



ITEM	INSPECTION ITEM	Remarks	ASSESSMENT
1.	Check if the AFM is correct for the aircraft type, model and serial number.	NAMIBIA CIVIL AVIATION AUTHORITY (Tel) +264 61 702 2212 Web: http://www.dca.com.na Private Bag 12003 Windhoek Namibia	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

Instructions for Use:

1. Check **C** column if you determine the document or individual item conforms.
2. Check **N/C** 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/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Use the recommendations/Observations at the end for overall remarks or observations
6. Coordination is required between FOI and AIR as necessary.
7. This checklist should be used in conjunction with FSS-GEN-FORM 90 Aircraft Manual Certificate
8. For further guidance refer to Inspector Handbook TGM Volume 4 Part 2 Section A Chapter 6

Note: AFM in this document will mean the Aircraft/Rotor Flight Manual or Pilot Operating Handbook whichever is applicable

EVALUATION OF AFM/RFM/POH FSS-GEN-FORM 110			
Operator File Reference	Inspector's Name	Date Manual Submitted	Date/s of Evaluation
Name of Operator/Applicant	Title and Version of Manual	Contact Person and Phone No.	

2.	Confirm if the AFM is approved by the state of Design.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	Check if the AFM is current. The AFM should be at the same revision as indicated on the latest manual status report given by the organisation responsible for the aircraft design		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	Look at the aircraft and review its records to determine if there are any modifications, Supplementary Type Certificate (STC), alterations, or repairs that have been embodied and ensure the necessary revisions to the AFM have been incorporated		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5.	Confirm that the AFM instruments placarding is consistent with the aircraft placarding. This must be accompanied by physical inspection of the aircraft against the AFM		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6.	Look at the aircraft equipment and ensure equipment on board the aircraft is incorporated in the AFM, (TCAS, weather radar, engines, etc)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
7.	Sample some emergency and abnormal procedures and establish engineering sense.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
8.	Confirm there are no loose, missing or torn pages		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9.	The AFM has performance information appropriate to the aircraft's method of type certification.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
10.	The AFM contains an acceptable loading system/information		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	In the event that special approval is required, check if the required approval is incorporated in the manual (e.g. RVSM, CAT II, CAT III, ETOPS etc)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
12.	If the AFM is compliant, issue a certificate accepting the AFM. If not compliant, formerly inform the applicant.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	On Accepting the AFM, NCAA should retain a copy for the technical library		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
14.			
15.			

Recommendations/Observations:.....
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The above requirements have been evaluated against the operator submissions.

FOI Inspector's Name	Signature & ASI Stamp	Date
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SENIOR MANAGER FLIGHT OPERATIONS REMARKS:

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The document is **Accepted** **Not Accepted**

Signature, Stamp and Date: