

Pre-Annual Inspection Checklist for Savvy Clients

Quick “Top Ten” Checklist

1. Choose which shop to use for the annual (60 days before it comes due).
2. Provide your preferred start and end dates to your account manager.
3. Let your account manager schedule your service appointment.
4. Make sure Savvy has your up-to-date scanned maintenance records.
5. Provide a complete list of all known squawks to your account manager.
6. If your engine or propeller is near or past TBO, please let us know.
7. Fly Savvy’s flight-test profiles, then dump your digital engine monitor data.
8. Remove all your personal property from the aircraft before delivery.
9. Perform a complete functional check of all avionics systems and autopilot.
10. Perform a detailed final walk-around inspection, noting any cosmetic flaws.

Expanded Checklist

Following is an expanded discussion of each of these checklist items.

1. **60 days prior to when the annual inspection comes due, work with your Savvy account manager to decide which service center will perform the inspection.** Keep in mind that Savvy works with hundreds of service centers, so we are in a unique position to know which shops are the most likely to result in a good outcome for you. Also keep in mind that it is usually not a good idea to schedule an annual inspection at a service center that Savvy has not worked with before until that service center has been tried out on some routine maintenance tasks (e.g., an oil or tire change). There are few things more painful than discovering that a shop is incompetent, uncooperative or uncommunicative in the middle of an annual inspection.
2. **Give your Savvy account manager your preferred start and end dates for the annual inspection.** Consider the possibility of starting the annual late in the month so it is signed off early the following month, thereby giving you the benefit of a “13-month annual.” Always allow for the possibility that the aircraft will be in the shop for two full weeks for singles, three full weeks for twins. While it’s quite possible to get the work done faster if no parts need to be ordered, you should never count on that happening. If you expect your annual to be completed in less time than this, you may be setting yourself up for disappointment.

- 3. Permit your Savvy account manager to schedule the service appointment for your annual inspection.** Your account manager will do this via the Savvy ticket system. If the shop is not already on the ticket system, your account manager will arrange for the shop to be added to the system and issued the necessary login credentials. We would prefer if you did not make the appointment yourself, particularly by telephone. If you do, you're training the shop to interface with you rather than with your Savvy account manager, and to communicate by telephone rather than by ticket. This will make it more difficult for your Savvy account manager to manage your maintenance.
- 4. Make sure that Savvy has your scanned maintenance records up-to-date on our server.** Your Savvy account manager will be making those records available to the service center in electronic form, so it's essential that they be current. We do not want you to provide the original hardcopy logbooks to any shop or mechanic, because we do not want you to risk loss of those logbooks, and we don't want any maintenance record entries to be inserted into those logbooks until we've reviewed them and ensured that they are complete and accurate. We will ask the service center to provide us with any new maintenance record entries in electronic (scanned) form, and to provide you with hardcopy entries on self-adhesive stickers so that you can insert them into your hardcopy logbooks once we've reviewed them.
- 5. Provide your Savvy account manager with a complete list of all known squawks, together with any specific repairs, alterations, or equipment additions or removals that you would like to have performed while the aircraft is in the shop for its annual inspection.** Nothing is more frustrating or inefficient than dribbling out squawks to the shop one or two at a time throughout the time the aircraft is in the shop. ("Oh, by the way, I forgot to mention that...") We really need the most complete possible list of squawks and other desired work items before the service appointment begins. Also please be sure to let your account manager know if you have a particular brand and grade of engine oil you prefer to use (we prefer Aeroshell W100 monograde or Phillips X/C 20W-50 multigrade), if you will be supplying a Blackstone Laboratory oil sample kit to the shop, and if you will be supplying your own CamGuard oil additive.
- 6. If your engine or propeller is near or past TBO, make sure to bring this to the attention of your Savvy account manager.** While Savvy believes strongly in overhauling strictly on-condition, some service centers and mechanics may be uncomfortable signing off an annual inspection with the engine or prop beyond TBO. We want to make sure that this subject is discussed with the service center well before the annual inspection starts, so that there's still time to choose an alternate shop if this turns out to be an issue.
- 7. Fly Savvy's flight-test profiles, then dump the data from your digital engine monitor (if so equipped) and make it available to Savvy for analysis.** Please do this at least 30 days before the start date of your annual inspection. It's important that Savvy have the chance to analyze your engine monitor data, so that we know whether or not the shop should adjust your fuel system, clean your fuel nozzles, troubleshoot your probes or transducers, etc. If you're not familiar with Savvy's flight-test profiles, ask your Savvy account manager to provide you with a copy of Savvy's document "Flight-Test Profiles." If you don't know how to dump your engine monitor data, ask your Savvy account manager to provide you with a copy of Savvy's document

“How to Download Engine Monitor Data.” Once you’ve dumped the data, please upload it to Savvy’s engine monitor data analysis site at SavvyAnalysis.com. If you don’t yet have an account on the SavvyAnalysis.com site, please sign up for one on the site (it’s free).

IMPORTANT: Please do not upload your data to a ticket, or post it on any other site. We need your data to be uploaded to the SavvyAnalysis.com site.

- 8. Remove all your personal property from the aircraft before delivering it to the shop.** This includes headsets, portable electronic devices, flight bag, pilot supplies, tools, spare parts, and anything else that is not physically attached to the aircraft. Doing so will help ensure that your property isn’t damaged or lost, and will save the mechanics time when they remove and reinstall the interior of your aircraft.
- 9. Perform a complete functional check of all avionics systems and autopilot must prior to delivering the aircraft to the service center, making written notes of any discrepancies.** Wherever applicable, make notes of the software and database revisions you have installed. This will assist the service center and your account manager to determine whether any updates need to be performed while your aircraft is in the shop.
- 10. Perform a detailed final walk-around inspection of your aircraft just prior to delivering it to the service center, making written notes of any nicks, scratches and other cosmetic flaws.** If possible, have someone from the service center accompany you. Repeat this process when you pick up your aircraft from the shop at the completion of the annual. Doing this will help prevent or resolve potential disputes over “hangar rash” that might occur while your aircraft is in the shop.

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