



CHECKLIST

CL:O-OPS001-1

June 2023

BASE INSPECTION CHECKLIST (AOC) - SMALL AIRCRAFT

Name of Operator:
Date of Inspection:
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.
6. Resolution Report. Use the inspector remarks column at the end for overall remarks or observations.
7. Specific areas coordinated between OPS, AIR and DGI sections are indicated in the section title.
8. For further guidance refer to relevant Chapters in Flight Operations Inspectors Manual and ISAM.

FO – 01 Pre-Inspection/audit Review (OPS and AIR)				
1.	<i>Refer to FORM O-OPS001 Base Inspection/Audit Job Aid</i>			
2.	Corrective Action Status addressing previous findings			
	Finding	Compliance Date	Open	Closed
			☐	☐
			☐	☐
			☐	☐
	Remarks:			

FO – 02 Air Operator Certificate and Opspecs (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.	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate?	N/A ☐ YES ☐ NO ☐ N/C ☐
6.	Does the current organization structure reflect that shown in the Company Operations Manual structure?	N/A ☐ YES ☐ NO ☐ N/C ☐
7.	Are operational changes in personnel, facilities or equipment that have occurred in the company since the previous audit reflected in the Opspecs and/or Operations Manual as required?	N/A ☐ YES ☐ NO ☐ N/C ☐

8.	Does the company have adequate facilities to handle the approved operations?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO – 03 Operations Manual		
9.	Is a master copy operations manual readily available in the company premises?	N/A ☐ YES ☐ NO ☐ N/C ☐
10.	Are the manuals current and approved?	N/A ☐ YES ☐ NO ☐ N/C ☐
11.	Is the company fixed base of operations as mentioned in the manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
12.	Are manuals kept up to date?	N/A ☐ YES ☐ NO ☐ N/C ☐
13.	Are distribution procedures followed as per distribution list?	N/A ☐ YES ☐ NO ☐ N/C ☐
14.	Is a copy of the appropriate part of the Company Operations Manual carried on each aircraft?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-04 Publication Library (OPS and AIR)		
15.	Does the library maintain a register of the internally developed and external manuals and documents held in the library and distributed to users?	N/A ☐ YES ☐ NO ☐ N/C ☐
16.	Does the library include all approved current publications required by the applicable SSCARS including:	N/A ☐ YES ☐ NO ☐ N/C ☐
	a. Civil Aviation Act and SSCARS, and other SSCAA requirements	N/A ☐ YES ☐ NO ☐ N/C ☐

	b. Operations Manual (Parts A, B, C,D)	N/A ☐ YES ☐ NO ☐ N/C ☐
	c. Aircraft Flight Manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
	d. Aircraft Operations Manuals (AOMs or FCOMs) including performance manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
	e. Minimum Equipment Lists (MMELs and MELs)	N/A ☐ YES ☐ NO ☐ N/C ☐
	f. Standard Operating Procedures (SOPs)	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. QRHs and Checklists	N/A ☐ YES ☐ NO ☐ N/C ☐
	h. Passenger Briefing cards	N/A ☐ YES ☐ NO ☐ N/C ☐
	i. Dangerous goods manual	N/A ☐ YES ☐ NO ☐ N/C ☐
	j. Safety and Quality manuals	N/A ☐ YES ☐ NO ☐ N/C ☐
	k. Emergency Response Plan	N/A ☐ YES ☐ NO ☐ N/C ☐
	l. Security Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
	m. Aircraft Technical Logs	N/A ☐ YES ☐ NO ☐ N/C ☐
	n. Maintenance Control Manuals including agreements and leases	N/A ☐ YES ☐ NO ☐ N/C ☐
	o. AIP, Supplements and AICs	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-05 Management Personnel and Operations Co-ordination		

17.	Do management personnel meet the qualification requirements of the applicable SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
18.	Is the Accountable Manager carrying out his/her duties in accordance with the applicable SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
19.	Is the Head of Operations carrying out his/her duties in accordance with the applicable SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
20.	Is the person responsible for training carrying out his/her duties in accordance with the applicable SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
21.	Is the Head of Quality carrying out his/her duties in accordance with the applicable SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
22.	Is the Head of Safety carrying out his/her duties in accordance with the applicable SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
23.	Is the Head of Maintenance carrying out his/her duties in accordance with the applicable SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
24.	Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
25.	<i>Remarks</i>	
AOC – 07 Flight Crew Training Records		
26.	Are the records kept in a secure place for the minimum duration required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐
27.	Do the flight crew training records include the following data? Type of training; Date/s of training; ATO and/or trainer; Assessment of performance;	N/A ☐ YES ☐ NO ☐ N/C ☐

28.	Is a record of details and number of Proficiency Checks conducted by DCPs kept?	N/A ☐ YES ☐ NO ☐ N/C ☐
29.	Are the records above a true reflection of those sent to the Authority during DCP renewal (<i>sample records as indicated in Form AC-OPS021-1 activity form submitted to the Authority during annual renewal</i>)	N/A ☐ YES ☐ NO ☐ N/C ☐
30.	Do records capture the required courses including:	
	a. Company indoctrination training	N/A ☐ YES ☐ NO ☐ N/C ☐
	b. Initial and recurrent 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. Safety Management Systems training	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. Crew resource management training	N/A ☐ YES ☐ NO ☐ N/C ☐
	h. Dangerous goods training;	N/A ☐ YES ☐ NO ☐ N/C ☐
	i. Aviation security training	N/A ☐ YES ☐ NO ☐ N/C ☐
	j. Special authorisations Training.	N/A ☐ YES ☐ NO ☐ N/C ☐
31.	Where training is outsourced is the provider utilizing the operator's flight safety document system?	N/A ☐ YES ☐ NO ☐ N/C ☐
32.	If FSTDs are used are the programmes approved by the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
33.	Are the 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 ☐
34.	For operators that conduct commercial night operations, have the pilots received night take-off and landing training as necessary? (<i>Pay attention to training/proficiency records of single-engine turbine operations at night/IMC and single pilot</i>)	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>operations at night/IMC)</i>	
35.	Have the recency requirements of 3 take-offs and landings prior to commercial flights been met?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-08 Operational Control System		
Operational control procedures and Flight Following		
36.	Is the company's operational control system adequate for the existing operations and meeting the regulation requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
37.	Are company aircraft being dispatched as outlined in the company operations manual including responsibilities for initiation, continuation, diversion and termination of flights?	N/A ☐ YES ☐ NO ☐ N/C ☐
38.	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 ☐
39.	Does the operator's operational flight plan or navigation log meet minimum requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
40.	Is adequate Met, NOTAMS, and ATC data/information made available for flight planning?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
Training of Operations Personnel		
41.	Does the air operator follow the operations personnel's training programmes as approved?	N/A ☐ YES ☐ NO ☐ N/C ☐

42.	Is the person qualified to respond to the requests from the pilot in command of an aircraft?	N/A ☐ YES ☐ NO ☐ N/C ☐
43.	Does the flight follower distribute meteorological and operational information as detailed in the approved operations manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
44.	Is the flight following system adequate for all hours during which aircraft are flown?	N/A ☐ YES ☐ NO ☐ N/C ☐
45.	Have the operations personnel received training in the subjects outlined in the manual?	N/A ☐ YES ☐ NO ☐ N/C ☐
46.	Is there a procedure for the pilot in command to pass messages concerning landings and departures to the flight follower?	N/A ☐ YES ☐ NO ☐ N/C ☐
<i>Remarks</i>		
FO-09 Operations Documentation and Records		
47.	Are the required current manuals and documents available to the duty operations personnel? These should include the following as applicable:	
	a. Operations Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
	b. Emergency Response Plan	N/A ☐ YES ☐ NO ☐ N/C ☐
	c. Dispatch Manual if applicable	N/A ☐ YES ☐ NO ☐ N/C ☐
	d. Weight and Balance Manual	N/A ☐ YES ☐ NO ☐ N/C ☐
	e. AOMs / POHs including aircraft performance	N/A ☐ YES ☐ NO ☐ N/C ☐
	f. MEL	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. AIP and AICs	N/A ☐ YES ☐ NO ☐ N/C ☐

	h. Relevant Route Guide and Charts	N/A ☐ YES ☐ NO ☐ N/C ☐
48.	Does the operational flight plan or navigation log meet the requirements of the applicable technical standard?	N/A ☐ YES ☐ NO ☐ N/C ☐
49.	Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?	N/A ☐ YES ☐ NO ☐ N/C ☐
50.	Do the load manifests and journey logs agree with respect to cargo loads?	N/A ☐ YES ☐ NO ☐ N/C ☐
51.	Do the completed flights Mass & Balance forms meet the SSCARS requirements?	N/A ☐ YES ☐ NO ☐ N/C ☐
52.	Are operational flight plans retained in accordance with the SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
	Remarks	
FO-10 Aircraft Inspection (OPS and AIR) <i>Note: A recent Airworthiness aircraft conformity inspection report may be accepted in lieu of this section</i>		
53.	Are flight instruments installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
54.	Are communication and navigation equipment installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
55.	Are aircraft lights are required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
56.	Are warning systems as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
57.	Are seats, seatbelts, harnesses and restraints as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
58.	Is emergency and survival equipment installed as required by SSCARS?	N/A ☐ YES ☐ NO ☐ N/C ☐
59.	Does each aircraft have an approved safety briefing card on board for each passenger?	N/A ☐ YES ☐ NO ☐ N/C ☐
60.	Are aircraft markings and placards in accordance with the AFM / POH?	N/A ☐ YES ☐ NO ☐ N/C ☐

	<i>Remarks</i>	
FO-11 Aircraft Documentation (OPS and AIR)		
61.	Is the company operating aircraft types as authorized in the Opspecs?	N/A ☐ YES ☐ NO ☐ N/C ☐
62.	If the company has been authorized to operate aircraft with operational restrictions, are they being followed?	N/A ☐ YES ☐ NO ☐ N/C ☐
63.	Are flight crew reporting aircraft defects in accordance with approved procedures?	N/A ☐ YES ☐ NO ☐ N/C ☐
64.	Are technical logs/journey log entries and defects cleared or deferred in accordance with the SSCARS	N/A ☐ YES ☐ NO ☐ N/C ☐
65.	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-12 Minimum Equipment List (OPS and AIR)		
66.	Is the company using an approved MEL for each aircraft type?	N/A ☐ YES ☐ NO ☐ N/C ☐
67.	Are approved procedures being followed that ensure MMEL revisions are reviewed and MEL amendments made as required?	N/A ☐ YES ☐ NO ☐ N/C ☐
68.	Are defects deferred in accordance with the approved MEL?	N/A ☐ YES ☐ NO ☐ N/C ☐
69.	Are any defects extended beyond the repair intervals approved by the SSCAA?	N/A ☐ YES ☐ NO ☐ N/C ☐
Remarks		
FO-13 Quality System (OPS and AIR)		
70.	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 ☐
71.	Is the person responsible for distribution of the manual ensuring timely distribution of manual copies and revisions?	N/A ☐ YES ☐ NO ☐ N/C ☐
72.	Does the person responsible for quality maintain a list of current documents, forms, and checklists used in the quality assurance system?	N/A ☐ YES ☐ NO ☐ N/C ☐
73.	Is the operator approved audit plan being conducted at the intervals established in the approved manual (at least annually)?	N/A ☐ YES ☐ NO ☐ N/C ☐
74.	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. Mass, balance and loading	N/A ☐ YES ☐ NO ☐ N/C ☐
	e. Safety equipment	N/A ☐ YES ☐ NO ☐ N/C ☐
	f. Manuals logs and records	N/A ☐ YES ☐ NO ☐ N/C ☐
	g. Aircraft maintenance arrangements	N/A ☐ YES ☐ NO ☐ N/C ☐
	h. Use of MEL and defects deferral	N/A ☐ YES ☐ NO ☐ N/C ☐
	i. Crewmember administration/utilisation	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 ☐
75.	Is the Head of quality verifying that corrective action is taken by the responsible manager on findings and the accountable manager is notified?	N/A ☐ YES ☐ NO ☐ N/C ☐
76.	Is the head of quality monitoring and evaluating effectiveness and completion of corrective actions (addressing root cause)	N/A ☐ YES ☐ NO ☐ N/C ☐
77.	Is there a record of audit findings, corrective actions, and follow up inspections?	N/A ☐ YES ☐ NO ☐ N/C ☐
78.	Are individuals performing quality assurance duties independent from the specific function or performance or certification of those tasks?	N/A ☐ YES ☐ NO ☐ N/C ☐
79.	Where external auditors are used, is there a clear process of how findings will be followed until closed?	N/A ☐ YES ☐ NO ☐ N/C ☐
80.	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 ☐
81.	Are records of contracted service audits kept including	N/A ☐ YES ☐ NO ☐ N/C ☐

