

NAMIBIAN DIRECTORATE OF CIVIL AVIATION

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



FSS-OPS-FORM 078/11 EVALUATION ROUTE MANUAL

Instructions for use:

1. Check 'S' column if you reviewed the record, procedure or event and it is 'Satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **'NA' (not applicable)** column, if the line item is not required in this particular situation.
5. 'Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.
7. For further guidance refer to Inspector Handbook.

EVALUATION ROUTE MANUAL				
FSS-OPS-FORM 078/11				
Activity Reference	Tracking	Inspector's Name	Date Submitted	Date of Evaluation
Name of Operator/Applicant	of	Contact Person and Phone No.	Title of Manual	

S/N	OVERALL MANUAL PRESENTATION	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
1.	Bound in a secure form (not loose)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Binder is 3 or 4 ring?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Exterior of binder clearly indicates manual content?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Prepared in English language?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANUAL CONTROL PROCESS		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Copies numbered for controlled insurance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Name or title of each person who holds a copy?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

7.	Amendment issuance tracking process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Statement that the operations manual contains operating instructions which are required to be complied with by all personnel?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Statement of compliance	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANUAL REVISION PROCESS		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Revision instructions adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Revision page for proper revision entry?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	List of effective pages provided and correct?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Last revision to individual pages identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANUAL REFERENCING SYSTEM		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Table of contents easy to find and use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Index, if included, easy to find and use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Tabbed as necessary for usability without difficulty?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
INDIVIDUAL PAGE PRESENTATION		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Page numbered in chronological sequence (by chapter or single document)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Last revision number/date appears on each page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Company name (and logo) appears on each page (exception - 18)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	If manufacturer's document is submitted in lieu of a company manual, does the manufacturer's name appear on each page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	For all manufacturers' documents submitted, a manufacturer's letter or reference of document is provided to substantiate current revision number/date?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
PARAGRAPH NUMBERING		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Paragraphs and sub-paragraphs numbered or alphabetised for ease of reference?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
SUPPLEMENTARY CONTENT REFERENCING		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Tables referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Figures referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Appendices referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANUAL CONTENTS CONFORMANCE		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

26.	Types and areas of operations to be conducted.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	System for obtaining weather reports and forecasts used for decisions regarding flight preparation, routing and terminal operations.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	instructions and information relating to Minimum flight level/altitude	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Instructions and information relating to Operating minima for departure, destination and alternate Aerodrome/Heliports	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Availability of aeronautical information	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Instructions and information relating to Runway data and Aerodrome/Heliport facilities	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Instructions and information relating to approach, missed approach and departure procedures including noise abatement procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Instructions and information relating to Communication facilities and navigation aids.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	En-route COM/NAV procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Instructions and information relating to COM-failure procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	Instructions and information relating to Search and rescue facilities in the area over which the Aircraft is to be flown	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Aerodrome/ Heliport categorization for flight crew competence	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Special aerodrome/Heliport limitations (performance limitations and operating procedures etc)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANUAL EXCERPTS PROPERLY REFERENCED?		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Condensed Charts compared and current	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
COMPLIANCE WITH REQUIREMENTS		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Complies with applicable Namibian CARs	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	Complies with relevant sections of DCA Inspector Handbook	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

RECOMMEND ACCEPTANCE: YES NO (Reasons cited below)

INSPECTORS SIGNATURE:

REMARKS & OBSERVATIONS

INSPECTOR NAME

INSPECTORS SIGNATURE, ASI Stamp and DATE

Additional comments attached =>