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| 1. **Introduction** |
| The Statement of Compliance benefits the applicant by systematically ensuring that all applicable specific regulatory requirements are appropriately addressed during the certification process. The Statement of Compliance also serves as a master index to the applicant’s Manual System. The Statement of Compliance is an important source document and serves as the applicant’s “roadmap of compliance” during the initial certification process as well as after the certificate is granted. |

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| 1. **Instructions:** |
| When completing this document, it is important to make a positive statement showing how the applicant complies with any relevant requirement in the column and procedure reference, if any part is not relevant then N/A should be inserted in the column. It should be stated in the comments why the part is not applicable.  If additional information is required to demonstrate compliance, please use the space below or attach an appropriately referenced continuation sheet.  Where the term 'The Owner' is used this also means 'The Operator'. Checklist – 2 must be completed as it covers the further compliance requirements for the SMM manual.  Checklist – 3 will be used by the Inspectors to assess the integrity, continuity, maturity and effectiveness of the SMS systems and procedures.  The Accountable Person completing this form is required Name, Sign and date to Certify that Operation Manuals are in compliance with Civil Aviation laws and Regulations (CARs).  Inspector(s) to fill column S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**).  ***\*Note:*** *If unsatisfactory, Inspector(s) shall mark the box not approve, complete and sign the deficiency form Deficiency and Review Checklist (AOC-109), to pass onto the operator for corrective action.*  *A signed copy must be retained in FSD for records with the review number/Version.* |
| **APPROVAL FOR ☐ INITIAL ISSUE\* / ☐ AMENDMENT\* OF MANUALS** |

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| **C. Organisation/Operator’s Details** | |
| **Organization / Operator’s & Trading Name (If any):** |  |
| **AOC Number:** |  |
| **Accountable Manager:** |  |
| **Address:** |  |
| **Tel.:** | **+968** |
| **Contact person:** |  |
| **Email:** |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
| **Organisation and Management control** | | | | | | |
|  | CAR OPS 1  AMC OPS 1.104  IEM OPS 1.1045(c)  Operations Manual Structure Part A  Chapter 1  &  Operations Manual Structure Part A  Chapter 8.2 | **a)** Necessary facilities, workspace, equipment and supporting services, as well as work environment, shall be available to satisfy operational safety and security requirements. |  |  |  |  |
|  | **(b**) Management and non-management positions within the organisation that are required to perform functions relevant to the safety or security of aircraft operations shall: |  |  |  |  |
|  | 1. Be filled by personnel on the basis of knowledge, skills, training and experience appropriate for the position. |  |  |  |  |
|  | 1. Maintain competence on the basis of continued education and training and, if applicable for a specific position, continues to satisfy any mandatory technical competency requirements. |  |  |  |  |
|  | **(c)** Processes and procedures to ensure safe and secure conduct or support of operations. |  |  |  |  |
|  | CAR OPS 1  AMC OPS 1.1045  IEM OPS 1.1045(c  Operations Manual Structure Part A Chapter 8.2 | **(d)** System for the management and control of operational records to ensure the content and retention of such records is in accordance with requirements of CAR OPS Subpart P. |  |  |  |  |
|  | **(e)** Safety Management System of the operator shall cover Ground Handling functions. |  |  |  |  |
|  | **(f)** Quality assurance program that provides for the auditing and evaluation of the management system, and of operations and maintenance functions. |  |  |  |  |
|  | **(g)** Processes to ensure equipment or other operational products relevant to the safety or security of aircraft operations that are purchased or otherwise acquired from an external vendor or supplier meet the product technical requirements specified by the Operator prior to being used in the conduct of ground operations. |  |  |  |  |
| 1. **Load control** | | |  |  |  |  |
|  |  | **(a)** Procedures to ensure any verbal exchange of load information or data that could affect aircraft weight and balance calculations is manually or electronically documented and confirmed prior to flight departure. |  |  |  |  |
|  |  | **(b)** Procedures to ensure, in the event of a potential discrepancy associated with the accuracy of weight and balance figures for a flight, the relevant or requested information is provided to the pilot-in-command (PIC) without delay and the discrepancy is reported. |  |  |  |  |
|  |  | **(c)** Process to ensure operational load control records are retained in accordance with regulatory requirements. |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Load control process to include a standard scheme that identifies specific loading positions within each aircraft type for the purpose of planning and positioning the load in the aircraft. |  |  |  |  |
|  |  | 1. Procedure for load planning that produces instructions to ensure aircraft are loaded in accordance with all applicable requirements. |  |  |  |  |
|  |  | 1. Procedures for calculating the aircraft mass and balance in accordance with regulatory requirements. |  |  |  |  |
|  |  | 1. Process to ensure mass and balance calculations are based on current aircraft weight and balance data, consider limitations defined by the manufacturer and take into account the previously planned load. |  |  |  |  |
|  | CAR OPS 1.610 | 1. Procedures to ensure the load control process utilizes passenger and baggage weights for mass and balance calculations that are in accordance with regulatory requirements |  |  |  |  |
|  | 1. Procedure to produce and issue a Landing Instruction/Report (LR) |  |  |  |  |
|  | 1. Procedure to produce and issue an Off-loading Instruction/Report when required for transit flights |  |  |  |  |
|  | 1. If the operator issues a manual LIR, the operator shall have a procedure to ensure the accuracy of manual calculations is verified prior to flight departure |  |  |  |  |
|  | 1. Process to provide the PIC, as soon as practicable prior to departure of the aircraft, with a notification that contains accurate and legible written or printed information concerning dangerous goods onboard the aircraft. |  |  |  |  |
|  | AMC OPS 1.1045  IEM OPS1.1045(c  Operations Manual Structure Part A Chapter 8.2.2 | 1. Procedures to issue to the PIC prior to flight departure a manually or electronically generated Load sheet that has been crosschecked against the LIR and other information relative to the actual aircraft load and presents accurate load information, to include weight data and distribution of the load within the aircraft. |  |  |  |  |
|  | 1. Procedures to ensure the Load sheet, prior to issuance to the pilot-in-command, is checked to verify information on the Load sheet corresponds with the actual load on the aircraft. |  |  |  |  |
|  | 1. Procedure to adjust the Load sheet to account for last minute changes (LMC) |  |  |  |  |
