



(Tel) +264 61 702 2212 | Web: <http://www.dca.com.na> | Private Bag 12003 Windhoek Namibia

## Required AOC Manuals and Supporting Documents

Name of Organisation			
Certificate / Licence / Approval Number		Date(s) of Audit / Inspection	
Title of Audit / Inspection			
Name of Team Leader			
Names of Inspection Team members			

Company Document to include:-				
Item	Description	Issue No	Revision No	Library copy Y/N
<b>Company Manuals</b>				
	QUALITY MANUAL			
	SECURITY MANUAL			
	RAMP HANDLING MANUAL			
	EMERGENCY RESPONSE PLAN			
	CABIN CREW MANUAL			
	SAFETY MANAGEMENT MANUAL			
	OPERATIONS MANUAL			
	MAINTENANCE CONTROL MANUAL			
<b>Other Documents</b>				
	CARY-on-BAGGAGE PROGRAM			
	EXIT ROW SEATING PROGRAM			
	TRAINING CONTRACTS			
	LEASE AGREEMENTS			
	MAINTENANCE CONTROL PROGRAMME			
	RELIABILITY PROGRAM			
	AIRCRAFT WEIGHT & BALANCE CONTROL			
	TECHNICAL LOG			
	STATEMENT OF COMPLIANCE OPS and AIR			
<b>Aircraft Specific</b>		<b>Registration</b>		
	AIRCRAFT NORMAL CHECKLIST			
	PASSENGER BRIEFING CARDS			
	AIRCRAFT/ROTORCRAFT FLIGHT MANUAL			
	MEL & CDL			

<b>FO – 03 Operations Manual</b> <i>Ref NAMCARS/CATS:121.04.3</i>	
Is a master copy operations manual (all parts) readily available in the company premises?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the manual current and approved by the Director?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the person responsible for maintaining these documents identified in writing?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the company's fixed place of business as mentioned in the manual and AOC?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Are manuals kept up to date?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Are distribution procedures followed as per distribution list?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is a copy of the appropriate part of the Operations Manual carried on each aircraft?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>	

**AIR INSPECTOR REMARKS:**

.....

.....

.....

.....

.....

.....

.....

.....

.....  
**Inspector's Name & ASI #**

.....  
**Signature**

.....  
**Date**

**OPS INSPECTOR REMARKS:**

.....

.....

.....

.....  
.....  
.....  
.....  
.....

**Inspector's Name & ASI #**

**Signature**

**Date**

.....

**SENIOR MANAGER FLIGHT OPERATIONS - REMARKS:**

.....  
.....  
.....  
.....  
.....

.....  
**Senior Manager Flight Ops Name & ASI #**

**Signature**

**Date**