



CIVIL AVIATION AUTHORITY

# APPENDIX A

# PARTS CHECKLIST FORMS




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**Approved by: Acting Director of Flight Safety Eng. Ali Al-Ajmi**



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# Forward

ICAO Annex 6 specifies that the issue of an air operator certificate by the State of the Operator shall be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training program as well as ground handling and maintenance arrangements consistent with the nature and extent of the operations specified.

As per Annex 6, the State of the Operator is required to establish a system for both the certification and the continued surveillance of the operator to ensure that the required standards of operations are established prior to granting an AOC and are maintained.

APPENDIX A PARTS CHECKLIST forms part of the OPMS and is a document that contains most of the required checklists for evaluating the AOC holder, AOC applicant Surveillance and Inspections. It is divided into 4 sections out of which section 2 is made out of 2 a and 2b .

**Section 1** AOC Certification Forms

**Section 2** Inspection and Surveillance Forms

**Section 2a** Specific Inspection and Surveillance Forms

**Section 2b** Specific approvals surveillance Forms/ Checklist

**Section 3** Joint Procedure Forms (Including Specific approvals checklists and guidance).

**Section 4** Approvals

***Note:** Checklists as amended in this part may also be used for routine inspections or when requirements necessitate or at the inspector's discretion whenever he deems necessary to inspect a specific area.*

The Flight Safety Inspectors will be using the relevant checklists from this manual to evaluate the applicant's arrangements for the proposed operations during initial two Phases of the certification, and during the Documentation Evaluation Phase, and finally the Demonstration and Inspection phase prior to Certification Phase.


Inspectors of each discipline are further guided by the requirements published in their respective Inspector Manual for the issuance of an AOC, and will use the relevant checklists in their Procedure Manual for any additional requirement, when conducting Inspections for the above purpose or any other requirements.

# **SECTION 1 – AOC Certification Forms**



# **FSD Section/Department Coordination Form**

## AOC – 100 – FSD Section/Department Coordination Form

	<b>AIR OPERATOR CERTIFICATION FSD SECTION/DEPARTMENT COORDINATION FORM</b>		<b>Form</b>	AOC – 100
			<b>Revision</b>	02
			<b>Date</b>	01 Dec 2021
<b>Operator</b>		<b>Type of inspections</b>		
<b>Duration From:</b>		<b>To:</b>		
<b>Coordination meeting:</b>		<b>Minutes of meeting (if required):</b>		
<p>(a) Close coordination will be required with the below sections/departments during various stages of the issue of the AOC process.</p> <p>(b) This same coordination is also used during subsequent surveillance of approved operations.</p> <p>(c) The team leader must coordinate with all concerned departments and sections as necessary, informing them by email to attend the preparation meeting, during the meeting the team leader shall explain the objectives, scope and duration of the audit.</p> <p>(d) Minutes of meetings will be sent to all participants.</p> <p>(e) The team leader must fill-in this form confirming the coordination has been performed.</p> <p>(f) All concerned sections/ Departments shall send their comments to the team leader before the audit</p> <p>(g) Findings/ or any legal action must be acted upon and in accordance with the relevant regulation or as per CAR-12.</p>				
<b>Departments involved</b>		<b>Notes (means of coordination )</b>		
Operations section		Part of the audit team		
Licensing section		Part of the audit team		
Airworthiness section		Part of the audit team		
Legal Department		Informed by email		
Financial Department		Informed by email		
Air Transport Department		Informed by email		
Other units as require				
<b>REMARKS</b> (Write paragraph number followed by the remark here or use next page and sign)				
Inspection team leader.		Signature and date:		

<b>FOI INSPECTOR:</b>	<b>Signature and date:</b>
<b>AWI INSPECTOR:</b>	<b>Signature and date:</b>
<b>GOI/ DGI INSPECTOR</b>	<b>Signature and date:</b>
<b>CSI INSPECTOR</b>	<b>Signature and date:</b>
<b>PEL INSPECTOR</b>	<b>Signature and date:</b>

**Guidance Material**

**Assessment of Financial, Economic and Legal Considerations**

At the outset of the preliminary assessment, it is essential that a positive finding be made in respect of the financial, economic and legal matters.

Frequently, the financial viability of the operation is the critical factor in reaching a decision as to whether an AOC should be awarded. The operator must have sufficient financial resources to obtain all required equipment, facilities and work force and to fully support operations in the early stages when revenues are difficult to predict and may in any case be very low.

Marginal or severely limited resources frequently result in an adverse effect on safety and efficiency. Experience indicates that operators experiencing financial problems tend to take short cuts on such vital matters as required maintenance, acquisition of adequate spare parts, training of personnel and other similar matters with safety implications.

The determination of the financial resources of the operator is usually based on an audit of the operator's assets and liabilities. This may include a thorough evaluation of financial and statistical records and other pertinent data such as proposed arrangements for the purchase or lease of airplanes and major equipment.


In recent years, the leasing of aircraft with or without flight crew or cabin crew and the leasing of engines has come into widespread use on an international basis. In many instances, the lease will involve aircraft on the register of one State leased to an operator having the nationality of another State. Unless suitable arrangements are made by the State of Registry and the State of the Operator, complex legal problems as well as safety problems, particularly in respect of the continuing airworthiness and operations supervision may result. Consequently, the assessment of any proposed leasing arrangements should be carried out in detail.


The relevant departments within the CAA have qualified personnel on staff to carry out the financial, economic and legal assessment of the proposed operation. In the event that personnel are not available, it is essential that the CAA obtain the necessary professional assistance from other agencies of the Government and to ensure that the necessary technical aviation input and guidance are provided by CAA staff during the assessment and certification process.

If the proposed operation is not considered viable in respect of the financial, economic, and legal factors, further action should be suspended until it is determined whether the deficiencies can be rectified.

# **Phase – 1 – Pre-Application Forms**

## AOC – 101-A – Pre-Application Phase

 <b>CAA</b> هيئة الطيران المدني	<b>AIR OPERATOR CERTIFICATION          PRE-APPLICATION          PHASE – 1 – JOB AID</b>	<b>Form</b>	<b>AOC – 101-A</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>
Name of applicant		Projected certification period	
Address		Base	
Note: As per procedures in Part 2.1.1 para (a) confirm coordination has been completed with all other departments.			
Subject	Date received	Reference Document	Signature (PM)
A. Prospective operator's pre-assessment statement (POPS) Form AOC-101-A			
B. Certification team designation (at least one Ops/AW Inspector) Name Specialty 1. 2. 3. 4.			
C. Conduct Pre-Application Meeting			
(1) Verify POPS information			
(2) Overview of certification process			
(3) Provide application package			
(a) Certification job aids			
(b) Schedule of events			
(c) Example of operations specifications			
(d) Applicable publication and documents			
(e) Explain formal application submissions			
(f) Financial information			

	<b>AIR OPERATOR CERTIFICATION PRE-APPLICATION PHASE – 1 – JOB AID</b>		<b>Form</b>	<b>AOC – 101-A</b>
			<b>Revision</b>	<b>01</b>
			<b>Date</b>	<b>01 Dec 2021</b>
(g) Traffic rights approval				
D. CAA debriefing in preparation for formal application phase				
Remarks				
<b>FSD Inspectors</b>		<b>Signature</b>		<b>Date</b>
Project Manager Name:				
Flight Ops Inspector Name:				
AW Inspector Name:				
GOI/DGI Name:				
CSI Name:				
PEL Name:				

### **Guidance Material**

#### **Preliminary Technical Assessment**

Upon completion of the first stage of the preliminary assessment concerning the financial, economic and legal aspects of the application and after any deficiencies have been corrected, a provisional determination shall be made regarding the general feasibility of the operation. If the operation is found to be provisionally acceptable, the second stage of the preliminary assessment related to the applicant's technical capabilities can be undertaken.

This second phase shall be carried out by a CAA civil aviation inspector and other designated staff. Since each operation may differ significantly in complexity and scope, the inspector must be allowed considerable latitude in making decisions and recommendations during the assessment and inspection process. The final recommendation by the inspector and decision of the CAA regarding certification must be based on the determination of whether or not the applicant meets the requirements established by the CAA in its code of Civil Aviation Regulations.


The CAA must determine that the operator is adequately equipped and capable of conducting the proposed operation in a safe and efficient manner.

The preliminary assessment of the applicant's technical fitness for the proposed operation will require a general review of the procedures, practices and methods detailed in the operations manual, maintenance manual, training programs, quality assurance system, accident prevention and flight safety program and other operating instructions issued by the operator. The following related aspects will also need to be reviewed:

the company's organizational structure and management practices and philosophy;

- the background, qualifications and experience of key management personnel;
- company personnel policy;
- contractual or service agreements for aircraft maintenance or training; and
- aircraft lease agreements (if applicable).

## AOC – 101-B – Prospective Operator’s Pre-Assessment Statement (POPS)


	<b>AIR OPERATOR CERTIFICATION PROSPECTIVE OPERATOR’S PRE- ASSESSMENT STATEMENT (POPS) PHASE – 1 – JOB AID</b>	<b>Form</b>	<b>AOC – 101-B</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>Section 1 - To be completed by Applicant as per the guidance given.</b>			
1. Company registered name and trading name, if different Address of company:  Mailing Address:  Telephone: Fax: e-mail			
2. Address of the principal place of business:  Telephone: Fax: e-mail:			
3. Proposed date of start			
4. Proposed designation			
5. Management and key staff personnel			
Name	Title	Telephone, fax, e-mail	
Proposal for maintenance (to be completed by all applicants as appropriate)			
6. <input type="checkbox"/> Air operator intends to perform its maintenance as an AMO (AMO approval is a separate activity) <input type="checkbox"/> Air operator intends to arrange for maintenance and inspections of aircraft and associated equipment to be performed by others (complete 7 and 11)			
7. Air operator proposed type of operation <input type="checkbox"/> Passenger and cargo <input type="checkbox"/> Cargo only <input type="checkbox"/> Scheduled operations <input type="checkbox"/> Charter flight operations <input type="checkbox"/> Seaplane operations			
8. Aircraft data (provide a copy of the lease agreement for all leased aircraft)			
a) Number of aircraft by type and model, Aircraft nationality and registration, makes where available		b) Number of passengers seats and/or cargo payload capacity	
9. Geographic area(s) of intended operations and proposed route structure			


10. Additional information that provides a better understanding of the proposed operation or business (attach additional sheets, if necessary)	
11. Proposed training (aircraft and/or flight simulation training devices)	
12. The signature and the information contained in this form denote an intent to apply for an AOC  Signature..... Date..... Name and Title.....	
13. <b>Section 2</b> - For DGCAR office use	
Received by (Name and officer) .....	
Date received.....	
Date forwarded to the Flight Safety Office	<input type="checkbox"/> For Action <input type="checkbox"/> Information Only
Remarks	




# **Phase - 2 – Formal Application Form**

## AOC-102 – Formal Application (PM project manager and other sections)

	<b>AIR OPERATOR CERTIFICATION FORMAL APPLICATION PHASE – 2 – JOB AID</b>	Form	AOC – 102
		Revision	02
		Date	01 Dec 2021
Subject	PM/FOI/AWI/GOI/DGI/CSI (Initials)	Date Completed	Reference Document
A. Review operator's submission			
1. Formal application letter			
a. Full and official name			
b. Mailing address			
c. Primary operating base			
d. Key management personnel (Names)			
2. Formal application documents			
a. Schedule of events			
b. Resume of accountable manager and required key management personnel			
c. Operation Manual			
d. CAME			
e. SMS manual (if not part of operation manual)			
f. Statement of compliance			
g. List of aircraft			
h. Arrangement for training, qualification, facilities			
i. Area of operations, aerodromes, operations specification			
j. Financial statement			
k. Maintenance programme			
l. Contracts and leases			

 <b>CAA</b> هيئة الطيران المدني	<b>AIR OPERATOR CERTIFICATION          FORMAL APPLICATION          PHASE – 2 – JOB AID</b>	<b>Form</b>	<b>AOC – 102</b>
		<b>Revision</b>	<b>02</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>Subject</b>	<b>PM/FOI/AWI/GOI/DGI/CSI (Initials)</b>	<b>Date Completed</b>	<b>Reference Document</b>
B. Evaluate FSD resource capability based on schedule of events			
C. Formal application meeting			
1. Schedule acceptance/rejection meeting Date:...../...../.....			
2. Attendance at the acceptance/rejection meeting			
3. Discussion points			
4. Review certification process			
5. Review impact, if schedule of events not met			
D. Issue letter accepting/rejecting application			
E. FSD debriefing in preparation for document evaluation phase			
Remarks:			
<b>FSD Inspectors</b>		<b>Signature</b>	<b>Date</b>
Project Manager Name:			
Flight Ops Inspector Name:			
AW Inspector Name:			
GOI/DGI Name:			

	<b>AIR OPERATOR CERTIFICATION FORMAL APPLICATION PHASE – 2 – JOB AID</b>	<b>Form</b>	<b>AOC – 102</b>
		<b>Revision</b>	<b>02</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>Subject</b>	<b>PM/FOI/AWI/GOI/DGI/CSI (Initials)</b>	<b>Date Completed</b>	<b>Reference Document</b>
CSI Name:			
PEL Name:			

**Guidance Material**

After the preliminary assessment, an in-depth inspection of all aspects of the operator’s organization, aircraft, facilities, equipment and personnel must be carried out during the operational and maintenance inspection phase.


Although the scope and complexity of the proposed operations may require alterations in the details of the technical assessment process, the general guidelines listed below should be followed by the CAA. The inspector shall:

- meet with the appropriate air operator officials in order to become fully informed concerning the nature and extent of the proposed operation, the types of aircraft to be utilized, the organizational structure, management philosophy, established lines of authority and the duties and responsibilities of key personnel;
- develop a plan of action for the required technical assessment and subsequent operational inspection of the entire organization and review the plan with appropriate company managers;
- advise and counsel appropriate operator personnel regarding problems and questions that arise concerning certification procedures and requirements, including explanations of the regulations and accepted methods of compliance;
- determine whether the company has developed operations, maintenance and training manuals and if so briefly review them to determine their basic content. (If necessary, advice should be offered to the operator on the preparation of or improvement to the contents of these manuals);
- conduct an initial review of various phases of the applicant’s ground school and maintenance and flight training programs in order to make a general assessment of their adequacy and conformity to the regulations relative to training;
- conduct an initial inquiry into the applicant’s proposed maintenance and inspection program for aircraft and related equipment;
- conduct an initial inquiry into the applicant’s proposed system for establishing and maintaining all required company operational, maintenance and personnel records;
- ascertain what demonstration or proving flights the applicant will be required to conduct;
- explain to the applicant the type of AOC that is contemplated, the significance of any limitations that may be prescribed and the operations specifications that will be issued in conjunction with the AOC;
- confirm in a letter addressed to the operator any commitments made or serious difficulties noted during the course of the preliminary assessment;
- utilize when necessary the specialized services of other experts within the CAA in such areas as law, engineering, aircraft performance, loading and flight navigation; and
- consult with the CAA regarding any controversial or questionable issues or problems that arise at any time during the preliminary assessment and operational inspection process.
- When the preliminary assessment is completed, the CAA should be in possession of sufficient information to determine, with a reasonable degree of certainty, the ability of the operator to satisfactorily conduct the proposed operation. If the assessment is favourable, the applicant may proceed with the plans, with the assurance that an AOC will be issued subject to satisfactory completion of the operational inspection.



## **Phase – 3 - Document Evaluation Checklist**

## AOC – 103 – Document Evaluation Checklist (PM project manager and other sections)

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST PHASE – 3</b>			Form	AOC – 103-B
					Revision	02
					Date	01 Dec 2021
SUBJECT	PM/FOI/AWI/ GOI/DGI/CSI/PEL Initial (As Applicable)	DATE RECEIVED	DATE RE- SUBMITTED	DATE APPROVED/ ACCEPTED	REFERENCE DOCUMENT	
A. Evaluate applicable training documents						
1. Crew member training						
(a) Basic company indoctrination						
(b) Emergency equipment training						
(c) Ground training						
(d) Flight training						
(e) Recurrent training						
(f) Transition /upgrade training						
(g) Differences training						
(h) Security training						
(i) Dangerous goods						
(j) Instructor qualifications						
(k) Human performance training						
2. Dispatcher training						
(a) Initial training						
(b) Recurrent training						
(c) Instructor qualifications						
(d) Human performance training						
3. Cabin crew training						

SUBJECT	PM/FOI/AWI/ GOI/DGI/CSI/PEL Initial (As Applicable)	DATE RECEIVED	DATE RE- SUBMITTED	DATE APPROVED/ ACCEPTED	REFERENCE DOCUMENT
(a) Initial training					
(b) Recurrent training					
(c) Differences training					
(d) Human performance training					
4. CAME- Maintenance personnel training programme					
(a) Maintenance training					
(b) Inspection personnel training					
(c) Instructor qualifications					
5. Other ground personnel training					
(a) Ground handling/servicing personnel training					
(b) Station personnel training					
(c) Instructor qualifications					
Remarks					
B. Evaluate management qualifications					
1. Accountable manager					
2. Director of operations					
3. Director – Continuing Airworthiness					
4. Director of safety					
5. Chief pilot					



SUBJECT	PM/FOI/AWI/ GOI/DGI/CSI/PEL Initial (As Applicable)	DATE RECEIVED	DATE RE- SUBMITTED	DATE APPROVED/ ACCEPTED	REFERENCE DOCUMENT
6. Quality manager for maintenance					
7. Head of training					
Remarks					
C. Evaluate applicable company manuals/operation procedures					
1. Evaluate Flight Safety Document System (Form AOC-103-A – FSDS)					
2. Completed flight operations manual (Part A, C, D)					
3. Approved aircraft flight manual					
4. Company aircraft operations manual (Part B)					
5. Aircraft checklists					
(a) Normal					
(b) Abnormal					
(c) Emergency					
6. Dangerous goods manual					
7. Security manual					
8. Passenger briefing card					
9. CAME					
10. Ground handling manual					
11. Mass and balance control manual					
12. Reliability programme					

SUBJECT	PM/FOI/AWI/ GOI/DGI/CSI/PEL Initial (As Applicable)	DATE RECEIVED	DATE RE- SUBMITTED	DATE APPROVED/ ACCEPTED	REFERENCE DOCUMENT
13. Maintenance programme manual					
14. Airport data and en-route manual (charts and plates) (OM Part C)					
15. Minimum equipment list					
16. Configuration deviation list					
Remarks					
Other evaluations					
1. Aircraft lease					
2. SMS Manual					
2.1 Emergency response plan (ERP)					
3. Maintenance contracts/agreements					
4. Ground handling contracts/agreements					
5. Training contracts (if applicable)					
6. Aircraft demonstration test plan					
7. Final compliance statement					
8. Financial assessment					
9. CAA debriefing in preparation for demonstration and inspection phase					
Remarks					



FSD Inspectors	Signature	Date
Project Manager Name:		
Flight Ops Inspector Name:		
AW Inspector Name:		
GOI/DGI Name:		
CSI Name:		

**Guidance Material**

**Decision on Application and Certification**

Properly conducted and documented, the assessment and inspection programs outlined in this manual will enable the inspector to determine if the applicant has fulfilled all the technical, safety and regulatory requirements for the issuance of an AOC.

The program will have provided specific information related to the:


- scope of the applicant’s proposed operation;
- adequacy of the organization and resources;
- adequacy and effectiveness of the company policies, directives, operating instructions and procedures prescribed by the applicant to be followed by personnel in the conduct of the operation; and
- operator’s willingness and ability to implement the CAA’s operating regulations and rules applicable to the proposed operation.

It will also reveal any deficiencies related to the operation and provide opportunities during the assessment and inspection phases for the applicant to remedy any such deficiencies to the satisfaction of the CAA.

Following, the completion of the assessment and inspection program, the inspector will be in a position to recommend to the CAA that the applicant is:

- properly equipped and capable in all respects of conducting the proposed operation safely, efficiently and reliably in accordance with the operations specifications and limitations; or
- not (or is not yet pending correction of specified deficiencies) capable of conducting the proposed operation in an acceptable manner.
- In those cases where the award of an AOC is recommended, the operations specifications and limitations that will be applicable to the certificate should also be forwarded to the CAA.
- Should the CAA consider that the applicant is not, or is not yet, capable of conducting the proposed operation in the required manner, an AOC will not be issued and the applicant should be so advised, indicating the reasons for the lack of approval.

### 1.1.1. Statement of Compliance – CAR OPS-1

	<b>CAR OPS-1 – Statement of Compliance Checklist - Aeroplanes</b>	Form	AOC-103-SOC
		Revision	01
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The Applicant of an Air operator Certificate (AOC) or an AOC holder’s Operators Manuals are the key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Manuals whenever there is a change, in States Laws and Regulations, management, operations, change in facilities, services or equipment, technology or procedures to assess both initial and continuing organisational competence of an Operator in complying with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority regulations CAR OPS-1 and pertinent sections and Sub-Parts. In the case of new Applicant for an AOC, The Statement of Compliance Checklist is Filled and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator should indicate in the Manuals how all the relevant applicable Regulations to the proposed operations have been addressed.</p> <p>The operator in compliance with some provisions promulgated in this regulation requires compliance with other regulations or specific approvals (e.g. CAR-MEL, CAR-100 Safety Management System, Quality Management System, Subpart R Dangerous Goods, CAR-92). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and Sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS-1 Subpart K &amp; L below, shall be submitted to CAA Flight Safety Airworthiness Section.</p>			
<b>B. Filling instructions:</b>			
<ol style="list-style-type: none"> <li>1. Operator (Accountable Manager) is required to fill The Following:             <ol style="list-style-type: none"> <li>a) Column <b>C. ORGANISATION DETAILS</b>,</li> <li>b) Column <b>E. Operator’s Manual Ref No.</b>,</li> <li>c) Sign and date column <b>I.</b> to Certify that Operation Manuals are in compliance with Civil Aviation laws and Regulations (CARs).</li> </ol> </li> <li>2. Operations Inspector(S) to fill column <b>F. S/US</b> column (<b>S - satisfactory; US - *unsatisfactory ; N/A-Not applicable</b>).</li> <li>3. Airworthiness Inspector(S) to fill column <b>F. S/US</b> column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAROPS-1 Subparts K &amp; L.</li> </ol> <p><b>*Note:</b> If unsatisfactory, Inspector(s) shall mark the box <b>L. not approved</b> and fill and sign deficiency form Deficiency and Review Checklist (AOC-109), and to send to the operator for corrective action. A signed copy Must be retained in flight Safety for the record with the review number/Version.</p>			

APPROVAL FOR  INITIAL ISSUE\* /  AMENDMENT\* OF MANUALS

C. ORGANISATION DETAILS

Organisation & Trading Name (If any):		Tel.: +968
Accountable Manager:		Email:
Aircraft Registration		
Aircraft Type and Model(s)		
Year of Manufacture		
Aircraft MSN		
Maximum Certified Take off Mass (MTOM)		
Maximum Permissible Ramp Weight (Taxi Weight)		
Maximum Approved Passenger Seating Configuration (MOPSC)		

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
<b>SUB PART B. GENERAL</b>				
CAR-OPS 1.005 General				
CAR-OPS 1.010 Exemptions				
CAR-OPS 1.015 Operational Directives				
CAR-OPS 1.020 Laws, Regulations and Procedures – Operator’s Responsibilities				
CAR-OPS 1.025 Common Language				
CAR-OPS 1.030 Minimum Equipment Lists – Operator’s Responsibilities				
CAR-OPS 1.035 Quality system				
CAR-OPS 1.037 Safety Management System				
CAR-OPS 1.040 Additional crew members				
CAR OPS-1.045 Reserved				
CAR-OPS 1.050 Search and rescue information				
CAR-OPS 1.055 Information on emergency and survival equipment carried				
CAR-OPS 1.060 Ditching				
CAR-OPS 1.065 Carriage of weapons of war and munitions of war				
CAR-OPS 1.070 Carriage of sporting weapons and ammunition				
CAR-OPS 1.075 Method of carriage of persons				
CAR-OPS 1.080 Duties of flight operations officer/flight dispatcher				
CAR-OPS 1.085 Crew responsibilities				
CAR-OPS 1.090 Authority of the commander				
CAR-OPS 1.095 Authority to taxi an aeroplane				
CAR-OPS 1.100 Admission to flight deck				
CAR-OPS 1.105 Unauthorised carriage				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.110 Portable electronic devices				
CAR-OPS 1.115 Psychoactive substances				
CAR-OPS 1.120 Endangering safety				
CAR-OPS 1.125 Documents to be carried				
CAR-OPS 1.130 Manuals to be carried				
CAR-OPS 1.135 Additional information and forms to be carried				
CAR OPS-1.137 Electronic Flight Bag Approval				
CAR OPS-1.138 Electronic Flight Bags (EFBs)				
CAR-OPS 1.140 Information retained on the ground				
CAR-OPS 1.145 Power to inspect				
CAR-OPS 1.150 Production of documentation and records				
CAR-OPS 1.155 Preservation of documentation				
CAR-OPS 1.160 Preservation, production and use of flight recorder recordings				
CAR-OPS 1.165 Leasing				
CAR- OPS 1.170 Aircraft Operated under an Article 83 bis Agreement				
<b>SECTION 2 – SUBPART B – ADVISORY CIRCULARS, ACCEPTABLE MEANS OF COMPLIANCE AND INTERPRETATIVE/ EXPLANATORY MATERIAL (AMC &amp; IEM)</b>				
Appendix 1 to CAR-OPS 1.005(a) Operations of performance Class B aeroplanes.				
AC to Appendix 1 to CAR OPS-1.005 (a) Operations of performance class B aeroplanes				
AMC OPS-1.035 Quality System				
AMC-1 OPS-1.037(c) Flight Data Monitoring Programme				
AMC-2 OPS-1.037(e) Flight Safety Documents System				
AMC-3 OPS-1.037(f) Occurrence Reporting Scheme				



D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AMC OPS-1.110 PED				
Appendix 1 to CAR-OPS 1.125 Documents to be carried				
Appendix 1 to CAR-OPS 1.135 Additional information and forms to be carried				
AMC OPS-1.125(a)(10) Documents to be carried				
AMC OPS-1.130 Manuals to be carried				
AMC OPS-1.135 (b) Additional Information and Forms carried				
Appendix 1 to CAR OPS-1.135 Additional information and forms to be carried				
AMC OPS-1.138 Electronic Flight Bag				
AC OPS-1.160(a)(1) and (2) Preservation of Recordings				
AC OPS-1.165(c)(2) Leasing of aeroplanes between an Omani operator and any entity				
AMC OPS-1.165(e) Transfer Agreement as State of Registry under Article 83bis				
AMC OPS-1.165(f) Transfer Agreement as State of Operator under Article 83bis				
<b>SUB PART C – OPERATOR CERTIFICATION AND SUPERVISION</b>				
CAR–OPS 1.175 General rules for Air Operator Certification/Authorisation				
CAR–OPS 1.180 Issue, variation and continued validity of an AOC/Authorisation				
CAR–OPS 1.185 Administrative requirements				
<b>SECTION 2 – SUBPART C – AC/AMC/GM – OPERATOR CERTIFICATION &amp; SUPERVISION</b>				
AMC-1 OPS-1.175(j) Nominated Post-holders – Competence				
AMC-2 OPS-1.175(k) & (l) Combination of nominated post-holder’s responsibilities				
AMC-3 OPS-1.175(k) & (l) Employment of staff				
AMC-4 OPS-1.175(t) Responsibilities of appointed person or group of persons				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
Appendix 1 to CAR-OPS 1.175 Contents and conditions of the Air Operator Certificate				
Appendix 2 to CAR-OPS 1.175 Management & organisation of an AOC/Authority holder				
AMC to Appendix 2(b)(4) to OPS-1.175 Nominated Post Holders – Flight & Duty Time requirements				
<b>SUB PART D – OPERATIONAL PROCEDURES</b>				
CAR OPS-1.192 Terminology				
CAR-OPS 1.195 Operational Control				
CAR OPS-1.196 Aircraft Tracking System - Aeroplanes				
CAR OPS-1.197 Retention of Aircraft Tracking Data				
CAR-OPS 1.200 Operations manual				
CAR-OPS 1.205 Competence of operations personnel				
CAR-OPS 1.210 Establishment of procedures				
CAR-OPS 1.215 Use of Air Traffic Services				
CAR-OPS 1.216 In-flight Operational Instructions				
CAR-OPS 1.220 Authorisation of Aerodromes by the Operator				
CAR-OPS 1.225 Aerodrome Operating Minima				
CAR-OPS 1.230 Instrument departure and approach procedures				
CAR-OPS 1.235 Noise abatement procedures				
CAR-OPS 1.240 Routes and areas of operation				
CAR-OPS 1.241 Operation in defined airspace with RVSM				
CAR-OPS 1.243 Operations in areas with specified navigation performance requirements				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR OPS-1.244 Electronic Navigation Data Management				
CAR-OPS 1.245 Two-engined aeroplanes without ETOPS Approval				
CAR-OPS 1.246 Extended range operations with two-engined aeroplanes (ETOPS)				
CAR-OPS 1.250 Establishment of minimum flight altitudes				
CAR-OPS 1.255 Fuel policy				
CAR-OPS 1.260 Carriage of Persons with Reduced Mobility				
CAR-OPS 1.265 Carriage of inadmissible passengers, deportees or persons in custody				
CAR-OPS 1.270 Stowage of baggage and cargo				
CAR-OPS 1.275 CAR OPS-1.275 Transport of items in the cargo compartment				
CAR-OPS 1.280 Passenger Seating				
CAR-OPS 1.285 Passenger briefing				
CAR-OPS 1.290 Flight preparation				
CAR-OPS 1.295 Selection of aerodromes				
CAR-OPS 1.297 Planning minima for IFR flights				
CAR-OPS 1.300 Submission of ATS Flight Plan				
CAR-OPS 1.305 Refuelling/defuelling with passengers				
CAR-OPS 1.307 Refuelling/Defuelling with wide-cut fuel				
CAR-OPS 1.308 Push back and Towing				
CAR-OPS 1.310 Crew Members at stations				
CAR-OPS 1.313 Use of headset				
CAR-OPS 1.315 Assisting means for emergency evacuation				
CAR-OPS 1.320 Seats, safety belts and harnesses				
CAR-OPS 1.325 Securing of passenger cabin and galley(s)				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR –OPS 1.327 Safeguarding of cabin crew and passengers				
CAR–OPS 1.330 Accessibility of emergency equipment				
CAR OPS-1.335 Smoking on board Oman registered aircraft				
CAR–OPS 1.340 Meteorological Conditions				
CAR–OPS 1.345 Ice and other contaminants – ground procedures				
CAR–OPS 1.346 Ice and other contaminants – flight procedures				
CAR–OPS 1.350 Fuel and oil supply				
CAR–OPS 1.355 Take-off conditions				
CAR–OPS 1.360 Application of take-off minima				
CAR–OPS 1.365 Minimum flight altitudes				
CAR–OPS 1.370 Simulated abnormal situations in flight				
CAR–OPS 1.375 In-flight fuel management				
CAR–OPS 1.380 Reserved				
CAR–OPS 1.385 Use of supplemental oxygen				
CAR–OPS 1.390 Cosmic radiation				
CAR–OPS 1.395 Ground proximity detection				
CAR–OPS 1.398 Use of Airborne Collision Avoidance System (ACAS)				
CAR–OPS 1.400 Approach and landing conditions				
CAR–OPS 1.405 Commencement and continuation of approach				
CAR–OPS 1.410 Operating procedures – Threshold crossing height				
CAR–OPS 1.415 Journey log				
CAR–OPS 1.420 Occurrence reporting				
CAR-OPS 1.425 Deficiencies reported by an Inspecting Authority				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
<b>SECTION 2 – SUBPART D – AC/AMC/IEM – OPERATIONAL PROCEDURES</b>				
AMC-1 OPS-1.195 Operational Control				
AMC-2 OPS-1.195 Certification Requirements for Commercial Air Transport (CAT) Flight operations officer/Flight dispatcher				
AMC-3 OPS-1.195 Flight Dispatching for aircraft below 5,700Kg MTOW				
AMC-4 OPS-1.195 Operational Control – Flight Operations Officer/ Flight Dispatcher Instructor				
AMC-1 OPS-1.196 Aircraft Tracking System – Aeroplanes				
AMC-2 OPS-1.196 Aircraft tracking system – Aeroplanes				
AMC-3 OPS-1.196 Aircraft Tracking				
AC OPS-1.205 Competence of Operations personnel				
AMC OPS-1.210(a) Establishment of procedures				
AC OPS-1.216 In-flight Operational Instructions				
Appendix 1 to CAR OPS-1.241 Altimetry System Performance Requirements For Operations In RVSM Airspace.				
AMC-1 OPS-1.243(1) Operations in areas with specified navigation performance requirements				
AMC-2 OPS 1.243 (4) RNAV Visual Flight Procedures (RVFP)				
AMC OPS-1.245(a)(2) Operation of non-ETOPS compliant twin turbojet aeroplanes				
Appendix 1 to AMC OPS-1.245(a)(2) Power supply to essential services				
Appendix 1 to CAR-OPS 1.255 Fuel Policy				
Appendix 2 to CAR-OPS 1.255 Location of the 3% EnRoute Alternate (3%ERA) aerodrome for the purpose of reducing contingency fuel to 3%				
AMC OPS-1.270 Cargo carriage in the passenger cabin				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
Appendix 1 to CAR–OPS 1.270 Stowage of baggage and cargo				
AC OPS-1.280 Passenger Seating				
AMC OPS-1.297 Application of aerodrome forecasts				
AC OPS-1.297(c) Planning Minima for Alternate Aerodromes				
AMC OPS-1.300 Submission of ATS Flight plan				
Appendix 1 to CAR-OPS 1.305 Refuelling/Defuelling with passengers embarking, on board or disembarking				
AC OPS-1.308 Push Back and Towing				
AC OPS-1.310(a)(3) Controlled rest on flight deck				
AC OPS-1.345 Ice and other contaminants Procedures				
AC OPS-1.346 Flight in expected or actual icing conditions				
AC OPS-1.390(a)(1) Assessment of Cosmic Radiation				
AC OPS-1.390(a)(2) Working Schedules and Record Keeping				
AC OPS-1.390(a)(3) Explanatory Information				
AC OPS-1.398 Use of Airborne Collision Avoidance System (ACAS)				
AMC OPS-1.420(d)(7) Notification of Communicable Disease Onboard Aircraft				
AC OPS-1.425 Deficiencies reported by an Inspecting Authority				
<b>SUBPART E – ALL WEATHER OPERATIONS</b>				
CAR–OPS 1.430 Aerodrome Operating Minima – General				
CAR–OPS 1.435 Terminology				
CAR–OPS 1.440 Low visibility operations – General operating rules				
CAR–OPS 1.445 Low visibility operations – Aerodrome considerations				
CAR–OPS 1.450 Low visibility operations – Training and Qualifications				
CAR–OPS 1.455 Low visibility operations – Operating Procedures				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.460 Low visibility operations – Minimum equipment				
CAR-OPS 1.465 VFR Operating minima				
<b>SECTION 2 – SUBPART E – AC/AMC IEM – ALL WEATHER OPERATIONS</b>				
AMC OPS-1.430(b)(4) Landing Minima for failed equipment				
AMC OPS-1.430(d) Continuous Descent Final Approach (CDFA)				
Appendix 1 to CAR OPS-1.430 Aerodrome Operating Minima				
AMC to Appendix 1 to CAR-OPS 1.430(d) Aerodrome Operating Minima: RVR for Cat 1, APV, NPA				
AMC to Appendix 1 to CAR OPS-1.430(h) – EVS				
AMC to Appendix 1 to CAR-OPS 1.430(j) Circling				
Appendix 1 to CAR OPS-1.440 Low Visibility Operations – General Operating Rules				
AC to Appendix 1 to CAR OPS-1.440 Operational Demonstrations				
Appendix 1 to CAR-OPS 1.440 Low Visibility Operations – General Operating Rules				
Appendix 1 to CAR-OPS 1.450 Low Visibility Operations – Training & Qualifications				
Appendix 1 to CAR-OPS 1.455 Low Visibility Operations – Operating procedures				
Appendix 1 to CAR-OPS 1.465 Minimum Visibilities for VFR Operations				
<b>SUBPART F – PERFORMANCE - GENERAL</b>				
CAR-OPS 1.470 Applicability				
CAR-OPS 1.475 General				
CAR-OPS 1.480 Terminology				
<b>SECTION 2 – SUBPART F – AMC/IEM – PERFORMANCE GENERAL</b>				
AMC OPS-1.475(b) Landing - Reverse Thrust Credit				
<b>SUBPART G – PERFORMANCE CLASS – A AIRCRAFT</b>				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.485 General				
CAR OPS-1.487 Definitions				
CAR-OPS 1.490 Take-off				
CAR-OPS 1.495 Take-off obstacle clearance				
CAR-OPS 1.500 En-route – One Engine Inoperative				
CAR OPS-1.505 En-route – Aeroplanes with Three Or More Engines, Two Engines Inoperative				
CAR-OPS 1.510 Landing – Destination And Alternate Aerodromes				
CAR-OPS 1.515 Landing – Dry Runways				
CAR-OPS 1.520 Landing – Wet and contaminated runways				
<b>SECTION 2 – SUBPART G – AMC/IEM SUBPART G – PERFORMANCE CLASS – A AIRCRAFT</b>				
Appendix 1 to CAR-OPS 1.495(c)(3) Approval of increased bank angles				
AMC OPS-1.495(c)(4) Take-off obstacle clearance				
AMC OPS-1.495(d)(1) & (e)(1) Required Navigational Accuracy				
AMC OPS-1.500 En-Route – One Engine Inoperative				
AMC OPS-1.510 & 1.515 Landing – Destination and Alternate Aerodromes				
Appendix 1 to CAR OPS-1.515(a) (3) Steep Approach Procedures				
Appendix 1 to CAR OPS-1.515(a)(4) Short Landing Operations				
Appendix 2 to CAR OPS-1.515(a)(4) Airfield Criteria for Short Landing Operations				
AMC OPS-1.520(d) Landing Distance at Time of Arrival (LDTA)				
<b>SUBPART H – PERFORMANCE CLASS – B AIRCRAFT</b>				
CAR-OPS 1.525 General				
CAR-OPS 1.530 Take-off				



D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.535 Take-off Obstacle Clearance – Multi-Engined Aeroplanes				
CAR-OPS 1.540 En-Route – Multi-engined aeroplanes				
CAR-OPS 1.542 En-Route – Single-engine aeroplanes				
CAR-OPS 1.545 Landing – Destination and Alternate Aerodromes				
CAR-OPS 1.550 Landing – Dry runway				
CAR-OPS 1.555 Landing – Wet and Contaminated Runways				
<b>SECTION 2 – SUBPART H – AMC/IEM SUBPART H – PERFORMANCE CLASS – B AIRCRAFT</b>				
Appendix 1 to CAR OPS-1.525(b) General – Take-off and Landing Climb				
AMC OPS-1.530(c)(4) Take-Off Performance Correction Factors				
AMC OPS-1.535(a) Take-off Flight Path Construction				
Appendix 1 to CAR OPS-1.535(b)(1) & (c)(1) Take-off Flight Path – Visual Course Guidance Navigation				
AMC OPS-1.542(a) En-Route - Single-engine aeroplanes				
AMC OPS-1.545 & 1.550 Landing Destination and Alternate Aerodromes Landing – Dry runway				
AMC OPS-1.550(b)(3) Landing Distance Correction Factors				
AMC OPS-1.550(b)(4) Runway Slope				
Appendix 1 to CAR-OPS 1.550(a) Steep Approach Procedures				
Appendix 2 to CAR-OPS 1.550(a) Short Landing Operations				
<b>SUBPART I – PERFORMANCE CLASS – C AIRCRAFT</b>				
CAR-OPS 1.560 General				
CAR-OPS 1.565 Take-off				
CAR-OPS 1.570 Take-off Obstacle Clearance				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.575 En-Route – All Engines Operating				
CAR-OPS 1.580 En-Route – One Engine Inoperative				
CAR-OPS 1.585 En-Route – Two Engines Inoperative				
CAR-OPS 1.590 Landing – Destination and Alternate Aerodromes				
CAR-OPS 1.595 Landing – Dry Runways				
CAR-OPS 1.600 Landing – Wet and Contaminated Runways				
<b>SECTION 2 – SUBPART I – AMC/IEM – PERFORMANCE CLASS-C AIRCRAFT</b>				
AMC OPS-1.570(d) Take-off Flight Path				
AMC OPS-1.565(d)(4) Runway Slope				
AMC OPS-1.570(e)(1) & (f)(1) Required navigational accuracy				
AMC OPS-1.580 En-Route – One Engine Inoperative				
AMC OPS-1.590 & 1.595 Landing – Destination and Alternate Aerodromes Landing – Dry Runways				
AMC OPS 1.595(b)(3) Landing Distance Correction Factors				
AMC OPS-1.595(b)(4) Runway Slope				
<b>SUBPART J – MASS and BALANCE</b>				
CAR-OPS 1.605 General				
CAR-OPS 1.607 Terminology				
CAR-OPS 1.610 Loading, mass and balance				
CAR-OPS 1.615 Mass values for crew				
CAR-OPS 1.620 Mass values for passengers and baggage				
CAR-OPS 1.625 Mass and balance documentation				
<b>SECTION 2 – SUBPART J – AC/AMC/IEM – MASS &amp; BALANCE</b>				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
Appendix 1 to CAR–OPS 1.605 Mass and Balance – General				
AMC to Appendix 1 to CAR OPS-1.605(a)(4)(iii) Accuracy of weighing equipment				
AC OPS-1.605 Mass values				
AMC OPS-1.620(a) Passenger mass established by use of a verbal statement				
Appendix 1 to CAR–OPS 1.620(g) Procedure for establishing revised standard mass values for passengers and baggage				
AMC to Appendix 1 to CAR OPS-1.620(g) Guidance on passenger weighing surveys				
Appendix 1 to CAR–OPS 1.625 Mass and Balance Documentation				
AMC to Appendix 1 to CAR-OPS 1.625 (a) Mass and balance documentation Class B aeroplanes				
<b>SUBPART K – INSTRUMENTS and EQUIPMENT</b>				
CAR–OPS 1.630 General introduction				
CAR–OPS 1.635 Circuit protection devices				
CAR–OPS 1.640 Aeroplane operating lights				
CAR–OPS 1.645 Windshield wipers				
CAR–OPS 1.650 Day VFR operations-Flight and navigational instruments and associated equipment				
CAR–OPS 1.652 IFR or night operations – Flight and navigational instruments and associated equipment				
CAR–OPS 1.653 GNSS				
CAR–OPS 1.655 Additional equipment for single pilot operation under IFR				
CAR–OPS 1.660 Altitude alerting system				
CAR OPS-1.665 Ground proximity warning system (GPWS) and terrain awareness warning system (TAWS)				
CAR-OPS 1.668 Airborne Collision Avoidance System (ACAS)				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.670 Airborne weather radar equipment and Winshear warning system				
CAR-OPS 1.675 Equipment for operations in icing conditions				
CAR-OPS 1.680 Cosmic radiation detection equipment				
CAR-OPS 1.685 Flight crew interphone system				
CAR-OPS 1.690 Crew member interphone system				
CAR-OPS 1.695 Public address system				
CAR OPS-1.699 Definitions – Flight recording Equipment				
CAR-OPS 1.700 Cockpit voice recorders (CVR)–1				
CAR-OPS 1.705 Cockpit voice recorders (CVR)–2				
CAR-OPS 1.710 Cockpit voice recorders (CVR)–3				
CAR OPS-1.712 Flight Recorder Composition				
CAR OPS-1.713 FDR/CVR Continued Serviceability				
CAR OPS-1.715 Flight data recorders (FDR) – Commercial Air Transport				
CAR OPS-1.720 Flight data recorders (FDR) – General Aviation				
CAR OPS-1.723 Flight Data Analysis Programme				
CAR-OPS 1.725 Flight data recorders				
CAR OPS-1.727 Combination Recorder (Only for commercial air transport)				
CAR-OPS 1.730 Seats, seat safety belts, harnesses and child restraint devices				
CAR-OPS 1.731 Fasten Seat belt and No Smoking signs				
CAR-OPS 1.735 Internal doors and curtains				
CAR-OPS 1.740 Placards				
CAR-OPS 1.745 First-Aid Kits				
CAR OPS-1.750 Reserved				
CAR-OPS 1.755 Emergency Medical Kit				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.760 First-aid oxygen				
CAR-OPS 1.765 Reserved				
CAR-OPS 1.770 Supplemental oxygen – pressurised aeroplanes				
CAR-OPS 1.775 Supplemental oxygen – Non-pressurised aeroplanes				
CAR-OPS 1.780 Crew Protective Breathing Equipment				
CAR-OPS 1.785 HUD or Equivalent Displays				
CAR OPS-1.790 Hand fire extinguishers				
CAR-OPS 1.795 Crash axes and crowbars				
CAR-OPS 1.800 Marking of break-in points				
CAR-OPS 1.805 Means for emergency evacuation				
CAR-OPS 1.810 Megaphones				
CAR-OPS 1.815 Emergency lighting				
CAR-OPS 1.820 Emergency Locator Transmitter (ELT)				
CAR-OPS 1.825 Life Jackets				
CAR-OPS 1.830 Life-rafts and survival ELTs for extended overwater flights				
CAR-OPS 1.835 Survival equipment				
<b>SECTION 2 – SUBPART K – INSTRUMENTS &amp; EQUIPMENT</b>				
AMC OPS-1.650/1.652 Flight and Navigational Instruments and Associated Equipment				
AMC OPS1.650(i) & 1.652(i) Flight and Navigational Instruments and Associated Equipment				
AMC OPS-1.652(d) & (k)(2) Flight and Navigational Instruments and Associated Equipment				
AMC OPS 1.653 GNSS				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AC OPS-1.680(a)(2) Quarterly Radiation Sampling				
AMC OPS-1.690(b)(6) Crew member interphone system				
AC OPS-1.700 Cockpit Voice Recorders				
AC OPS-1.700, 1.705 and 1.710 Cockpit Voice Recorders				
AC OPS 1.705/1.710 Cockpit Voice Recorders				
AC OPS 1.715 Flight Data Recorders				
Appendix 1 to CAR OPS-1.715 Flight data recorders - CAT - List of parameters to be recorded				
Appendix 1 to CAR OPS-1.720 Flight data recorders - GA - List of parameters to be recorded				
AC OPS-1.715/1.720 & 1.725 Flight Data Recorders				
Appendix 1 to AC OPS-1.715/1.720/1.725 Parameters to be recorded				
Appendix 1 to CAR OPS-1.715/1.720/1.725 Flight data recorders - List of parameters to be recorded				
AC OPS-1.715/1.720/1.725 Flight Data Recorders				
AC OPS-1.727 Combination recorders				
AC OPS-1.730(a)(3) Seats, seat safety belts, harnesses and child restraint devices				
AMC OPS-1.745 First-Aid Kits				
AMC OPS-1.755 Emergency Medical Kit				
AC OPS-1.770(b)(2)(v) Supplemental Oxygen - Pressurised Aeroplanes (Not certificated to fly above 25,000 ft)				
Appendix 1 to CAR OPS-1.775 Supplemental Oxygen for non-pressurised Aeroplanes				
Appendix 1 to CAR-OPS 1.785 HUD, VS or Equivalent Head Up Display (HUD), Vision System (VS) or Equivalent				
AMC-1 OPS-1.790 Hand Fire Extinguishers				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AMC-2 OPS-1.790 Hand Fire Extinguishers				
AMC OPS-1.810 Megaphones				
AC OPS-1.820 Emergency Locator Transmitter (ELT)				
AMC OPS-1.830(b)(2) Life-rafts and ELT for extended overwater flights				
AMC OPS-1.835(c) Survival Equipment				
<b>SUB PART L. COMMUNICATION AND NAVIGATION EQUIPMENT</b>				
CAR-OPS 1.845 General introduction				
CAR-OPS 1.850 Radio Equipment				
CAR-OPS 1.855 Audio Selector Panel				
CAR-OPS 1.860 Radio equipment for VFR routes navigated by reference to visual landmarks				
CAR-OPS 1.865 Communication and Navigation equipment for operations under IFR, or under VFR over routes not navigated by reference to visual landmarks				
CAR-OPS 1.866 Transponder equipment				
CAR-OPS 1.867 ADS-B (OUT and IN)				
CAR-OPS 1.870 Additional navigation equipment for operations in MNPS airspace				
CAR-OPS 1.872 Equipment for operation in defined airspace with (RVSM)				
<b>SUB PART M. AEROPLANE MAINTENANCE</b>				
Withdrawn				
<b>SUB PART N. FLIGHT CREW</b>				
CAR OPS-1.930 Flight Crew Member Emergency Duties				
CAR OPS-1.935 Flight Crew Member Training Programmes				
CAR-OPS 1.940 Composition of Flight Crew				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.943 Initial Operator's Crew Resource Management (CRM) training				
CAR-OPS 1.945 Conversion training and checking				
CAR-OPS 1.950 Differences training and Familiarisation training				
CAR-OPS 1.955 Nomination as commander				
CAR-OPS 1.960 Commanders holding a Commercial Pilot License				
CAR-OPS 1.965 Recurrent training and checking				
CAR-OPS 1.968 Pilot qualification to operate in either pilot's seat				
CAR-OPS 1.970 Recent experience				
CAR-OPS 1.975 Route and Aerodrome Competence qualification				
CAR-OPS 1.978 Alternative Training and Qualification Programme				
CAR-OPS 1.980 Operation on more than one type or variant				
CAR-OPS 1.981 Operation of helicopters and aeroplanes				
CAR-OPS 1.985 Training records				
<b>SECTION 2 – SUBPART N – AC/AMC/IEM – FLIGHT CREW</b>				
AMC OPS-1.940(a)(4) Crewing of inexperienced flight crew members				
Appendix 1 to CAR OPS-1.940 In-flight relief of flight crew members				
Appendix 2 to CAR OPS-1.940 Single pilot operations under IFR or at night				
AMC OPS-1.943/1.945(a)(9)/1.955(b)(6)/1.965(e) Crew Resource Management (CRM)				
AMC OPS-1.945 Conversion Course Syllabus				
AMC OPS-1.945(a)(9) Crew Resource Management - Use of Automation				
Appendix 1 to CAR OPS-1.945 Operator's Conversion Course				
AMC-1 CAR-OPS 1.945 & 1.965 Operator Conversion Training, Checking & Recurrent Training and Checking				



