|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Operator:** |  | **Date:** |  |
| **Accountable person:** |  | **Contact No:** |  |
| **Address** |  | **Location:** |  |
| ***Instructions*:**1. Check **S** (Satisfactory)column if you completed the activity and if the reviewed record, procedure or event complies with requirements and you have no comment.
2. Check **U/S** (Unsatisfactory)column if the reviewed record, procedure or event does not comply with requirements and you have a comment.
3. Check **N/C** (Not Checked) column if you did not review the record, procedure or event *or you do not have adequate information to make a valid audit assessment*
4. Enter the letter **“N/A”** (Not Applicable) in the column, if the line item is not required in this particular situation. For later reference, proceed any remarks with the appropriate question number.
5. Resolution Report. Use the inspector remarks column at the end for overall remarks or observations.
6. For non- compliance findings inspectors shall also use **Audit Inspection Report Form 004**. Forward findings report to the operator without delay.
7. Specific areas coordinated between OPS and AIR sections are indicated **(OPS and AIR)** in the section title. For further guidance refer to relevant PARTS /Volume and Chapters in Office Procedure Manual.

**Note: -** “Gender” The word He applies to both gender for simplification in the Checklist. For brevity, the pronoun “he” is used throughout the Checklist.  |
| **FO – 01 Pre-audit Review (OPS and AIR)** |
| ***Refer to Base Inspection Job Aid BASE-INSP 002*** |
| ***Remarks*** |
|  | **FO – 02 Air Operator Certificate and OPS SPECS (OPS and AIR)** **Ref CARS/AMC** | **S** | **U/S** | **N/C** | **N/A** |
|  | Is the current original Air Operator Certificate and all Operations Specifications available? |  |  |  |  |
|  | Is the AOC prominently displayed in a public place? |  |  |  |  |
|  | Does the current organization structure reflect that which is shown in the Company Operations Manual structure? |  |  |  |  |
|  | Is the operator providing the type of commercial air service as stated on the Air Operator Certificate? |  |  |  |  |
|  | Are operational changes in facilities or equipment that have occurred in the company since the previous audit reflected in the Operations specifications? |  |  |  |  |
|  | Is the company operating aircraft types as authorized in the Ops pecs? |  |  |  |  |
|  | Does the company have adequate facilities to handle the approved operations? |  |  |  |  |
| ***Remarks*** |
|  | ***FO – 03 Operations Manual*** | **S** | **U/S** | **N/C** | **N/A** |
|  | Is a master copy operation manual (all parts) readily available in the company premises? |  |  |  |  |
|  | Is the manual current and approved by the Director? |  |  |  |  |
|  | Is the person responsible for maintaining these documents identified in writing? |  |  |  |  |
|  | Is the company’s fixed place of business as mentioned in the manual and AOC? |  |  |  |  |
|  | Are manuals kept up to date? |  |  |  |  |
|  | Are distribution procedures followed as per distribution list? |  |  |  |  |
|  | Is a copy of the appropriate part of the Operations Manual carried on each aircraft? |  |  |  |  |
| ***Remarks*** |
| **FO-04 Publication Library (OPS and AIR)** | **S** | **U/S** | **N/C** | **N/A** |
|  | Does the library maintain a register of the internally developed and external manuals and documents held in the library and distributed to users? |  |  |  |  |
|  | Does the library include all approved and up-to-date publications required by the applicable CARS including:- |  |  |  |  |
|  | Operations Manual (Parts A, B, C, D) |  |  |  |  |
|  | Civil Aviation Law and CARs, CANS and CAA Circulars |  |  |  |  |
|  | AIP, Supplements and AICs |  |  |  |  |
|  | Aircraft Flight Manuals |  |  |  |  |
|  | Aircraft Operations Manuals (AOMs or FCOMs) including performance manuals |  |  |  |  |
|  | Minimum Equipment Lists (MMELs and MELs) |  |  |  |  |
|  | Standard Operating Procedures (SOPs) |  |  |  |  |
|  | QRHs and Checklists |  |  |  |  |
|  | Cabin Crew Manual |  |  |  |  |
|  | Passenger Briefing cards |  |  |  |  |
|  | Ground Handling Manuals |  |  |  |  |
|  | Dangerous goods manual |  |  |  |  |
| **(Contd.) FO-04 Publication Library (OPS and AIR)**  | **S** | **U/S** | **N/C** | **N/A** |
|  | Safety manuals |  |  |  |  |
|  | Emergency Response Plan |  |  |  |  |
|  | Security Manual |  |  |  |  |
|  | Quality Manual |  |  |  |  |
|  | Aircraft Technical Logs |  |  |  |  |
|  | Maintenance Control Manual (Maintenance Management Manual (MMM) |  |  |  |  |
|  | Leases and Maintenance Agreements |  |  |  |  |
|  | Flight Recorder Records (SMS) |  |  |  |  |
| ***Remarks*** |
| **FO-05 Organization and Management Personnel** | **S** | **U/S** | **N/C** | **N/A** |
|  | Does the current organization structure reflect that shown in the Operations Manual structure? |  |  |  |  |
|  | Are the current management post-holders as approved by the Authority? |  |  |  |  |
|  | Is the Accountable Manager carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the Quality Manager carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the Safety Manager carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the person responsible for crew Training is carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the person responsible for Flight Operations is carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the person responsible for Security is carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the person responsible Aircraft Maintenance carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Is the person responsible Ground Operations carrying out his duties in accordance with the applicable requirements? |  |  |  |  |
|  | Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual? |  |  |  |  |
| ***Remarks*** |
| **FO–06 Company Check Pilot (DE) Programme** | **S** | **U/S** | **N/C** | **N/A** |
|  | Is a record of all approved DEs used by the operator kept including details of which aircraft types and authorities have they been approved by the Director? |  |  |  |  |
|  | Have the company DEs undergone a CAA monitor check within the past 12 months? |  |  |  |  |
|  | Has the company DE maintained his or her qualification to conduct Proficiency Checks? |  |  |  |  |
|  | Does the company ensure that completed Proficiency Check forms are forwarded to the Authority as required? |  |  |  |  |
| ***Remarks*** |
| **FO–07 Flight Crew Training Records** | **S** | **U/S** | **N/C** | **N/A** |
|  | Are the records kept in a secure place for the minimum duration required by regulations? |  |  |  |  |
|  | Do the flight crew training records include the following data?1. Type of training;
2. Date/s of training;
3. ATO and/or trainer;
4. Assessment of performance
 |  |  |  |  |
|  | **Do records capture the required courses including:** |
|  | Company indoctrination training |  |  |  |  |
|  | Initial and annual aircraft type training |  |  |  |  |
|  | Upgrade training |  |  |  |  |
|  | Line training |  |  |  |  |
|  | Aircraft servicing and ground handling training |  |  |  |  |
|  | Initial and recurrent emergency procedures training |  |  |  |  |
|  | Initial and recurrent surface contamination training |  |  |  |  |
|  | Crew resource management training |  |  |  |  |
|  | Dangerous Goods Training; |  |  |  |  |
|  | Aviation Security Training |  |  |  |  |
|  | Special Authorizations Training. |  |  |  |  |
| **(Contd.) FO–07 Flight Crew Training Records** | **S** | **U/S** | **N/C** | **N/A** |
| 1.
 | Where training is outsourced has the ATO been approved by the Authority |  |  |  |  |
| **Do records capture the required courses including** | **S** | **U/S** | **N/C** | **N/A** |
|  | Have FSTDs including the programmes in use been approved by the Authority |  |  |  |  |
|  | Are aircraft flight training times recorded in the training records conforming to the aircraft technical/journey logs or voyage logs (random sample) |  |  |  |  |
|  | For operators that conduct commercial night operations, have the pilots received night take-off and landing training as necessary? |  |  |  |  |
|  | Have the recency requirements of 3 take-offs and landings prior to commercial flights been met? |  |  |  |  |
| ***Remarks*** |
| **FO-8 Operational Control System** |
|  | Does the operator exercise operational control and supervise flight operations as described in the approved operations manual? |  |  |  |  |
|  | Are the responsibilities and duties of operational control personnel practiced as outlined in the operations manual? |  |  |  |  |
|  | Are company aircraft being dispatched as outlined in the company operations manual including adherence to responsibilities for initiation, continuation, diversion and termination of flights? |  |  |  |  |
|  | Does the company meet the communication requirements with company flights as outlined in the applicable CAACARs for its operation? |  |  |  |  |
|  | How is information exchanged between an aircraft in flight and base operations and can the air operator meeting the requirement set out for air operator? |  |  |  |  |
|  | Does the operator’s operational flight plan or navigation log meet minimum requirements? |  |  |  |  |
|  | Is adequate Met, NOTAMS, ATC data/information being made available for flight planning? |  |  |  |  |
| ***Remarks*** |

