

DCA24MA063

OPERATIONAL FACTORS

Attachment 16

Maintenance Control Checklist (postaccident)

April 15, 2025

Non-ECC MTX Control Checklist

Personal Tasks

Completed	Action
☐	Perform Personal Tasks • Phone home inform family you will be responding and remind them not to call the airlines for information • Change voice mail message (if necessary) • Leave email auto-reply • Delegate day to day operations via email, text, phone call or conversation and risk acceptance authority as referenced in the AAG SMS Manual and SMS Training Matrix to an authorized proxy. (Required for compliance with 14 CFR Part 5)

Checklist Items

Completed	Action
☐	Make positive contact with: • Tim Lyons [REDACTED] (Primary) • Mike Lynch [REDACTED] (Secondary) • Raymon Gray [REDACTED] (Alternate) • Communicate with Maintenance Controllers on duty.
☐	Contact FODO and ensure FDR and CVR breakers have been pulled
☒	Determine if Special Livery Aircraft is Involved • (Livery Link).
☐	Pull the related Aircraft Specification update worksheet using one of the following links below. • NG Summary: Link • Max Summary: Link
☐	Report out aircraft tail, serial, livery type if appealable, and any other worksheet data requested to M&E ECC responder.
☒	Brief Controllers and Line station management/technicians of information blackout. Brief the team not to provide information to anyone outside AS ECC responders. • MOM is the central point of contact with ECC or OCM if needed. • If no MOM is on duty, one Controller will take the lead and become the "Hot Tracker". They will become the POC for all things related to the incident. They will also be responsible for documenting all details in notes and turn-over between shifts to another "Hot Tracker" assigned to the next shift. "Hot Trackers" should stay consistent for the remainder of the emergency process.
☐	Move aircraft to Out-of-Service Board (OTS)
☐	Aircraft History • Report all MTX activity (including completed items) on aircraft for the last three days to the M&E ECC responder.

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	Review aircraft history for the last 30 days to identify significant events or aircraft controllability problems.
☐	Review ongoing maintenance activity and labor Report to NOD any changes to maintenance operations due to the event. (work stoppage, labor shortage, etc..)
☐	If the location is NON-AS MTX Station: - Review OCM vendors and report to M&E ECC responder with vendor names and number of technicians qualified. - With NTSB permission have OCM: - If the aircraft is safe to access, have OCM remove and secure all recording devices (CVR, FDR, QAR, TCAS, and GPWS computers). - If the log book is unavailable, email and have the OCM document recording device removed on an MIG-2C. - Ensure that the recording devices listed above have been secured or will be secured as soon as possible. - Secure aircraft, including removal of External power and disconnecting both Main and Aux batteries. - Update M&E ECC responder once all recording devices have been removed and secured. <i>Note: NTSB will control the accident site; Safety should have reported the event to them. We can only secure recording devices once NTSB says we can.</i>
☐	Brief M&E ECC that the checklist is complete.

Deactivation Activities

Completed	Action
☐	
☐	