

# ANNUAL INSPECTION

## POLICIES AND PROCEDURES

Rev: B 15 Apr '02



### RST Engineering

13993 Downwind Ct.  
Grass Valley CA 95945  
530.272.2203 (voice)  
[sales@rst-engr.com](mailto:sales@rst-engr.com) [www.rst-engr.com](http://www.rst-engr.com)

Thank you for considering our owner-assisted aircraft annual inspection service. Here are the general policies and procedures that we will follow during your inspection.

The key word in the service is "inspection". We do not fix broken airplanes, nor are we a service or repair shop. We inspect aircraft for airworthiness. What does this mean to you? It means that if you KNOW it is broken before we start the inspection, you need to have it repaired before the inspection. If we find an unairworthy item during the inspection, you must have it repaired before the annual is complete.

How and where and who you use for the repair is up to you, although we will certainly make recommendations. If it is a simple part replacement, we have a list of places to buy parts, generally at wholesale or discount. If it is a part that needs machine work, welding, engine work, or other structural repair, we have a list of people we have found that are reasonable and do good work. However, you are free to use any means at your disposal to return the aircraft part to airworthy condition.

### A. Fees

Our fee for the first annual we perform on your airplane is \$200.

This fee is valid for airports within a 50 nmi radius of Grass Valley; for airports other than O17, there is a 50¢ per round trip mile charge. The mileage charge is waived if there are two or more aircraft on the same airport that I inspect on the same day.

You can pay **LESS** by taking these deductions:

1. Take \$25 off for the second consecutive annual (\$175).
2. Take another \$25 off for all consecutive annuals thereafter (\$150).

### B. Eligible Aircraft

In general, we do light single engine fixed gear annuals only for individual owners. No twins. No retractable gear. No school aircraft. No aircraft that have been out of annual for more than 12 months without a good reason.

### C. Your Part

We expect you to follow our checklist and have the aircraft "preinspected" before we begin the process. The reason the first year costs more is that we expect to show you that first year what to look for, how to

disassemble the aircraft for inspection, and what we will be looking for during the formal inspection process.

We expect that you will have done the following before we begin to inspect the airplane:

## **ENGINE**

1. Oil drained and oil screen/filter unwashed and in a container for inspection. Fresh oil ready to install.
2. Fresh set of cleaned spark plugs ready to install, complete with antisieze.
3. Cowl removed and cleaned.
4. Air cleaner removed and cleaned, and element (if required) changed.
5. Gasculator screen inspected for debris and cleaned if any debris is showing.
6. All baffles inspected for cracks, tears, and other signs of wear.
7. All heat shields inspected for cracks.
8. Propeller spinner removed. Propeller rear surface repainted black if worn. Safety stripes on front repainted if worn.

## **AIRFRAME**

1. All seats and carpeting removed. All floor inspection holes opened. All interior fairings and upholstery around control cables (window posts, trim handles, etc.) removed.
2. Rear bulkhead cover removed.
3. All wing/flap inspection holes opened.
4. All belly inspection holes opened.
5. All tailfeather inspection fairings & covers removed.
6. All lights activated and operational.
7. All safety devices (stall warning) and gauges tested operational.
8. Wheel pants (if any) removed and wheels brushed clean of dust and dirt.

## **PAPERWORK**

1. Registration and airworthiness certificate on board the aircraft.
2. Logbooks showing last annual inspection and last major engine overhaul.
3. Inspection form filled out and signed by the owner.
4. Equipment list showing each installed piece of equipment and the date of logbook entry or form 337 approval.

### **D. Our Part**

1. Inspect oil screen for excessive metal.
2. Inspect old plugs for signs of engine oil use or other abnormal conditions.
3. Inspect cowling for signs of cracks or wear.
4. Inspect carburetor and heat box for signs of wear. Inspect all engine controls for proper operation.
5. Inspect fuel strainer and fuel lines for signs of leakage or wear.
6. Compression test engine.
7. Inspect all baffling, shields, straps, mounts, etc. for cracks or signs of wear.
8. Inspect propeller.

## **AIRFRAME**

1. All control surface pulleys and cables inspected for freedom of rotation and wear.
2. All control surface controls and joints inspected for freedom of motion and wear.
3. Brakes and tires inspected for wear.
4. Lights and safety devices tested for operation.
5. All attach fittings inspected for wear and condition.
6. Structure/skin inspection for wear and condition. (Fabric punch test on fabric aircraft.)

## **PAPERWORK**

1. Inspect for current placards, registration and airworthiness certificate status.
2. Airworthiness Directive ("AD") search. (We must have your airplane data for the FIRST inspection on this aircraft a week before the proposed inspection so that we can review the AD log. If there are outstanding ADs on your airplane, you will have time to have them complied with before the annual. Subsequent annual inspections will use the same data for AD compliance unless you advise us that something has changed.)
3. Review of owner inspection and preparation of report for owner.
4. Checking installed equipment versus supplied equipment as submitted on Equipment List.

## **IN ADDITION**

1. We believe very strongly in the concept of owner maintenance. If you want to perform routine maintenance on your aircraft during the year (allowed for owners under Part 43) and have us verify your time spent on this maintenance as credit towards the time required for your own Airframe/Powerplant Mechanic rating, we will be glad to sign your logbook and verify any reasonable amount of time that you present to us in logbook format during the annual.
2. In addition, if there are some "mechanic only" items that you would like to do before the annual (but after the last flight, of course) we will sign your logbook for those items that we consider airworthy. **HOWEVER**, we suggest STRONGLY that you consult with us about what you plan to do prior to doing it so that we can offer advice on what we consider "airworthy".
3. We keep a complete history of each annual on our computer and can pull up data for any past annual at any time. We do not have to repeat the AD search every year and spend time repeating the same inspections that are not necessary. (Another reason, by the way, for the first year being more expensive. We do an AD search back to the day your airplane left the factory.)
4. We will provide you one of two things at the end of the annual inspection:
  - ① A signed annual in your logbook PLUS a list of items that are not unairworthy now but could be a problem. We expect those items to be corrected PRIOR to the next annual inspection. Typically, tires that have just a little tread left, brakes that are not worn down close to the rivets, cylinders that are on the edge of limits for compression, and small trim items or small stop-drill cracks will be on the "problem" list
  - ② A list of unairworthy items that need correcting before we can complete the annual. We will allow a reasonable amount of time for these unairworthy items to be repaired and then perform a secondary annual inspection on these items at no additional charge. If these items have not been repaired as airworthy, there will be a \$25 fee each subsequent time we come out to inspect the unairworthy repairs.

*(end)*