

# AMC AIRLIFT CONTRACT ADMINISTRATOR/QUALITY ASSURANCE PERSONNEL (QAP)

STATION VISITED	UNIT CONTACTED	DATES OF VISIT
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LEGEND: S = SATISFACTORY R = SPECIAL REMARKS X = NOT DISCUSSED, OBSERVED OR CONTACTED NA = NOT APPLICABLE

<b>I. PERSONNEL DEALING WITH CONTRACTORS</b>		
1. Are personnel familiar with the commercial augmentation airlift program?		14. Are support personnel, i.e. billeting, comptroller, food service, maintenance, POL, supply, aware of requirement of the government-furnished services provisions of the contract?
<b>II. QAP</b>		
2. Is QAP knowledgeable of the CA/QAP working relationship and		
3. Is QAP aware when it is necessary to declare a passenger convenience delay? (AMCI 24-201)		<b>VI. BASE SUPPORT</b>
4. Is QAP advising responsible agencies to bill the contractor for reimbursable support in accordance with AMCI 24-201?		15. Is the delegation of authority to perform inspections and authenticate the AMC 166 series forms, made in writing to QAP? (AMCI 24-201)
5. Is QAP enforcing excess ACL provisions of contract? (AMCI24-201)		16. Is AMC Form 166b being initiated, documented and distributed in accordance with AMCI 24-201?
6. Is QAP aware of the contractor route support concepts outlined in AMCI 24-201?		17. Is QAP utilizing AMC Forms 166 and 166a checklists for interior standards of service inspections in accordance with AMCI 24-201?
7. Is QAP aware that only contractor's crew, route support personnel or FAA flight inspectors and contract administration personnel are authorized to ride ferry legs of contract missions? (AMCI 24-201)		18. Do inbound mission checklists reflect unsatisfactory conditions detected on the outbound mission checklists that were not corrected on turnaround?
8. Is QAP aware of the contractual provisions covering accidents involving contractor's aircraft and equipment personnel?		<b>VII. AMC RAMP INSPECTIONS AND MAINTENANCE</b>
9. Is QAP appointment letter properly documented to include qualifications and training?		19. Are ramp inspections performed by maintenance personnel in accordance with AMCI 22-111?
<b>III. RECOMMENDED CONTENTS FOR QAP GUIDE FILE</b>		
10. Copy of current contract, annotated and cross referenced as applicable.		20. Does QAP/maintenance inspector know how to contact closest FAA representative if serious deficiencies cannot be resolved? Are they aware they cannot ground contractor aircraft? (AMCI 24-201)
11. Current material applicable to contract airlift program. (AMCI 24-201)		
<b>IV. CONTRACT WORKING FILES</b>		<b>VIII. CONTRACTOR</b>
12. Are procedures for maintenance of files satisfactory? AMC and AMC Numbered Air Force are offices of record for contract files. Station files will be disposed of according to AFMAN 37-139.		21. Is local representative aware of requirements for emergency plans to cover accidents, delays, passenger billeting, feeding, etc.?
<b>V. BASE SUPPORT</b>		
13. Has the QAP advised base support personnel that AMCI 24-201 makes the provisions of AMCI 24-201 directive upon them?		22. Does contractor feel he or she is receiving proper support under government-furnished services provision of the contract?
23. ADDITIONAL COMMENTS AND OBSERVATIONS(Continue on reverse side, if necessary)		
24. CHECKED BY (Name and Organization)		25. SIGNATURE

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).