Does ground support equipment receive periodic inspections and maintenance?
 Yes No

14. What is the high wind procedure? TIE-DOWN ALL MAIN ROTOR BLADES

15. Are aircraft tiedowns used Yes No

If yes, what types of tiedowns are used?

ROPE TIE-DOWNS FOR MAIN ROTOR
BLADES, GUST BLOCK FOR TAIL ROPK

SAFETY FORMS AND RECORDS

1. Is the Emergency Response Accident Manual up to date and available? Yes No

2. Is the Safety Manual up to date and available? Yes No

3. Are Hazard/Incident reporting forms being used? Yes No

4. Are hazard and incident reports filed and/or forwarded promptly? Yes No

Is a follow up completed? Yes No

Comments: _____

5. Comments on other types of filed reports: _____

6. PERFORM PERIODIC REVIEW OF INCIDENT REPORTS.

7. PERFORM WALK AROUND SAFETY INSPECTION.

