



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.
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 Inspector Handbook TGM Volume 4 Part 2

| OPERATIONAL CONTROL INSPECTION | | |
|--------------------------------|-------------------------------|------------------------------|
| FSS-OPS-FORM 014 | | |
| Operator File Reference | Inspector's Names | Date/s of Inspection |
| | | |
| Name of Operator/Applicant | Location / Base of Inspection | Contact Person and Phone No. |
| | | |

| S/N | MANUALS: | |
|-----|--|---|
| 1. | Current copy of the Flight Operations Manual available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 2. | Current copy of the Aircraft-Specific Operations Manual available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 3. | Current copy of Aircraft-Specific Checklists available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 4. | Current copy of the Flight Dispatch Manual available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 5. | Current copy of Aircraft Performance available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 6. | Current copy of Emergency Response Manual available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |

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| | | |
| | OPERATIONAL FLIGHT PLAN – NAV LOG | |
| 7. | “Standard” ops flight plan appropriate for this flight operation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 8. | “Manual” nav – log plan used appropriate for this flight operation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 9. | Assigned person accurately computed the manual plan? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 10. | Computer plan/nav log obtained from an approved source? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 11. | Computer plan/nav log calculated accurately? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 12. | Copy of the signed operational flight plan or nav-log retained? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 13. | Retention method and time period in use acceptable? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 14. | Operational flight plan/nav log formats, examples and completion procedures accurately described in the Operations Manual? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 15. | Applicable Operations Manual policies applied as written? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |
| | | |
| | WEATHER | |
| 16. | Dispatch weather procedures practiced as detailed in the approved operations manual | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 17. | Complete weather briefing received by the flight crew? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 18. | Weather data obtained from approved source? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 19. | Terminal weather METAR and TAFs (forecasts) appropriate for the flight? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 20. | Enroute weather and winds appropriate for the flight? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 21. | “Real-time” weather displays or charts available for consultation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 22. | Weather data consistent with that used for ops plan/nav log? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 23. | Flight plan routing the best for the forecast weather? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 24. | Weather data appropriate to the flight(s) retained in appropriate method and period as required? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |

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| | SELECTION OF ALTERNATES | |
| 25. | Appropriate takeoff alternate selected? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 26. | Appropriate enroute alternates selected? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 27. | Appropriate destination alternate selected? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 28. | Alternates included in ops plan – nav log? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |
| | NOTAMN AND AIRCRAFT DATA | |
| 29. | Appropriate notam data provided to the flight crew? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 30. | Notam data obtained from an approved source? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 31. | Route guide and nav charts available to operational control? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 32. | Manual Nav log coordinates compared to the nav charts coordinates? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 33. | Aircraft specific takeoff and landing performance available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 34. | Takeoff performance manually calculated? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 35. | Appropriate obstacle data use in the takeoff calculation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 36. | Aircraft performance data from an approved source and current? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |
| | FUEL REQUIREMENTS AND LOAD MANAGEMENT | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 37. | Flight planning minimum fuel calculations based on weights approximated from a valid source? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 38. | Minimum fuel contingencies considered? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 39. | Fuel/oil uplift information available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 40. | Completed load manifest for the flight(s) available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 41. | Source record for aircraft empty and basic operating weights available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 42. | Load manifest contain the required takeoff weight | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |

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| | limitation comparisons? | |
| 43. | Takeoff and landing weights accurately calculated? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 44. | Standard passenger and baggage weights authorized and used properly? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 45. | Actual weights required and used properly? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 46. | Approved method of computer load manifest calculation used? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 47. | Manual calculations yield the same results as the computer? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 48. | Presence of dangerous goods properly manifested? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 49. | Load manifest updated for the last minute changes? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 50. | Update posted in the flight preparation records before takeoff and communicated to flight crew? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 51. | Copy of the signed load manifests retained? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 52. | Retention method and time period acceptable? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 53. | Applicable Operations Manual flight dispatch policies and procedures applied as written? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 54. | Mass and balance flight calculations prepared by a competent and qualified person for the specific aircraft type? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |
| | FLIGHT CREW SCHEDULING CONSIDERATIONS | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 55. | Flight crew current and qualified for the flight operation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 56. | Cabin crew current and qualified for the flight operation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 57. | At least one of the flight crew have 100+ hours in type? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 58. | Pilots properly qualified for all weather operations minima as applicabl? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 59. | Proper crew flight and rest time requirements applied? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 60. | Personnel records of the crew scheduling employees show training completion on the subjects relating to their job tasks? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | <i>Remarks:</i> | |

