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Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a **FINDING** answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.
7. For further guidance refer to Inspector Handbook Volume 4

Base Inspection – Flight Operations Requirements (AOC) FOREIGN OPERATOR	
Operator:..... Location:.....	
FO – 01 Previous NAMDCA Inspection	
1.	What was the date of the previous inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Were there a significant number of Inspection Findings? • What conclusions were drawn from the inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Was the inspection follow-up completed? • List any outstanding inspection findings respecting the previous inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Since the last inspection, are there indications of high managerial staff turnover? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Is there any indications of high staff, flight crew or maintenance personnel turnover? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Have there been any changes in the company's scope, size, aircraft, type of service since the previous inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Have there been any additional OPSPEC or a change to the Flight Operations Scope of Approval / Authorized since the previous inspection? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO – 02 AIR OPERATOR CERTIFICATE AND OPSPECS	
8.	Has a current copy of the Air Operator or Certificate and all Operations Specifications been obtained? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	• What type of Air Operator Certificate does the company hold, i.e., domestic, international? N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

10.	• What types of aircraft are authorized pursuant to the Air Operator Certificate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	What type of Operations Specifications are authorized?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Is the AOC displaced in a prominent place accessible to the public at the operators principle place of business	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	What changes in facilities, Personnel or equipment have occurred at the main or sub base since the previous audit?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	How are revisions to the Air Operator Certificate and Operations Specifications initiated by the operator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Who is responsible for maintaining these documents? Is it documented in the COM	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Is there a current copy of the Air Operator Certificate and Operations Specifications in the Company Operations Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Does the company have proof of liability insurance (if required)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-03 STAFFING AND ORGANISATION		
19.		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Does the Operator hold an AOC appropriate to the type of operations being conducted?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Is a current list of aircraft operated in scheduled air transport maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Does the operator have an Operations Base?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Is the office accommodation adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Are the office services adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Does the operator have an Accountable Manager?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Is there a clear management structure in place?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Does the organisation reflect that shown in the Operations Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Is there a quality system in place to monitor compliance, which includes a feedback system to the Accountable Manager?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Has a quality manager been designated?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Are there adequate traffic and loading staff	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Are training programmes established for staff?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Is a system for flight dispatch and monitoring of the progress of flights in place?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	For charter operations: is there a system in	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	place for providing flight documents and determining departure and arrival times of flights at designated airports?	
34.	Is the AOC holder capable of maintaining rapid and reliable radio communications with all flights?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Is there a system for provision/ dissemination of information to pertinent staff?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-04 BASE FACILITIES		
36.	Is the Operations Department adequately staffed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	Is there an operations library?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Does the library contain all approved current company manuals and other required publications?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Are copies of relevant legislation and AIS information available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Are there available explicit flying staff instructions?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Are voyage reports properly filled and maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	Are in-flight fuel consumption records properly recorded and maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Are records of fuel uplifts retained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Are there adequate passenger and cargo handling equipment?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-05 OPERATIONS MANUAL		
45.	Is the scope of operations manual adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	Does the Operations Manual provide guidance to personnel for use in the execution of their duties?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Is the person responsible for manual amendment identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Is the person responsible for the distribution of manuals/amendments identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Have the manuals to be carried onboard the aircraft been specified? Are they carried onboard?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Do applicable crewmembers and ground operations personnel have current copies of the Operations Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Is there a current copy of the AOC and the applicable SOPs in the Operations Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Does the operations manual include the following? <ul style="list-style-type: none"> • Aircraft operating manual • MEL & CDL • Training programme 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> • Aircraft performance planning manual • Route guide • Dangerous goods procedures • Accident reporting procedures • Security procedures • Aircraft loading & handling manual • Cabin crew manual • Mass and balance 	
53.	Are the following included? <ul style="list-style-type: none"> • Duties of crewmembers • Briefing of passengers • Necessity of pilots to remain at controls • Co-pilot handling of aircraft • Refuelling duties/responsibilities • Loading by flight crew 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	Has the operator's policy/authorization for the following been spelt out? <ul style="list-style-type: none"> • Carriage of livestock • Carriage of dangerous goods • Carriage of weapons of war • Carriage of unauthorised persons • Ferry flight operations • Carriage of GCAA inspectors 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	Are the procedures for the carriage of special situation passengers stipulated?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
56.	Are passenger and cargo handling procedures adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
57.	Are guidelines for fuel jettisoning developed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-06 MANAGEMENT ORGANIZATION		
58.	Is there an Operations Manager?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
59.	Is the Operations Manager appropriately qualified for the job?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
60.	Have the duties and responsibilities of the Operations Manager been spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	Is the Operations Manager carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	Is there a Chief Pilot?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
63.	Is the Chief Pilot appropriately qualified for the job?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
64.	Have the duties and responsibilities of the Chief Pilot been spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
65.	Is the Chief Pilot carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
66.	Have Training Captains been appointed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
67.	Have the duties and responsibilities of Training Captains been established?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

