

## AERO CLUB ASSESSMENT TOOL

The following Aero Club Assessment Tool is available for your use:

**Installation:**

Item	Yes	No	Notes
Has the host unit commander appointed an FSO as an advisor to the base aero club? Ref: AFI 91-202, para 7.8.			
If the unit doesn't have an assigned FSO, has the commander obtained the assistance of a tenant unit FSO to provide safety assistance to the aero club? Ref: AFI 91-202, para 7.8.			
If no FSO is available, has the commander appointed a member of the ground safety staff as an advisor to the base aero club? Ref: AFI 91-202, para 7.8.			
Does the host safety office report aero club mishaps in accordance with AFI 91-204, AFI 34-217, & 49 CFR, part 830, National Transportation Safety Board, as appropriate? Ref: AFI 91-202, para 7.8.			
Has the installation commander appointed an operations advisor? AFI 34-217, para 4.6			
Is the operations advisor a rated military pilot actively flying at the installation? Ref: AFI 34-217, para 4.8, bullet 1.			
If possible, is the operations advisor a qualified supervisor of flying? Ref: AFI 34-217, para 4.8, bullet 1.			
Does the operations advisor attend all safety & standardization meetings? AFI 34-217, para 4.8			

Item	Yes	No	Notes
Is the operations advisor highly experienced in general aviation & hold a valid FAA Airman's Certificate? Ref: AFI 34-217, para 4.8, bullet 1.			
Does the Operations Advisor conduct spot inspections? Ref: AFI 34-217, para 4.8 and 4.9.			
Has the installation commander designated the limits of the local flying area? AFMAN 34-232, para 3.4			
Has the installation commander appointed a safety advisor? AFI 34-217, para 4.6			
Does the installation safety advisor conduct spot inspections? Ref: AFI 34-217, para 4.8 and 4.9.			
Is the safety advisor a rated flight safety officer from the servicing flight safety office? Ref: AFI 34-217, para 4.9, bullet 1.			
Is the safety advisor highly experienced in general aviation & hold a valid FAA Airman's Certificate? Ref: AFI 34-217, para 4.9, bullet 1.			
Does the safety advisor attend all safety meetings & help the safety officer develop an aggressive mishap prevention program? Ref: AFI 34-217, para 4.9, bullet 2.			
Does the safety advisor provide the club safety officer with accident prevention information and serve as a link to HQ AFSVA & to the MAJCOM safety staff? Ref: AFI 34-217, para 4.9, bullet 3.			
Does the safety advisor conduct mishap investigations? Ref: AFI 34-217, para 4.9, bullet 4.			

Item	Yes	No	Notes
Does the safety advisor take part in the annual inspection? Ref: AFI 34-217, para 4.9, bullet 5.			
Does the safety advisor follow up on any safety discrepancies discovered during the annual inspection? Ref: AFI 34-217, para 4.9, bullet 5.			
Does the installation commander authorize videotape for safety meeting make-up attendance? AFMAN 34-232, para 4.1			
Has the installation commander appointed a maintenance advisor? AFI 34-217, para 4.6			
Is the maintenance advisor highly experienced in general aviation & hold a valid FAA Airframe & Powerplant Certificate? Ref: AFI 34-217, para 4.10, bullet 1.			
Does the maintenance advisor attend all safety meetings? Ref: AFI 34-217, para 4.10, bullet 3.			

**Services Squadron:**

Item	Yes	No	Notes
Is the aero club inspected annually? Ref: AFI 34-217, para 4.7.1, bullet 4.			
Does the inspection team consist of at least the commander's three appointed advisers & the resource management flight chief? Ref: AFI 34-217, para 4.7.2, bullet 1.			
Does the Services commander or director serve as the inspection team chief? Ref: AFI 34-217, para 4.7.2, bullet 2.			
Is a consolidated report forwarded to the installation commander within 5 workdays of receipt? Ref: AFI 34-217, para 4.7.2, bullet 3.			

Item	Yes	No	Notes
Does the club manager return proposed corrective actions within 15 workdays of receipt? Ref: AFI 34-217, para 4.7.2, bullet 4.			
Is an amended report forwarded to the installation commander within 45 workdays of the inspection? Ref: AFI 34-217, para 4.7.2, bullet 3.			
Once the installation commander approves the report, is it forwarded to MAJCOM/SV & HQ AFSVA/SVPAR? Ref: AFI 34-217, para 4.7.2, bullet 4.			
Has the Services commander approved the Standard Operating Procedures? AFI 34-217, para 4.7			
Is the Services commander/division chief signing requests for waivers? AFMAN 34-232, para 1.1			

**Safety & Mishap Reporting:**

Item	Yes	No	Notes
Does the aero club manager, with the assistance of the club safety officer, develop & implement an aggressive mishap prevention program? Ref: AFI 34-217, para 3.1.			
Does the safety officer hold a safety meeting for the membership at least once a month? Ref: AFI 34-217, para 3.2.			
Are the meetings scheduled when most members can attend? Ref: AFI 34-217, para 3.2.			
Does the safety advisor attend all safety & standardization meetings? AFI 34-217, para 4.9			
Are aircraft mishaps being reported to wing safety & HQ AFSVA? AFI 34-217, 3.5			

Item	Yes	No	Notes
Are maintenance areas in compliance with AFOSH standards? AFI 34-217, para 3.8.2			
Are ground safety inspections performed?			Date last:
Are members being denied flight privileges if they miss safety meetings? AFMAN 34-232, para 4.1			
Are fire extinguishers readily available on the ramp, in the hangar, & near the refueling area? AFMAN 34-232, para 4.2			
Is the club safety officer maintaining a safety bulletin board? AFMAN 34-232, para 6.3			
Is the club safety officer posting mishap reports in the PIF? AFMAN 34-232, para 6.3			
If aircraft fly beyond gliding distance from land, are life preservers onboard? AFMAN 34-232, para 3.8			
Are pilots carrying appropriate survival gear onboard? AFMAN 34-232, para 3.8			

**Operations:**

Item	Yes	No	Notes
Is the SOP in compliance with the intent of AFMAN 34-232, para 3.1?			
Does the SOP contain procedures for scheduling cross-country flights? AFMAN 34-232, para 3.7			
Is the PIF established IAW AFMAN 34-232, para 3.2?			
Are pilots initialing PIF cards before flying? AFMAN 34-2, para 3.2			
Are membership records established IAW AFMAN 34-232, para 1.6 & HQ AFSVA Memo, 17 Mar 97?			

Item	Yes	No	Notes
Are all individuals signing an AF Form 1585 prior to flight? AFMAN 34-232, para 3.5			
Are checklists for each aircraft developed IAW AFMAN 34-232, para 3.9?			
Is the club conducting training under FAR Part 141? AFMAN 34-232, para 3.12			
Has the club forwarded FAA notices of discrepancies to HQ AFSVA within 48 hours? AFMAN 34-232, para 3.12.2			
Is a FAA Examiner administering all checks to the chief flight instructor? AFMAN 34-232, para 3.13			
Is the chief flight instructor administering flight instructor checks? AFMAN 34-232, para 3.13			
Is the chief flight instructor making student IP assignments? AFMAN 34-232, para 6.5			
Is student pilot cross-country routes designated by the chief flight instructor? AFMAN 34-232, para 3.16.11.6			
Have any student pilots flown more than 10 hours or 30 days without a dual proficiency flight? AFMAN 34-232, para 3.16			
Are pilots taking the appropriate written tests before exercising PIC Privileges? AFMAN 34-232, para 3.14			
Are all checkouts being documented on AF Form 1584? (HQ AFSVA Memo, 2 Jan 97)			
Are standardization board meetings being held quarterly? AFMAN 34-232 para 6.9			

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Does the host safety office report aero club mishaps in accordance with AFI 91-204, AFI 34-217, & 49 CFR, part 830, National Transportation Safety Board, as appropriate? Ref: AFI 91-202, para 7.8.			

**Maintenance:**

Item	Yes	No	Notes
Is the maintenance advisor familiar with FAA procedures? AFI 34-217, para 4.10			
Does the maintenance advisor attend all safety meetings? AFI 34-217, para 4.10			
Are spare parts worth over \$50.00 being maintained in a decentralized inventory? AFMAN 34-232, para 2.5			
Are maintenance manuals for the airframe, engine, & accessories available (accessories include, tires, wheels, brakes, battery, etc.)? AFMAN 34-232, para 3.3			
Are all used parts labeled as to serviceability? AFMAN 34-232, para 5.8			
Are torque wrenches being calibrated at least annually? AFMAN 34-232, para 5.10			
Are technicians filling our service difficulty reports & forwarding to HQ AFSVA/SVPAR? AFMAN 34-232, para 5.10			
Are FCF's being performed as required by AFMAN 34-232, para 5.11?			
Has a tool control program been established? AFMAN 34-232, para 5.13			

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Has the chief of maintenance established a training program for mechanics? AFMAN 34-232, para 5.14			
Do logbook write-ups reflect the technical data used to make the repair? AFMAN 34-232, para 5.5.3			
Are maintenance status boards being kept IAW AFMAN 34-232, para 5.6?			
Are all dates in the DD Mmm YY format? AFMAN 34-232, para 5.5			
Are parts being replaced at TBO? AFMAN 34-232, para 5.2 Exception is engine, which can go TBO +20%			
Has manager documented overflight of 100-hour inspections? AFMAN 34-232, para 5.1			
Has the club developed a maintenance procedure manual IAW Advisory Circular (AC) 145-3? AFMAN 34-232, para 5.1			
Does the Maintenance adviser advise the manager on: Ref: AFI 34-217, para 4.10, bullet 3 Overall condition of the aircraft & maintenance facilities? Aircraft maintenance procedures? Fuels quality assurance program? Corrosion control program?			

**Business:**

Item	Yes	No	Notes
Are initiation fees limited to the administrative cost of processing membership? AFMAN 34-232, para 1.5			
Are copies of the pilot's operating handbook available for sale for all aircraft operated? AFMAN 34-232, para 3.3			