



**Instructions for Use:**

1. Check **YES** column if the reviewed record, procedure or event complies with requirements and you have no comment.
2. Check **NO** column if the reviewed record, procedure or event does not comply with requirements and you have a comment.
3. Check **N/C** (Not Checked) column if you did not review the record, procedure or event *or you do not have adequate information to make a valid audit assessment*
4. Enter the letter “**N/A**” (Not Applicable) in the column, if the line item is not required in this particular situation.
5. For later reference, proceed any remarks with the appropriate question number.
6. Resolution Report. Use the inspector remarks column at the end for overall remarks or observations.
7. For non- compliance findings inspectors shall also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward findings report to the operator without delay.
8. Specific areas coordinated between OPS and AIR sections are indicated (**OPS and AIR**) in the section title.
9. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.

<b>BASE INSPECTION CHECKLIST</b> <b>OPERATIONS REQUIREMENTS (AOC) - SMALL TRANSPORT AIRCRAFT</b>		
Operator:.....		Location:.....
Dates: .....		Last Inspection Date: .....
<b>FO – 01 Pre-audit Review</b> (OPS and AIR)		
1.	<i>Refer to FSS-OPS-FORM 001C Base Inspection Job Aid</i>	
	<i>Remarks</i>	
<b>FO – 02 Air Operator Certificate and Opspecs (OPS and AIR)</b> Ref NAMCARS/CATS:135/127 Sub-part 6		
2.	Is the current original Air Operator Certificate and all Operations Specifications available?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
3.	Is the AOC prominently displayed in a public place	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
4.	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
5.	Does the current organization structure reflect that shown in the Company Operations Manual structure?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
6.	Are operational changes in personnel, facilities or equipment that have occurred in the company since the previous audit reflected in the Opspecs and/or Operations Manual as required?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

7.	Does the company have adequate facilities to handle the approved operations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>		
<b>FO – 03 Operations Manual</b> <i>Ref NAMCARS/CATS:135/127.04.3</i>		
8.	Is a master copy operations manual readily available in the company premises?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
9.	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"/>
10.	Is the company fixed base of operations as mentioned in the manual?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
11.	Are manuals kept up to date?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
12.	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"/>
13.	Is a copy of the appropriate part of the Company 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>		
<b>FO-04 Publication Library (OPS and AIR)</b> <i>Ref NAMCARS/CATS:135/127 Sub-part 4</i>		
14.	Does the library maintain a register of the internally developed and external manuals and documents held in the library and distributed to users?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
15.	Does the library include all approved current publications required by the applicable NAMCARS including:	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	a. Civil Aviation Act and NAMCARs, NAMCATs and NCAA Directives	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	b. Operations Manual (Parts A, B, C,D)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	c. Aircraft Flight Manuals	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	d. Aircraft Operations Manuals (AOMs or FCOMs) including performance manuals	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	e. Minimum Equipment Lists (MMELs and MELs)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	f. Standard Operating Procedures (SOPs)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

	g. QRHs and Checklists	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	h. Passenger Briefing cards	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	i. Dangerous goods manual	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	j. Safety and Quality manuals	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	k. Emergency Response Plan	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	l. Security Manual	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	m. Aircraft Technical Logs	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	n. Maintenance Control Manuals including agreements and leases	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	o. AIP, Supplements and AICs	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

Remarks

**FO-05 Management Personnel and Operations Co-ordination**

*Ref NAMCARS/CATS:135/127.06.3*

16.	Do management personnel meet the qualification requirements of the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
17.	Is the Accountable Manager carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
18.	Is the person responsible for Flight Operations carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
19.	Is the person responsible for training carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
20.	Is the Quality Manager carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
21.	Is the Safety Manager carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
22.	Is the person responsible Aircraft Maintenance carrying out his/her duties in accordance with the applicable NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
23.	Is the person responsible Ground Operations carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
24.	Does the system for dissemination of general operational information to crew members function as	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

	described in the Company Operations Manual?	
25.	<i>Remarks</i>	

**AOC – 07 Flight Crew Training Records**  
*Ref NAMCARS/CATS:135/127.04.15*

26.	Are the records kept in a secure place for the minimum duration required by regulations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
27.	Do the flight crew training records include the following data? Type of training; Date/s of training; ATO and/or trainer; Assessment of performance;	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
28.	Is a record of details and number of Proficiency Checks conducted by DEs kept?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
29.	Do records capture the required courses including:	
	a. Company indoctrination training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	b. Initial and annual aircraft type training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	c. Upgrade training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	d. Line training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	e. Aircraft servicing and ground handling training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	f. Initial and recurrent emergency procedures training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	g. Surface contamination training (De-icing)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	h. Crew resource management training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	i. Dangerous goods training;	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	j. Aviation security training	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	k. Special authorisations Training.	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
30.	Where training is outsourced has the ATO been approved by the Authority?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
31.	If FSTDs are used are the programmes approved by the Authority?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
32.	Are the flight training times recorded in the training records conforming to the aircraft technical/journey logs or voyage logs (random sample)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
33.	For operators that conduct commercial night operations, have the pilots received night take-off and landing training as necessary?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

34.	Have the recency requirements of 3 take-offs and landings prior to commercial flights been met?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<i>Remarks</i>	
<b>FO-08 Operational Control System</b> <i>Ref NAMCARS/CATS:135/127 Sub-part 8</i>		
<b>Operational control procedures and Flight Following</b>		
35.	Is the company's operational control system adequate for the existing operations and meeting the regulation requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
36.	Are company aircraft being dispatched as outlined in the company operations manual including responsibilities for initiation, continuation, diversion and termination of flights?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
37.	Does the company meet the communication requirements with company flights as outlined in the applicable NAMCARS for its operation?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
38.	Does the operator's operational flight plan or navigation log meet minimum requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
39.	Is adequate Met, NOTAMS, ATC data/information made available for flight planning?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
40.	Where the operator uses the operational control system of an agent whether domestic or foreign does the operator comply with the applicable regulations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<i>Remarks</i>	
<b>Training of Operations Personnel</b>		
41.	Does the air operator follow the operations personnel's training programmes as approved?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
42.	Is the person qualified to respond to the requests from the pilot in command of an aircraft?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
43.	Does the flight follower distribute meteorological and operational information as detailed in the approved operations manual?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
44.	Is the flight following system adequate for all hours during which aircraft are flown?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
45.	Have the operations personnel received training in the subjects outlined in the standards?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

46.	Do the operations personnel monitor the air operator's flights from commencement to termination and any intermediate stops?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
47.	Is there a procedure for the pilot in command to pass messages concerning landings and departures to the flight follower?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
48.	Does the air operator's dispatch release system follow the procedures as outlined in the standard or approved manual?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

*Remarks*

**FO-09 Operations Documentation and Records**  
*Ref NAMCARS/CATS:135/127 Sub-Part 8*

49.	Are the required current manuals and documents available to the duty operations personnel? These should include the following as applicable:	
	a. Operations Manual	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	b. Emergency Response Plan	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	c. Dispatch Manual	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	d. Weight and Balance Manual	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	e. AOMs / POHs including aircraft performance	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	f. MEL	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	g. AIP and AICs	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	h. Relevant Route Guide and Charts	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
50.	Does the operational flight plan or navigation log meet the requirements of the applicable technical standard?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
51.	Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
52.	Do the load manifests and journey logs agree with respect to cargo loads?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
53.	Do the completed flights Mass & Balance forms meet the NAMCARS requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
54.	Are operational flight plans retained in accordance with the NAMCARS	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

*Remarks*

**FO-10 Aircraft Inspection (OPS and AIR)**  
*Ref NAMCARS/CATS:135/127 Subpart 5*

**Note:** A recent Airworthiness aircraft conformity inspection report may be accepted in lieu of this

<i>section</i>		
55.	Are flight instruments installed as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
56.	Are communication and navigation equipment installed as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
57.	Are aircraft lights are required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
58.	Are warning systems as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
59.	Are seats, seatbelts, harnesses and restraints as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
60.	Are doors and curtains as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
61.	Is emergency and survival equipment installed as required by NAMCARS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
62.	Are there adequate restraints available to ensure that any cargo or equipment carried is secured and does not shift in flight?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
63.	Does each aircraft have an approved safety briefing card on board for each passenger?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
64.	Are aircraft markings and placards in accordance with the AFM / POH?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
65.	Are any existing defects acceptable for commercial flight?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>		
<b>FO-11 Aircraft Documentation (OPS and AIR)</b> <i>Ref NAMCARS/CATS:135/127.04.1 Combine with FO-11</i>		
66.	Is the company operating aircraft types as authorized in the Opspecs?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
67.	If the company has been authorized to operate aircraft with operational restrictions, are they being followed?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
68.	Are flight crew reporting aircraft defects in accordance with approved procedures?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
69.	Are technical logs/journey log entries and defects cleared or deferred in accordance with the NAMCARS	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
70.	Does the current aircraft library for each aircraft include all documents required by regulations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>		

<b>FO-12 Minimum Equipment List (OPS and AIR)</b> <i>Ref NAMCARS/CATS:135/127.01.17</i>		
71.	Is the company using an approved MEL for each aircraft type?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
72.	Are approved procedures being followed that ensure MMEL revisions are reviewed and MEL amendments made as required?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
73.	Are defects deferred in accordance with the approved MEL?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
74.	Are any defects extended beyond the repair intervals approved by the DCA?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>		
<b>FO-13 Quality System (OPS and AIR)</b> <i>Ref NAMCARS/CATS:135/127.06.2</i>		
75.	Is the quality system responsive to changes internally and regulatory changes that could affect the AOC and/or Opsspecs?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
76.	Is the person responsible for distribution of the manual ensuring timely distribution of manual copies and revisions?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
77.	Does the person responsible for quality maintain a list of current documents, forms, and checklists used in the quality assurance system?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
78.	Is the operator approved audit plan being conducted at the intervals established in the approved manual (at least annually)?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
79.	Has the audit system / checklists been utilised during previous audit cycle to monitor the following:	
	a. The organisation	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	b. Operational procedures	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	c. Safety management	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	d. Operator certification	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	e. Aircraft performance	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	f. Communication and navigation equipment	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	g. Mass, balance and loading	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

	h. Safety equipment	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	i. Manuals logs and records	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	j. Aircraft maintenance arrangements	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	k. Use of MEL and defects deferral	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	l. Crewmember administration/utilisation	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	m. Operational control personnel	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	n. Dangerous goods	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	o. Security	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	p. Training and checking	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
80.	Is the quality manager verifying that corrective action is taken by the responsible manager on findings and the accountable manager is notified?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
81.	Is the quality manager monitoring and evaluating effectiveness and completion of corrective actions (addressing root cause)	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
82.	Is there a record of audit findings, corrective actions, and follow up inspections?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
83.	Are individuals performing quality assurance duties independent from the specific function or performance or certification of those tasks?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
84.	Where external auditors are used, is there a clear process of how findings will be followed until closed?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
85.	Where contracted services are utilized, does the organization perform a quality assurance review of the contracted parties and are these audits included in the organisation's audit plan?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
86.	Are records of contracted service audits kept including findings, corrective actions, and follow up inspections?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<i>Remarks</i>	
<b>FO-14 Air Operator Safety Management System (OPS and AIR)</b> <i>Ref: Ref : Operational Directive DCA 001/2014</i>		
	<b>Safety Management System Elements</b>	
87.	Is the safety policy endorsed by the Accountable Manager clearly accessible to staff?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
88.	Is availability of the person responsible Safety	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

	adequate to manage the safety office as described in the approved safety manual?	
89.	Does the person responsible for the Safety Management System have direct access to the Accountable Manager?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
90.	Are flight safety improvement suggestions solicited and processed?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
91.	Has a safety awareness programme been developed and maintained?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
92.	Are industry safety concerns (which may have an impact on the operation) monitored?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
93.	Is a close relationship with the appropriate aircraft manufacturers maintained?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
94.	Are incidents/accidents investigated and are recommendations to preclude recurrence implemented?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<b>Incident Management</b>	
95.	Has an incident reporting system been implemented that provide a process of reporting incidents/hazards, investigation of incidents, the means to advise management, and information feedback to employees?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
96.	Does the safety database monitor and analyse safety trends?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
97.	Does the operator report occurrences and hazards as required by regulation to the Director?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<b>Safety Committee</b>	
98.	Has a safety committee (or similar) been established to identify safety concerns and to make corrective action recommendations to senior management?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
99.	Are members from all operating departments represented?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
100.	Does the committee meet regularly?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
101.	Do meeting minutes provide a record of agenda items, discussions and corrective actions taken, where applicable?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<b>Emergency Response Planning</b>	
102.	Has an Emergency Response Plan been developed?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
103.	Is the plan maintained and current?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
104.	Are internal and external contacts kept current?	

105.	Is the plan regularly exercised as documented?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
106.	Are records of the previous exercise kept including corrective actions to improve the plan?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
107.	Is the plan available to the key responders?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>		
<b>FO-16 Flight and Duty Times</b> <b>Ref NAMCARS/CATS:135/127.02.10</b>		
<b>FLIGHT TIME LIMITATIONS</b>		
108.	Does the operator keep records for each crew member of the start, duration and end of each flight duty period and duty period?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
109.	For each crew member the rest periods?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
110.	For each crew member flight time as required by regulations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
111.	Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
112.	Do all flight crew member flight times fall within the operator's as well as the regulatory limits?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<b>FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS</b>		
113.	Are the operators recorded flight duty times within the NAMCATS duty period tables and the operator's duty period scheme?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
114.	Has the air operator provided flight crew members with the minimum rest period? i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
115.	Split duty day Did the operator meet the regulatory and Operations Manual requirements for split duty?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<b>FDP Extension</b>		
116.	If any Flight Duty Period extension is recorded by the PIC is it within the permitted time?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
117.	Were FDP was extended was a report made by both the PIC and the operator to the Director within 30 days? Are the reports kept?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

118.	Where the maximum flight duty time was extended for a split flight duty assignment were the company Operations Manual and regulation requirements met?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
119.	Were limitations involving standby duty met?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<b>TIME FREE FROM DUTY</b>		
120.	Is adequate rest provided to crew members to cater for short-term and long term fatigue?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
121.	Was each duty period, including home and airport standby preceded by adequate rest period of at least as long as the preceding duty period, or 12 consecutive hours whichever is the greater?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
122.	Where the PIC reduced a rest period, was the rest period in accordance with the operations manual requirements and the NAMCARS/NAMCATS?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
123.	Did the PIC make a report made to the operator, and the Director as required by regulations?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
	<i>Remarks</i>	
<b>FO-17 DANGEROUS GOODS DG -01</b>		
<i>Ref NAMCARS/CATS:</i>		
	<i>Use specific Dangerous Goods checklists as applicable: FSS-OPS-FORM 151, FSS-OPS-FORM 154, FSS-OPS-FORM 155</i>	

**AIR INSPECTOR REMARKS:**

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**Inspector's Name & ASI #**

**Signature**

**Date**

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