68.	Are guidelines regarding the flying hours for management personnel available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
69.	Is the Chief Pilot carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-07 CREW TO BE CARRIED		
70.	Are there procedures in place for determining the crew composition?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
71.	Are the procedures for designating the pilot-in-command spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
72.	Are there procedures in place for determining the minimum cabin crew required?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
73.	Are the requirements for the carriage of crew licences spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
74.	Is there a requirement for the carriage of a navigator?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
75.	Is there a requirement for the carriage of a flight engineer?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-08 FLIGHT DECK MANAGEMENT		
76.	Are the duties and responsibilities of each required crewmember spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
77.	Are the pre-flight actions by pilot-in-command clearly defined?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
78.	Are the flight crew procedures in event of incapacitation spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
79.	Are the procedures in event of pressurization failure spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
80.	Has the flight deck condensed checklist procedures been published for each aircraft type?	N/A <input checked="" type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FO-09 FLIGHT TIME LIMITATIONS		
81.	Are clear definitions of the following provided? <ul style="list-style-type: none"> • Flight time • Duty period • Flight duty period • Rest period • Split duty • Positioning • Standby duty • Day / Night • Local day / night 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
82.	Are the circumstances under which a pilot-in-command can use his/her discretion to extend flying duty periods spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
83.	Are the minimum rest period requirements spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
84.	Are the circumstances under which a pilot-in-command can use his/her discretion to reduce	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	rest period spelled out?				
85.	Are the required records regarding flight, duty and rest periods maintained for each crew member?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
86.	Are the following maximum cumulative duty and flying hours adhered to? <ul style="list-style-type: none"> • Maximum 7 con. days duty hours • Maximum monthly duty hours • Maximum 7 con. Days flying hours • Maximum monthly flying hours • Maximum annual flying hours 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
87.	Is a scheme for regulating flight times for cabin crew in place?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-10 ADMINISTRATION					
88.	Are the procedures for dealing with Drunken passengers spelled out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
89.	Have the procedures for dealing with stowaways been developed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
90.	Have provision for pilot-in-command's brief before flight been established?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
91.	Has the procedures for deferring defects been established?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
92.	Has procedures been established for the reporting/filing of incident reports?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
93.	Is there an aircraft search procedure checklist for searching for concealed weapons/explosives/ dangerous devices for each aircraft series?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
94.	Have passenger-briefing cards been developed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-11 AERODROME OPERATING MINIMA					
95.	Are operating minima for every airfield used regularly in respect of take-off, landing and visual manoeuvring developed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
96.	Have runways NOT to be used clearly indicated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
97.	Are the conditions to be met for commencing a flight stated?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
98.	Are the conditions for commencing/continuing an approach specified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
99.	Have minima for pilots-in-command with limited experience on type specified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-12 TRAINING MANUAL					
100.	Does the operator have a training manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
101.	Does the training manual include the following trainings?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> • Initial hire • Recurrent • Conversion • Re-qualification 				
102.	Does the training manual cover the following? <ul style="list-style-type: none"> • Company Indoctrination • Crew resource management • Security • Dangerous goods • Emergency drills • Specific equipment training 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
103.	Are the training syllabi adequate?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
104.	Are comprehensive check forms/certificates for crew tests developed?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
105.	Is a list of the operator's checking and training personnel available?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
106.	Are the duties and responsibility of training staff included?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
107.	Are the procedures for administration and recording of crew test spelt out?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
108.	Are guidelines for use of and approval of flight simulators included?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
109.	Are flights on which training may/may not be conducted specified?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
110.	Does the training syllabus for pilots include the following? <ul style="list-style-type: none"> • Ratings check • 6 monthly checks and line check for captain/co-pilot • Instrument Approach competence • PIC route competence • PIC Aerodrome qualification • Flight Engineer Checks • Cabin crew training, qualification & periodic checks 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-13 CREW RECORDS					
111.	Are current records detailing out the qualifications and training of employees maintained?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
112.	Are the records for crewmembers and FOOs detail enough to determine whether they meet the experience and qualification requirements?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
113.	Are the Following records properly maintained? <ul style="list-style-type: none"> • Flight crew records? • Flight, duty and rest period records? • Fuel and oil records? 	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-14 SAFETY PROGRAMME					
114.	Flight data analysis programme	N/A <input checked="" type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
115.	Accident Prevention and Flight Safety Programme	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
116.	Emergency Response Plan (ERP)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

117.	SMS	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO – 15 AIRCRAFT EQUIPMENT					
118.	Document To Be Carried On Board	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
119.	Normal equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
120.	Emergency equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
121.	Internal and external markings/notices	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
122.	Checklists	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
123.	Radio/radar navigation equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
124.	Automatic systems (auto-land, etc.)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
125.	Normal equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
126.	Emergency equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
127.	Internal and external markings/notices	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
128.	Checklists	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
129.	Radio/radar navigation equipment	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
130.	Automatic systems (auto-land, etc.)	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
FO-16 QUALITY SYSTEM					
131.	Purpose and scope	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
132.	Responsibility for content	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
133.	Responsibility for distribution	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
134.	Does the COM contain a detailed description of the quality assurance system?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
135.	Does the internal audit program include all functions defined in the COM ?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
136.	Is the Quality program under the sole control of either the FOM, or a person assigned this management function?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
137.	Does the quality program include all elements necessary to confirm that the AOC is in compliance with the applicable regulations and the manual?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
138.	Does the quality program ensure that all referenced procedures remain applicable and effective?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
139.	Is the quality program responsive to any changes within the AOC that could affect the manual and/or the AOC certificate ratings? • Is, or has, the COM been reviewed to ensure it remains compliance with current regulations?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>
140.	Does the quality program address the need for manual amendments resulting from such changes?	N/A <input type="checkbox"/>	OK <input type="checkbox"/>	Finding <input type="checkbox"/>	Not Checked <input type="checkbox"/>

Kommentar [1]: CONTENT TITLE ENDS | FIN DU TITRE DU CONTENU

141.	Does the quality assurance programme of surveillance or internal audit provide check of the system's own effectiveness	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
142.	Does the quality program employ audit checklists to identify all functions controlled by the COM? <ul style="list-style-type: none"> • sub-bases and deployed maintenance • any maintenance arrangements 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
143.	Are checklists sufficiently detailed to ensure that all maintenance functions are addressed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
144.	Has an initial internal audit been completed within 12 months of the certificate is issue. Did the audit checklists cover all aspects of the AOC's technical activities	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
145.	Is the recurring cycle of internal audits, conducted at intervals established in the approved manual? (audits may be conducted on a progressive or segmented basis provided that the entire organization system is verified within the applicable interval)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
146.	Are records of findings of compliance and non compliance resulting from these audits available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
147.	Are there procedures to ensure that the findings of the audits are communicated to the PRM and AOC Certificate holder?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
148.	Have immediate and long term actions to correct the root cause of each non-compliance been noted, developed and/or actioned?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
149.	Have follow-up procedures been carried out to ensure that corrective actions (both immediate and long term) instituted by the AOC are effective?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
150.	Is there a record detailing audit findings, corrective actions, and follow up inspections?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
151.	Do these records go back two complete audit cycles?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
152.	Individuals that performing quality assurance duties are not to have been	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