	findings, corrective actions, and follow up inspections?	
	<i>Remarks</i>	
FO-14 Air Operator Safety Management System (OPS and AIR)		
	Safety Management System Elements	
82.	Is the safety policy endorsed by the Accountable Manager clearly accessible to staff?	N/A ☐ YES ☐ NO ☐ N/C ☐
83.	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 ☐
84.	Does the person responsible for the Safety Management System have direct access to the Accountable Manager?	N/A ☐ YES ☐ NO ☐ N/C ☐
85.	Are flight safety improvement suggestions solicited and processed?	N/A ☐ YES ☐ NO ☐ N/C ☐
86.	Has a safety awareness programme been developed and maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
87.	Are industry safety concerns (which may have an impact on the operation) monitored?	N/A ☐ YES ☐ NO ☐ N/C ☐
88.	Is a close relationship with the appropriate aircraft manufacturers maintained?	N/A ☐ YES ☐ NO ☐ N/C ☐
89.	Are incidents/accidents investigated and are recommendations to preclude recurrence implemented?	N/A ☐ YES ☐ NO ☐ N/C ☐
	Incident Management	
90.	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 ☐

91.	Does the safety database monitor and analyse safety trends?	N/A ☐ YES ☐ NO ☐ N/C ☐
92.	Does the operator report occurrences and hazards as required by regulation to the Authority?	N/A ☐ YES ☐ NO ☐ N/C ☐
	Safety Committee	
93.	Has a safety committee (or similar) been established to identify safety concerns and to make corrective action recommendations to senior management?	N/A ☐ YES ☐ NO ☐ N/C ☐
94.	Are members from all operating departments represented?	N/A ☐ YES ☐ NO ☐ N/C ☐
95.	Does the committee meet regularly?	N/A ☐ YES ☐ NO ☐ N/C ☐
96.	Do meeting minutes provide a record of agenda items, discussions and corrective actions taken, where applicable?	N/A ☐ YES ☐ NO ☐ N/C ☐
	Emergency Response Planning	
97.	Has an Emergency Response Plan been developed?	N/A ☐ YES ☐ NO ☐ N/C ☐
98.	Is the plan maintained and current?	N/A ☐ YES ☐ NO ☐ N/C ☐
99.	Are internal and external contacts kept current?	
100.	Is the plan regularly exercised as documented?	N/A ☐ YES ☐ NO ☐ N/C ☐
101.	Are records of the previous exercise kept including corrective actions to improve the plan?	N/A ☐ YES ☐ NO ☐ N/C ☐
102.	Is the plan available to the key responders?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-16 Flight and Duty Times		
	FLIGHT TIME LIMITATIONS	
103.	Does the operator keep records for each crew member of the start, duration and end of each flight duty period and duty	N/A ☐ YES ☐ NO ☐ N/C ☐

	period?	
104.	For each crew member the rest periods?	N/A ☐ YES ☐ NO ☐ N/C ☐
105.	For each crew member flight time as required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐
106.	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 ☐
107.	Do all flight crew member flight times fall within the operator's as well as the regulatory limits?	N/A ☐ YES ☐ NO ☐ N/C ☐
	FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS	
108.	Are the operators recorded flight duty times within the duty period tables and the operator's duty period scheme?	N/A ☐ YES ☐ NO ☐ N/C ☐
109.	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 ☐
110.	Split duty day Did the operator meet the regulatory and Operations Manual requirements for split duty?	N/A ☐ YES ☐ NO ☐ N/C ☐
	FDP Extension	
111.	If any Flight Duty Period extension is recorded by the PIC is it within the permitted time?	N/A ☐ YES ☐ NO ☐ N/C ☐
112.	Were FDP was extended was a report made by both the PIC and the operator to the Authority? Are the reports kept?	N/A ☐ YES ☐ NO ☐ N/C ☐
113.	Were limitations involving standby duty met?	N/A ☐ YES ☐ NO ☐ N/C ☐
	TIME FREE FROM DUTY	
114.	Is adequate rest provided to crew members to cater for short-term and long term fatigue?	N/A ☐ YES ☐ NO ☐ N/C ☐

115.	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 ☐
116.	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 ☐
117.	Did the PIC make a report made to the operator, and the operator to the Authority as required by regulations?	N/A ☐ YES ☐ NO ☐ N/C ☐
	<i>Remarks</i>	
FO-17 DANGEROUS GOODS DG -01		
	<i>Use specific Dangerous Goods checklists as applicable</i>	

AIR INSPECTOR REMARKS:

Inspector's Name:	Signature:	Date:
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DG INSPECTOR REMARKS:

Inspector's Name:	Signature:	Date:
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FLIGHT OPERATIONS INSPECTOR REMARKS:

Inspector's Name:	Signature:	Date:
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CHECKLIST

CL:O-OPS001-1

June 2023
