

## BALDWIN STANDARD SUITE

### Audit Finding Form

Track findings of an Internal or External Audit.

### Change Management

Document and track items that are affected when a change happens within the organization.

### Internal Audits

Assess the organization's performance or execution of a process against a number of standards, policies, or regulations. List of operation specific Internal Audits available:

- Airborne Public Safety Association (APSA)
- Baldwin Internal Evaluation Program (IEP)
- Basic Aviation Risk Standards (BARS)
- Canadian Aviation Regulation (CARs)
- Continuing Analysis and Surveillance System (CASS)
- Defense Contract Management Agency (DCMA)
- FAA SMS Data Collection Tools (DCTs)
- International Civil Aviation Organization (ICAO) Gap Analysis
- International Standard for Business Aircraft Handlers (IS-BAH)
- International Standard for Business Aircraft Operations (IS-BAO)
- IOSA Standard and Recommended Practices (ISARP)
- Occupational Safety and Health Administration (OSHA)
- Part 135 (References include WYVERN, AR/GUS, and IS-BAO standards.)
- Quality Management System (ISO 9001:2015) (QMS)
- Transport Canada Internal Audits (TC)

### Risk Assessments

Identify potential hazards and analyze what could happen if a hazard occurs. List of operation specific Risk Assessments available:

- |                       |                   |                      |
|-----------------------|-------------------|----------------------|
| • Airport             | • Float Plane     | • Part 141           |
| • Driver/Fuel Handler | • Law Enforcement | • Rotor Wing         |
| • Firefighting        | • Line Service    | • Scheduler/Dispatch |
| • Fixed Wing          | • Maintenance     | • Single Pilot       |
| • Flight Attendant    | • Multi-Leg       |                      |

### Safety Meeting

Take notes at a safety meeting and ensure all concerns are covered.

### Safety Report

Collect safety data, incident, and accident information.

## MEDICAL TRANSPORT

### **Base Safety Audit**

Evaluate individual base safety and performance.

### **Commission on Accreditation of Medical Transport Systems (CAMTS)**

A set of audits created based on the CAMTS standards.

### **Clinical Peer Review**

Evaluate another team member's performance.

### **Clinical Event Investigation**

Follow and investigate clinical event reports.

### **Communications Event Report**

Track communications related errors.

### **Communications RA**

A risk assessment meant to be completed by the Comm Center.

### **Ground Risk Assessment Tool (GRAT)**

A risk assessment form for ground vehicles.

### **Helicopter Air Ambulance (HAA) RA**

Designed for the HAA community.

### **Medical Crew RA**

Designed for Medical Crew.

### **Medical Occurrence Report**

Track and record patient related medical occurrences.

### **Post-Accident Incident Plan (PAIP)**

Track patient related actions taken after an accident or incident.

### **Post Transport Debrief**

Debrief a medical transport.

### **Time Out Report**

Help mitigate fatigue issues.

*Unless otherwise specified, templates can be modified to fit operation specific needs.*

## GENERAL / MISCELLANEOUS

### **Accident/Incident Report**

Identify and assess data collected during an accident or incident investigation.

### **ADS-B Malfunction Report**

Report issues or errors with ADS-B.

### **Aircraft Evaluation Report**

Evaluate an aircraft prior to purchase.

### **Aircraft Ramp Inspection**

Ensure all ramp inspection items are satisfactory and document unsatisfactory items.

### **Airport Analysis**

Evaluate a new airfield and ensure that it has the services needed.

### **Annual Line Observation**

Document and identify threats to operational safety and develop countermeasures to operational errors.

### **Bomb Threat Checklist**

To be used in the event of a Bomb Threat.

### **CAPA (Corrective Action Preventative Action)**

Document and carry forward corrective actions.

### **Catering Survey**

Evaluate catering services used by the organization.

### **Compliance Monitoring Tool**

Used for corrective action if the organization is not compliant with regulations.

### **Compliance Monitoring Corrective Action Report**

Document corrective and remedial actions from compliance discrepancies.

### **Contract Service Provider Concern Report**

Report concerns about contracted services.

### **CPDLC / Data Link Event Report**

Report issues or errors with Controller-Pilot Datalink Communications systems.

### **Customer Service Report**

Report passenger or customer related issues.

### **Daily Debrief**

Provide a daily debrief of operations.

### **EFB Discrepancy**

Document any discrepancies found with the EFB.

### **EFB Evaluation**

Track the performance of the EFB and document any issues.

### **Employee Injury Report**

Document injuries that occur on the job.

### **External Inspection / Audit Report**

Track findings from an external audit.

### **Facility Audit Checklist**

Evaluate and monitor facility compliance with regulations.

### **Fatigue Assessment**

Assess the submitters fatigue levels based on number of trips, conditions, and environmental factors.

### **Fatigue Report**

Report fatigue related issues, impacts, or concerns.

### **FOQA Feedback**

Provide feedback of a FOQA event

### **FOQA Tracking**

Track data collected from FOQA

### **Flight Debrief**

Debrief a flight separately from a Risk Assessment.

### **Goal Setting Worksheet**

Document and keep track of short and long-term safety goals.

### **Ground Service Equipment Discrepancy**

Document any discrepancies found with ground service equipment.

### **Ground Vehicle Accident Report**

An accident report used to detail a ground vehicle accident.

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**Hazard Assessment**

Track hazards that were not otherwise identified on another form submission.

**Helmet Inspection Checklist**

Inspect helmets on a regular basis to comply with CAMTS 02.03.07 Safety and Environment.

**Heliport Risk & Liability Assessment**

Examine a specific heliport and collect the information needed to land there.

**Hotel Evaluation**

Evaluate a hotel that was stayed in during a trip.

**In-Flight Standardization**

Ensure crew members are up to date on all standards and regulations and are able to perform necessary tasks and duties.

**Information Only Report**

Gathers details on aviation incidents and tracks corrective actions and expenses.

**Jet Fuel Quality Control Inspection Checklist**

Ensure Jet Fuel Quality Control Procedures are followed.

**Job Hazard Analysis**

Identify, assess, and manage risks to prevent accidents and injuries through targeted controls and continuous evaluation.

**Landing Zone Hazard Evaluation**

Review known hazards prior to departure.

**Laser Beam Exposure Report**

Gather information about a laser strike.

**Lessons Learned**

Track and record lessons learned.

**Line Operations Safety Audit (LOSA)**

Identify and manage threats and errors before they lead to incidents and accidents.

**Lost or Found Tool Report**

Track and record lost or found tools.

**Maintenance Checklist**

Track scheduled maintenance, test flights needed, and return to service.

**Maintenance Error Decision Aid (MEDA)**

Identifies and documents maintenance failures and contributing factors.

**Manual Revision / Policy Review**

Gather manual revision suggestions for changes.

**Monthly Aircraft Audit**

Evaluate items inside the aircraft and ensure that everything is up to date and properly stocked.

**Personnel Skill Record**

Record the skill level of specific individuals within the organization.

**Pilot Evaluation**

Evaluate a pilot's strengths, challenges, and suggest recommendations.

**Pilot Training / Upgrade**

Evaluate pilot upgrades and additional training needs.

**Policy Waiver**

Request a policy waiver for review by organization leadership.

**Request for Duty Time Extension**

Evaluate specific details about a trip and the duty time extension request.

**RNP AR Monitoring**

Track RNP approach landings. Compile and send to the FAA in support of your LOA.

**Safety Coin Nomination**

Nomination form

**Safety Performance Indicator**

Identify and track Safety Performance Indicators (SPIs), if not being tracked in the QRSP.

**Safety Risk Assessment**

Support the assessment of identified safety hazards.

**Safety Risk Profile**

Track safety concerns throughout the organization that are persistent or continuing.

**Security Report**

Report security events and/or concerns.

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**Suggestion Box**

Submit suggestions to management.

**System Analysis**

Documents the analysis of a system or change

**Threat Assessment**

Assesses potential threats for all flights

**Threat Perception Safety (TPS) Report**

Report threats perceived.

**Unmanned Air System (UAS) Report**

Modeled after the FAA UAS form.

**Vendor Audit**

Evaluate the safety standards and training of contracted vendors.

**Wildlife Strike Report**

Modeled after the FAA Wildlife Strike Report

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## FORMS AVAILABLE AS PART OF ADDITIONAL SUBSCRIPTION(S)

Requires subscription to the specific Baldwin program listed below.

### Aviation Safety Action Program (ASAP)

- ASAP Event
- ASAP Report
- ERC Meeting Agenda
- ERC Meeting Agenda: Event Roll Up
- ERC Corrective Action/Recommendations
- Maintenance Safety Action Program (MSAP) Report

### Unmanned Aircraft Systems (UAS)

- AUVSI's Trusted Operator Program (AUVSI TOP)
- RPAS Security Audit
- UAS Risk Assessment
- UAS Safety Report
- UAS Internal Audits

### Fixed Base Operator (FBO)

- FBO Risk Assessment
- FBO Safety Report
- FBO Policy Waiver

### Emergency Response (ER) Alert

- Accident Data Checklist
- Active Shooter Checklist
- Admin Support Action Checklist
- Aviation Maintenance Checklist
- Call Screening Guidance
- Crew Status Report
- ECC In/Out Log Form
- Emergency Response Initial Checklist
- Emergency Response Report
- Finance Checklist
- Flight Coordination Action Checklist
- Information Technology (IT) Lead Mishap Response Checklist
- Initial Call Log
- Legal Representative Mishap Response Checklist
- Media/Company Communications
- Missing or Overdue Aircraft Checklist
- On-Site team Leader Checklist
- Passenger Status Report
- Suspicious Package Checklist

### Safety Performance Monitoring Program (SPMP)

- SPMP Criteria
- SPMP Finding Form

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