|  |  |  |  |
| --- | --- | --- | --- |
| Operator: |  | Pilot-in-command: |  |
| Date(s) of inspection |  | Co-Pilot: |  |
| Flight No: |  | Senior Cabin Crew: |  |
| Aircraft type/Reg: |  |  |  |
| Departure: |  | Destination: |  |
| Date: |  | Date: |  |
| Time (Local): |  | Time (Local): |  |
| Time (UTC): |  | Time (UTC): |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Crew Legal** **Documentation** | | | **S** | | **U/S** | | **Remarks** | |
|  | Crew License | | |  | |  | |  | |
|  | Recency/Training Validity | | |  | |  | |  | |
|  | Medical Certificate | | |  | |  | |  | |
|  | Airport Pass | | |  | |  | |  | |
|  | Crew ID | | |  | |  | |  | |
|  | Recurrent Training Records | | |  | |  | |  | |
|  | Vaccination Card (If Required) | | |  | |  | |  | |
|  | If Crew was prescribed with Glasses a spare Glass is required | | |  | |  | |  | |
| **B** | **Preflight** | | | **S** | | **U/S** | | **Remarks** | |
|  | Crew Briefing | | |  | |  | |  | |
|  | Weather analysis | | |  | |  | |  | |
|  | Flight Planning including AUW/Density Alt/Fuel Planning | | |  | |  | |  | |
|  | NOTAM | | |  | |  | |  | |
|  | Pre-flight inspection | | |  | |  | |  | |
|  | Aircraft log book inspection | | |  | |  | |  | |
|  | Knowledge of on-board documentation. | | |  | |  | |  | |
|  | Load and trim sheet understanding | | |  | |  | |  | |
|  | Centre of gravity | | |  | |  | |  | |
|  | Mass balance form | | |  | |  | |  | |
|  | Survival equipment; if applicable | | |  | |  | |  | |
|  | Spares and tools; if applicable | | |  | |  | |  | |
|  | Load spreaders and cargo tie-downs; if applicable | | |  | |  | |  | |
|  | Crew Briefing | | |  | |  | |  | |
| **C** | **Departure** | | | **S** | | **U/S** | | **Remarks** | |
|  | Starting procedure | | |  | |  | |  | |
|  | Take-off gross mass (Kg) | | |  | |  | |  | |
|  | Taxying procedure | | |  | |  | |  | |
|  | Pilot/Cabin Crew instructions on emergency procedures | | |  | |  | |  | |
| **C** | **(Contd.) Departure** | | | **S** | | **U/S** | | **Remarks** | |
|  | Clearance record and read back | | |  | |  | |  | |
|  | IFR/VFR/Special VFR | | |  | |  | |  | |
|  | Take Off Performance Class 1/2/3 | | |  | |  | |  | |
|  | Departure clearance/SID compliance | | |  | |  | |  | |
|  | Noise abatement procedures | | |  | |  | |  | |
|  | Altitude awareness (climb) MSA/MEA | | |  | |  | |  | |
| **D** | **Enroute / Cruise** | | | **S** | | **U/S** | | **Remarks** | |
|  | MEA Compliance | | |  | |  | |  | |
|  | Use of airborne weather radar | | |  | |  | |  | |
|  | Adherence to clearance | | |  | |  | |  | |
|  | Flight following | | |  | |  | |  | |
|  | Altitude awareness (Cruise/ V/S) | | |  | |  | |  | |
|  | Navigation & use of Nav aids | | |  | |  | |  | |
|  | Holding procedures | | |  | |  | |  | |
|  | One pilot to be looking out at all times. No paperwork to be done by both pilots at the same time/ Situational Awareness | | |  | |  | |  | |
|  | Adherence to Safety and Security procedures | | |  | |  | |  | |
|  | Flight crew adherence to SOP's. Considerations should be made for the following: | | |
|  | Adherence to ATC requirements | | |  | |  | |  | |
|  | Navigation procedures | | |  | |  | |  | |
|  | Avoidance of potentially hazardous atmospheric conditions | | |  | |  | |  | |
|  | Use of airborne equipment (WX. Radar) | | |  | |  | |  | |
|  | Terrain awareness | | |  | |  | |  | |
|  | Drift down management (when required) | | |  | |  | |  | |
|  | Navigation procedures | | |  | |  | |  | |
|  | Fuel monitoring | | |  | |  | |  | |
|  | Operational Flight Plan | | |  | |  | |  | |
|  | Systems monitoring | | |  | |  | |  | |
|  | Special briefings | | |  | |  | |  | |
|  | Adherence to aircraft limitations (speeds, etc.) | | |  | |  | |  | |
|  | ***Note:*** *Operational Flight Plan; ensure that the OFP is completed with all necessary data* | | | | | | | | |
|  | 1. *Actual block, take-off and landing times.* | | |  | |  | |  | |
|  | 1. *Accumulated and corrected times overhead waypoints* | | |  | |  | |  | |
|  | 1. *Any additional information (re-routing, direct routings, weather info, etc.)* | | |  | |  | |  | |
|  | **(Contd.) En-Route / Cruise** | | | **S** | | **U/S** | | **Remarks** | | |
|  | Radio Communications and Monitoring | | |  | |  | |  | | |
|  | ATIS reviewed. Arrival briefed. | | |  | |  | |  | | |
|  | Call Ops / Handling agent with ETA, special requirements. | | |  | |  | |  | | |
|  | Engine Failure (Autorotation)/ Emergency landing- Briefing/Procedures/ Planning | | |  | |  | |  | | |
| **E** | | **Instrument Approach** | | | **S** | | **U/S** | | **Remarks** | |
|  | | Checklists utilized as per SOP’s | | |  | |  | |  | |
|  | | FMS preparation & cross checking with approach chart | | |  | |  | |  | |
|  | | MEA/ MSA/ MORA awareness | | |  | |  | |  | |
|  | | Altitude/ Airspeed control | | |  | |  | |  | |
|  | | Holding procedures & endurance | | |  | |  | |  | |
|  | | Set QNH | | |  | |  | |  | |
|  | | Stabilized approach | | |  | |  | |  | |
|  | | Altitude awareness | | |  | |  | |  | |
|  | | Missed Approach | | |  | |  | |  | |
| **F.** | | **Visual Approach** | | | **S** | | **U/S** | | **Remarks** | |
|  | | *Checklists utilized as per SOP’s* | | |  | |  | |  | |
|  | | *Use of Aids & Helipad Identification* | | |  | |  | |  | |
|  | | *Helipad and wind assessment* | | |  | |  | |  | |
|  | | *Stabilized Approach* | | |  | |  | |  | |
| **G** | | **Landing and Post Flight** | | | **S** | | **U/S** | | **Remarks** | |
|  | | Performance Class 1/2/3 | | |  | |  | |  | |
|  | | Taxi in, parking & Shutdown | | |  | |  | |  | |
|  | | Snag Reporting/ Completing Tech Log/Op Flt Plan | | |  | |  | |  | |
|  | | Post Flight Debrief | | |  | |  | |  | |
| **H** | | **Flight Crew** | | | **S** | | **U/S** | | **Remarks** | |
|  | | Overall Crew Alertness & Situational Awareness | | |  | |  | |  | |
|  | | Standard Callouts | | |  | |  | |  | |
|  | | Checklists utilized as per SOP’s | | |  | |  | |  | |
|  | | Use of oxygen and mask check procedure; if applicable | | |  | |  | |  | |
|  | | Judgment and Crew Resource Management (CRM) | | |  | |  | |  | |
|  | | Flight management | | |  | |  | |  | |
|  | | Handling of emergencies | | |  | |  | |  | |
|  | | Knowledge of technical Circulars | | |  | |  | |  | |
|  | | **(Contd.) Flight Crew** | | | **S** | | **U/S** | | **Remarks** | |
|  | | Compliance with Aircraft limitations | | |  | |  | |  | |
|  | | OPS Manual/SOP compliance | | |  | |  | |  | |
|  | | Proficiency of second-in-command | | |  | |  | |  | |
|  | | Compliance with regulations & rules | | |  | |  | |  | |
|  | | Communication Failure procedures-awareness and briefing | | |  | |  | |  | |
|  | | Fuel Consumption Checks | | |  | |  | |  | |
|  | | Use of TCAS-procedures and knowledge | | |  | |  | |  | |
| **I** | | **Aerodromes/Helipads** | | | **S** | | **U/S** | | **Remarks** | |
|  | | Runways and taxiways/ Helipad Marking | | |  | |  | |  | |
|  | | Lighting/Marking & Public Protections | | |  | |  | |  | |
|  | | Station facilities | | |  | |  | |  | |
|  | | Refueling of aircraft | | |  | |  | |  | |
|  | | Ground Personnel | | |  | |  | |  | |
| **Inspector Findings, Remarks & Observations:** | | | | | | | | | | |
| **Inspector Name:** | | |  | | | | | | | |
| **Signature:** | | |  | | | | | | | |
| **Date** | | |  | | | | | | | |