

**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 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. Enter any notes on reverse side regarding a FINDING answer for transfer to the Safety Issues Resolution Report.
6. For later reference, proceed any notes with the appropriate question number.
7. For further guidance refer to Inspector Handbook Volume 4

**FSS-OPS-FORM 061 OPERATIONS MANAGEMENT SUPPORT**

S/N	ORGANIZATIONAL STRUCTURE	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
1.	Organizational suitable with regard to the size and scope of the proposed operation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Management persons assigned to positions key to safety acceptable?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	NCAA Management Acceptance documents issued for these persons?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	NCAA Air Operator Management Database correct?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>CHAIN OF COMMAND APPROPRIATE TO ENSURE SAFETY OF OPERATIONS?</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Numbers of management positions not excessive?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Flying and administration balanced for flight crew managers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>SUFFICIENT QUALIFIED AND COMPETENT EMPLOYEES</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Flight crews?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Cabin crews?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Crew training and checking?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Other technical trainers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Operations planning?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Operations control?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Crew scheduling?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Load control?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Passenger handling?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Administrative support?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

17.	NCAA Air Operator Employee Database correct?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>ADMINISTRATIVE FACILITIES</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Adequate bases and facilities?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	NCAA Air Operator Base, Sub Base and Station Database correct?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Office accommodation size?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Equipment?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Support staff?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>COMMUNICATIONS AND PROVISION OF INFORMATION</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Communication and information system that can communicate efficiently and rapidly with all crew, operational staff and their managers?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Printing and distribution facilities?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>SERVICES PROVIDED</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Performance information	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Navigation information/route data cards	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Instrument approach minima	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Computer flight planning	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Obstacle avoidance procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Operational control support	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>FOR EACH SERVICE PROVIDED – EVALUATE</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Staff qualifications	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Staff training	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Staff completeness	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Suitability of accommodation	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Availability of appropriate information	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Reliability of system to convey current information to crews	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	Responsiveness to charged input	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<b>RECORDS OF ISSUE OF OPERATIONAL DOCUMENTS TO:</b>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

38.	Flight crew	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Cabin crew	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Load control	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Dispatch staff	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	Appropriate amendment system of company documents?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Responsibility for updating documents?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<b>OPERATIONS LIBRARY</b>		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Location accessible to operating crew	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	All required operational documents and materials available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	Documents up-to-date and readily accessible form	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Current Operations Manual	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Aviation regulations or Nam – CARs	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Civil aviation guidance	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Aeronautical information publication	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Aeronautical maps and charts	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Notams and other aeronautical info	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

**FO-05 Organisation and Management Personnel**

*Ref NAMCARS/CATS: 121.06.3*

Does the current organization structure reflect that shown in the Operations Manual structure?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Are the current management post-holders as approved by the Authority?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the Accountable Manager carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the Quality Manager carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the Safety Manager carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the person responsible crew Training carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>

Is the person responsible Flight Operations carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the person responsible Security carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the person responsible Aircraft Maintenance carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Is the person responsible Ground Operations carrying out his/her duties in accordance with the applicable requirements?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual?	N/A <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/C <input type="checkbox"/>
<i>Remarks</i>	

**REMARKS & OBSERVATIONS**

.....  
***Inspector Name***

.....  
***Signature & ASI Stamp***

.....  
***Date***

Additional comments attached  =>