



**Instructions for Use:**

1. Check **C** column if you determine the document or individual item conforms to requirements.
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-complying 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 remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward the findings to the Operator and attach a copy to this checklist.
6. For further guidance refer to relevant Volume and Chapters in Inspector Handbook.

**Note:** This checklist should be used in conjunction with FSS-OPS-FORM 006 Evaluation of SOPs and Checklists

EVALUATION OF AIRCRAFT OPERATIONS MANUAL (AOM) FSS-OPS-FORM 005			
Operator File Reference	Inspector's Names	Date Document Submitted	Date/s of Evaluation
Name of Operator/Applicant	Title of Submitted Document(s)	Contact Person and Phone No.	

**PART 1**

NO.	Requirement	Regulatory Reference	Assessment
<b>MANUALS DISTRIBUTION AND CONTROL</b>			
1.	Exterior of binder clearly indicates manual content (Title etc)		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
2.	System to issue AOM to each flight crew member assigned to the aircraft type and made available during flight, and to other employees and agents as required for execution of their duties		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	System to ensure controlled issuance including distribution list and numbering of hard copies		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	System to ensure each flight crew member is provided with amendments to the AOM.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5.	Table of contents and page numbering easy to find and use		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

NO.	Requirement	Regulatory Reference	Assessment
6.	Last revision number/date appears on each page		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
7.	Company name (and logo) appears on each page		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
8.	Manual Excerpts and Attachments e.g. checklists, briefing cards, compared and current.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	<i>Comments</i>		
9.	<p>Has the AOM been tailored by the operator to accommodate his type of operation fleet standardization objectives, and cockpit management objectives?</p> <p><i>NOTE: As an operator's operations become more complex, it is progressively more important to include detailed guidance in his AOM, which is specifically tailored to the operator's operations.</i></p> <p>If the operator has aircraft which has been modified by STC, have different procedures been submitted for approval to ensure that the modifications have been accounted for?</p>		<p>N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/></p> <p>N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/></p>
10.	Has procedural information been presented in a step by step format?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	Has the operator developed standard operating procedures (SOPs)?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
12.	Does the normal procedures section of an AOM contain procedures for each normal operation that flight crewmembers are required to perform?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	Has each normal procedure been amplified by the operator with sufficient instruction to ensure that the procedure is properly accomplished (customised SOPs)?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Does the Procedures Section of the AOM contain clearly specified crew duties?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
14.	<p>Where an AFM, POH or RFM does not contain normal procedures for specific operations, has the operator developed and published normal procedures in the AOM when such procedures are necessary to ensure an adequate level of safety?</p> <p><i>NOTE: Instrument approach procedures, adverse weather operations, long range navigation, and special procedures for CAT II and CAT III operations are all examples of required normal procedures which may not be in an AFM or RFM.</i></p>		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

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15.	Are the operator's standards appropriate for the aircraft being flown and for the operation being conducted?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
<b>NORMAL AND EMERGENCY PROCEDURES</b>			
16.	Where an operator proposes to modify a non-normal or emergency procedure-		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
17.	Does he show that the modified procedure does not adversely affect the airworthiness of the aircraft?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
18.	<b>NOTE:</b> <i>the operator may establish the safety and effectiveness of proposed procedures by corresponding with the manufacturer and by analysis, documentation, or validation tests.</i>		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
19.	Has the operator consulted with the manufacturer on these modified procedures?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
20.	Has the operator conducted analyses and validation tests in consultation with the manufacturer where required?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
21.	Are the correspondence with the manufacturer, analyses and validation tests properly documented?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
22.	<p>Has the appropriate authority concurred with a proposed deletion of an item or the rearrangement of items on the checklist?</p> <p><b>NOTE:</b> 1. <i>Appropriate authority concurrence may be expressed informally (by telephone).</i></p> <p>2. <i>Appropriate authority concurrence is not required if the operator provides evidence that the appropriate authority has already concurred with the identical procedure for another party (such as another operator or manufacturer).</i></p>		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	Are flight profile diagrams e.g. instrument approach profiles, included in the AOM?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
<b>IMMEDIATE ACTIONS</b>			
23.	Are immediate action situations included in the operator's AFM or AOM, as appropriate and include the following:		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
24.	Imminent threat of crewmember incapacitation?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
25.	Imminent threat or loss of aircraft control?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
26.	<p>Imminent threat of destruction of a system or component which makes continued safety of the flight and subsequent landing appropriate?</p> <p><b>NOTE:</b> <i>under these criteria, a flight crew donning</i></p>		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

NO.	Requirement	Regulatory Reference	Assessment
	<i>oxygen masks in response to a depressurization or turning of the fuel and ignition in case of a hot start, are examples of situations requiring mandatory immediate action items.</i>		
27.	Are immediate action items explicitly identified as such in the operator's AOM?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
28.	Are immediate action items strictly limited to only those actions necessary to stabilise the situation?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
<b>MANDATORY CONFIRMATION ITEMS</b>			
	Do the operator's procedures clearly identify critical procedural steps that must be confirmed by a second crewmember before the required action may be taken and the crewmember responsible for giving the confirmation?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
29.	Do the types of procedural actions that require this confirmation include the following?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(a) Action resulting in the shutting down of an engine?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(b) Actions resulting the deactivation of flight controls?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(c) Actions that if performed incorrectly, in the wrong sequence, or at the wrong time would produce a catastrophic result, even if the incorrect action is not highly likely.		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
	(d) Actions where past experience or analysis has shown that there is a high probability for error or incorrect action and which creates a hazardous situation?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
<b>OPERATIONS NOT EVALUATED IN AIRCRAFT CERTIFICATION</b>			
30.	Where the operator proposes to conduct operations which have not been evaluated during aircraft certification, has the operator developed and obtained approval of procedures for the conduct of the proposed operation?  <i><b>NOTE:</b> such operations are often indicated by the absence of a procedure for the operations in the AFM. Examples of such operations could include power-back and taxi with engine shutdown.</i>		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
31.	Has the proposed procedure been thoroughly evaluated and co-ordinated with the AWI, manufacturer and appropriate authority before granting approval?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
<b>LIMITATIONS</b>			
32.	When operating limitations are incorporated in an AOM, is each limitation co-related and identified with that contained in the AFM?		N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

