



Sample Checklist for Weight & Balance Schedule Acceptance

Note: The checklist describes the minimum requirement for the purpose of acceptance by BCAA. Operators may develop more extensive checklist to suit their conditions.

Details of the Operator / CAMO

Name of the Operator	
Name of the authorized person(s) for Weighment, Preparation of Weighing Report and Weight & Balance Schedule	
Weight Schedule prepared based on	Weighment / Computation
Date of Previous Weighing	
Date of present Weighing	
Type of Aircraft	
Registration Number of the Aircraft	

Sl. No.	Item of Verification	SAT / UNSAT	Operator / CAMO comments	BCAA Comments
1	Is the specific Weight and Balance Manual and its latest Revision available?			
2	Is the initial Weighing Report available?			
3	Is the weighing carried out by the authorized person			
4	Is the weighing facility adequate in terms of closed hanger, weighing equipment and other supporting facility as required by the manufacturer recommended weighing procedures			
5	Is the weighing equipment calibrated as per the operator and / or the equipment manufacturer. Give the details of calibration of each such equipment			
6	Is the weighing procedure documented and approved by their quality department			
7	Are the Weight Growth system records and data available and its input applied since last weighing / re-computation			



8	<u>Is the aircraft configuration confirmation carried out before</u>			
9	Has the aircraft weighed with all required / documented / equipment & fluids forming part of their Empty Weight / Dry Operating Weight / Basic Weight as applicable.			
10	Confirm each independent weighing are recorded to ensure the determination of accurate weighing data.			

Enclosure:

1. Weight & Balance Manual
2. Weighing Report

Weight & Balance computation Carried out by:

Authorisation Number:

Signature:

BCAA Purpose

Recommendation:

Name of the Inspector Reviewed:

Signature of the Inspector with Date:

Signature of the Chief of Airworthiness with Date: