

DCA24MA063

OPERATIONAL FACTORS

Attachment 15

Maintenance and Engineering Checklist (postaccident)

April 15, 2025

ECC Alaska Maintenance & Engineering

Badge Items

Completed	Action
☐	Ensure Mx Control contacted FODO to have FDR and CVR breakers pulled
☐	Ensure recording devices (CVR, FDR, QAR, TCAS, and GPWS) have been secured.
☐	Determine if special livery aircraft is involved No
☐	Ensure quarantine of A/C and training records
☐	Notify union representative

Personal Tasks

Completed	Action
☐	Perform Personal Tasks • Perform self-assessment • Obtain go-kit • Obtain laptop computer and power supplies • Obtain cell phone with charger • Ensure passport is current • Phone home inform family you will be responding and remind them not to call the airlines for information • Change voice mail message • 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) • Report to ECC • Find your ECC phone from the cabinet and plug it into your position.

Checklist Items

Completed	Action
☐	Report to the SEA ECC • Coordinate schedule with your alternate and secondary responders. • ECC responder is responsible for completing this checklist as necessary Who Primary: Scott Harman [REDACTED] Who Secondary: Justin Evans [REDACTED] Who Alternate: Tim Lyons [REDACTED] Who Alternate: Raymond Gray [REDACTED]

☐	If SkyWest Accident - Notify team and coordinate message with Corp. Comm. desk <i>Note: This will only be a support role during an OO event</i>
☐	Determine need of staff to report or standby Ensure staff is notified and awaiting level or response required for M&E
☐	Ensure Mx Control contacted FODO to have FDR and CVR breakers pulled <u>PRIORITY TASK</u> (30 Minutes)
☐	Ensure recording devices (CVR, FDR, QAR, TCAS, and GPWS) have been secured Coordinate with the Party Coordinator, ensure that the recording devices listed above have been secured or will be secured as soon as possible. Accident site will be controlled by NTSB, Safety should have reported event to them. We cannot secure any recording devices until NTSB says we can.
☐	Determine if Special Livery Aircraft Involved <u>PRIORITY TASK</u> (60 Minutes) - Inform Response Director - Have <u>Event Details</u> updated (new site link) - work with Information Management in the ECC to update page - Anthony Johnson maintains list of special livery aircraft:
☐	Identify any work discrepancies or history Contact Maintenance Control and determine if there are any reports applicable to the aircraft or the incident. Pull list of significant events for affected aircraft for last two weeks.
☐	Ensure quarantine of A/C records is complete Director of Quality Control oversees quarantine process. Records supervisor is the one that should be responsible for the action item. Who: Kim Woodruff (Aircraft Records Manager) Peter Roberts (Online Records)
☐	Collect significant data on affected A/C ***Notify ECC Corp. Comm. when complete*** AIRCRAFT INFORMATION BOEING AIRCRAFT SPECIFICATION UPDATE WORKSHEETS AC SPECIFICATION - NG - Summary - SQL Server Reporting Services (alaskaair.com) NG Summary AC SPECIFICATION - MAX - Summary - SQL Server Reporting Services (alaskaair.com) MAX Summary AIRBUS AIRCRAFT SPECIFICATION UPDATE WORKSHEET

Aircraft manufacturer & type:	
Number of that aircraft type in whole fleet:	
Age of aircraft: (years and months)	
Engine type and Year installed:	
How much fuel was in the aircraft at the time?	
Aircraft obtained from:	
Date aircraft entered service:	
Date aircraft entered Alaska fleet:	
Total flight cycles* in life of aircraft:	
Total flight cycles while in Alaska's fleet: * Number of flight cycles (one cycle = one takeoff plus one landing)	
Total operating hours in aircraft's life:	
Total operating hours while in Alaska's fleet:	
Last maintenance check type:	
Date of check:	
Total flight cycles since last maintenance check:	
Total operating hours since last maintenance check:	
Company that performed check:	
Location where check was performed:	

ENGINE INFORMATION * can attach a PDF*****

Type of engine:	
Number of engines on aircraft:	
Engine manufacturer:	
Age of engine:(years and months)	
Engine obtained from:	
Date engine entered service:	
Date engine entered Alaska fleet:	
Date engine was installed in involved aircraft:	
Total flight cycles* in life of engine:	
Total flight cycles while in Alaska's fleet:	
Total flight cycles on-wing (while installed in involved aircraft):	

	<i>* Number of flight cycles (one cycle = one takeoff plus one landing)</i> Total operating hours in engine's life: Total operating hours while in Alaska's fleet: Total operating hours on-wing (while installed in involved aircraft): Last maintenance check type: Date of check: Total flight cycles since last maintenance check: Total operating hours since last maintenance check: Company that performed check: Location where check was performed:					
☐	Coordinate aircraft access during the transition to onsite team arrival Restricted aircraft access while under NTSB authority					
☐	Ensure Maintenance Training retrieves any necessary maintenance training records - Securing the maintenance training records prepares for NTSB investigators who will want to see that our training records are unchanged from the time of the accident. - Additionally it prevents the records from being leaked to an outside source.					
☐	Determine needs of Technical Recovery Team - With Managing Director of Line Maintenance, determine which specialties need to go to the site, ensure travel and accommodations are arranged with the ECC Logistics Team, ensure credit cards are issued to responders, determine where to send responders, check that responders have passports if needed, ensure team is informed of plan - Work with Risk Management in order to determine if special equipment is needed for accident response. (heavy equipment, air bags, etc.) <table border="1" style="width: 100%;"> <tr> <td>David Beyer:</td><td>Mobile: [REDACTED]</td></tr> <tr> <td></td><td>Email: [REDACTED]</td></tr> </table>		David Beyer:	Mobile: [REDACTED]		Email: [REDACTED]
David Beyer:	Mobile: [REDACTED]					
	Email: [REDACTED]					
☐	Coordinate hangar access for responders Ensure Line Maintenance shift manager is aware of arrival of chartered aircraft at the hangar, arrival of responders at the hangar and arrival of site supply kits. Chartered business jet will arrive approx. 2-3 hours after notification for Advance Go Team, chartered 737 will arrive in 4-5 hours for transport of all other responders and all site supplies.					
☐	Send ECC Flight Operations Charters coordinator names of responders ECC Flight Operations Charters coordinator needs names of responders, company position and NOK information for the charter manifest					
☐	Arrange travel if necessary					

	If Recovery team does not travel to site on First Responder flight departing in 4-5 hours, arrange for individual travel through the Fly or ECC Flight Operations Charters coordinator.
☐	Confirm availability of recovery equipment Airport Emergency Plans (AEP) in the Emergency Response SharePoint Site may list equipment at all airports. Company-owned equipment may be sent on First Responder Flight.
☐	Notify AMFA Union representatives Per AMFA contract Everbridge notifies Earl Clark and local 14 and local 32 airline reps.

Deactivation Activities

Completed	Action
☐	Participate in deactivation activities - Confirm time with ECC - Set final debriefing time with team - Provide team members with support information - Encourage all to take mandatory time off - Collect names and contact information for all outside agencies or individuals to be thanked - Prepare notes for operational debriefing to be conducted in 2-4 weeks - Attend Empathia or CIRP debriefing and ensure team members attend debriefing - Ensure all receipts are provided to Risk Management.

Ad Hoc Requests