|  | 1. Load sheet, when transmitted to the aircraft via ACARS, is in a standard format |  |  |  |  |
|  | 1. If an automated Departure Control System (DCS) is utilized, the operator shall have a process to accept the DCS. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures for the production and transmission of a load message (LDM), container/pallet distribution message and ULD Control Message (UCM) |  |  |  |  |
| 1. **Passenger Handling** | | |  |  |  |  |
|  | CAR OPS 1.610 | 1. Procedures for the transfer of information and data to the load control office to ensure passengers, carry-on baggage and other items loaded onto the aircraft as part of passenger handling operations are accounted for in the load control process. |  |  |  |  |
|  | 1. Procedures in accordance with requirements to ensure a boarding pass containing the passenger name is issued to each seated passenger during the check-in process. |  |  |  |  |
|  | 1. Procedures to ensure, when receiving baggage during passenger check-in operations |  |  |  |  |
|  | 1. Procedures in accordance with requirements for the check-in of heavy or overweight baggage, and to ensure such baggage is accounted for in the load control process. |  |  |  |  |
|  | AMC OPS 1.1045  IEM OPS 1.1045(c  Operations Manual Structure  Part A chapter 8.2.2 | 1. Procedures to ensure cabin baggage is in compliance with size, weight and quantity limits as specified in applicable regulations |  |  |  |  |
|  | 1. If the operator utilizes scales to determine the weight of baggage during the passenger check-in process, the operator shall have a process to ensure such scales are periodically checked and calibrated. |  |  |  |  |
|  | 1. Procedure to address, prior to flight departure, passengers that are suspected of having a communicable disease |  |  |  |  |
|  |  | 1. Procedures to detect and identify dangerous goods that are not permitted to be carried on board the aircraft by passengers. |  |  |  |  |
|  | AMC OPS 1.1045  IEM OPS  1.1045(c  Operations Manual Structure  Part A chapter 8.2.2 | 1. Procedure to ensure, when it is known that unapproved dangerous goods have been detected being carried by a passenger, or in passenger baggage, a report is submitted. |  |  |  |  |
|  | 1. Process to ensure all passengers and their cabin baggage has been subjected to appropriate security screening prior to being permitted to board the aircraft. |  |  |  |  |
|  | 1. Procedures for the handling of passengers and their cabin baggage in the event of a bomb threat condition; and an increased security threat condition. |  |  |  |  |
|  | 1. Procedures for the notification of the pilot-in-command, prior to flight departure, of passengers onboard that are persons required to travel because they have been the subject of judicial or administrative proceedings. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures for the handling of potentially disruptive passengers. |  |  |  |  |
|  | 1. Procedures for the handling of unaccompanied minors, incapacitated passengers, person with reduced mobility (PRM). |  |  |  |  |
|  | 1. Procedures to deny the boarding of persons that appear to be intoxicated, or demonstrate by manner or physical indications that they are under the influence of drugs or alcohol. |  |  |  |  |
|  | 1. Global Disruption event measures (COVID measures): compliance to CAA health Protocols |  |  |  |  |
| 1. **Baggage Handling** | | |  |  |  |  |
|  |  | 1. Procedures for the transfer of information and data to the load control office to ensure all baggage loaded onto the aircraft are accounted for in the load control process. |  |  |  |  |
|  | AMC OPS 1.1045 | 1. If the operator utilizes scales to determine the weight of baggage in the baggage handling process, the operator shall ensure such scales are periodically checked and calibrated. |  |  |  |  |
|  | IEM OPS 1.1045(c  Operations Manual Structure Part A chapter 8.2.2 | 1. Procedures for the handling of special baggage items, to include items that have been removed from the possession of a passenger by security personnel that are conditionally acceptable for carriage in the aircraft hold, duty-free goods that require loading into the aircraft hold and other items removed from a passenger after the check-in process that require loading into the aircraft hold. |  |  |  |  |
|  |  | 1. Procedures for the handling and reporting of undeclared weapons discovered in checked baggage. |  |  |  |  |
|  |  | 1. Procedures to ensure hold baggage and/or equipment, prior to release for loading into the aircraft, is inspected for signs of substance leakage, and, if leakage of dangerous goods is found, such baggage and/or equipment is prevented from release for loading into the aircraft. (Special attention to lithium batteries as per IATA Guidance for lithium batteries) |  |  |  |  |
|  |  | 1. A procedure to ensure, when dangerous goods not permitted for carriage onboard the aircraft are discovered in passenger baggage, a report is made to the appropriate authority of the state of occurrence. |  |  |  |  |
|  |  | 1. Procedures for the acceptance and handling of battery- operated mobility aids for transport as checked baggage to ensure such devices are subjected to applicable dangerous goods handling and loading requirements and accounted for in the load control process. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures to ensure baggage is protected from unauthorized interference from the point at which it is accepted or screened, whichever is earlier, until either the operator loads baggage into the aircraft, departure of the aircraft transporting the baggage; or the point at which the baggage is transferred to and accepted by another entity for further handling. |  |  |  |  |
|  |  | 1. A process to ensure items of originating hold baggage, prior to release for loading into the aircraft, have been individually identified as accompanied or unaccompanied baggage and subjected to appropriate security controls. |  |  |  |  |
|  |  | 1. Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls. |  |  |  |  |
|  |  | 1. Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls. |  |  |  |  |
|  |  | 1. A process to ensure, prior to release for loading into the aircraft, consignments checked in as per airline procedure. |  |  |  |  |
|  |  | 1. The operator shall have a process to ensure the reconciliation of hold baggage. |  |  |  |  |
|  |  | 1. Procedures for the handling of hold baggage in the event of an increased security threat condition |  |  |  |  |
|  |  | 1. Global Disruption event measures (COVID measures): compliance to CAA health Protocols |  |  |  |  |
| 1. **Aircraft handling and loading** | | |  |  |  |  |
|  |  | 1. **General** |  |  |  |  |
|  |  | 1. Procedures that ensure aircraft loading information and data, to include the Load Instruction/Report (LIR), are accurately transferred to the load control office. |  |  |  |  |
|  |  | 1. Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls |  |  |  |  |
| **Aircraft Access** | | |  |  |  |  |
|  |  | 1. Procedures for the operation of aircraft access doors, applicable to each type of aircraft, at the station. |  |  |  |  |
|  |  | 1. Procedures that ensure the operation of electrically, hydraulically or pneumatically actuated aircraft access doors is performed only by personnel |  |  |  |  |
|  |  | 1. that have received applicable training in accordance with the Provider’s aircraft access door training program, and are authorized to operate such doors |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures for opening aircraft cabin access doors, applicable to each type of door operated, to ensure: |  |  |  |  |
|  |  | 1. Doors are operated in accordance with the technical specifications of the aircraft original equipment manufacturer (OEM); |  |  |  |  |
|  |  | 1. When a door is to be opened from inside the aircraft, communicate a confirmation to personnel onboard the aircraft utilizing non-verbal signals that indicate exterior equipment is in proper position; |  |  |  |  |
|  |  | 1. Personnel retreat to a safe position before the door is opened |  |  |  |  |
|  |  | 1. Doors are operated in accordance with the technical specifications of the aircraft original equipment manufacturer (OEM) |  |  |  |  |
|  |  | 1. When a door is to be opened from inside the aircraft, communicate a confirmation to personnel onboard the aircraft utilizing non-verbal signals that indicate exterior equipment is in proper position; |  |  |  |  |
|  |  | 1. Personnel retreat to a safe position before the door is opened |  |  |  |  |
|  |  | 1. Procedures for re-opening an aircraft cabin access door after it has been closed, applicable to each type of door operated, to ensure ground handling personnel do not commence the process to re-open a door unless specifically authorized by the pilot-in-command (PIC) of the aircraft. |  |  |  |  |
|  |  | 1. Procedures for the placement of a safety device across the opening of a cabin access door that is open without GSE in position at the door. |  |  |  |  |
| 1. **Ground Support Equipment** | | |  |  |  |  |
|  |  | 1. Procedures for the positioning of marker cones around specific parts of an aircraft for the purpose of preventing damage from the movement of vehicles or GSE. |  |  |  |  |
|  |  | 1. Procedures to ensure the movement of GSE operated in close proximity to the aircraft, when the vision of the GSE operator is or might be restricted, is directed by one or more guide persons and |  |  |  |  |
|  |  | 1. Procedures to ensure the operator of GSE drives no faster than walking speed when the equipment is approaching or moving away from the aircraft. |  |  |  |  |
|  |  | 1. Procedures to ensure the operator of motorized GSE being driven toward the aircraft makes a full stop as a brake check: |  |  |  |  |

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|  |  | 1. Before entering the equipment restraint area; |  |  |  |  |
|  |  | 1. Again, before reaching the aircraft side. |  |  |  |  |
|  |  | 1. Procedures to ensure GSE that is being towed to a position at or near the aircraft, where possible |  |  |  |  |
|  |  | 1. Is driven along a path that does not require sharp turns; |  |  |  |  |
|  |  | 1. Approaches the aircraft on a path parallel to the side of the aircraft fuselage; |  |  |  |  |
|  |  | 1. Is parked in the parallel position |  |  |  |  |
|  |  | 1. Procedures to ensure unattended vehicles or motorised GSE, when positioned at or near the aircraft, |  |  |  |  |
|  |  | 1. Have the parking brake applied with the gear selector in park or neutral, |  |  |  |  |
|  |  | 1. if equipped, wheel chocks installed |  |  |  |  |
|  |  | 1. Procedures to ensure the operator of electrical or motorised GSE that is positioned at or near the aircraft, and is being utilised in the operating mode |  |  |  |  |
|  |  | 1. Remains in a position within easy reach of the emergency controls |  |  |  |  |
|  |  | 1. If the equipment is not fitted with external emergency controls, remains in the operating position and in control of the equipment |  |  |  |  |
|  |  | 1. Procedures to ensure GSE, when positioned at the aircraft: |  |  |  |  |
|  |  | 1. If fitted with stabilizers, has the stabilizers deployed; |  |  |  |  |
|  |  | 1. If fitted with an auto-leveling system, has auto-leveling engaged; |  |  |  |  |
|  |  | 1. Has handrails deployed in the raised position or fall protection is utilised in accordance with local requirements. |  |  |  |  |
|  |  | 1. GSE that interfaces with aircraft cabin access doors: has a platform of sufficient width to allow the aircraft door to open and close when the equipment is in position at the aircraft and the safety rails are deployed. |  |  |  |  |
|  |  | 1. Procedures to ensure GSE attachment fittings, transfer bridges or platforms are correctly deployed when the equipment is in position at the aircraft access door. |  |  |  |  |
|  |  | 1. Procedures to ensure GSE, when positioned at the aircraft, does not: |  |  |  |  |
|  |  | 1. Obstruct the evacuation of persons from the aircraft in an emergency; |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Prevent or obstruct the movement of a fuelling vehicle away from the aircraft; |  |  |  |  |
|  |  | 1. Unnecessarily impede the accomplishment of other aircraft handling operations in progress |  |  |  |  |
|  |  | 1. Procedures to ensure, when passengers are onboard, or embarking or disembarking from, an aircraft being fuelled: |  |  |  |  |
|  |  | 1. Ground handling personnel are aware of the aircraft exits that have been designated for emergency evacuation; |  |  |  |  |
|  |  | 1. The area beneath such exits is kept clear of GSE and/or other obstructions |  |  |  |  |
|  |  | 1. Procedures to ensure GSE is not positioned at the aircraft with the protective rubber bumpers compressed against the fuselage |  |  |  |  |
|  |  | 1. Procedures to ensure GSE is not removed from a cabin access door unless either: |  |  |  |  |
|  |  | 1. The cabin access door has been closed by an authorized person; |  |  |  |  |
|  |  | 1. A safety device has been placed across the door opening |  |  |  |  |
| 1. **Passenger Boarding Bridge and Stairs** | | |  |  |  |  |
|  | AMC OPS 1.1045 IEM OPS 1.1045(c  Operations Manual Structure  Part A chapter 8.2.2 | 1. Procedures to ensure the walking surfaces of passenger boarding bridges and/or stairs are inspected and free from conditions that could cause injury to passengers or ground handling personnel |  |  |  |  |
|  | 1. Procedures to ensure the passenger boarding bridge is parked in the fully retracted position: |  |  |  |  |
|  | 1. Prior to aircraft arrival; |  |  |  |  |
|  | IEM OPS 1.1045(c  Operations Manual Structure Part A Chapter 8.2.2 | 1. Prior to aircraft departure movement. |  |  |  |  |
|  | 1. Procedures to ensure personnel, equipment and vehicles are clear of the bridge movement path prior to movement of the bridge. |  |  |  |  |
|  |  | 1. Procedures to ensure, during the positioning of the passenger boarding bridge. |  |  |  |  |
|  |  | 1. Only the bridge operator is in the bridgehead; |  |  |  |  |
|  |  | 1. Other personnel remain at a specified distance outside the bridgehead. |  |  |  |  |
|  |  | 1. Procedures to ensure the passenger boarding bridge is moved slowly to the aircraft cabin access doorsill: |  |  |  |  |
|  |  | 1. Until the bridge safety bar just touches the aircraft |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. in a manner that prevents damage to aircraft components protruding from the fuselage |  |  |  |  |
|  |  | 1. Procedures to ensure the passenger boarding bridge and/or stairs are positioned to the cabin access door in a manner that: |  |  |  |  |
|  |  | 1. Minimises or eliminates gaps in the walking surfaces of the aircraft and equipment; |  |  |  |  |
