

NAMIBIAN DIRECTORATE OF CIVIL AVIATION

Ministry Of Works And Transport
 No 4 Rudolph Hertzog, P.M. Bag 12003
 Ausspannplatz, Windhoek, Namibia



Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment
4. Enter the letter **"N/A"** in the column, if the line item is not required in this particular situation.
5. For later reference, proceed any notes with the appropriate question number.
6. Resolution Report. Use the 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. For further guidance refer to relevant Volume and Chapters in Inspector Handbook

OPERATOR/FLIGHT No. **A/C REG.ISTRATION:**

A/C MODEL AND TYPE: **AERODROME:**

FSS-OPS-FORM 024/11 FLIGHT DECK RAMP INSPECTION

S/N	FLIGHT CREW CERTIFICATES & EQUIPMENT	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
1.	Pilot or flight engineer certificate appropriate for assigned duties?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Medical certificate appropriate for assigned duties?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Torch for each crewmember?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Individual aeronautical computing device?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Proper glasses for vision (including a spare set)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
COMPANY PROCEDURES MANUALS		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Current Flight Operations Manuals	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Current manual operational procedures for area navigation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AIRCRAFT-SPECIFIC CHECKLISTS & MANUALS AVAILABLE		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Condensed normal operations checklists for all crew members?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Condensed emergency and abnormal checklist readily available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

10.	Details of the aircraft systems and limitations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Manufacturers Pilot Operating Handbook?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Manufacturers Flight Crew Operating Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Company Aircraft Operating Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Approved Flight Manual (or AFM charts and obstacle survey data)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Runway analysis and planning manual (or AFM section)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Performance and planning manual (or AFM section)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	MEL/CDL?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Loading manual (or ops manual section)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Refueling manual (or ops manual section)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FLIGHT PLANNING		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Operational Flight Plan (manual or computer) correctly calculated using appropriate routing, weather, fuel burn and contingency information?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Re-dispatch planned or executed properly?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	“Master” flight plan designated and used?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	ATS Flight Plan filed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Navigation Log completed in accordance with specifications	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	“Standard” flight plan (supported by operational conditions)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Weather reports, forecasts, charts appropriate and valid for flight?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Alternate airports identified in flight planning?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
CURRENT NAVIGATION INFORMATION AND EQUIPMENT		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Fuel burn performance tables or graphs available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Current route guide readily available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Aeronautical information publication readily available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	IFR departure navigation charts for each required pilot?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	IFR approach navigation charts for each required pilot?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	IFR enroute navigation charts for each required pilot?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

34.	VFR enroute navigation charts for each required pilot?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
CURRENT NAVIGATION INFORMATION AND EQUIPMENT		
35.	Passenger manifest (and compared)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Load Manifest appropriate to aircraft and signed by proper persons?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	CG takeoff (with stabilizer) and landing calculated?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Takeoff limitations calculated?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Dangerous goods notification?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Fuel and oiling servicing?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MAINTENANCE LOG		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Appropriate maintenance release?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	Maintenance discrepancies properly corrected?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Maintenance discrepancies properly deferred?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Appropriate DMI stickers in place?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Conformance with MEL dispatch procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	Fuel uplift entered?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Block-out and block-in times entered?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Takeoff and landing times entered?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FLIGHT DECK INSTRUMENTS AND EQUIPMENT		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Headsets available for all required crewmembers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Boom microphones for all required crewmembers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Microphones available for all required crewmembers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Required VHF communications radios operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
53.	Required HF radios operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	Required navigational radios for routing available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	All required flight instruments for daylight and meteorology conditions and required crew positions operational.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
56.	Instrumentation properly marked?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
57.	Altitude alerting system operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

58.	Transponder and altitude reporting capability operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
59.	Weather radar operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
60.	GPWS operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	Cockpit voice recorder operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	Flight recorder operational?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
63.	No circuit breakers popped?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
FLIGHT DECK EMERGENCY EQUIPMENT		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
64.	Operational safety harness for each required crewmember?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
65.	Seatbelts and harness for all other occupants?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
66.	Quick-donning oxygen mask for each required crewmember?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
67.	Regular oxygen mask for all occupants?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
68.	Adequate oxygen for the flight (altitude and time)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
69.	Smoke goggles for each required crewmember?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
70.	PBEs for each required crewmember?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
71.	First aid kit (with appropriate contents)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
72.	Medical kit (with appropriate contents)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
73.	Emergency evacuation means?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
74.	Emergency locating beacon?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
75.	Life vests for all occupants?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
76.	Ditching raft?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
77.	Crash axe?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
SECURITY		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
78.	Locking flight deck door?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
79.	Bomb search checklist?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
80.	Recommended bomb contingency location guidance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
81.	Firearms in the cabin notification?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
COMPANY MAINTENANCE MANUALS		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

82.	Maintenance Control Manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
83.	Aircraft-specific Manufactures Maintenance Manuals?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
84.	Aircraft flight-away kit included?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

INSPECTOR REMARKS

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THE RAMP CHECK WAS CONDUCTED IN ACCORDANCE WITH NAMCAR REQUIREMENT CURRENTLY IN FORCE. THE INSPECTION WAS **SATISFACTORY / NOT SATISFACTORY**.

IF **NOT SATISFACTORY** WHAT ACTION SHOULD BE TAKEN IN ACORDANCE WITH CHAPTER 6 OF THE GENERAL INSPECTION HANDBOOK, VOLUME 2.

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FLOP Inspector's Name & ASI # Signature Date

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AWS Inspector's Name & ASI # Signature Date

CHIEF OF FLIGHT AIRWORTINESS:- REMARKS AND RECOMMENDATION

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Chief of Flight Operations Name & ASI # Signature Date

CHIEF OF FLIGHT OPERATIONS:- REMARKS AND RECOMMENDATION

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Chief of airworthiness Name & ASI # Signature Date

Note 1: The elements of the list that are marked with an asterisk (*) are minimum items that should be addressed in a ramp inspection of an aircraft of an operator from another State. Time permitting, the remaining items should also be addressed to constitute a complete ramp inspection.

Note 2: Inspection of large aircraft will always be accomplished by as minimum the airworthiness and flight operations inspectors and coordination between the inspectors is required to avoid duplication.

Note 3: If a cabin safety inspector is not available during the ramp inspection, the Cabin Safety checklist for cabin items is to be accomplished by either the airworthiness inspector or the flight operations inspector as appropriate.