

BASE INSPECTION/AUDIT CHECKLIST AOC RENEWAL – LARGE AIRCRAFT

Name of Operator:
Date of Evaluation:
Type of Operation:
Inspector(s):,,,,

Instructions for Use:

1. Check **YES** column if the reviewed record, procedure or event complies with requirements and you have no comment.
2. Check **NO** column if the reviewed record, procedure or event does not comply with requirements and you have a comment.
3. Check **N/C** (Not Checked) column if you did not review the record, procedure or event *or you do not have adequate information to make a valid audit assessment*
4. Enter the letter “**N/A**” (Not Applicable) in the column, if the line item is not required in this particular situation.
5. For later reference, proceed any remarks with the appropriate question number and regulation reference.
6. Use the inspector remarks column at the end for overall remarks or observations.
7. Specific areas coordinated between OPS, AIR, DGI & CSI are indicated in the section title.
8. Where separate checklists are used in certain sections remarks should reference the checklist used. Attach the checklist.
9. For further guidance refer to relevant Chapters of the Flight Operations Inspector’s Manual and ISAM.

FO – 01 Pre-Inspection/audit Review (OPS and AIR)				
1.	<i>Refer to FORM O-OPS001 as amended Base Inspection/Audit Job Aid</i>			
2.	Corrective Action Status addressing previous findings			
	Finding	Compliance Date	Open	Closed
			☐	☐
			☐	☐
			☐	☐
			☐	☐
<i>Remarks</i>				
FO – 02 Air Operator Certificate and Ops Specs (OPS and AIR)				
3.	Is the current original Air Operator Certificate and all Operations Specifications available?	N/A ☐ YES ☐ NO ☐ N/C ☐		
4.	Is the AOC prominently displayed in a public place	N/A ☐ YES ☐ NO ☐ N/C ☐		
5.	Does the current organization structure reflect that shown in the Company Operations Manual structure?	N/A ☐ YES ☐ NO ☐ N/C ☐		
6.	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate?	N/A ☐ YES ☐ NO ☐ N/C ☐		
7.	Are operational changes in facilities or equipment that have occurred in the company since the previous audit reflected in the Operations specifications?	N/A ☐ YES ☐ NO ☐ N/C ☐		

8.	Is the company operating aircraft types as authorized in the Ops Specs??	N/A ☐ YES ☐ NO ☐ N/C ☐
9.	Does the company have adequate facilities to handle the approved operations?	N/A ☐ YES ☐ NO ☐ N/C ☐
Remarks		
FO – 03 Operations Manual (OPS)		
10.	Is a master copy operations manual (all parts) readily available in the company premises?	N/A ☐ YES ☐ NO ☐ N/C ☐
11.	Is the manual current and approved by the SSCAA?	N/A ☐ YES ☐ NO ☐ N/C ☐
12.	Is the person responsible for maintaining these documents identified in writing?	N/A ☐ YES ☐ NO ☐ N/C ☐
13.	Is the company's fixed place of business as mentioned in the manual and AOC?	N/A ☐ YES ☐ NO ☐ N/C ☐
14.	Are manuals kept up to date?	N/A ☐ YES ☐ NO ☐ N/C ☐
15.	Are distribution procedures followed as published?	N/A ☐ YES ☐ NO ☐ N/C ☐
16.	Is a copy of the appropriate part of the Operations Manual carried on each aircraft (register)?	N/A ☐ YES ☐ NO ☐ N/C ☐
Remarks		
FO-04 Publication Library (OPS, AIR & CSI)		

17.	Does the library maintain a register of all manuals and documents held in the library and distributed to users?	N/A ☐ YES ☐ NO ☐ N/C ☐
18.	Does the library include all approved and up-to-date publications required by the applicable SSCARS including:	N/A ☐ YES ☐ NO ☐ N/C ☐
a.	Operations Manual (Parts A, B, C, D)	N/A ☐ YES ☐ NO ☐ N/C ☐
b.	Civil Aviation Act and SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
c.	AIP, Supplements and AICs	N/A ☐ YES ☐ NO ☐ NC ☐
d.	Up-to-date Aircraft Flight Manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
e.	Aircraft Operations Manuals (AOMs or FCOMs) including performance manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
f.	Minimum Equipment Lists (MMELs and MELs)	N/A ☐ YES ☐ NO ☐ N/C ☐
g.	QRHs and Checklists	N/A ☐ YES ☐ NO ☐ N/C ☐
h.	Cabin Crew Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
i.	Passenger Briefing cards	N/A ☐ YES ☐ NO ☐ N/C ☐
j.	Ground Handling Manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
k.	Dangerous goods manual	N/A ☐ YES ☐ NO ☐ N/C ☐
l.	Safety manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
m.	Emergency Response Plan	N/A ☐ YES ☐ NO ☐ N/C ☐
n.	Security Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
o.	Quality Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
p.	Aircraft Technical Logs	N/A ☐ YES ☐ NO ☐ N/C ☐
q.	Maintenance Control Manual	N/A ☐ YES ☐ NO ☐ N/C ☐

r.	Leases and Maintenance Agreements	N/A ☐ YES ☐ NO ☐ N/C ☐
s.	Flight Recorder Records (may be kept elsewhere)	N/A ☐ YES ☐ NO ☐ N/C ☐
t.	Any other required manual	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Remarks</i>		
FO-05 Organisation and Management Personnel (OPS & AIR)		
19.	Does the current organization structure reflect that shown in the Operations Manual structure?	N/A ☐ YES ☐ NO ☐ N/C ☐
20.	Are the current management post-holders as approved by the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
21.	Is the Accountable Manager carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
22.	Is the Head of Quality carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
23.	Is the Head of Safety carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
24.	Is the person responsible crew Training carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
25.	Is the Head of Operations carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐

26.	Is the Chief Pilot carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
27.	Is the person responsible Security carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
28.	Is the Head of Maintenance carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
29.	Is the person responsible Ground Operations carrying out his/her duties in accordance with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
30.	Does the system for dissemination of general operational information to crew members function as described in the Operations Manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO – 06 Company Training and Checking Programme		
31.	Is a record of all training and checking personnel used by the operator kept including details of which aircraft types and authorities have they been approved by the Authority where applicable?	N/A ☐ YES ☐ NO ☐ N/C ☐
32.	Have the company CPs and DEs undergone a CAA monitor check within the past 24 months?	N/A ☐ YES ☐ NO ☐ N/C ☐
33.	Have the training and checking personnel maintained their qualification to conduct training and Checks?	N/A ☐ YES ☐ NO ☐ N/C ☐

34.	Does a review of training records indicate that the CP or DE has exceeded his or her terms of reference	N/A ☐ YES ☐ NO ☐ N/C ☐
35.	Are the training records (proficiency & evaluation) a true reflection of those submitted to the Authority during DCP and DCCE annual renewal (<i>sample records as indicated in Forms AC-OPS021-1 and AC-OPS024-1 activity form</i>)	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO – 07 Flight Crew Training Records		
36.	Are the records kept in a secure place for the minimum duration required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐
37.	Do the flight crew training records include the following data? Type of training; Date/s of training; ATO and/or approved trainer; Assessment of performance;	N/A ☐ YES ☐ NO ☐ N/C ☐
38.	Do records show that contracted training providers use the operator's flight safety document system?	N/A ☐ YES ☐ NO ☐ N/C ☐
39.	Do records capture the required courses including:	
a.	Company induction training	N/A ☐ YES ☐ NO ☐ N/C ☐
b.	Initial and annual aircraft type training	N/A ☐ YES ☐ NO ☐ N/C ☐
c.	Upgrade training	N/A ☐ YES ☐ NO ☐ N/C ☐
d.	Line training	N/A ☐ YES ☐ NO ☐ N/C ☐
e.	Aircraft servicing and ground handling training	N/A ☐ YES ☐ NO ☐ N/C ☐
f.	Initial and recurrent emergency procedures training	N/A ☐ YES ☐ NO ☐ N/C ☐

g.	Initial and recurrent surface contamination training	N/A ☐ YES ☐ NO ☐ N/C ☐
h.	Crew resource management training	N/A ☐ YES ☐ NO ☐ N/C ☐
i.	Dangerous goods training;	N/A ☐ YES ☐ NO ☐ N/C ☐
j.	Aviation security training	N/A ☐ YES ☐ NO ☐ N/C ☐
k.	Special authorisations Training.	N/A ☐ YES ☐ NO ☐ N/C ☐
40.	Have FSTDs including the programmes in use been approved by the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
41.	Are aircraft flight training times recorded in the training records conforming to the aircraft technical/journey logs or voyage logs (random sample)	N/A ☐ YES ☐ NO ☐ N/C ☐
42.	For operators that conduct commercial night operations, have the pilots received night take-off and landing training as necessary?	N/A ☐ YES ☐ NO ☐ N/C ☐
43.	Have the recency requirements of 3 take-offs and landings prior to commercial flights been met?	N/A ☐ YES ☐ NO ☐ N/C ☐
44.	Has the required route and aerodrome currency been maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Remarks</i>		
FO-8 Operational Control System		
45.	Does the operator exercise operational control and supervise flight operations as described in the approved operations manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
46.	Are the responsibilities and duties of operational control personnel practiced as outlined in the operations manual?	N/A ☐ YES ☐ NO ☐ N/C ☐

47.	Are company aircraft being dispatched as outlined in the company operations manual including adherence to responsibilities for initiation, continuation, diversion and termination of flights?	N/A ☐ YES ☐ NO ☐ N/C ☐
48.	Are flight release procedures followed and documented in line with the approved procedures?	N/A ☐ YES ☐ NO ☐ N/C ☐
49.	Does the company meet the communication requirements with company flights as outlined in the applicable SSCARS for its operation?	N/A ☐ YES ☐ NO ☐ N/C ☐
50.	Is information exchange between company aircraft in flight and base operations adequate and in line with the approved procedures?	N/A ☐ YES ☐ NO ☐ N/C ☐
51.	Does the operator's operational flight plan (or navigation log) meet minimum requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
52.	Are NOTAMS, ATC data/information made available for flight planning?	N/A ☐ YES ☐ NO ☐ N/C ☐
53.	Is weather data obtained from approved source(s)?	N/A ☐ YES ☐ NO ☐ N/C ☐
54.	Is current TAF and METAR briefing received by the flight crew?	N/A ☐ YES ☐ NO ☐ N/C ☐
55.	Is the en-route weather appropriate for the flight including significant weather synopsis and winds aloft?	N/A ☐ YES ☐ NO ☐ N/C ☐
56.	Is the flight plan routing appropriate for the forecast weather?	N/A ☐ YES ☐ NO ☐ N/C ☐
57.	Are appropriate enroute and destination alternates selected	N/A ☐ YES ☐ NO ☐ N/C ☐
58.	Are appropriate takeoff alternates selected when required?	N/A ☐ YES ☐ NO ☐ N/C ☐
59.	Does the dispatcher check aircraft serviceability status including maintenance release and MEL deferred items?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
<i>Training and Qualifications of Operations Officers (Dispatchers)</i>		
60.	Do the Flight Operations Officers (Dispatchers) hold a flight operations officer certification indicating that they have successfully completed training acceptable to the Director?	N/A ☐ YES ☐ NO ☐ N/C ☐
61.	Do the flight operations officers maintain complete familiarisation with all features of the operation which are pertinent to their duties?	N/A ☐ YES ☐ NO ☐ N/C ☐
62.	Does the operations manual specify the period of on job training required for each Flight Dispatcher and has this training been completed?	N/A ☐ YES ☐ NO ☐ N/C ☐
63.	Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file?	N/A ☐ YES ☐ NO ☐ N/C ☐
64.	Is the air operator following the approved recurrent training programme?	N/A ☐ YES ☐ NO ☐ N/C ☐
65.	Has the air operator provided training and records for any new equipment transition training?	N/A ☐ YES ☐ NO ☐ N/C ☐
66.	Has the air operator provided training and maintained records of any new area or route training within the operational control system?	N/A ☐ YES ☐ NO ☐ N/C ☐
67.	Has the air operator provided training and records for any new equipment transition training?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
	<i>Flight Watch</i>	
68.	Does the Flight Dispatcher maintain current information on the progress of flights?	N/A ☐ YES ☐ NO ☐ N/C ☐
69.	Are aircraft tracking and communication requirements adhered to including flights operated in oceanic / remote areas?	N/A ☐ YES ☐ NO ☐ N/C ☐
70.	Does the flight watch continue until the completion of the flight and communication log maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
71.	Are in-flight reports directed to the flight dispatcher performing flight watch?	N/A ☐ YES ☐ NO ☐ N/C ☐
72.	Is there adequate personnel available to maintain flight watch during the air operator's flight schedule?	N/A ☐ YES ☐ NO ☐ N/C ☐
73.	Where the operator uses the operational control system of an agent whether domestic or foreign does the operator comply with the applicable requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	

FO-09 Operations Documentation and Records		
74.	Are the required current manuals and documents available to the duty operations officer / dispatchers? These should include the following as applicable: • Operations Manual • Dispatch Manual • Emergency Response Plan • Ground Handling Manual • Performance Planning Manual • Weight and Balance Manual • AOMs or FCOMS • MELs • AIP and AICs • Relevant Route Guide and Charts	N/A ☐ YES ☐ NO ☐ N/C
75.	Does the operational flight plan including ATS flight plan meet the approved requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
76.	Are the required entries made in the operational flight plans of completed flights as outlined in the approved procedures?	N/A ☐ YES ☐ NO ☐ N/C ☐
77.	Do the fuel slips, OFP fuel calculations, journey logs and weight & balance forms all agree with respect to fuel weights?	N/A ☐ YES ☐ NO ☐ N/C ☐
78.	Do the payload weights in the manifests, operational flight plan and journey logs agree?	N/A ☐ YES ☐ NO ☐ N/C ☐
79.	Do the completed flights' documentation meet the SSCARS requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
80.	Are returned flight documents retained in accordance with the SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
81.	Are aircraft being dispatched in accordance with specific authorizations?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
FO-10 Cabin Safety (OPS & CSI)		
82.	Are key cabin crew management personnel familiar with pertinent sections of the regulatory requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
83.	Are approved and up-to-date cabin crew manuals available to different sections as captured in the distribution list?	N/A ☐ YES ☐ NO ☐ N/C ☐
84.	Are cabin crew manual amendments and safety bulletins distributed to the crew in a timely and efficient manner?	N/A ☐ YES ☐ NO ☐ N/C ☐
85.	Are safety issues raised in cabin crew reports tracked and dealt with conclusively as part of the safety management system?	N/A ☐ YES ☐ NO ☐ N/C ☐
86.	Are aircraft cabin defects recorded in journey or cabin log books rectified / closed accordingly?	N/A ☐ YES ☐ NO ☐ N/C ☐
87.	Is relevant safety information given to the cabin crews, e.g. through bulletins? Is the method universal and effective?	N/A ☐ YES ☐ NO ☐ N/C ☐
88.	In relation to the total number of cabin crew are the supervisors and senior cabin crew adequate?	N/A ☐ YES ☐ NO ☐ N/C ☐
89.	Do aircraft journey logs / reports confirm that minimum crew requirements as stated in the operations manual have been met?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Cabin Crew Training Records</i>		

90.	Are cabin crew training records maintained as per regulatory requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
91.	Do the training records reflect the following:	
	a. Name of cabin crew	N/A ☐ YES ☐ NO ☐ N/C ☐
	b. Types of aircraft the cabin crew is qualified on	N/A ☐ YES ☐ NO ☐ N/C ☐
	c. The date of training and whether pass or fail	N/A ☐ YES ☐ NO ☐ N/C ☐
	d. ATO and/or Trainer	N/A ☐ YES ☐ NO ☐ N/C ☐
	e. Initial Aircraft Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	f. Annual Aircraft Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. Aircraft Differences Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	h. Requalification Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	i. First Aid Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	j. In-Charge Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	k. Dangerous Goods Training	N/A ☐ YES ☐ NO ☐ N/C ☐
	l. Crew Resource Management	N/A ☐ YES ☐ NO ☐ N/C ☐
	m. Aviation Security	N/A ☐ YES ☐ NO ☐ N/C ☐
	n. Firefighting, evacuation and ditching drills	N/A ☐ YES ☐ NO ☐ N/C ☐
92.	Are the records retained for at least three years?	N/A ☐ YES ☐ NO ☐ N/C ☐
93.	Do cabin crew instructors and examiners maintain competency in the delegated tasks as required by regulations and the DCCE manual?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
FO-11 Aircraft Inspection (OPS, AIR & CSI)		
94.	Are aircraft configurations and equipment in accordance with the AFM and FCOM/AOM?	N/A ☐ YES ☐ NO ☐ N/C ☐
95.	Are communication and navigation equipment installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
96.	Are aircraft lights installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
97.	Are warning systems as required by SSCARS (EGPWS, TCAS, Wind shear, etc)?	N/A ☐ YES ☐ NO ☐ N/C ☐
98.	Are fire warning and protection systems installed as required in SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
99.	Are seats, seatbelts, harnesses and restraints as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
100.	Are doors and curtains (including cockpit door security systems) as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
101.	Is emergency and survival equipment installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
102.	Have carry-on baggage requirements been met?	N/A ☐ YES ☐ NO ☐ N/C ☐
103.	Are there adequate restraints available to ensure that any cargo or equipment carried is secured and does not shift in flight?	N/A ☐ YES ☐ NO ☐ N/C ☐
104.	Is cargo loaded so as to not block or restrict doors or the exit of passengers in an emergency?	N/A ☐ YES ☐ NO ☐ N/C ☐
105.	Does each aircraft have an approved safety briefing card on board for each passenger?	N/A ☐ YES ☐ NO ☐ N/C ☐

106.	Are aircraft markings and placards in accordance with the AFM / AOM?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-12 Aircraft Documentation (OPS and AIR)		
107.	If the company has been authorized to operate aircraft with operational restrictions, are they being followed?	N/A ☐ YES ☐ NO ☐ N/C ☐
108.	If foreign registered aircraft are used does the company have appropriate authorisation?	N/A ☐ YES ☐ NO ☐ N/C ☐
109.	Are journey / voyage logs being maintained and entries made for each flight in accordance with the SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
110.	Are technical log entries and defects entered and cleared or deferred in accordance with the SSCARS and approved procedures?	N/A ☐ YES ☐ NO ☐ N/C ☐

111.	Does the current aircraft library for each aircraft include all documents required by regulations? 1. Certified True Copy of AOC/Associated Ops Specs 2. Certificate of Registration 3. Certificate of Airworthiness 4. Certificate of Insurance 5. Certificate of Maintenance 6. Aircraft Station radio Licence 7. Aircraft Noise certificate 8. Air Service Licence 9. Aircraft Tech. log 10. Airplane Flight Manual 11. MEL / CDL 12. Pilot operating checklists (QRH) 13. Type specific SOP 14. Aircraft Search Procedure Checklist 15. Maps and Charts 16. Journey Logbook	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-13 Minimum Equipment List (OPS and AIR)		
112.	Is the company using an approved MEL for each aircraft type?	N/A ☐ YES ☐ NO ☐ N/C ☐
113.	Are approved procedures being followed that ensure MMEL revisions are reviewed and MEL amendments made as required?	N/A ☐ YES ☐ NO ☐ N/C ☐
114.	Are aircraft flights being conducted in accordance with MEL requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
115.	Are defects deferred in accordance with the approved MEL?	N/A ☐ YES ☐ NO ☐ N/C ☐
116.	Are any defects extended beyond the repair intervals approved by the SSCAA?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
FO-14 Quality System (OPS and AIR)		
117.	Is the quality system responsive to changes internally and regulatory changes that could affect the AOC and/or Opsspecs?	N/A ☐ YES ☐ NO ☐ N/C ☐
118.	Does the Quality Manager maintain a list of current documents, forms, and checklists used in the quality assurance system?	N/A ☐ YES ☐ NO ☐ N/C ☐
119.	Is the recurring cycle of internal audits being conducted at the intervals established in the approved manual (at least annually)?	N/A ☐ YES ☐ NO ☐ N/C ☐
120.	Has the audit system / checklists been utilised during previous audit cycle to monitor the following:	
	a. The organisation	N/A ☐ YES ☐ NO ☐ N/C ☐
	b. Operational procedures	N/A ☐ YES ☐ NO ☐ N/C ☐
	c. Safety management	N/A ☐ YES ☐ NO ☐ N/C ☐
	d. Aircraft performance	N/A ☐ YES ☐ NO ☐ N/C ☐
	e. Mass, balance and loading	N/A ☐ YES ☐ NO ☐ N/C ☐
	f. Safety equipment	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. Manuals logs and records	N/A ☐ YES ☐ NO ☐ N/C ☐
	h. Aircraft maintenance arrangements	N/A ☐ YES ☐ NO ☐ N/C ☐
	i. Use of MEL and defects deferral	N/A ☐ YES ☐ NO ☐ N/C ☐

	j. Operational control personnel	N/A ☐ YES ☐ NO ☐ N/C ☐
	k. Dangerous goods	N/A ☐ YES ☐ NO ☐ N/C ☐
	l. Security	N/A ☐ YES ☐ NO ☐ N/C ☐
	m. Training and checking	N/A ☐ YES ☐ NO ☐ N/C ☐
121.	Is the quality manager verifying that corrective action is taken by the responsible manager on findings and the accountable manager is notified?	N/A ☐ YES ☐ NO ☐ N/C ☐
122.	Is the quality manager monitoring and evaluating effectiveness and completion of corrective actions (addressing root cause)	N/A ☐ YES ☐ NO ☐ N/C ☐
123.	Is there a record of audit findings, corrective actions, and follow up inspections?	N/A ☐ YES ☐ NO ☐ N/C ☐
124.	Are individuals performing quality assurance duties independent from the specific function or performance or certification of those tasks?	N/A ☐ YES ☐ NO ☐ N/C ☐
125.	When performing quality assurance functions, do the individuals report solely / directly to the quality manager?	N/A ☐ YES ☐ NO ☐ N/C ☐
126.	Where external auditors are used, is there a clear process of how findings will be followed until closed?	N/A ☐ YES ☐ NO ☐ N/C ☐
127.	Where contracted services are utilized, does the organization perform a quality assurance review of the contracted parties and are these audits included in the organisation's audit plan?	N/A ☐ YES ☐ NO ☐ N/C ☐
128.	Are records of contracted service audits kept including findings, corrective actions, and follow up inspections?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
FO-15 Air Operator Safety Management System (OPS and AIR)		
	<i>Safety Management System Elements</i>	
129.	Is the safety policy endorsed by the Accountable Manager clearly accessible to staff?	N/A ☐ YES ☐ NO ☐ N/C ☐
130.	Is availability of the person responsible Safety adequate to manage the safety office as described in the approved safety manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
131.	Does the person responsible for the Safety Management System have direct access to the Accountable Manager?	N/A ☐ YES ☐ NO ☐ N/C ☐
132.	Are flight safety improvement suggestions solicited and processed?	N/A ☐ YES ☐ NO ☐ N/C ☐
133.	Has a safety awareness programme been developed and maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
134.	Are industry safety concerns (which may have an impact on the operation) monitored?	N/A ☐ YES ☐ NO ☐ N/C ☐
135.	Is a close relationship with the appropriate aircraft manufacturers maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
136.	Is a close relationship with industry safety associations maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
137.	Are incidents/accidents investigated and are recommendations to preclude recurrence implemented?	N/A ☐ YES ☐ NO ☐ N/C ☐

138.	In case of serious incidents or accidents are regulation requirements followed for safe custody of flight recorders and the records pending investigation by state investigators?	N/A ☐ YES ☐ NO ☐ N/C ☐
139.	Is a flight data analysis programme implemented as required by regulation?	N/A ☐ YES ☐ NO ☐ N/C ☐
140.	Is the flight data analysis programme non-punitive and contains safeguards to protect the sources of data?	N/A ☐ YES ☐ NO ☐ N/C ☐
141.	Does the operator utilise the captured flight data to monitor and improve safety trends?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Incident Management</i>		
142.	Has an incident reporting system been implemented that provide a process of reporting incidents/hazards, investigation of incidents, the means to advise management, and information feedback to employees?	N/A ☐ YES ☐ NO ☐ N/C ☐
143.	Does the safety database monitor and analyse safety trends?	N/A ☐ YES ☐ NO ☐ N/C ☐
144.	Does the operator report occurrences and hazards as required by regulation to the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Safety Committee</i>		
145.	Has a Safety Committee (or similar group) been established to identify safety concerns and deficiencies and to make recommendations for corrective measures to senior management?	N/A ☐ YES ☐ NO ☐ N/C ☐
146.	Are members from all operating departments represented?	N/A ☐ YES ☐ NO ☐ N/C ☐
147.	Does the committee meet regularly?	N/A ☐ YES ☐ NO ☐ N/C ☐
148.	Do meeting minutes provide a record of agenda items, discussions and corrective actions taken, where applicable?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Emergency Response Planning</i>	
149.	Has an Emergency Response Plan been developed?	N/A ☐ YES ☐ NO ☐ N/C ☐
150.	Is the plan maintained and current?	N/A ☐ YES ☐ NO ☐ N/C ☐
151.	Are internal and external contacts kept current?	N/A ☐ YES ☐ NO ☐ N/C ☐
152.	Is the plan regularly exercised as documented?	N/A ☐ YES ☐ NO ☐ N/C ☐
153.	Are records of the previous exercise kept including corrective actions to improve the plan?	N/A ☐ YES ☐ NO ☐ N/C ☐
154.	Is the plan available to the key responders?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-16 Surface De-icing and Anti-icing Programme (OPS and AIR)		
155.	Does the organization include, as part of its operations manual an aircraft surface de-icing and anti-icing programme that is approved by the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
156.	Is the programme approved and kept current in respect to the operator's scope of operations, including de-icing methods and products used?	N/A ☐ YES ☐ NO ☐ N/C ☐
157.	Are regular audits of the contracted services carried out and audit records kept?	N/A ☐ YES ☐ NO ☐ N/C ☐
158.	Is the relationship between operations and maintenance (or contracted service provider) described?	N/A ☐ YES ☐ NO ☐ N/C ☐
159.	Does Operations have sole responsibility for the programme or is it shared? <i>(Note: maintenance must not have sole responsibility.)</i>	N/A ☐ YES ☐ NO ☐ N/C ☐

160.	Are records kept of de-icing and anti-icing operations?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>De-icing Training and Testing</i>		
161.	Are records available of initial and recurrent training including testing available of crew members and other operations and ground/maintenance personnel who have responsibilities within the De-icing programme?	N/A ☐ YES ☐ NO ☐ N/C ☐
162.	If de-icing/anti-icing services are contracted out does the training and testing programme of the contractor and application of de-icing/anti-icing operations standards meet the operator's own Programme?	N/A ☐ YES ☐ NO ☐ N/C ☐
163.	Are the contractors' procedures and training programmes available to the operator?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Remarks:</i>		
FO-17 Fatigue Management - Flight Time and Duty Scheme (OPS & CSI)		
Crew Member Flight Time Limitations		
164.	Does the operator keep records for each crew member (including cabin crew) of the start, duration and end of each flight duty period and duty period?	N/A ☐ YES ☐ NO ☐ N/C ☐
165.	For each crew member the rest periods?	N/A ☐ YES ☐ NO ☐ N/C ☐
166.	For each crew member flight time as required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐

167.	Are the records kept for a minimum of 24 calendar months from the date of the last relevant entry?	N/A ☐ YES ☐ NO ☐ N/C ☐
168.	Do all flight crew member flight times fall within the operator's as well as the regulatory limits?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Duty Period, Flight Duty Time And Rest Periods</i>	
169.	Are the operators recorded flight duty times within the SSCARS duty period tables and the operator's duty period scheme?	N/A ☐ YES ☐ NO ☐ N/C ☐
170.	Has the air operator provided flight crew members with the minimum rest period? i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals.	N/A ☐ YES ☐ NO ☐ N/C ☐
171.	Split duty day - Did the operator meet the regulatory and Operations Manual requirements for split duty?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>FDP Extension</i>	
172.	If any Flight Duty Period extension is recorded by the PIC is it within the permitted time.	N/A ☐ YES ☐ NO ☐ N/C ☐
173.	Were FDP was extended was a report made by both the PIC and the operator to the Authority within 30 days? Are the reports kept?	N/A ☐ YES ☐ NO ☐ N/C ☐
174.	Were limitations involving standby duty met?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Rest Periods</i>	
175.	Is adequate rest provided to crew members to cater for short-term and long term fatigue?	N/A ☐ YES ☐ NO ☐ N/C ☐

176.	Was each duty period, including home and airport standby preceded by adequate rest period of at least as long as the preceding duty period, or 12 consecutive hours whichever is the greater?	N/A ☐ YES ☐ NO ☐ N/C ☐
177.	Where the PIC reduced a rest period, was the rest period in accordance with the operations manual requirements and the SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
178.	Did the PIC make a report made to the operator, and the Authority as required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-18 DANGEROUS GOODS (DG-01)		
	<i>Use specific Dangerous Goods checklists as applicable:</i> <i>CL: O-DG004 and CL: O-OPS004-1 as amended</i>	
AIRWORTHINESS INSPECTOR REMARKS: NAME: SIGNATURE: DATE:		
CABIN SAFETY INSPECTOR REMARKS: NAME: SIGNATURE: DATE:		



CHECKLIST

CL:O-OPS001-1

June 2023

DANGEROUS GOODS INSPECTOR REMARKS:		
NAME:	SIGNATURE:	DATE:
FLIGHT OPERATIONS INSPECTOR REMARKS:		
NAME:	SIGNATURE:	DATE: