|  |
| --- |
| **Operator’s Details** |
| **File Reference:**  | **Date:**  |
| **Ground handling operator:**  | **Location:**  |
| **Aerodrome Ground handling operator:**  | **Aircraft Type(s) (List):**  |
| **Management and****Supervisory Personnel (List)** | **Name:**  | **Title:**  |
| **Name:**  | **Title:**  |
| **Name:**  | **Title:** |
|  | **Name:**  | **Title:**  |
| **Telephone No:**  | **Email:**  |
| **Remarks:** |
| **Title** | **Item** | **CAA USE ONLY** | **CAR****Reference**  | **Manuals****REF** |
| 1. **Organization Chart**
 | **Ground Handling Facility Organization Chart** | **Yes** | **No** | Appendix 2 toCAR–OPS1.175 Management & organisation of an AOC/ Authority holder |  |
| 1. Any vacant Post?
 |  |  |  |
| 1. Is the chain of command clear?
 |  |  |  |
| 1. Copies of the staff contracts available?
 |  |  |  |
| **Remarks:** |
| 1. **Organization Chart**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| 1. **Management and Organization - Ground Handling staff** – Is the number of ground handling staff sufficient to the nature and scale of operations?
2. Does the Ground Handling Operator have an organization chart published in the operations manual?
 |  |  | (App 2 CAR OPS 1.175 C (2)(i)) |  |
| **Remarks:**  |
| 1. **Duty Periods**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| 1. Check duty periods: Lengthy duties indicate inadequate staff.
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder |  |
| **Remarks:** |
| 1. **Job Responsibilities**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| 1. Job Specifications/Job Responsibilities /Term of References? Management and Organization - Supervision — duties and responsibilities must be defined
 |  |  | App 2 CAR OPS 1.175 C (3)(ii) |  |
| **Remarks:** |
| 1. **Delegation of Authority and deputation**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| * 1. Does the Operator have a process to delegate duties within the management system for ground handling operation that ensures managerial continuity is maintained?
 |  |  | App 2 CAR OPS 1.175 C |  |
| **Remarks:**  |
| 1. **Ground Handling Facility**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| 1. Is the Ground Services handled by the operator or by a third party Ground Handling Agent?
 |  |  | CAR OPS-1.175 |  |
| 1. Does the operator conduct audit on the third party Ground Handling Agent handling operator within a defined period not exceeding 12 months?
 |  |  | AMC OPS-1.035. (5) |  |
| 1. Does the operator conduct audit on the third party Ground Handling Agent during initial, renewal or significant variation of the ground operations activities?
 |  |  | AMC OPS-1.035.(4).b |  |
| 1. Is the ground operations activities part of the operator’s quality audit program and listed in the operators’ quality manual?
 |  |  | AMC OPS-1.035.(4).b |  |
| 1. Does the operator have a contract or service level agreement with the third party Ground Handling Agent prior to obtaining ground operations / handling services?
 |  |  | AMC OPS-1.035. (5) |  |
| 1. Does the contract contain elements and requirements on the operator’s ground operations?
 |  |  | CAR OPS-1.175 |  |
| 1. Does the third party Ground Handling Agent include in the operations manual a provision to allow CAA inspectors to have access and examine all safety aspects of the services or operations?
 |  |  | CAR OPS-1.145 |  |
| 1. Does the operator’s contract or service level agreement with the third party Ground Handling Agent include the following:
2. Statement to indicate that the operator retains the responsibility in maintaining the ground operations standards as outlined in the operators OMA or GOM.
3. Validity of the contract
4. The contract shall list all ground operations areas that are being contracted.
5. Statement that the contractor shall be supervised by the operators personnel stationed at the location if required or by other equivalent mean.
6. Statement to indicate that all contractors personnel assigned to the contracted activities are trained to the operator’s standard as stipulated in the relevant manual.
7. Statement to indicate that all contractors’ personnel assigned to the contracted activities undergo recurrent training as required by the operator and specified in the operator’s training manual.
8. The agreement shall indicate that the contractor will be audited by the operators at least once in every 2 years.
9. The agreement shall indicate the contractor will allow the operator including the CAA inspectors to have access to all premises, facilities, data, documents, records and staff during the audit or when required.
10. Statement to indicate that the contractor shall carry out all ground operations activities as described by the operators OMA and GOM
11. Statement to indicate that the contractor must have an SMS system as required by the ICAO
12. Statement to indicate that contractor must have a safety reporting system. All flight safety including occupational safety reports that are associated to the operations to be submitted to the operator within the time frame as stipulated in the SMS manual
13. The contract must specify the operators safety performance indicators as well as service level performance related to safety issues which includes ground incident,

Note –the above is applicable if ground operations are Sub-contracted.  |  |  | AMC OPS-1.035. (5) |  |
| **Remarks:**  |  |
| 1. **Competence**
 | **S/Yes** | **US/No** | **Reference** | **Manuals****REF** |
| 1. Does the Ground Handling Agent ensure that they are staffed by trained personnel who have a thorough understanding of their responsibilities within the organisation?
 |  |  | App 2 CAR OPS 1.175 C (2)(i) |  |
| 1. Check certificates for appropriateness/currency.
 |  |  |  |
| 1. Check if minimum qualification is published in Operations Manual.
 |  |  |  |
| 1. Check recruitment process.
 |  |  |  |
| 1. Have you observed staff performing duties?
 |  |  | (App 2 CAR OPS 1.175 C (3)(iii) |  |
| 1. Is the supervision of the ground handling staff exercised by individuals who are possessing experience and personal qualities?
 |  |  |  |
| 1. Review completed job forms for accuracy.
 |  |  | (App 2 CAR OPS 1.175 C (3)(iii) |  |
| 1. Evaluates familiarity and competency on routine and emergency procedures
 |  |  | (App 2 CAR OPS 1.175 C (3)(iii) |  |
| 1. **Competence of operations personnel**- Does the Operator ensure that all personnel assigned in ground operations are properly instructed, have demonstrated their ability, and aware of their responsibilities?

Review Appraisal forms |  |  | CAR OPS 1.205 |  |
| 1. **Establishment of procedures:** Does the operator have procedures and instruction for each aero plane type, containing ground staff duties for all type of operations on the ground?
 |  |  | CAR OPS 1.210(a) |  |
| **Remarks:** |
| 1. **Manuals**
 | **S** | **US** | **Reference** | **Manual** **REF** |
| 1. Name the manuals on hand.
 |  |  | CAR–OPS 1.1041 General Rules for Operations Manuals |  |
| Operator’s Manual | **S/Yes** | **US/No** |
| 1. Are they sufficient?
 |  |  |
| 1. Any additional information required?
 |  |  |
| 1. Familiarity with the published manual?
 |  |  |
| 1. Are the required Manuals available & Current?
 |  |  |
| 1. Accident prevention and flight safety program — program achieve awareness all person involved operations
 |  |  | CAR OPS 1.037 (a) (1) |  |
| 1. Are the manuals constantly updated?
 |  |  | CAR–OPS 1.1041General Rules for Operations Manuals |  |
| 1. Does the operator have a system for the management of documentation and/or data used directly in the conduct of support of ground handling operations to include:
* [ ] A means of identifying the version of operational documents.
* [ ] Distribution and reception process that ensures availability of the current version for the appropriate personnel.
* [ ] Identification and control of obsoleted documents.
* [ ] The operator uses electronic system for the management and control of documentation that provides a scheduled generation of back-ups.
 |  |  |
| 1. Are the revisions accurate?
 |  |  |  |  |
| **Remarks:**  |
| 1. **Adequate Information**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Do the manuals contain enough information, guidance & procedures for staff to perform duties?
 |  |  | CAR OPS 1.1041(a) |  |
| **Remarks:**  |
| 1. **Quality System**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have a Quality assurance program that provides for the auditing and evaluation of the management system and operational functions within the scope of ground handling operations at planned interval to ensure the Operator is:
* [ ] Complying with applicable regulations and standards.
* [ ] Staying state operational needs.
* [ ] Identifying undesirable conditions and areas requiring improvement.
* [ ] Identifying hazards to operations (SMS).
* [ ] Previous audits (ground operation, subcontractors ..etc).
 |  |  | CAR-OPS 1.035 Quality system |  |
| 1. Does the Operator have a process for addressing findings resulting from audits of functions within the ground handling operations which ensures:
* [ ] Identification of root cause.
* [ ] Development of corrective actions as appropriate to address findings.
* [ ] Implementation of corrective actions in appropriate operational areas.
* [ ] Evaluation of corrective actions to determine effectiveness
 |  |  | CAR-OPS 1.035 Quality system |  |
| **Remarks:**  |
| 1. **Safety management System**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have a safety risk assessment and a mitigation program implemented in the ground handling operations organization that specifies processes to ensure:
* **[ ]**  Hazards are analyzed to determine the existing and potential safety risks to aircraft operations;
* **[ ]**  Safety risks are assessed to determine the requirement for risk control (remedial) action(s);
* **[ ]**  When required, risk mitigation actions are developed and implemented in ground handling operations.
 |  |  | CAR-OPS 1.037 Safety Management SystemCAR 100 |  |
| 1. Does the Operator have an operational reporting system implemented in the ground handling operations organization?
 |  |  |  |
| **Remarks:**  |
| 1. **Carriage of persons with reduced mobility**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have procedures for the carriage of persons with reduced mobility?
 |  |  | CAR OPS 1.260 (a) |  |
| 1. The commander must be notified when PRM(s) are carried on board.
 |  |  | CAR OPS 1.260 (b) |  |
| 1. Are the PRMs seated in a way to impede the crew in their duties, impede emergency evacuation or seated adjacent to an emergency exit?
 |  |  | CAR OPS 1.260 (b) |  |
| 1. Does the number of PRMs exceed the number of able-bodied persons capable of assisting with an emergency evacuation?
 |  |  | CAR OPS 1.260 (b) & IEM OPS 1.260 |  |
| **Remarks:**  |
| 1. **Refueling Procedures**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the operations manual contain enough information & guidance, procedures about refueling for staff to perform their duties and for the passengers to follow?
 |  |  | CAR OPS 1.305 (a)CAR–OPS 1.1041 General Rules for Operations Manuals& |  |
| 1. **Re-fuelling/de-fuelling with passengers embarking on board or disembarking** Does the Operator has a procedure to ensure that no aero-plane is refueled! De-fuelled with Avgas or wide cut type fuel (E.g. Jet B) when passengers are embarking or disembarking?
 |  |  | CAR OPS 1.305 |  |
| 1. Does the Operator has a procedure for Re-fuelling/de-fuelling with wide cut fuel?
 |  |  | CAR OPS 1.307 |  |
| 1. Does the Operator have one qualified person remaining at a specified location during fuelling operations with passengers on board?
 |  |  | Appendix 1 to CAR–OPS 1.305 (1)  |  |
| 1. Is the qualified person manning the re-fueling process capable of handling emergency procedures concerning fire protection and fire-fighting, handling communications and can initiate and direct an evacuation?
 |  |  |
| 1. Does the Operator have a two-way communication by the aeroplane’s inter-communication system or other suitable means between the ground crew supervising the refuelling and the qualified personnel on board the aeroplane?
 |  |  | Appendix 1 to CAR–OPS 1.305(2) |  |
| 1. Are the Crew, staff and passengers warned that re/defuelling will take place?
 |  |  | Appendix 1 to CAR–OPS 1.305.(3) |  |
| 1. Are the ‘Fasten Seat Belts’ signs off?
 |  |  | Appendix 1 to CAR–OPS 1.305.(4) |
| 1. Are the ‘NO SMOKING’ signs on, together with interior lighting to enable emergency exits to be identified?
 |  |  | Appendix 1 to CAR–OPS 1.305.(5) |
| 1. Are the Passengers instructed to unfasten their seat belts and refrain from smoking?
 |  |  | Appendix 1 to CAR–OPS 1.305.(6) |
| 1. Are there sufficient qualified personnel on board and be prepared for an immediate emergency evacuation?
 |  |  | Appendix 1 to CAR–OPS 1.305.(7) |
| 1. Does the Operator have a procedure to the re/defuelling process immediately if there is presence of fuel vapour is detected inside the aeroplane, or any other hazard arises during re/defueling?
 |  |  | Appendix 1 to CAR–OPS 1.305.(8) |
| 1. Does the ground area beneath the exits intended for emergency evacuation and slide deployment areas are kept clear?
 |  |  | Appendix 1 to CAR–OPS 1.305.(9) |
| 1. Does the have a provision for a safe and rapid evacuation?
 |  |  | Appendix 1 to CAR–OPS 1.305.(10) |
| **Remarks:**  |
| 1. **Aircraft Towing & Movement**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the operations manual contain enough information, guidance & procedures about Aircraft Towing & Movement for staff to perform their duties?
 |  |  | CAR–OPS 1.1041General Rules for Operations Manuals |  |
| 1. Check amendment list.
 |  |  |  |
| 1. Does the push-back and towing procedures comply with the appropriate standard and procedures?
 |  |  | CAR OPS 1.308 (a) |  |
| 1. Does the Operator ensure that pre or post taxi positioning of the aero plane is not executed by tow-bar less towing unless aero plane protected by its own design from damage to its nose wheel steering system or system procedure to alert the flight crew such damage may or has occurred or tow-bar less towing vehicle is designed to prevent damage to the aero plane?
 |  |  | CAR OPS 1.308 (b) |  |
| **Remarks:**  |
| 1. **Mass & Balance**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Doe the Operator ensure that during any phase of operation, the loading, mass and center of gravity of the aeroplane complies with the limitations specified in the approved Aeroplane Flight Manual, or the Operations Manual if more restrictive?
 |  |  | CAR OPS 1.605(a) General |  |
| 1. Does the Operator establish the mass and the center of gravity of any aeroplane by actual weighing prior to initial entry into service and thereafter at intervals of 4 years if individual aeroplane masses are used and 9 years if fleet masses are used?
 |  |  | CAR OPS 1.605(b) General |  |
| 1. Does the accumulated effects of modifications and repairs on the mass and balance accounted for and properly documented?
 |  |  |  |
| 1. Does the Operator reweigh the aeroplanes to establish if the effect of modifications on the mass and balance is not accurately known?
 |  |  |  |
| 1. Does the Operator establish the mass of the traffic load, including any ballast, by actual weighing or determine the mass of the traffic load in accordance with standard passenger and baggage masses as specified in CAR–OPS 1.620?
 |  |  | CAR OPS 1.605(b) General |  |
| 1. Does the Operator determine the mass of the fuel load by using the actual density?
 |  |  | CAR OPS 1.605(e) General |  |
| 1. If not, is the density calculated in accordance with a method specified in the Operations Manual?
 |  |  |  |
| **Remarks:**  |
| 1. **Operation of Ground Service Equipment**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Available?
 |  |  | CAR–OPS 1.1041 General Rules for Operations Manuals |  |
| 1. Check amendment list.
 |  |  |  |
| 1. Enough information & guidance, procedures for staff to perform duties?
 |  |  |  |
| **Remarks:**  |
| 1. **Aircraft Flight Manual & Performance**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Enough information & guidance, procedures available for staff to perform duties?
 |  |  | CAR–OPS 1.1041 General Rules for Operations Manuals |  |
| 1. Check amendment list.
 |  |  |  |
| **Remarks:**  |
| 1. **Training Requirements**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Is there is enough information & guidance, procedures available for staff to perform their duties?
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder (C) (2) |  |
| 1. Is the training requirement highlighted in their training manual?
 |  |  |  |
| 1. Does the Operator conduct specific initial training for support staff in their assigned job functions?
 |  |  |  |
| 1. Does the Operator conduct specific recurrent training for support staff in their assigned job functions?
 |  |  |  |
| **Remarks:**  |
| 1. **Communications**
 | **S/Yes** | **US** | **Reference** | **Manual** **REF** |
| To check satisfactory communication system provided between load controller and: |  |  | CAR OPS-1.605 |  |
| 1. **[ ]** Passenger check-in
 |  |  |  |
| 1. **[ ]** Cargo acceptance
 |  |  |  |
| 1. **[ ]** Aircraft loaders
 |  |  | CAR OPS-1.610 Loading |  |
| 1. **[ ]** Fuel supplier
 |  |  | CAR OPS-1.305 |  |
|  |
| 1. **Ramp Area**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Is the Ramp Area clean & clear of FOD?
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual Contents(8.2) |  |
| 1. Does it include an FOD bin/container?
 |  |  |  |
| 1. Is there is a regular program for inspecting & cleaning ramp surface?
 |  |  |  |
| 1. Does the airport have a facility for snow removal? (If applicable)?
 |  |  |  |
| **Remarks:**  |
| 1. **Passenger Movement**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Is there any protection from jet or prop blast?
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual Contents(8.2) |  |
| 1. Is there any movement of passengers across the ramp?
 |  |  |  |
| 1. Is there any Procedure for handling handicapped passengers?
 |  |  |  |
| **Remarks:**  |
| 1. **Lighting**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Is there sufficient lighting for safe ground operations? (night operations)
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual Contents(8.2) |  |
| **Remarks:**  |
| 1. **Hazards / Obstructions**
 |  |  |  |  |
| 1. Any surveillance/reporting airport hazards & new obstructions by station managers/supervisors?
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual Contents(8.2) |  |
| **Remarks:**  |
| 1. **Flight Planning**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| * 1. Check whether flight plan from central location (base) or at transit station. If available check record.
 |  |  | CAR OPS-1.195 Operational Control |  |
| 1. Evaluates staff performance.
 |  |  |  |
| 1. Evaluate for effectiveness the division responsibilities between central flight control and line station.
 |  |  |  |
| 1. Check records.
 |  |  |  |
| 1. Flight watch/Flight following procedure?
 |  |  |  |
| **Remarks:**  |
| 1. **Load Planning**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Determine who is responsible for the load planning.
 |  |  | CAR OPS-1.605&1.610& 1.625 |  |
| 1. Verify qualification.
 |  |  |  |
| 1. Verify system of getting, collect & transmit passenger & cargo weights.
 |  |  |  |
| 1. If computerized system used, check for back-up.
 |  |  |  |
| 1. Verify proficiency of staff for manual calculations if computer fail.
 |  |  |  |
| 1. Have adequate procedures for cross- checking & verifying been established?
 |  |  |  |
| 1. Check records.(copy carried in aircraft and one left at departure)
 |  |  |  |
| 1. Loading instructions report
 |  |  |  |
| 1. Offloading instructions
 |  |  |  |
| 1. Aircraft supervision task
 |  |  |  |
| 1. LMC
 |  |  |  |
| **Remarks:**  |
| 1. **Meteorological facilities/Weather**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Determine official source of weather.
 |  |  | CAR OPS-1.225. (d.4) |  |
| 1. Check adequacy for type of operations.
 |  |  |  |
| 1. Check records.
 |  |  |  |
| **Remarks:**  |
| 1. **NOTAM’s**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Determine the official source.
 |  |  | CAR OPS-1.605&1.610& 1.625CAR OPS-1.140 |  |
| 1. Currency of NOTAM.
 |  |  |  |
| 1. Check method of updating.
 |  |  |  |
| **Remarks:**  |
| 1. **Loading of Galleys**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check proper procedures have been followed
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual / Part A. (8) Operating Procedures |  |
| **Remarks:**  |
| 1. **Logbook/MEL Entries**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Verify.
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual / Part A. (8) Operating Procedures |  |
| **Remarks:**  |
| 1. **Oil/Hydraulic Service**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check proper procedures have been followed
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual / Part A. (8) Operating Procedures |  |
| **Remarks:**  |
| 1. **Deicing**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator ensure procedures are established and followed when ground de-icing and anti-icing and conduct related inspections of the aero plane where necessary?
 |  |  | (CAR OPS 1.345 (a)) |  |
| 1. Check correct Fluid Type.
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual / Part A. (8) Operating Procedures |  |
| 1. Holdover Time?
 |  |  |  |
| 1. All snow & ice removed?
 |  |  |  |
| **Remarks:**  |
| 1. **Marshalling**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check proper procedures have been followed & safe operation
 |  |  | CAR OPS-1.095 |  |
| **Remarks:**  |
| 1. **Chocks/Mooring**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Ensure chocks in place.
 |  |  | Appendix 1 to CAR OPS-1.1045.8.2 |  |
| 1. Parking ramp is level.
 |  |  |  |
| 1. Brakes are set or released.
 |  |  |  |
| **Remarks:**  |
| 1. **Contract Services**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check how management establishes control over the contractor performance.
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder C (2)(ii)) |  |
| 1. Does the management assure adequate training for the contractor personnel?
 |  |  |  |
| 1. Are copies of the training qualifications available and current?
 |  |  |  |
| 1. Does the operator ensure all licensed and authorized personnel from the contractor are trained and qualified to perform the required activities?
 |  |  |  |
| 1. Is there a procedure to establish adequate control over contractor?
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder C (2)(ii)) |  |
| 1. Does the Operator contracting other organization retain responsibility for the maintenancestandard?
 |  |  |  |
| 1. Check standard issued to contractors, level of supervision and the quality system
 |  |  |  |
| 1. Does the operator ensure that flight dispatcher when performing flight dispatch function, to hold a valid and current license or equivalent authorization?
 |  |  | Appendix 2 to CAR OPS-1.175 |  |
| 1. Does the operator ensure that flight dispatcher when performing flight dispatch function, to hold a valid and current license or equivalent authorization?
 |  |  | Appendix 2 to CAR OPS-1.175 |  |
| 1. Does the operator ensure that the contractors have access to the relevant section of the OMAN CAR ([www.caa.gov.om](http://www.caa.gov.om) ) and the operator’s relevant part of the Operations manual?
 |  |  | CAR OPS 1 |  |
| 1. Does the operator ensure that internal audits on contractors’ ground operations are conducted by quality operations, at least once in every two years?
 |  |  | CAR OPS-1.035 |  |
| 1. Does the operator ensure that pre and post flight records and documentation are retained and kept in accordance with CAA regulations
 |  |  | CAR OPS-1.150& 1.160 |  |
| 1. Does the operator ensure copies of the individual training record on all contractors’ personnel are properly kept?
 |  |  | CAR OPS-1.985& 1.1035 |  |
| 1. Does the operator ensure that the updating of regulation and operator’s Operations manual held by the contractors?
 |  |  | CAR OPS-1.001 |  |
| 1. Management and Organization —Ground staff— Are the ground handling operations described in the relevant section the Operations Manual?
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder C (2)(iii)) |  |
| 1. Management and Organization — Accommodation —Is the Operator working space at each operating base sufficient for the needs of the ground staff, storage and records?
 |  |  | Appendix 2 to CAR–OPS 1.175 Management & organisation of an AOC/ Authority holder (d) |  |
| **Remarks:**  |
| 1. **Communications**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Evaluate the effectiveness of vertical & horizontal communications.
 |  |  | App 2 CAR OPS 1.175 C (3)(ii)) |  |
| 1. Are the managers aware of subordinates duties & responsibilities?
 |  |  |  |
| **Remarks:**  |
| 1. **Accident/Incident**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Is there is enough information & guidance, procedures for staff to act after an accident/incident?
 |  |  | Appendix 1 to CAR–OPS 1.1045 Operations Manual Contents) |  |
| 1. Is the procedure constantly updated?
 |  |  |  |
| 1. Is the procedure in line with the Local Authority procedure?
 |  |  |  |
| 1. Is there is sample of accident/incident been recorded?
 |  |  |  |
| **Remarks:**  |
| 1. **Occurrence reporting**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have enough information & guidance, procedures for staff to act after an accident/incident?
 |  |  | CAR OPS 1.037 (a) (2) |  |
| 1. Is the procedure constantly updated?
 |  |  |  |
| 1. Is there enough information & guidance, procedures for the staff to perform duties?
 |  |  |  |
| 1. Does the Operator have an accident prevention and flight safety program? — an occurrence reporting
 |  |  |  |
| **Remarks:**  |
| 1. **Severe Weather**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have procedures for Severe Weather Operations?
 |  |  | CAR OPS-1.430 |  |
| 1. Is the procedure constantly updated?
 |  |  |  |
| 1. How does the Operator notify Flight Crew?
 |  |  |  |
| **Remarks:**  |
| 1. **Carry-on Baggage**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have procedures Carry-on Baggage?
 |  |  | IEM OPS-1.990.e |  |
| 1. Is the information & guidance, procedures enough for the staff to perform their duties?
 |  |  |  |
| 1. Is the procedure constantly updated?
 |  |  |  |
| **Remarks:**  |
| 1. **Dangerous Goods**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator have procedures for the Hazardous Materials?
 |  |  | CAR.92CAR.OPS.1. SUBPART R TRANSPORT OF DANGEROUS GOODS BY AIR |  |
| 1. Is the procedure constantly updated?
 |  |  |  |
| 1. How to notify Flight Crew?
 |  |  |  |
| 1. Is the information & guidance, procedures enough for the staff to perform their duties?
 |  |  |  |
| **Remarks:**  |
| 1. **Contract Services**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Available?
 |  |  | Appendix 2 to CAR OPS-1.175.c.2 |  |
| 1. Still Valid?
 |  |  |  |
| **Remarks:**  |
| 1. **Trip Records Disposition**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| Information retained on the ground — * 1. **[ ]** A copy of the operational flight plan where appropriate;
	2. **[ ]** Copies of the relevant part(s) of the aeroplane technical log;
	3. **[ ]** Route specific NOTAM documentation if specifically edited by the operator;
	4. **[ ]** Mass and balance documentation if required (CAR–OPS 1.625 Mass and balance documentation refers); and
	5. **[ ]** Special loads notification.
 |  |  | CAR OPS-1.1060 CAR–OPS 1.625 |  |
| 1. Kept how long?
 |  |  | CAR–OPS 1.155 Preservation of documentation |  |
| 1. Check storage, easily access? Security?
