



Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

BASE INSPECTION GUIDE- FOREIGN AOC HOLDERS

AOC No..... File Ref:

Operator: Location:

Aircraft Type: Registration Marks:

Key personnel met:

Name: Title:

Name: Title:

Name: Title:

Name: Title:

Name: Title:

Name: Title:

Name: Title:

	ITEM
<input type="checkbox"/>	Determine the need for the inspection
<input type="checkbox"/>	Prepare for the inspection
<input type="checkbox"/>	Review operator's office file
<input type="checkbox"/>	Review specific operating provisions
<input type="checkbox"/>	Review operator's maintenance control manual
<input type="checkbox"/>	Schedule the base inspection

<input type="checkbox"/>	Brief the operator
<input type="checkbox"/>	Conduct the inspection
<input type="checkbox"/>	Inspect manuals for currency and content
<input type="checkbox"/>	Inspect aircraft
<input type="checkbox"/>	Inspect facilities for the following:
<input type="checkbox"/>	Adequate spare parts are available to support the complexity of the operation
<input type="checkbox"/>	Receiving inspections are accomplished in accordance with MCM
<input type="checkbox"/>	Shelf life-limits are established for items, and these items are controlled in accordance with the MCM
<input type="checkbox"/>	Components and hardware are properly identified, protected, and tagged as to serviceability
<input type="checkbox"/>	Serviceable and unserviceable components are segregated
<input type="checkbox"/>	Hazardous materials segregated and properly stored
<input type="checkbox"/>	Special tools and test equipment, to ensure:
<input type="checkbox"/>	Serviceability and calibration are accomplished in accordance with the MCM
<input type="checkbox"/>	All required items are serviceable and traceable to one of the following:
<input type="checkbox"/>	National Institute of Standards and Technology (NIST)

<input type="checkbox"/>	Standard established by manufacture
<input type="checkbox"/>	If foreign manufactured, the standard of country where made, if approved by the authority
<input type="checkbox"/>	Appropriate types and quantity are available
<input type="checkbox"/>	Proper protection and storage is utilised
<input type="checkbox"/>	Fuel and oil storage
<input type="checkbox"/>	De-icing chemical storage/dispensing equipment if applicable ensure the following:
<input type="checkbox"/>	Serviceability of equipment
<input type="checkbox"/>	General condition and safety of storage areas
<input type="checkbox"/>	Training of personnel in operator's procedures
<input type="checkbox"/>	Note: if contractor is used ensure it meets the above
<input type="checkbox"/>	Support shops (avionics, sheet metal, engine etc.) To ensure:
<input type="checkbox"/>	All required technical data is current and available
<input type="checkbox"/>	If on micro film readers are available/serviceable
<input type="checkbox"/>	Staffing reflects complexity of the shop

<input type="checkbox"/>	Personnel are properly trained, qualified, and authorised
<input type="checkbox"/>	Shift turnover procedures are in place and utilised
<input type="checkbox"/>	All required special tooling and equipment is available/serviceable, and within calibration criteria
<input type="checkbox"/>	Maintenance and inspection functions accomplished in accordance with operator's MCM
<input type="checkbox"/>	Safety equipment available and serviceable
<input type="checkbox"/>	Shop storage areas maintained to same standards as main storage areas
<input type="checkbox"/>	Work areas do not conflict with each other, dust/noise
<input type="checkbox"/>	Lighting, ventilation, and general housekeeping
<input type="checkbox"/>	Hangar facilities, to ensure:
<input type="checkbox"/>	All required technical data is current and available
<input type="checkbox"/>	If on micro film readers are available/serviceable
<input type="checkbox"/>	Facilities are adequate for work being performed
<input type="checkbox"/>	Staffing reflects complexity of the work performed
<input type="checkbox"/>	Personnel are properly trained, qualified, and authorised
<input type="checkbox"/>	Shift turnover procedures are in place and utilised
<input type="checkbox"/>	All required special tooling and equipment is available/serviceable, and within calibration criteria
<input type="checkbox"/>	Maintenance and inspection functions accomplished in accordance with operator's MCM
<input type="checkbox"/>	Safety equipment available and serviceable
<input type="checkbox"/>	Safety procedures in place and adhered to
<input type="checkbox"/>	Lighting, ventilation, and general housekeeping
<input type="checkbox"/>	Hangar ground support equipment is serviceable and appropriate for work performed
<input type="checkbox"/>	Engineering department (if applicable)
<input type="checkbox"/>	Personnel qualified/staffing is adequate
<input type="checkbox"/>	Technical data current and available
<input type="checkbox"/>	Engineering orders in accordance with MCM
<input type="checkbox"/>	Inspection department ensure the following:
<input type="checkbox"/>	Designated staff is adequate for complexity of operation
<input type="checkbox"/>	System ensures that inspection personnel are trained, qualified, and authorised
<input type="checkbox"/>	Determine results of the inspection

<input type="checkbox"/>	Document unsatisfactory areas
<input type="checkbox"/>	Debrief operator
<input type="checkbox"/>	Document the inspection
<input type="checkbox"/>	Letter to operator confirming inspection results
<input type="checkbox"/>	File inspection results in office file
<input type="checkbox"/>	Schedule the follow-up activities



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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.

BASE INSPECTION CHECKLIST – FOREIGN AOC HOLDER		
Operator: Location:		
AOC-01 STAFFING AND ORGANISATION		
1.	Does the Operator hold an AOC appropriate to the type of operations being conducted?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Is a current list of aircraft operated listed in the SOPS?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Is there an approved maintenance control manual or its equivalent?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Is there an approved maintenance program for the aircraft?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Does the operator have an Accountable Manager?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Is there a clear management structure in place?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Is the Maintenance Department adequately staffed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Are the office accommodation, equipment and services adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	Is there a technical library?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-02 MAINTENANCE CONTROL MANUAL (MCM)		
10.	Is the MCM adequately controlled (e.g. is there an LEP)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
11.	Does the MCM provide guidance to personnel for use in the execution of their duties?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Is there a system in place for the distribution and amendment of manuals and is the person responsible identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Does the MCM define the management structure and is it adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Are key management personnel identified and their duties spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Are key personnel qualifications identified and adequate?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Does the MCM identify the following? <ul style="list-style-type: none"> • Main Maintenance Base; • Line Stations; • List of Aircraft Maintained; • Scope of Approval; • List of Maintenance Providers; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> Samples of Documents, Checklists and Forms used. 	
17.	<p>Have the following procedures been defined adequately?</p> <ul style="list-style-type: none"> Aircraft Technical Log Utilization and MEL application; Maintenance record keeping responsibilities and retention; Maintenance Release; Accomplishment and control of ADs; Maintenance program development and amendment; Deferred Defect; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC – 03 MAINTENANCE MANAGEMENT		
18.	Has a Person Responsible for Maintenance (PRM) been identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Is the (PRM) appropriately qualified for the job?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Have the duties and responsibilities of the (PRM) been spelt out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Is the (PRM) carrying out his duties as defined?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Does the operator have internal maintenance capabilities?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Does the company have adequate facilities for performance of maintenance and servicing under its capability?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Is there a reliability program?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	For aircraft operating under MEL authorities, how is repair interval planned and actioned?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Are only authorized personnel releasing or dispatching aircraft with inoperative items?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	How is the provision of emergency maintenance services addressed?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-04 QUALITY SYSTEM		
28.	Has a Quality System been identified in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Does the Quality System cater for the Quality Manager to have direct access to the Accountable Manager?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Is the Quality Manager appropriately qualified for the job?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Have the duties and responsibilities of the QM been spelt out in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Is there an annual audit plan and has the QM conducted an internal audit during the 12 months period?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Are there adequate quality auditors to ensure the audit plan is enforced?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Does the audit program cover all functions defined in the manual?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Does the operator use checklists for the audit process and are they comprehensive?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Does the operator follow the stated corrective action process and is there evidence to suggest that follow-up activities are being carried out?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-05 TECHNICAL LIBRARY		
37.	<p>Does the technical library have the necessary equipment:</p> <ul style="list-style-type: none"> Computers; Fiche Reader; Printer, Fax; Internet Access? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	<p>Does the operator maintain control of the following technical data:</p> <ul style="list-style-type: none"> Aircraft Technical Log pages; Maintenance Releases; Modification and Repair data; ADs; CPCPs; LLPs? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

39.	Does the operator have direct access to the following technical information as applicable to their fleet: <ul style="list-style-type: none"> • AMM; • IPC; • SRM; • Wiring Diagrams; • Myboeingfleet.com or Avantex? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Does the technical library contain all approved current company manuals, aircraft logs & records and other relevant publications?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Are records integrity maintained, legible and backup systems available?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-06 PERSONNEL RECORDS		
42.	Are current records detailing out the qualifications and training of personnel maintained?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Does the record include - <ul style="list-style-type: none"> • name and date of birth; • basic training; • type training; • recurrent training; • experience; • special authorizations; and • approvals held? 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Are training programs established for personnel?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Does the operator provide the following trainings? <ul style="list-style-type: none"> • Company Indoctrination; • Aircraft Type/System; • Recurrent; • Specialized training. 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	Are the records securely kept?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-07 STORES		
47.	Is there a Storage facility for aircraft spares, equipment, tools, etc?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Does the store have the following sections? <ul style="list-style-type: none"> • Receiving & Inspection • Quarantine; • Bonded stores; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Are the following items segregated and properly stored? <ul style="list-style-type: none"> • Flammable Liquids; • Grease & Oils; • Oxygen; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	Are shelf-life items identified and controlled as described in the MCM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Are components and hardware properly identified, protected, and tagged as to serviceability or otherwise?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	Are scrap items adequately disposed off?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
53.	Are items (i.e. tools, spares and equipment) adequately packed and their serviceability monitored?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	Does the operator keep track of calibrated tools & equipment as define in the MCM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
55.	Are adequate tools, equipment and spare parts available to support the complexity of the operation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
56.	Does the organization reflect that shown in the MCM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
AOC-08 AIRCRAFT CONFORMITY		
57.	Conduct an aircraft physical inspection and inspect the following certificates: <ul style="list-style-type: none"> • C of A; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<ul style="list-style-type: none"> • C of R; • C of I; • Radio License; • Noise Certificate; 	
58.	Inspect the following onboard documents: <ul style="list-style-type: none"> • MEL; • Technical Logbook; • Deferred Defect Log; • AFM; • Checklists; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
59.	Inspect the following emergency equipment for serviceability: <ul style="list-style-type: none"> • Fire Extinguishers; • Protective Breathing Equipment; • Escape ropes; • Portable Oxygen; • First Aid Kits; • Escape Slides; • Megaphone; • Emergency escape path markings and signs; • Smoke detection system; • Life vest; and • Flash lights. 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
60.	Check the condition of the following: <ul style="list-style-type: none"> • Flight deck instruments & equipment; • Placards; • Lavatories; • Cabin crew seats; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
61.	Do a walk-around and inspect the following: <ul style="list-style-type: none"> • Airframe for dents, cracks, corrosion, etc; • Landing Gear Struts for leakage; • Static dischargers appropriate numbers; • Brake indicators; • Engine intakes and blades for visible damage; 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
62.	Does the aircraft have the following installations/certification? <ul style="list-style-type: none"> • RVSM • ELT 406 • TCAS • EGPWS • ETOPS 	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

Observations:

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