|  |  | 1. Precludes any gap that would allow a person or large piece of equipment to fall to the ramp surface below |  |  |  |  |
|  |  | 1. Procedures to ensure, once the passenger boarding bridge is in position at the cabin access door, bridge safety systems are engaged. |  |  |  |  |
|  |  | 1. Procedures to ensure the passenger boarding bridge, when an operator is not at the controls, are configured to prevent operation by unauthorized persons. |  |  |  |  |
|  |  | 1. Procedures to ensure a safety device is placed across the forward opening of the passenger boarding bridge platform when the bridge is removed from the cabin access door. |  |  |  |  |
|  |  | 1. Procedures to ensure passenger boarding bridge malfunctions are reported to the appropriate authority |  |  |  |  |
|  |  | 1. Procedure to ensure that the operator of the bridge is qualified with a valid license |  |  |  |  |
|  |  | Global Disruption event measures (COVID measures): compliance to CAA Heath Protocol |  |  |  |  |
| 1. **Aircraft Servicing** | | |  |  |  |  |
|  | AMC OPS 1.1045 IEM OPS 1.1045 (c  Operation Manual Structure Part A Chapter 8.2.2  IEM OPS- 1.305 | 1. Practices and procedures for implementation by ground handling personnel during aircraft fuelling operations, which address: |  |  |  |  |
|  | 1. Aircraft protection; |  |  |  |  |
|  | 1. Fuel safety zone; |  |  |  |  |
|  | 1. Fuel hose safety; |  |  |  |  |
|  |  | 1. iv. Fuel spillage; |  |  |  |  |
|  |  | 1. v. Ground support equipment; |  |  |  |  |
|  |  | 1. Notification of persons onboard the aircraft |  |  |  |  |
|  |  | 1. Aircraft evacuation. |  |  |  |  |
|  |  | 1. Aircraft toilet servicing operations procedures that address |  |  |  |  |
|  |  | 1. Operation of aircraft access panels or doors; |  |  |  |  |
|  |  | 1. Operation of aircraft servicing controls; |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Equipment-to-aircraft interface; |  |  |  |  |
|  |  | 1. Clean-up and leakage check |  |  |  |  |
|  |  | 1. If aircraft potable water servicing operations are conducted, the operator shall have procedures for the application of water quality standards in the preparation, handling and inspection of aircraft potable water to ensure no contamination when loaded into the aircraft. |  |  |  |  |
| 1. **Aircraft Security** | | |  |  |  |  |
|  |  | 1. Procedures for securing an aircraft for overnight or layover: |  |  |  |  |
|  |  | 1. The aircraft is searched after parking to verify no persons are onboard; |  |  |  |  |
|  |  | 1. Aircraft are parked only in secure areas within an airport operating area; |  |  |  |  |
|  |  | 1. Aircraft are parked under conditions that permit maximum security and protection. |  |  |  |  |
|  |  | 1. Procedures to ensure an adequate level of available outside lighting is utilized during hours of darkness to dissuade and detect unauthorized intrusions to properties, parked aircraft and vehicles |  |  |  |  |
|  |  | 1. Procedures for conducting an aircraft search prior passenger boarding and immediately after passenger deplaning, and suspicious articles found are brought to the attention of the relevant authority |  |  |  |  |
|  |  | 1. Procedures for ensuring aircraft are guarded or otherwise secured during conditions of elevated security threat. |  |  |  |  |
| 1. **Aircraft Loading Operations – Loading Management** | | |  |  |  |  |
|  |  | 1. Procedures to ensure aircraft are loaded: |  |  |  |  |
|  |  | 1. In accordance with written loading instructions |  |  |  |  |
|  |  | 1. In a manner that satisfies weight and balance requirements; |  |  |  |  |
|  |  | 1. In a manner that prevents damage to the aircraft and injuries to personnel; |  |  |  |  |
|  |  | 1. In a manner that prevents movement or spillage during flight |  |  |  |  |
|  |  | 1. Procedures to ensure a qualified person is designated as loading supervisor for all aircraft loading and off-loading operations with the responsibility for ensuring the aircraft is loaded or off-loaded in accordance with applicable loading procedures and instructions. |  |  |  |  |

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|  |  | | | 1. Procedures to ensure, prior to being loaded into an aircraft, ULDs and other items are inspected for damage or leakage and, if found damaged or leaking, are not loaded into the aircraft | |  | | |  |  | |  | |
|  |  | | | 1. Procedures to ensure ULDs to be loaded into an aircraft are crosschecked by unit number with the Loading Instructions. | |  | | |  |  | |  | |
|  |  | | | 1. Procedures for ensuring, once an aircraft has been loaded, a Loading Report is: | |  | | |  |  | |  | |
|  |  | | | 1. Completed and certified by the supervisor responsible for aircraft loading; | |  | | |  |  | |  | |
|  |  | | | 1. Communicated to Load Control | |  | | |  |  | |  | |
| 1. **Loading Positioning** | | | | | |  | | |  |  | |  | |
|  |  | | | 1. Procedures to ensure the ground stability of an aircraft during loading and unloading operations | |  | | |  |  | |  | |
|  |  | | | 1. If the operator loads cargo, mail or stores (supplies) onto a passenger aircraft for transport in cabin passenger seats, the operator shall have procedures to ensure such cargo: | |  | | |  |  | |  | |
|  |  | | | 1. Is properly secured by a safety belt or restraint device having enough strength to eliminate the possibility of shifting under all normal anticipated flight and ground conditions; | |  | | |  |  | |  | |
|  |  | | | 1. Is packaged or covered in a manner to avoid possible injury to passengers and cabin crew members; | |  | | |  |  | |  | |
|  |  | | | 1. Does not impose any load on the seats that exceeds the load limitation for the seats; | |  | | |  |  | |  | |
|  |  | | | 1. Does not restrict access to or use of any required emergency or regular exit, or aisle(s) in the cabin; | |  | | |  |  | |  | |
|  |  | | | 1. Does not obscure any passenger’s view of the seat belt sign, no smoking sign or required exit sign. | |  | | |  |  | |  | |
| 1. **Loading Equipment** | | | | | |  | | |  |  | |  | |
|  |  | | | 1. Procedures to ensure ground loading equipment is positioned at the aircraft with adequate clearance: | |  | | |  |  | |  | |
|  |  | | | 1. between the aircraft and the equipment to allow for vertical movement of the aircraft during loading or unloading operations | |  | | |  |  | |  | |
|  |  | | | 1. Procedures to ensure, once aircraft loading operations have been completed, ground loading equipment is moved to a position well clear of the aircraft. | |  | | |  |  | |  | |
|  |  | | | 1. Procedures to ensure the guides and safety rails on ground loading equipment are properly deployed for loading and unloading operations. | |  | | |  |  | |  | |
| **No: -** | | **Reference** | **Subject** | | **Applicant’s GOM**  **reference** | | **S/ US** | **Required corrective action** | | | **Comment** | |
| 1. **In-plane loading** | | | | |  | |  |  | | |  | |
|  | |  | 1. Procedures for operation of the in-plane loading system(s). | |  | |  |  | | |  | |
|  | |  | 1. Procedure to ensure any components of the in-plane loading system found to be missing or unserviceable (e.g. locks, nets) are reported. | |  | |  |  | | |  | |
|  | |  | Transportation of Cargo in cabin (if applicable): Process, Procedure | |  | |  |  | | |  | |
| 1. **Aircraft Ground Movement** | | | | |  | |  |  | | |  | |