 |  |  |  |
| **Remarks:**  |
| 1. **Document storage periods**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Operational flight plan (03 Months)
 |  |  | Appendix 1 to CAR–OPS 1.1065 Document storage periods CAR–OPS 1.155 Preservation of documentation |  |
| 1. Aeroplane Technical log (24 Months)
 |  |  |
| 1. Route specific NOTAM/AIS briefing documentation if edited by the operator (03 Months)
 |  |  |
| 1. Mass and balance documentation (06 Months)
 |  |  |
| 1. Notification of special loads including written information to the commander about dangerous goods (03 Months)
 |  |  |
| 1. Completed Flight Preparations Forms (03 Months)
 |  |  |
| 1. Journey log (03 Months)
 |  |  |
| 1. Flight report(s) for recording details of any occurrence, as prescribed in CAR–OPS 1.420, or any event which the commander deems necessary to report/record (03 Months).
 |  |  |
| 1. Fuel and oil records (03 Months).
 |  |  |
| 1. Training/qualification records of other personnel for whom an approved training programme is required by CAR–OPS. (Last 2 training records).
 |  |  |
| **Remarks:**  |
| 1. **Crew Flight & Duty Time**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check & verify.
 |  |  | CAR OPS 1SECTION 1 |  |
| **Remarks:**  |
| 1. **Ground Handling Training**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check & verify Training requirement?
 |  |  | App 2 CAR OPS 1.175 C (2)(i) |  |
| 1. Check & verify if the following training have been conducted:
 |  |  |  |
| 1. Passenger Handling Initial Training
 |  |  |  |
| 1. Passenger Handling Recurrent Training
 |  |  |  |
| 1. Does the Hazardous Materials Training program includes
 |  |  |  |
| 1. Hazardous Materials Initial Training
 |  |  |  |
| 1. Hazardous Materials Recurrent Training.
 |  |  |  |
| 1. Does the Load Planning Training program includes
 |  |  |  |
| 1. Load Planning Initial Training
 |  |  |  |
| 1. Load Planning Recurrent Training.
 |  |  | App 2 CAR OPS 1.175 C (2)(i) |  |
| 1. Does the Aircraft Servicing Training program includes
 |  |  |  |
| 1. Aircraft Servicing Initial Training
 |  |  |  |
| 1. Aircraft Servicing Recurrent Training.
 |  |  |  |
| 1. Is the training conducted by qualified instructors?
 |  |  |  |
| **Remarks:**  |  |
| 1. **Contingency Planning**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check for availability.
 |  |  | CAR OPS 1.055 |  |
| 1. To have action plan for accidents, injury, illness, fuel spills, bomb threats, hijacking, severe weather & hazardous materials spills.
 |  |  |  |
| 1. Action plan should be easily access.
 |  |  |  |
| 1. Action plan should contain emergency notification checklist & procedures for suspending or canceling operations.
 |  |  |  |
| 1. Check Emergency telephone listing & easy access.
 |  |  |  |
| 1. Operator to make available immediate communication to RCC— lists of information on emergency and survival equipment carried on board — number, colors, type of rafts and pyrotechnics, emergency medical supplies, water supplies and frequency of emergency portable radio equipment.
 |  |  |  |
| **Remarks:**  |
| **Security** |
| 1. **Passenger Screening (dangerous goods)**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Hand baggage inspection: An Operator must establish procedureensure that only hand baggage is taken in the cabin as can be adequately and securely stowed, does not block exit or cause injury or damage.
 |  |  | (CAR OPS 1.270 (a), (B)) |  |
| 1. Metal detectors
 |  |  |  |  |
| **Remarks:**  |
| 1. **Baggage and Cargo Screening (dangerous goods )**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Procedures for hand baggage.
 |  |  | CAR 92 |  |
| 1. X-ray equipment.
 |  |  |  |
| **Remarks:**  |
| 1. **Limited Access Areas**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Access to ramp area.
 |  |  | CAR ops1SUBPART S – SECURITY |  |
| 1. Access to other restricted areas.
 |  |  |  |
| 1. Staff passes.
 |  |  |  |
| **Remarks:**  |
| 1. **Aircraft Security**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Cabin Security Check.
 |  |  | CAR ops1SUBPART S – SECURITY |  |
| 1. Turnaround.
 |  |  |  |
| 1. Night Stop.
 |  |  |  |
| **Remarks:**  |
| 1. **Carriage of weapons and munitions**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Approval: Procedure on stowage inaccessible to passengers; Unloaded weapons
 |  |  | CAR 1.065 (a) (b) |  |
| 1. Carriage of weapon notification to commander
 |  |  | CAR 1.065 C |  |
| **Remarks:**  |
| 1. **Alcohol and Drugs**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Operator shall not permit any person to enter or be in, and take reasonable measures to ensure no person enters or is in an aero plane under the influence of alcohol or drugs to an extent that the safety of the aero plane or occupants is likely to be endangered.
 |  |  | CAR OPS 1.115 |  |
| **Remarks:**  |
| 1. **Fire Fighting Equipment**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Fire Services ICAO Category?
 |  |  | CAR OPS-1.1465 |  |
| 1. Observe obvious deficiencies & general conditions.
 |  |  |  |
| 1. Check the fire extinguishers expiry date and the fire department’s routine checks
 |  |  |  |
| 1. Check the water sprinkle system and other fire-fighting material.
 |  |  |  |
| **Remarks:**  |
| 1. **Medical Services**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Observe facilities & practicality.
 |  |  | AC OPS-1.1260(b)(4 |  |
| 1. Paramedics or Medical Doctor?
 |  |  |  |
| 1. Nearest hospital
 |  |  |  |
| **Remarks:**  |
| **Cargo And Dangerous Goods** |
| 1. **Airport Terminal**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Does the Operator ensure notices are displayed that warn passengers of the type of dangerous goods forbidden for transport aboard an aircraft?
 |  |  | CAR 92 |  |
| 1. Do the notices include visual examples?
 |  |  |  |
| 1. Are there sufficient number at each of the places at an airport where passengers are processed, to include ticket issue, passenger check-in and aircraft boarding areas?
 |  |  |  |
| **Remarks:**  |
| 1. **Ramp**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Observe markings, obstructions, cleanliness, fuel hydrants, passenger movement etc.
 |  |  | Appendix 1 to CAR OPS-1.1045 Operations Manual Contents(8.2) |  |
| 1. FODs?
 |  |  |  |
| 1. Check ramp vehicles parked within safety lanes.
 |  |  |  |
| **Remarks:**  |
| 1. **Manuals**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check Cargo Manual available & current.
 |  |  | CAR OPS-1.1041 |  |
| 1. Latest amendment.
 |  |  |  |
| **Remarks:**  |
| 1. **Staff**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Check certificates for appropriateness/currency.
 |  |  | App 2 CAR OPS 1.175 C (2) |  |
| 1. Observed staff performing their duties.
 |  |  |  |
| 1. Review completed job forms for accuracy.
 |  |  |  |
| **Remarks:**  |
| 1. **Facilities**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. Cargo storage.
 |  |  | Appendix 1 to CAR OPS-1.270 |  |
| b. Cargo screening or cooling off periods. |  |  |  |
| **Remarks:**  |
| 1. **Cargo Loading**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. System to ensure cargo loaded in correct location.
 |  |  | CAR 92.120Appendix 1 to CAR–OPS 1.10458.2 |  |
| 1. Cargo loading locations are included on load sheet.
 |  |  |  |
| 1. Cargo restrain system/s adequate:
 |  |  |  |
| 1. Certification
 |  |  |  |
| 1. Labeling
 |  |  |  |
| 1. Maintenance
 |  |  |  |
| 1. User Instructions
 |  |  |  |
| 1. Cargo netting.
 |  |  |  |
| 1. Cargo tie-down points
 |  |  |  |
| **Remarks** |
| 1. **Dangerous Goods**
 | **S/Yes** | **US/No** | **Reference** | **Manual** **REF** |
| 1. DG Approval granted by CAA and Local Authorities
 |  |  | CAR ops 1 Subpart R CAR 92 |  |
| 1. Check Handling agent/contract services.
 |  |  |  |
| 1. Check "Classification", ensure that articles & substances are classified as DG as specified in the Technical Instructions (TI).
 |  |  |  |
| 1. Check packing complied with packing requirements, as specified in the Tl.
 |  |  |  |
| 1. Check labeling. & marking, ensure that packages, over packs & freight containers are labeled & marked as specified in the Tl.
 |  |  |  |
| 1. Check state of origin- the authority in whose territory the DG was first loaded on an aircraft.
 |  |  |  |
| 1. Check latest lATA & ICAO Tl for DG.
 |  |  |  |
| 1. Emergency procedures for DG leakage/spillage/contamination etc.
 |  |  |  |
| **Inspection Result:** |
| **Item**  | **Level**  | **Ref**  | **Description**  |
|  |  |  |  |
|  |  |  |  |
| **Ground Operations Inspector’s Name:**  |
| **Date:** |  | **Signature:** |  |