



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.

ADDITION OF NEW AIRCRAFT TYPE - SMALL AIRCRAFT FSS-OPS-FORM 039			
Operator File Reference	Inspector's Name	Date of Application Submitted	Document Evaluation Date/s
Name of Operator/Applicant	Aircraft Type	Aircraft Location for Inspection	Contact Person/Phone

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.	Amended Air Service License (if applicable)	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
3.	At least 30 days prior to the proposed revenue operations, Submission of relevant documents (see below) by the operator.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
4.	Revised or new Issue Operations Manual (Parts A, B, C and D) including type conversion and proficiency training programmes.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
5.	The Standard Operating Procedures, including abbreviated checklists for use in the cockpit	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
6.	Airport Analysis Charts.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
7.	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"/>
8.	A revised Cabin Crew Manual or Safety Emergency Procedures Manual.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
9.	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"/>
10.	Mass and Balance procedures/programme.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
11.	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		
12.	Maintenance Management Manual (MCM) amendments	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
13.	Specific Aircraft Maintenance Programmes	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
14.	Aircraft Purchase/Lease Agreements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
15.	Maintenance Contracts/Agreements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
16.	Relevant maintenance Electronic Documents	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
17.	Reliability programme arrangements as applicable	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
18.	Spare parts and specialized tooling arrangements	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
19.	Maintenance training curricula and arrangements including Airworthiness Inspectors	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
20.	Conformity inspection	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
21.	Compliance with chapter 47 of the airworthiness inspector handbook, volume 3.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Acceptance and Delivery of Aircraft		
22.	Cabin Acceptance: Safety Equipment & Layout (LOPA) available before	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>

	inspection of aircraft.	
23.	Acceptance Test Flight. Test flight check list and copy of report attached.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
24.	Maintenance Acceptance inspection and documents issue: a) Delivery check list b) C of R c) Airworthiness Certificate d) Noise Certificate e) Radio Station Certificate	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
25.	Insurance Certificate	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Type Specific Training		
26.	Flight crew the full range of technical training completed including Flight Operations Inspectors.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
27.	Flight Instructors and Examiners Licenses and Qualifications TRI/TRE to be validated.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
28.	Flight crew Ground School training programme including 2 sets of technical questions and answers.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
29.	Aircraft training required before type endorsement identified and curricula presented. Note: Type endorsement on actual aircraft is not required if taken in an approved zero flight time (ZFT) simulator.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
30.	Cabin Crew SEP training including practicals.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
31.	Flight Operations Officer/Dispatcher and load control training	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
32.	Ground handling training plan presented.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Demonstration and Inspection		
33.	Demonstration/proving plan presented.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
34.	Demonstration/proving flights conducted as per agreed plan.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
35.	Partial or full emergency evacuation and ditching drills planned and conducted.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Base, Line Station and Operations Control		
36.	Inspections of base and line stations planned and completed Note: May be inspected during proving flights or as separate events prior to the first revenue flight.	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
37.	The Dispatch/Operational Control centre capability inspected	N/A <input type="checkbox"/> C <input type="checkbox"/> N/C <input type="checkbox"/> N/Ckd <input type="checkbox"/>
Revision and Issue of Operations Specifications		