| AIRCRAFT CONSIDERATIONS | | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
|---|---|---|
| 61. | On-going MEL –deferred items of the aircraft available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 62. | On-going maintenance status of the aircraft available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 63. | Copy of the tech log with maintenance release available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 64. | Aircraft CAT II/III ready? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 65. | Aircraft EDTO ready? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 66. | Aircraft Navigation equipment status appropriate for flight | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| <i>Remarks:</i> | | |
| ATC FLIGHT PLAN STATUS AND FLIGHT MONITORING | | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 67. | ATS flight planned filed? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 68. | ATS Flight plan routing and equipment entries appropriate and accurate? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 69. | Takeoff and landing times for current flights available? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 70. | Assigned duty person could provide an approximate position of the flight(s) at a selected time? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 71. | Operational control person has immediate access to telephone lines dedicated to flight operations issues? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 72. | Operational control person could contact the flight enroute? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 73. | Each station could be contacted during the period prior to flight arrival and immediately prior to flight arrival? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 74. | Flight locating information available including flight crew ability to communicate with operations control as required by regulation? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 75. | Operational control persons maintain a continuous log? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 76. | A record of all radio communications is maintained by log or tape? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 77. | Communication records are available for previous flights (ACARS, radio, etc)? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| <i>Remarks:</i> | | |

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| | OPERATIONAL CONTROL QUALIFCATIONS | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 78. | Operational control persons properly trained? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 79. | Operational control persons properly qualified? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| | OVERALL ASSESSMENT | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 80. | Personnel were qualified and competent? | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 81. | Operational Control compliance with NAMCARS and Operations Manual, except where noticed. | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |
| 82. | Adequate facilities and equipment available for required tasks. | N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/> |

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| FO-8 Operational Control System | |
| Ref NAMCARS/CATS:121 Sub-part 8 | |
| | |
| Does the operator exercise operational control and supervise flight operations as described in the approved operations manual? | N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/> |
| Are the responsibilities and duties of operational control personnel practiced as outlined in the operations manual? | N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/> |
| Are company aircraft being dispatched as outlined in the company operations manual including adherence to 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"/> |
| 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"/> |
| How is information exchanged between an aircraft in flight and base operations and can the air operator meeting the requirement set out for air operator? | N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/> |
| 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"/> |
| 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"/> |
| <i>Remarks</i> | |

Training and Qualifications of Operations Officers (Dispatchers)*Ref NAMCARS/CATS:121.08.4*

Do the Flight Operations Officers (Dispatchers) hold a flight operations officer certification indicating that they have successfully completed training acceptable to the Director?

N/A YES NO N/C

Do the flight operations officers maintain complete familiarisation with all features of the operation which are pertinent to their duties?

N/A YES NO N/C

Does the operations manual specify the period of on job training required for each Flight Dispatcher and has this training been completed?

N/A YES NO N/C

Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file?

N/A YES NO N/C

Is the air operator following the approved recurrent training programme?

N/A YES NO N/C

Has the air operator provided training and records for any new equipment transition training?

N/A YES NO N/C

Has the air operator provided training and maintained records of any new area or route training within the operational control system?

N/A YES NO N/C

Has the air operator provided training and records for any new equipment transition training?

N/A YES NO N/C **Flight Watch***Ref NAMCARS/CATS:121.08.3*

Does the Flight Dispatcher maintain current information on the progress of flights?

N/A YES NO N/C

If aircraft are operated in sparsely settled areas are two way communications available at all times?

N/A YES NO N/C

Does the flight watch continue until the completion of the flight?

N/A YES NO N/C

Are in-flight reports directed to the flight dispatcher performing flight watch?

N/A YES NO N/C

Is there adequate personnel available to maintain flight watch during the air operators flight schedule?

N/A YES NO N/C

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 YES NO N/C *Remarks*

FO-09 Operations Documentation and Records

Ref NAMCARS/CATS:121.Sub-part 8

| | |
|---|---|
| <p>Are the required current manuals and documents available to the duty operations officer / dispatchers? These should include the following as applicable:</p> <ul style="list-style-type: none"> • Operations Manual • Dispatch Manual • Emergency Response Plan • Ground Handling Manual • Performance Planning Manual • Weight and Balance Manual • AOMs or FCOMS • MELs • AIP and AICs • Relevant Route Guide and Charts | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p>Does the operational flight plan meet the requirements of the applicable technical standard?</p> | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p>Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?</p> | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p>Do the load manifests and journey logs agree with respect to cargo loads?</p> | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p>Do the completed flights' mass & balance system and documents meet the NAMCARS requirements?</p> | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p>Are operational flight plans retained in accordance with the NAMCARS?</p> | <p>N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/></p> |
| <p><i>Remarks</i></p> | |

INSPECTOR REMARKS & OBSERVATIONS:

INSPECTOR NAME/S:

INSPECTOR SIGNATURE ASI STAMP & DATE: