



# TAKE FIVE...

**for safety**  
Five minutes reading  
could save a life

## **PERSONAL MINIMUMS CHECKLISTS**

### **Before the Task**

- 1- Do I have the knowledge required to perform the task?
- 2- Do I have the technical data required to perform the task?
- 3- Have I performed the task before?
- 4- Do I have the proper tools and equipment required to perform the task?
- 5- Have I had the proper training required to support the job task?
- 6- Am I mentally prepared to perform the job task?
- 7- Am I physically prepared to perform the job task?
- 8- Have I taken the proper safety precautions to perform the task?
- 9- Do I have the required resources available to perform the tasks?
- 10- Have I researched the *Canadian Aviation Regulations* (CARs), *Airworthiness Directives* (AD), *Service Bulletins* (SB), and *Service Difficulty Reports* (SDR) to ensure compliance?

### **After the Task**

- 1- Did I perform the task to the best of my abilities?
- 2- Is the result of the job task performed equal to or better than the original design?
- 3- Was the job task performed in accordance with appropriate data?
- 4- Did I use all the methods, techniques, and practices acceptable to the industry?
- 5- Did I perform the job task without pressure, stress and distractions?
- 6- Did I re-inspect my work or have someone inspect my work before returning the aircraft to service?  
Have the required "Independent Checks" of affected controls been accomplished and recorded?
- 7- Did I record the proper entries for the work performed?
- 8- Did I perform the operational checks after the work was completed?
- 9- Am I willing to sign off for the work performed?
- 10- Am I willing to fly in the aircraft once it is approved for the return to service?

*Adapted from Aviation Safety Program, FAA*