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| **Training and Qualifications of Operations Officers (Dispatchers)** | **S** | **U/S** | **N/C** | **N/A** |
|  | Do the Flight Operations Officers (Dispatchers) hold a flight operations officer certification indicating that they have successfully completed training acceptable to the Director? |  |  |  |  |
|  | Do the flight operations officers maintain complete familiarisation with all features of the operation which are pertinent to their duties? |  |  |  |  |
|  | Does the operations manual specify the period of on job training required for each Flight Dispatcher and has this training been completed? |  |  |  |  |
|  | Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file? |  |  |  |  |
|  | Is the air operator following the approved recurrent training programme? |  |  |  |  |
|  | Has the air operator provided training and records for any new equipment transition training? |  |  |  |  |
|  | Has the air operator provided training and maintained records of any new area or route training within the operational control system? |  |  |  |  |
|  | Has the air operator provided training and records for any new equipment transition training? |  |  |  |  |
| **Flight Watch** |  |  |  |  |
|  | If aircraft are operated in sparsely settled areas are two-way communications available at all times? |  |  |  |  |
|  | Does the flight watch continue until the completion of the flight? |  |  |  |  |
|  | Are in-flight reports directed to the flight dispatcher performing flight watch? |  |  |  |  |
|  | Is there adequate personnel available to maintain flight watch during the air operators flight schedule? |  |  |  |  |
|  | Where the operator uses the operational control system of an agent whether domestic or foreign does the operator comply with the applicable regulations? |  |  |  |  |
| ***Remarks*** |

|  |
| --- |
| ***Remarks*** |

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| **FO-18 DANGEROUS GOODS (DG-01)** |
| ***Use specific Dangerous Goods checklists as applicable:******Refer to DANGEROUS GOODS INSPECTOR GUIDANCE MANUAL*** |

|  |
| --- |
| **Overall Result** |
| ***S*atisfactory** [ ]  | **Unsatisfactory ☐**  |
| ***Note: Inspector must fill base inspection audit / Inspection Report Form BASE INSP–004*** |
| **Project Manager Name:** | **Signature** | **Date** |
|  |  |  |
| **FSD Inspectors Name** |  |  |
| **Flight Ops Inspector:** |  |  |  |
| **AW Inspector**  |  |  |  |
| **GOI/DGI**  |  |  |  |
| **CSI**  |  |  |  |
| **PEL Inspector** |  |  |  |