|  |  |  |  |
| --- | --- | --- | --- |
| Organization: |  | AOC No.: |  |
| Date: |  | Location: |  |
| Post Holder Training: |  | Telephone No: |  |
| Email: |  |  |  |

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| ***Instructions***   1. Check ***(S) (****Satisfactory)* column if you determine the document or individual item conforms to requirements. 2. Check ***U/S*** *(Unsatisfactory)* column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non- conforming item). 3. Check ***N/C*** *(Not Checked)*if the item was not checked. Reasons should be given in the ***Remarks*** column. 4. Check ***N/A*** *(Not Applicable)**in the* ***Remarks*** column if it is not applicable or you do not have adequate information to make a valid comment. 5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item. 6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004. Attach to this checklist. |
| ***References: CAR-OPS 1 & 3 SUBPART N, SRUBPART 0 / SECTION 2 – SUBPART N & 0*** |

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| **S/N** | **Item Descriptions** | **S** | **U/S** | **Remarks** |
| **Certificates** | |  |  |  |
|  | Copies of Pilot License in the records? |  |  |  |
|  | Copies of current Medical Certificates in the records? |  |  |  |
| **Minimum Experience** | | **S** | **U/S** | **Remarks** |
|  | Appropriate minimum experience in record for VFR operations? |  |  |  |
|  | Appropriate minimum experience in the records for IFR operations? |  |  |  |
|  | Completion of Company Procedures Training in records? |  |  |  |
|  | Completion of Type Rating Course in all records? |  |  |  |
| **Company Induction Procedures** | | **S** | **U/S** | **Remarks** |
|  | Completion of Company Procedures Training in records? |  |  |  |
| **Qualifying** | | **S** | **U/S** | **Remarks** |
|  | Initial Proficiency Test for current aircraft assignment posted in all records? |  |  |  |
|  | Line flying under Supervision completion posted in all records? |  |  |  |
|  | Line Checks completion posted in all records? |  |  |  |
|  | Route Competence Qualification posted in all records? |  |  |  |
| **(Contd.) Qualifying** | | **S** | **U/S** | **Remarks** |
|  | Either seat qualification posted in appropriate records? |  |  |  |
|  | Aerodrome Competence Qualification posted in appropriate records? |  |  |  |
| **Type Rating, Conversion or Commander Upgrade** | | **S** | **U/S** | **Remarks** |
|  | Completion of Type Rating Course in all records? |  |  |  |
|  | Completion of aircraft-specific systems training in all records |  |  |  |
|  | Completion of aircraft-specific simulator training in all records |  |  |  |
|  | Completion of aircraft-specific flight training in all records? |  |  |  |
|  | Completion of required differences training posted in all records |  |  |  |
|  | Initial emergency equipment training posted in all records? |  |  |  |
|  | Initial emergency experience training, including ditching records? |  |  |  |
|  | General First Aid training posted in all records |  |  |  |
|  | Initial security training posted in all records? |  |  |  |
|  | Initial dangerous goods training posted in all records? |  |  |  |
|  | Initial CRM training posted in all records |  |  |  |
| **Recurrent Training** | | **S** | **U/S** | **Remarks** |
|  | Recurrent Company Procedures training posted? |  |  |  |
|  | Recurrent aircraft-specific systems training posted? |  |  |  |
|  | Initial / Recurrent CRM training posted in all records? |  |  |  |
|  | Recurrent aircraft-specific simulator training posted? |  |  |  |
|  | Recurrent aircraft-specific flight training posted? |  |  |  |
|  | Recurrent dangerous goods training posted? |  |  |  |
|  | Recurrent emergency equipment and safety training posted? |  |  |  |
|  | Recurrent emergency hands-on experience posted? |  |  |  |
|  | Recurrent security training posted? |  |  |  |
|  | Qualification posted in all records? |  |  |  |
|  | Either seat qualification posted in appropriate records? |  |  |  |
|  | Aerodrome & Route Competence Qualification posted in appropriate records? |  |  |  |
|  | Recurrent Special/Specific Operations training (if required)? |  |  |  |
|  | Current Operator Proficiency Check in assigned aircraft posted? |  |  |  |
|  | Current Line Checks in the assigned aircraft posted? |  |  |  |
|  | Emergency and Safety equipment checks posted? |  |  |  |
| **Records Retention, Security and Availability** | | **S** | **U/S** | **Remarks** |
|  | Records retained for proper periods? |  |  |  |
|  | Records secured from unauthorized modifications or theft? |  |  |  |
|  | When crew member changes air operator, a copy of the crew members records is provided to the other air operator upon proper request? |  |  |  |

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| **Findings & Observations:** | |
| **Inspector Name:** |  |
| **Signature:** |  |
| **Date:** |  |