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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. Coordination is required between FOPS and AIR as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. 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. Attach to this checklist

ADDING SAME TYPE AIRCRAFT ONTO AOC EVALUATION CHECKLIST FSS-OPS-FORM 037			
Operator File Reference	Inspector's Name/s	Date Document Submitted	Date of Evaluation
Name of Operator/Applicant	Title of Submitted Document(s)	Contact Person and Phone No.	Aircraft Type

ITEM	Application and Formal Flight Ops Documentation	
1.	Formal Application Letter received and Application Form completed	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
2.	Amendments to Operations Manual applicable sections	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	Specific aircraft Minimum Equipment List (MEL)	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	Passenger briefing cards in English and other language(s) as required by regulations.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5.	Mass and Balance procedures/details.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6.	Special Approvals application documents (e.g. RVSM, Low Visibility, PBN) and EFB Documentation as applicable.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Airworthiness Requirements		
7.	Specific Aircraft Maintenance Programmes	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
8.	Aircraft Purchase/Lease Agreements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9.	Maintenance Contracts/Agreements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
10.	Relevant maintenance Electronic Documents as applicable	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	Aircraft Conformity inspection	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Aircraft Operations Documents		
12.	Aircraft ELT Registration	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	Passenger Information Cards	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
14.	Condensed Checklists	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
15.	Expanded Checklists	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
16.	Aircraft Limitations	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
17.	Aircraft Performance	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
18.	Weight and Balance Computations	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
19.	Operational Flight Plan Computations	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

20.	Aircraft Operation Manual	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
21.	Minimum Equipment List (installation & Dispatch)	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

	FLIGHT DECK	NO DIFFERENCE?	DIFFERENCE?	N/A
22.	Differences in aircraft power-plant			
23.	Differences in flight controls			
24.	Differences in fuel storage and capacity			
25.	Differences in other major aircraft statements - Specify in remarks			
26.	Flight Management System Presentation and Operation			
27.	Primary Flight Guidance Presentation and Operation			
28.	Flight Instruments Location and Marking			
29.	Switch Location and Operation			
30.	Warning Locations and Sounds Presentation?			
31.	Circuit Breaker Location			
32.	Communications Equipment			
	<i>Remarks:</i>			
	Revision necessary to critical information?			
8.	Instrument Approach Minimums			
9.	Passenger Information Cards			
10.	Condensed Checklists			
11.	Expanded Checklists			
12.	Aircraft Limitations			
13.	Aircraft Performance			
14.	Aircraft Weight and Balance			