|  | |  | 1. Procedures to ensure the equipment utilized for aircraft ground movement is suitable for the specific operation to be conducted, and takes into account: | |  | |  |  | | |  | |
|  | |  | 1. Type and weight of the aircraft; | |  | |  |  | | |  | |
|  | |  | 1. Weather conditions; | |  | |  |  | | |  | |
|  | |  | 1. Surface conditions. | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, to ensure, (ii) prior to commencement of an aircraft ground movement operation, personnel involved in the operation understand and are in agreement with how: | |  | |  |  | | |  | |
|  | |  | Communication will be performed and the aircraft will be maneuvered. | |  | |  |  | | |  | |
|  | |  | 1. Procedures for each departure or arrival aircraft ground movement operation, a person is assigned responsibility for the safe performance of the operation, and such responsibility includes ensuring the responsible person is known to all personnel involved in the operation; | |  | |  |  | | |  | |
|  | |  | 1. Personnel involved in the operation are briefed of their individual responsibilities; | |  | |  |  | | |  | |
|  | |  | 1. Only persons required to perform operating functions are in the operating area and involved in the operation; | |  | |  |  | | |  | |
|  | |  | 1. Standard hand signals are used for non-verbal communication; | |  | |  |  | | |  | |
|  | |  | 1. Personnel involved in the operation are positioned away from hazard zones; | |  | |  |  | | |  | |
|  | |  | 1. The general area of the operation is clear of ground support equipment and other obstacles | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for an inspection of the aircraft exterior and adjacent airside areas prior to aircraft departure or arrival ground movement to verify: | |  | |  |  | | |  | |
| **No: -** | | **Reference** | **Subject** | | **Applicant’s GOM**  **reference** | | **S/ US** | **Required corrective action** | | | **Comment** | |
|  | |  | 1. The ramp surface condition is adequate for movement operations; The ramp surface is clear of items that might cause aircraft foreign object damage (FOD); | |  | |  |  | | |  | |
|  | |  | 1. For movement from parking, aircraft servicing doors and panels are closed and secure; | |  | |  |  | | |  | |
|  | |  | 1. For movement from parking, power cables and loading bridge are detached; | |  | |  |  | | |  | |
|  | |  | 1. Equipment and vehicles are positioned clear of the movement path; | |  | |  |  | | |  | |
|  | |  | 1. Adequate clearance exists between the aircraft and facilities or fixed obstacles along the movement path; | |  | |  |  | | |  | |
|  | |  | 1. For movement from parking, chocks are removed from all wheels. | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for making an assessment of the parking and surrounding areas prior to any aircraft departure or arrival ground movement to ensure an assignment of personnel necessary for safe movement operations. Such assessment shall take into account, relative to the type of aircraft movement | |  | |  |  | | |  | |
|  | |  | 1. Aircraft type; | |  | |  |  | | |  | |
|  | |  | 1. Infrastructure; | |  | |  |  | | |  | |
|  | |  | 1. Ground support equipment utilized. | |  | |  |  | | |  | |
|  | |  | 1. Personnel that perform marshaling or wing-walking functions during aircraft ground movement operations utilize: | |  | |  |  | | |  | |
|  | |  | 1. Wands or paddles of a high visibility color during daytime conditions; | |  | |  |  | | |  | |
|  | |  | 1. Lighted wands during low visibility or night conditions | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for aircraft arrival and parking that address, as a minimum | |  | |  |  | | |  | |
|  | |  | 1. Pre-arrival planning and preparation; | |  | |  |  | | |  | |
|  | |  | 1. Use of the aircraft parking guidance system, if applicable; | |  | |  |  | | |  | |
|  | |  | 1. Aircraft marshaling; | |  | |  |  | | |  | |
|  | |  | 1. Aircraft movement assistance; | |  | |  |  | | |  | |
|  | |  | 1. Need to transition to towing; | |  | |  |  | | |  | |
| **No: -** | | **Reference** | **Subject** | | **Applicant’s GOM**  **reference** | | **S/ US** | **Required corrective action** | | | **Comment** | |
|  | |  | 1. Aircraft parking; | |  | |  |  | | |  | |
|  | |  | 1. Aircraft engine shutdown; | |  | |  |  | | |  | |
|  | |  | 1. Ground-to-flight deck communication; | |  | |  |  | | |  | |
|  | |  | 1. Aircraft on chocks; | |  | |  |  | | |  | |
|  | |  | 1. Release of aircraft parking brake; | |  | |  |  | | |  | |
|  | |  | 1. Application of ground support equipment | |  | |  |  | | |  | |
|  | |  | 1. Placement of aircraft marker cones | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for the conduct of aircraft marshaling operations, to include, as applicable to the type(s) of aircraft ground movement operations conducted: | |  | |  |  | | |  | |
|  | |  | 1. Nose gear-controlled pushback and towing; | |  | |  |  | | |  | |
|  | |  | 1. Main gear-controlled pushback; | |  | |  |  | | |  | |
|  | |  | 1. Power-back; | |  | |  |  | | |  | |
|  | |  | 1. Power-in; | |  | |  |  | | |  | |
|  | |  | 1. Power-out. | |  | |  |  | | |  | |
|  | |  | 1. Personnel that perform the marshaling function during aircraft ground movement operations: | |  | |  |  | | |  | |
|  | |  | 1. Provide standard marshaling signals in a clear and precise manner; | |  | |  |  | | |  | |
|  | |  | 1. ii. if applicable, are approved to perform marshaling functions by the relevant authority; | |  | |  |  | | |  | |
|  | |  | 1. iii. Wear a distinctive fluorescent identification vest or jacket to permit positive identification by the flight crew. | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for use by personnel when providing assistance during aircraft ground movement operations | |  | |  |  | | |  | |
|  | |  | 1. Personnel that perform assistance functions during aircraft ground movement operations: | |  | |  |  | | |  | |
|  | |  | 1. Utilize standard hand signals in a clear and precise manner; | |  | |  |  | | |  | |
|  | | AC OPS-1.308 | 1. Wear a distinctive fluorescent identification vest or jacket to permit positive identification by the flight crew. | |  | |  |  | | |  | |
| **No: -** | | **Reference** | **Subject** | | **Applicant’s GOM**  **reference** | | **S/ US** | **Required corrective action** | | | **Comment** | |
|  | |  | 1. Process to ensure aircraft chocks used in operations meet recognised specifications for safety. | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, to ensure personnel, when positioning or removing chocks, are aware of and remain clear of aircraft protrusions that could cause injury | |  | |  |  | | |  | |
|  | |  | 1. Procedures for aircraft chocking | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, to ensure chocks, after removal from under the aircraft, are stored in designated areas that are: - | |  | |  |  | | |  | |
|  | |  | 1. Dedicated for such storage; | |  | |  |  | | |  | |
|  | |  | 1. Clear of the aircraft movement areas | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for aircraft pushback or towing and/or recommendations of the aircraft manufacturer for each type of aircraft, and such procedures shall ensure maximum nose gear turn limits are not exceeded | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, to ensure, during aircraft pushback or towing operations, verbal communication between ground handling personnel and the flight deck is conducted using common phraseology that has been agreed to in advance | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure chocks are not removed from the aircraft main gear until the: | |  | |  |  | | |  | |
|  | |  | 1. Parking brake of the tractor is engaged | |  | |  |  | | |  | |
|  | |  | 1. Tractor and towbar are connected to the aircraft nose gear; | |  | |  |  | | |  | |
|  | |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure, for aircraft fitted with a nose gear steering by-pass system, the by-pass pin: | |  | |  |  | | |  | |
|  | |  | 1. Is correctly installed prior to connecting the towbar or towbarless tractor to the aircraft nose gear | |  | |  |  | | |  | |
|  | |  | 1. Is removed after the tow bar or towbarless tractor has been disconnected from the nose gear. | |  | |  |  | | |  | |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure, for aircraft not fitted with a nose gear steering by- pass system, the steering hydraulic system is depressurised or the nose gear steering torque links are disconnected |  |  |  |  |
|  |  | 1. If the operator conducts aircraft pushback or towing utilizing a tractor and tow bar, the operator shall have procedures that provide instructions for connecting the tow bar to the aircraft nose gear and to the tractor. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing operations to ensure, when a towbarless tractor is connected to the aircraft nose gear, there is verification that the aircraft nose wheels are safely locked in the tractor locking mechanism. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing operations to ensure the aircraft nose wheels secured to a towbarless tractor are lifted to a height above the ground that will preclude any contact between the nose wheels and the ground during the entire pushback or towing operation. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure a tractor connected to the aircraft is not left unattended with the engine running |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure, prior to the commencement of movement, the tractor operator verifies: |  |  |  |  |
|  |  | 1. If feasible, the tractor is in line with the centerline of the aircraft |  |  |  |  |
|  |  | 1. The wheels on the tow bar, if applicable, are fully retracted |  |  |  |  |
|  |  | 1. The tractor is in the appropriate drive mode |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure, prior to the commencement of movement, the tractor operator has confirmation that the aircraft parking brake is released |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback or towing to ensure the tractor operator, when stopping or slowing aircraft movement during the operations, make a gentle brake application. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures, if applicable, for aircraft pushback operations to ensure, prior to lifting the aircraft nose wheels with a towbarless tractor. |  |  |  |  |
|  |  | 1. Ground support equipment, including the passenger boarding bridge, is removed from the aircraft |  |  |  |  |
|  |  | 1. The flight deck is notified |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback operations to ensure, when the pushback operation is in progress, ground handling personnel do not attempt to step across or over the tow bar. |  |  |  |  |
|  |  | 1. Procedures, if applicable, to ensure, during aircraft pushback operations |  |  |  |  |
|  |  | 1. Communication with the flight deck is conducted in a manner that eliminates the need for personnel to walk in close proximity to the aircraft. |  |  |  |  |
|  |  | 1. A backup method of communication between ground handling personnel and the flight deck is in place for implementation should the primary method fails. |  |  |  |  |
|  |  | 1. The flight deck is notified immediately in the event any connection between the tractor and the aircraft is lost during the operation. |  |  |  |  |
|  |  | 1. Procedures, if applicable, to ensure, when aircraft pushback operations are conducted in poor surface or weather conditions, aircraft movement is limited to a slower speed than in normal conditions. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, when movement has been stopped and prior to disconnecting the tow bar or towbarless tractor from the aircraft nose gear, the flight deck is instructed to set the aircraft parking brake and to hold the existing position until receipt of visual signals for final clearance to taxi. Procedures shall ensure confirmation is received by ground handling personnel that the parking brake is set. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback operations to ensure, when the pushback movement has been stopped and prior to disconnecting the tow bar from the aircraft nose gear, tension is released from the tow bar. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, after the towbarless tractor has been disconnected from the nose gear, but prior to removal of the nose gear steering by- pass pin, the tractor is positioned so it is visible from the flight deck |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, prior to the aircraft commencing taxi under its own power, ground handling personnel: |  |  |  |  |
|  |  | 1. Provide a final clearance signal to the flight deck |  |  |  |  |
|  |  | 1. If applicable, display the by-pass pin to the flight deck |  |  |  |  |
|  |  | 1. Receive acknowledgement from the flight deck. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft towing to ensure |  |  |  |  |
|  |  | 1. Prior to commencement of a towing operation, communication is established between the tractor operator and the flight deck |  |  |  |  |
|  |  | 1. Aircraft hydraulic brake system pressure is available during the towing operation; |  |  |  |  |
|  |  | 1. When communication is lost during a towing operation, movement is immediately stopped. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft towing to ensure, if the aircraft is about to overtake the tractor, the tractor operator notifies the flight deck immediately to stop movement using gentle brake application. |  |  |  |  |
|  | AC OPS-1.345 | 1. Procedures, if applicable, for aircraft towing to ensure, when towing on ice or snow, the tractor operator: |  |  |  |  |
|  |  | 1. Avoids stopping movement in a turn, to the extent possible |  |  |  |  |
|  |  | 1. Maintains a reduced towing speed, particularly before entering a turn. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft towing to ensure, when towing on a “down slope,” the tractor operator maintains a very low speed to prevent the aircraft from overtaking the tractor. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft towing to ensure, when towing in low visibility or night conditions, the aircraft is illuminated so it can be seen. |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures, if applicable, for aircraft towing to ensure, when the towing movement has been stopped and prior to disconnecting the tow bar or the towbarless tug from the aircraft nose gear, a chock is placed behind the aircraft main wheels |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, prior to connection of a tractor to the aircraft main gear, a check of the remote-control system is made, at a normal operating distance, to verify the system is functional. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, while positioning a main gear tractor for connection to the aircraft, ground handling personnel verify the tractor unit is appropriately configured for the aircraft type |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure the main gear tractor operator use standard terminology to communicate instructions to the flight deck for steering the aircraft along the desired rearward pushback path. Receive acknowledgement from the flight deck |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure the main gear tractor operator notifies the flight deck immediately in the event of an equipment malfunction during the operation |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure the main gear tractor operator observes the unit indicator lights to verify the tractor rollers are fully open before giving an all clear signal to the flight deck. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft pushback to ensure, in the event an emergency passenger evacuation is required during the pushback operation, ground handling personnel remove the main gear tractor if it is in a position that interferes with the evacuation process. |  |  |  |  |
|  |  | 1. Aircraft power-back operations are conducted with a ground handling crew that comprises, as a minimum, one marshaled and two wing walkers; the marshaled is assigned responsibility for the safe performance of the operation. |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Procedures, if applicable, for aircraft power-back to ensure wireless communication are the primary method of communication between the marshaled and the flight deck. |  |  |  |  |
|  |  | 1. Procedures, if applicable for aircraft power-back to ensure the marshaled wear protective goggles in addition to normal personal protective equipment |  |  |  |  |
|  |  | 1. Procedures, if applicable, to ensure aircraft power-back operations are not conducted when: - |  |  |  |  |
|  |  | 1. The departure gate is not approved for such operations; |  |  |  |  |
|  |  | 1. The entire area of the operation is not adequately lighted; |  |  |  |  |
|  |  | 1. Visibility is restricted due to weather conditions; |  |  |  |  |
|  |  | 1. An accumulation of ice, snow or slush is on the movement surface; |  |  |  |  |
|  |  | 1. Verbal agreement is not reached between the marshaled and the flight deck; |  |  |  |  |
|  |  | 1. Any member of the ground handling crew is not properly protected. |  |  |  |  |
|  |  | 1. Procedures, if applicable, for aircraft power-back to ensure the marshaller: |  |  |  |  |
|  |  | 1. Terminates the rearward movement of the aircraft with a “come straight ahead” signal; |  |  |  |  |
|  |  | 1. Provides a stop signal only after the aircraft has achieved forward movement |  |  |  |  |
| 1. **Fueling** | | |  |  |  |  |
|  |  | 1. Procedures to meet the requirements of CAR OPS and as required. |  |  |  |  |
| 1. **De-icing / Anti icing** | | |  |  |  |  |
|  |  | 1. Operators to meet the requirements of CAR OPS and as required. AEA guidelines are recommended. |  |  |  |  |
| 1. **Dangerous Goods.** | | |  |  |  |  |
|  |  | 1. States the types of dangerous goods operations the operator is engaged in. |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  | CAR 92 | 1. States which dangerous goods the operator do not accept for transport for all destinations (Operator’s variations) |  |  |  |  |
|  |  | 1. There is a list of all locations where the various operations manuals are kept |  |  |  |  |
|  |  | 1. List all State’s exemptions or approvals affecting the operator |  |  |  |  |
| **92.170 - 92.360** | | **Dangerous Goods Post holder** |  |  |  |  |
|  | CAR 92.350 | 1. Contact information for the operator Dangerous Goods post holder Coordinator(s), or designated person(s) and their role(s) with respect to the administration of the company’s dangerous goods program |  |  |  |  |
|  | 1. The list of all third parties acting on their behalf of the operator for training, handling, offering for transport or transporting dangerous goods. |  |  |  |  |
| **CAR 92.515** | | **Applicable Regulations** |  |  |  |  |
|  |  | 1. The operator identifies the applicable regulations and documents the company uses, where they’re located and how they’re accessed |  |  |  |  |
| **CAR 92 Applicability** | | **Aircraft specific** |  |  |  |  |
|  |  | 1. Details of the location and the numbering system of cargo compartments for each aircraft type |  |  |  |  |
|  |  | 1. Instructions on the loading restrictions by aircraft type |  |  |  |  |
|  |  | 1. Maximum quantity of dry ice permitted in each compartment |  |  |  |  |
|  |  | 1. Maximum sum of transport indexes for radioactive material permitted in each compartment |  |  |  |  |
| **Training** | | |  |  |  |  |
|  |  | 1. States who is responsible for the air operator’s Training Program and Training Records |  |  |  |  |
|  |  | 1. States which company employees require training, type of training and frequency of recurrent training; |  |  |  |  |
|  |  | 1. States that the air operator training programs must be approved by the State of authority |  |  |  |  |
|  |  | 1. Remote/online Training (if applicable) |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
| **Passenger Handling** | | |  |  |  |  |
|  | CAA Guideline | Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person |  |  |  |  |
|  | CAR 92.135; 400 | Describe the procedures to prevent Spare batteries for portable electronic devices containing lithium metal or lithium ion cells or batteries from being transported in checked baggage |  |  |  |  |
|  |  | Describes the procedures for and the form of promulgating information to passengers |  |  |  |  |
|  |  | States what the acceptance procedures are for passengers and baggage. |  |  |  |  |
|  |  | Describe how information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided at the point of ticket purchase |  |  |  |  |
|  |  | Describe how information provided via the internet may be in text or pictorial form but must be such that ticket purchase cannot be completed until the passenger, or a person acting on their behalf, had indicated that they have understood the restriction on dangerous goods in baggage |  |  |  |  |
|  |  | Describe how the operator will ensure that notices warning passengers of the types of dangerous goods which they are forbidden to transport aboard an aircraft are prominently displayed, in sufficient number, at each of the places at a airport where tickets are issued, passengers are checked in and aircraft boarding areas are maintained, and at any other location where passengers are checked in. These notices must include visual examples of dangerous goods forbidden from transport aboard an aircraft |  |  |  |  |
|  |  | Describe how an operator, of passenger aircraft, should have information on those dangerous goods which may be carried by passengers is made available prior to the check-in process on their websites or other sources of information |  |  |  |  |
|  |  | Describe if provision is made for the check-in process to be completed remotely (via the internet) the operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information may be in text or pictorial form but must be such that the check- in process cannot be completed until the passenger, or a person acting on their behalf, has indicated that they have understood the restrictions on dangerous goods in baggage. |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | Describe when provision is made for the check-in process to be completed at an airport by a passenger without the involvement of any other person (e.g. automated check- in facility), the operator or the airport operator must ensure that information on the types of dangerous goods which a passenger is forbidden to transport aboard an aircraft is provided to passengers. Information must be in pictorial form and should be such that the check-in process cannot be completed until the passenger has indicated that they have understood the restrictions on dangerous goods in baggage |  |  |  |  |
| **COMAT Shipment** | | |  |  |  |  |
|  |  | 1. If the air operator does not perform the responsibilities of a shipper of COMAT, then the air operator will include a statement to this effect. |  |  |  |  |
|  |  | 1. State who is responsible/qualified to prepare dangerous goods COMAT for transport |  |  |  |  |
|  |  | 1. Describes how dangerous goods COMAT are prepared for transport |  |  |  |  |
|  |  | 1. Explains how dangerous goods COMAT are to be processed once prepared |  |  |  |  |
| **Acceptance Procedures** | | |  |  |  |  |
|  |  | 1. Describe the procedures and information regarding acceptance of dangerous goods |  |  |  |  |
|  | Subpart C 92.405 | 1. Describes how dangerous goods are prevented from entering the system without appropriate preparation |  |  |  |  |
|  |  | 1. States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted |  |  |  |  |
|  |  | 1. State the procedures for accepting dangerous goods cargo and use of an acceptance checklist |  |  |  |  |
|  |  | 1. States the procedures for handling rejected dangerous goods in cargo |  |  |  |  |
|  |  | 1. Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport. |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
| **Retention of Documents** | | |  |  |  |  |
|  |  | 1. Describes what documents must be retained |  |  |  |  |
|  | 92.170 - 92.360 | 1. States the length of time each type of document must be retained |  |  |  |  |
|  |  | 1. Describes who is responsible for retaining the document |  |  |  |  |
|  |  | 1. States the location where each is to be kept, including with third party |  |  |  |  |
| **Ground Handling** | | |  |  |  |  |
|  |  | 1. Describes the duties of all personnel involved , especially with relevance to ground handling and aircraft handling |  |  |  |  |
|  |  | 1. Describes procedures and information regarding storage, prior to transport |  |  |  |  |
|  |  | 1. Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft |  |  |  |  |
|  |  | 1. Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices |  |  |  |  |
|  |  | 1. Describe procedures sufficient to assist persons in identifying packages that are marked or labelled as dangerous goods |  |  |  |  |
|  |  | 1. Describes the procedures for loading/unloading dangerous goods onto or from and aircraft. |  |  |  |  |
|  |  | 1. Describes the procedures for inspection for damage, leakage or contamination or removal of any possible contamination |  |  |  |  |
| **Cargo Aircraft** | | |  |  |  |  |
|  |  | 1. States the instructions on the carriage of the Operator’s personnel on cargo aircraft when dangerous goods are being carried |  |  |  |  |
|  | CAR 92.135 | 1. Load Planning |  |  |  |  |
|  |  | 1. Describes the procedures for load planning (including preparation of NOTOC where applicable). |  |  |  |  |
|  |  | 1. Describes the requirements for information to the PIC |  |  |  |  |

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| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Describes procedures that a copy of the NOTOC is retained on the ground and it or the information contained in it, is readily accessible to the aerodromes of last departure and next scheduled arrival, until after the flight to which the information refers |  |  |  |  |
| **Dangerous goods transport documents** | | |  |  |  |  |
|  |  | 1. Describes procedures to ensure that dangerous goods are accompanied by the required dangerous goods transport document(s), as completed by the person offering dangerous goods for air transport, except when the information applicable to the dangerous goods is provided in electronic form; |  |  |  |  |
|  | Subpart D Documentation | 1. Describes procedures to ensure that where a dangerous goods transport document is provided in written form, a copy of the document is retained on the ground where it will be possible to obtain access to it within a reasonable period until the goods have reached their final destination |  |  |  |  |
| **Emergency Procedures** | | |  |  |  |  |
|  |  | 1. States emergency response information is available and where the pilot-in-command/other crew members can find it |  |  |  |  |
|  |  | 1. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried. |  |  |  |  |
|  |  | 1. States how the pilot-in-command is to report emergencies involving dangerous goods. |  |  |  |  |
|  |  | 1. Describes how the NOTOC is accessed during an emergency. |  |  |  |  |
|  |  | 1. Describes the procedures for managing a dangerous goods incident/accident on the ground/on board. |  |  |  |  |
|  |  | 1. Describes the procedures for managing mis-declared or undeclared dangerous goods. |  |  |  |  |
|  |  | 1. Describes the procedures to follow when reporting undeclared or mis-declared dangerous goods as cargo or mail |  |  |  |  |
|  |  | 1. Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage |  |  |  |  |
| **No: -** | **Reference** | **Subject** | **Applicant’s GOM**  **reference** | **S/ US** | **Required corrective action** | **Comment** |
|  |  | 1. Describes procedures to follow when reporting dangerous goods occurrences incidents/accidents |  |  |  |  |
|  |  | 1. Describe the procedures to follow when reporting dangerous goods discovered to have been carried when not loaded, segregated, separated or secured in accordance with the TI |  |  |  |  |
|  |  | 1. 12. Describes the procedures to follow when reporting dangerous goods are discovered to have been carried without information having been provided to the pilot-in- command |  |  |  |  |
|  |  | 1. In the event of an aircraft accident or serious incident, the operator must have a procedure to provide information without delay to emergency service responders about dangerous goods on board |  |  |  |  |
| **Procedures for weapons, munitions of war and sporting weapons** | | | | | | |
|  |  | States conditions under which weapons, munitions of war and sporting weapons may be carried |  |  |  |  |
| **Risk assessment** | | |  |  |  |  |
|  | CAR OPS-1.070 CAR OPS-1.065 | The risk assessment process regarding the carriage of dangerous Goods. |  |  |  |  |
|  | Addendums  1 and 2 | ICAO recommendations (The transport of vaccine, Cargo facilitation) |  |  |  |  |
|  |  | Compliance to the ICAO addendums 1 and 2 |  |  |  |  |

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| **This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.** | | |
| **Postholder Operations Name** | **Signature:** | **Date:** |
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| **Title** | **Name of CAA Inspector** | **Signature** | **Date:** |
| **FOI** |  |  |  |
| **GOI/DGI** |  |  |  |
| **CSI** |  |  |  |

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| **Review No:** | **D. Results** | **Approved** | **Not Approved** |
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| **Chief Operations Section (COS) Name** | **Signature** | **Date:** |
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