D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AMC-2 CAR-OPS 1.945&1.965 Operator Conversion Training And Checking & Recurrent Training And Checking				
AMC OPS-1.965(c) Line checks				
AMC OPS-1.965(d) Emergency and Safety Equipment Training				
Appendix 1 to CAR-OPS 1.965 Recurrent training and checking – Pilots				
AMC to Appendix 1 to CAR OPS-1.965(b)(1)(iv) Pilot incapacitation training				
Appendix 2 to CAR OPS-1.965 Recurrent training and checking – System Panel Operators				
Appendix 1 to CAR OPS-1.968 Pilot qualification to operate in either pilot’s seat				
AMC OPS-1.970 Recency				
AMC OPS-1.975 Route and aerodrome competence qualification				
AC OPS-1.978 Terminology				
AC-1 to Appendix 1 to CAR OPS-1.978(b)(1) Requirements, Scope and Documentation of the Programme				
AC-2 to Appendix 1 to CAR OPS-1.978(b)(2) Task Analysis				
AC-3 to Appendix 1 to CAR OPS-1.978(b)(3) Training Programme				
AC-4 to Appendix 1 to CAR OPS-1.978(b)(4) Training Personnel				
AC-5 to Appendix 1 to CAR OPS-1.978(b)(5) Feedback Loop				
AC-6 to Appendix 1 to CAR OPS-1.978(b)(6) Crew Performance Measurement and Evaluation				
AC-7 to Appendix 1 to CAR OPS-1.978(b)(9) Data Monitoring/Analysis Programme				
AC-8 to Appendix 1 to CAR OPS-1.978(c)(1)(i) Safety Case				
AMC-1 OPS-1.980 Operation on more than one type or variant				
AMC-2 OPS-1.980(b) Methodology - Use of Operator Difference Requirement (ODR) Tables				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
Appendix 1 to CAR OPS-1.980 Operation on more than one type or variant				
<b>SUB PART O. CABIN CREW</b>				
CAR–OPS 1.988 Applicability				
CAR OPS-1.989 Identification				
CAR–OPS 1.990 Determining the Number and composition of cabin crew				
CAR–OPS 1.995 Minimum requirements				
CAR OPS-1.1000 In-charge cabin crew members				
CAR OPS-1.1002 Single cabin crew member operations				
CAR–OPS 1.1005 Initial safety training				
CAR OPS-1.1007 Training Facilities				
CAR–OPS 1.1010 Conversion and Differences training				
CAR–OPS 1.1012 Familiarisation				
CAR–OPS 1.1015 Recurrent training				
CAR–OPS 1.1020 Refresher training				
CAR–OPS 1.1025 Checking				
CAR–OPS 1.1030 Operation on more than three type or variant				
CAR–OPS 1.1035 Training records				
CAR OPS-1.1037 Safety & Emergency Procedures (SEP) Examiner and First Aid Examiner				
CAR OPS-1.1039 Cabin Safety, Emergency and Procedures (SEP) Instructor				
CAR OPS-1.1040 Aviation Medical and First Aid Instructor Requirements				
<b>SECTION 2 – SUBPART O– AC/AMC/IEM– CABIN CREW</b>				
Appendix 1 to CAR OPS-1.1005 /1.1010/1.1015 Initial Training				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AMC to Appendix 1 to CAR OPS-1.1005(e)(3) Medical aspects and first aid training				
Appendix 2 to CAR OPS-1.1005/1.1010/1.1015 CRM Training				
Appendix 3 to CAR OPS-1.1005/1.1010/1.1015 Medical Aspects and First Aid Training				
AMC-1 OPS-1.1007 Training Facilities				
AMC-2 OPS-1.1007 Training Facilities On-site inspection				
Appendix 1 to CAR-OPS 1.1010 Conversion and Differences training				
Appendix 1 to CAR OPS-1.1015 Recurrent training				
AMC-1 OPS-1.1005/1.1010/1.1015 Crew Resource Management Training				
AMC OPS-1.1012 Familiarisation				
AMC OPS-1.1020 Refresher training				
Appendix 1 to CAR OPS-1.1020 Refresher training				
AMC OPS-1.1025 Checking				
AC OPS-1.1030 Operation on more than one type or variant				
Appendix 1 to CAR OPS-1.1037 Safety & Emergency Procedure Examiner (SEP) and/or First Aid Examiner				
AMC-1 OPS-1.1037 Designated SEP or First Aid Examiner				
AMC-2 OPS-1.1037 Conflict of Interest				
AMC OPS-1.1039 Safety and Emergency Procedures (SEP) Instructor				
<b>SUB PART P. MANUALS, LOGS AND RECORDS</b>				
CAR-OPS 1.1041 General Rules for Operations Manuals				
CAR-OPS 1.1045 Operations Manual – structure and contents				
CAR-OPS 1.1050 Aeroplane Flight Manual				
CAR-OPS 1.1055 Journey log				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.1060 Operational flight plan				
CAR-OPS 1.1065 Document storage periods				
CAR-OPS 1.1070 Operator's Continuous Airworthiness Management Exposition				
CAR-OPS 1.1071 Aeroplane Technical Log				
<b>SECTION 2 – SUBPART P – AC/AMC/IEM – MANUALS, LOGS AND RECORDS</b>				
AMC OPS-1.1045 Operations Manual Contents				
Appendix 1 to CAR-OPS 1.1045 Operations Manual Contents				
Appendix 1 to CAR-OPS 1.1065 Document storage periods				
<b>SUB PART Q. FLIGHT/DUTY TIME AND REST REQUIREMENTS</b>				
CAR OPS-1.1085 General				
CAR OPS-1.1090 Commercial Air Transport Operations				
CAR-OPS 1.1092 General Principles				
<b>SECTION 1 – FLIGHT &amp; DUTY TIME LIMITATIONS &amp; REST REQUIREMENTS</b>				
CAR OPS-1.1095 Applicability				
CAR OPS-1.1100 Definitions				
CAR OPS-1.1105 Operator responsibilities				
CAR OPS-1.1110 Crew member responsibilities				
CAR OPS-1.1115 Fatigue risk management system (FRMS)				
CAR OPS-1.1120 Prescriptive Fatigue Management Requirements				
CAR OPS-1.1125 Implementation of an FRMS				
<b>SECTION 2 – COMMERCIAL AIR TRANSPORT OPERATORS</b>				
CAR OPS-1.1150 Home Base				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR OPS-1.1155 Limits for Flying Time and Duty Period				
CAR OPS-1.1160 Duty cycle and days off				
CAR-OPS 1.1162 Standard Provisions Applicable to a FDP/FTL Scheme				
CAR OPS-1.1165 Flight Time Limitations (FTL) and Flight Duty Period (FDP) – All Operations <sup>458</sup>				
CAR OPS-1.1170 Standby and duties at the airport				
CAR OPS-1.1175 Reserve duty				
CAR OPS-1.1180 Nutrition				
CAR-OPS 1.1185 Cabin crew requirements				
CAR OPS-1.1190 Reporting time				
CAR OPS-1.1195 Records to be maintained				
<b>SECTION 3 – SUBPART Q – GM/AMC – COMMERCIAL AIR TRANSPORT</b>				
AMC-1 CAR OPS-1.1105 Operator responsibilities				
AMC-2 OPS-1.1105(a) Operator responsibilities				
AMC-3 OPS-1.1105(j) Operator responsibilities				
AMC-1 OPS-1.1115(b)(1) Fatigue risk management systems (FRMS)				
AMC-2 OPS-1.1115(b)(2) Fatigue risk management systems (FRMS)				
AMC-3 OPS-1.1115(b)(4) Fatigue risk management systems (FRMS)				
AMC-4 OPS-1.1115(b)(4) Fatigue risk management systems (FRMS)				
AMC-5 OPS-1.1115(b)(5) Fatigue risk management systems (FRMS)				
AMC-6 OPS-1.1115(b)(6) Fatigue risk management systems (FRMS)				
AMC-7 OPS-1.1115(b)(7) Fatigue risk management systems (FRMS)				
AMC-8 OPS 1.1115 Training Syllabus - Fatigue management training				
AMC-9 to CAR OPS-1.1115(f) Commercial Air Transport Operations				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
AMC-10 to CAR OPS-1.1115(f) General Aviation and private operators				
AMC-1 to OPS-1.1162(d) FTL Variation for Air Carriers				
AMC-2 to OPS-1.1162(d) FTL Variation for Non-Scheduled and Private Operators				
AMC-1 OPS-1.1165 Flight duty period (FDP)				
AMC-2 OPS-1.1165 Flight Duty Period (FDP)				
AMC-3 OPS-1.1165 Flight Duty Period (FDP)				
AMC-4 CAR OPS-1.1165(c) Flight times and duty periods				
AMC-5 OPS-1.1165(c) Split duty				
AMC-6 OPS-1.1165(c)(2) Split duty				
AMC-1 OPS-1.1170 Standby				
AMC-2 OPS-1.1170 Standby				
AMC-3 OPS-1.1170(b) Standby				
AMC-4 OPS.1170(b) Standby				
AMC-5 OPS-1.1170(c) & (d) Standby and duties at the airport				
AMC-1 OPS-1.1175 Reserve				
AMC-2 OPS-1.1175 Reserve				
AMC-3 OPS-1.1175 Reserve				
AMC-4 OPS.1175 Standby				
AMC-5 OPS-1.1175(c) Reserve				
AMC-1 OPS-1.1180 Nutrition				
Appendix A – Commander's Discretion Report – Extension of Flying Duty Period/Flying Hours				
Appendix B – Commander's Discretion Report - Reduction of Rest				
<b>SUB PART R. TRANSPORT OF DANGEROUS GOODS BY AIR</b>				

D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.1250 Terminology				
CAR-OPS 1.1255 Approval to Transport Dangerous Goods				
CAR-OPS 1.1260 Scope				
CAR-OPS 1.1265 Limitations on the Transport of Dangerous Goods				
CAR-OPS 1.1270 Classification				
CAR-OPS 1.1275 Packing				
CAR-OPS 1.1280 Labelling and Marking				
CAR OPS-1.1285 Dangerous Goods Transport Document				
CAR OPS-1.1290 Reserved				
CAR-OPS 1.1295 Acceptance of Dangerous Goods				
CAR-OPS 1.1300 Inspection for Damage, Leakage or Contamination				
CAR-OPS 1.1305 Removal of Contamination				
CAR-OPS 1.1310 Loading Restrictions				
CAR-OPS 1.1315 Provision of Information				
CAR-OPS 1.1320 Training programmes				
CAR-OPS 1.1325 Dangerous Goods Incident and Accident Reports				
<b>SECTION 2 – SUBPART R – AC/AMC/IEM — TRANSPORT OF DANGEROUS GOODS</b>				
AC OPS-1.1250(a)(13) & (a)(14) Terminology - Dangerous Goods Accident and Dangerous Goods Incident 495				
AC OPS-1.1260(b)(4) Medical Aid for a Patient				
AC OPS-1.1315(c)(1) Information to the Commander				
AC OPS-1.1325 Dangerous Goods Incident and Accident Reports				
Appendix 1 to CAR OPS-1.1325 Dangerous goods incident and accident reports				
<b>SUB PART S. SECURITY</b>				


D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR-OPS 1.1335 Security requirements				
CAR-OPS 1.1340 Training programmes				
CAR-OPS 1.1345 Reporting acts of unlawful interference				
CAR-OPS 1.1350 Aeroplane search procedure checklist				
CAR-OPS 1.3255 Flight crew compartment security				
<b>SECTION 2 – SUBPART S - AC – SECURITY</b>				
AC OPS 1.1340 Training programmes				
<b>SUBPART T – SEAPLANE OPERATIONS (COMMERCIAL &amp; PRIVATE)</b>				
CAR OPS-1.1401 Applicability				
CAR OPS-1.1405 Glossary of Terms				
CAR OPS-1.1410 General				
CAR OPS-1.1415 Operator Requirements				
CAR OPS-1.1420 Pilot Qualifications and Experience Requirements				
CAR OPS-1.1425 Operational Requirements				
CAR OPS-1.1430 Seaplane Preflight Action.				
CAR OPS-1.1435 Passenger Briefings.				
CAR OPS-1.1440 Use of seatbelts and shoulder harnesses in seaplanes.				
CAR OPS-1.1445 Minimum Safety Requirements for Seaplane Take-off and Landing Areas.				
CAR OPS-1.1450 Approach and departure paths requirements				
CAR OPS-1.1455 Transfer of passengers				
CAR OPS-1.1460 Visual Aids				
CAR OPS-1.1465 Fire Fighting				



D. CAR OPS-1	E. Manual Ref No.:	F. OPS/AWIS/ US	G. Required correction	H. Comments
CAR OPS-1.1470 Right-of-way rules: Water operations.				
CAR OPS-1.1475 Certification of Seaplane Operations				
<b>I. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>				
Name of Accountable Manager	Signature			Date
<b>J. CAA USE ONLY</b>				
Title and Name of CAA Inspector	Signature		Date	
FOI				
AWI				
GOI/DGI				
CSI				
K. Review No :	L. Results	Approved		Not Approved
		<input type="checkbox"/>		<input type="checkbox"/>



### 1.1.2. Flight Safety Document System

	<b>Flight Safety Document System</b> <b>CAR OPS-1.037(e) – Compliance Checklist</b>				Form	AOC-103-A FSDS
					Revision	01
					Date	01 Dec 2021
<b>INTRODUCTION</b>						
<p>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.</p>						
<p><b>Instructions for completion:</b> 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'.</p>						
<b>Flight Safety Documentation System</b>						
<b>CAR OPS-1.037 (e)</b>						
No	Requirement	Content	Applicants Manual Reference	S/US	Required corrective action	Comments
1	(See CAR OPS-1.037(e))	An operator shall establish a flight safety documents system, for the use and guidance of operational personnel, as part of its safety management system. (See AMC-2 OPS-1.037(e))				
2	AMC-2 OPS-1.037(e) (1)	It should be understood that the development of a flight safety documents system is a complete process, and changes to each document comprising the system may affect the entire system. (a) It is important for operational documents to be consistent with each other, and consistent with regulations, manufacturer requirements and Human Factors principles. It is also necessary to ensure consistency across departments as well as consistency in application. Hence there is an emphasis on the introduction of the integrated approach, based on the notion of the operational documents are a complete system.				
3	AMC-2 OPS-1.037(e) (b)	The guidelines in this AMC address the major aspects of the operator’s flight safety documents system development process, with the aim of ensuring compliance with the guidelines given in Annex 6, Attachment G, which are based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance.				


<b>(2) Organisational Requirements</b>						
4	AMC-2 OPS-1.037(e)(a)	(a) A flight safety documents system shall be organized according to criteria which ensures easy access to information required for flight and ground operations contained in the various operational documents comprising the system, which also facilitates the management of the distribution and revision of operational documents.				
5	AMC-2 OPS-1.037(e)(b)	(b) Information contained in a flight safety documents system shall be grouped according to the importance and use of the information, as follows: i. time-critical information, e.g., information that can jeopardize the safety of the operation if not immediately available; ii. time-sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period; iii. frequently used information; iv. reference information, e.g., information that is required for the operation but does not fall under ii) or iii) above; and v. information that can be grouped based on the phase of operation in which it is used.				
6	AMC-2 OPS-1.037(e)(c)	(c) Time-critical information shall be placed early and prominently in the flight safety documents system.				
7	AMC-2 OPS-1.037(e)(d)	(d) Time-critical information, time-sensitive information, and frequently used information shall be placed in cards and quick-reference guides				
<b>(3) Validation of the Flight Safety Documents</b>						
8	AMC-2 OPS-1.037(e)(3)	The flight safety documents system shall be validated before deployment, under realistic conditions. Validation shall involve the critical aspects of the information use, in order to verify its effectiveness. Interactions among all groups that can occur during operations shall also be included in the validation process				
<b>(4) Design of the Flight Safety Documents System</b>						
9	AMC-2 OPS-1.037(e)(4)(a)	A flight safety documents system shall maintain consistency in terminology and in the use of standard terms for common items and actions.				

10	(b)	Operational documents shall include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. All significant terms, acronyms and abbreviations included in the flight documents system shall be defined.				
	(c)	A flight safety documents system shall ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents. This includes a consistent location of specific types of information, consistent use of units of measurement and consistent use of codes.				
	(d)	A flight safety documents system shall include a master index to locate, in a timely manner, information included in more than one operational document. Note: The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.				
	(e)	A flight safety documents system shall comply with the requirements of the operator's quality system, if applicable.				
<b>(5) Deployment of the Flight Safety Documents System</b>						
	AMC-2 OPS-1.037(e)(5)	Operators shall monitor deployment of the flight safety documents system, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel. This monitoring shall include a formal feedback system for obtaining input from operational personnel.				
<b>(6) Amendment Process</b>						
	AMC-2 OPS-1.037(e)(6)(a)	Operators shall develop an information gathering, review, distribution and revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors. Note: Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may				

		not fully match the requirements of operators. Operators shall ensure that such information meets their specific needs and approved by the CAA.				
	AMC-2 OPS-1.037(e)(6)(b)	Operators shall develop an information gathering, review and distribution system to process information resulting from changes that originate within the operator, including: i. changes resulting from the installation of new equipment; ii. changes in response to operating experience; iii. changes in the operator's policies and procedures; iv. changes in the operator certificate; and v. changes for purposes of maintaining cross fleet standardization. <i>Note: Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation</i>				
	(c)	A flight safety documents system shall be reviewed: i. on a regular basis (at least once a year); ii. after major events (mergers, acquisitions, rapid growth, downsizing, etc.); iii. after technology changes (introduction of new equipment); and iv. after changes in safety regulations.				
	(d)	Operators shall develop methods of communicating new information. The specific methods shall be responsive to the degree of communication urgency. Note: As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the flight safety documents system				
	(e)	New information shall be reviewed and validated considering its effects on the entire flight safety documents system				
	(f)	The method of communicating new information shall be complemented by a tracking system to ensure currency by operational personnel. The tracking system shall include a procedure to verify that operational personnel have the most recent updates				

<b>This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>				
<b>Name of Accountable Person</b>		<b>Signature</b>		<b>Date</b>
<b>CAA USE ONLY</b>				
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>
FOI				
AWI				
GOI/DGI				
CSI				
<b>CAA USE ONLY</b>				
<b>Review No:</b>	<b>Results</b>	<b>Approved</b> <input type="checkbox"/>	<b>Not Approved</b> <input type="checkbox"/>	

### 1.1.3. Operations Manual – Part A

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST OPERATIONS MANUAL PART-A (OM-A)</b>			Form	AOC – 103 – OM-A
					Revision	02
					Date	01 Dec 2021
No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
1	A. GENERAL/BASIC 0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL	0.1 <i>Introduction</i> (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.				
2		(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.				
3		(c) A list and brief description of the various parts, their contents, applicability and use.				
4		(d) Explanations and definitions of terms and words needed for the use of the manual.				
5		0.2 <i>System of amendment and revision</i> (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.				
6		(b) A record of amendments and revisions with insertion dates and effective dates.				
7	A. GENERAL/BASIC 0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL	(c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety				
8		(d) A description of the system for the annotation of pages and their effective dates.				
9		(e) A list of effective pages.				
10		(f) Annotation of changes (far on text pages and, as as practicable, on charts and diagrams).				
11		(g) Temporary revisions.				



No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
12		(h) A description of the distribution system for the manuals, amendments and revisions.				
13	1 ORGANISATION AND RESPONSIBILITIES	1.1 <b>Organisational structure.</b> A description of the organisational structure including the general company organigram and operations department organigram. The organigram must depict the relationship between the Operations Department and the other Departments of the company. In particular, the subordination and reporting lines of all Divisions, Departments etc, which pertain to the safety of flight operations, must be shown.				
14.1	1 ORGANISATION AND RESPONSIBILITIES	1.2 <b>Nominated postholders.</b> The name of each nominated postholder responsible for flight operations, the maintenance system, crew training and ground operations, as prescribed in CAR-OPS 1.175(i). A description of their function and responsibilities must be included.				
14.2						
14.3						
14.4						
14.5						
15		1.3 <b>Responsibilities and duties of operations management personnel.</b> A description of the duties, responsibilities and Authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.				
16		1.4 <b>Authority, duties and responsibilities of the commander.</b> A statement defining the Authority, duties and responsibilities of the commander.				
17		1.5. <b>Duties and responsibilities of crew members other than the commander.</b>				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
18	2 OPERATIONAL CONTROL AND SUPERVISION	2.1 <b>Supervision of the operation by the operator.</b> A description of the system for supervision of the operation by the operator (See CAR-OPS 1.175(g)). This must show how the safety of flight operations and the qualifications of personnel are supervised In particular, the procedures related to the following items must be described: 2.2.1. Licence and qualification validity;				
19		2.1.2. Competence of operations personnel;				
20		2.1.3. Control, analysis and storage of records, flight documents, additional information and data.				
21		2.1.4. Information is to retained on the ground				
22		2.2 <b>System of promulgation of additional operational instructions and information.</b> A description of any system for promulgating information which may be of an operational nature but is supplementary to that in the Operations Manual.				
23		The applicability of this information and the responsibilities for its promulgation must be included.				
24		2.3 <b>Accident prevention and flight safety programme.</b> A description of the main aspects of the flight safety programme with respect to its integration within the Safety Management System established as per CAR OPS-1.037.				
25		2.4 <b>Operational control.</b> A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety and procedures for an aircraft tracking system.				
26		2.5 <b>Powers of the Authority.</b> A description of the powers DGCA and guidance to staff on how to facilitate inspections by Authority personnel.				
27		3 QUALITY SYSTEM	A description of the quality system adopted including at least: (a) Quality policy; (b) A description of the organisation of the Quality System; and (c) Allocation of duties and responsibilities.			

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
28	4 CREW COMPOSITION	4.1 <b>Crew Composition.</b> An explanation of the method for determining crew compositions taking account of the following: 4.1.1 The type of aeroplane being used; 4.1.2 The area and type of operation being undertaken; 4.1.3 The phase of the flight;				
29		4.1.4 The minimum crew requirement and flight duty period planned;				
30		4.1.5 Experience (total and on type), recency and qualification of the crew members;				
31		4.1.6 The designation of the commander and, if necessitated by the duration of the flight, the procedures for the relief of the commander or other members of the flight crew. (See Appendix 1 to CAR-OPS 1.940.)				
32		4.1.7 The designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.				
33	4 CREW COMPOSITION	4.2 <i>Designation of the commander.</i> The rules applicable to the designation of the commander.				
34		4.3 <i>Flight crew incapacitation.</i> Instructions on the succession of command in the event of flight crew incapacitation.				
35		4.4 <i>Operation on more than one type.</i> A statement indicating which aeroplanes are considered as one type for the purpose of: 4.4.1 Flight crew scheduling; and				
36		4.4.2 Cabin crew scheduling.				
37	5 QUALIFICATION REQUIREMENTS	5.1 A description of the required license, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration must be given to the aeroplane type, kind of operation and composition of the crew.				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment	
38		5.2 <i>Flight crew</i> 5.2.1 Commander.					
39		5.2.2 Pilot relieving the commander.					
40		5.2.3 Co-pilot.					
41		5.2.4 Pilot under supervision.					
42		5.2.5 Operation on more than one type or variant.					
43		5.3 <i>Cabin crew.</i> 5.3.1 Senior cabin crew member.					
44		5.3.2 Cabin crew member. 5.3.2.1 Required cabin crew member. .					
44.1		5.3.2.2 Additional cabin crew member and cabin crew member during familiarisation flights					
45		5.3.3 Operation on more than one type or variant.					
46		5.4 <i>Training, checking and supervision personnel.</i> 5.4.1 For flight crew.					
47		5.4.2 For cabin crew.					
48		5.5 <i>Other operations personnel</i>					
49		6 CREW HEALTH PRECAUTIONS	6.1 <i>Crew health precautions.</i> The relevant regulations and guidance to crew members concerning health including: 6.1.1 Alcohol and other intoxicating liquor;				
50			6.1.2 Narcotics;				
51			6.1.3 Drugs;				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
52		6.1.4 Sleeping tablets;				
53		6.1.5 Pharmaceutical preparations;				
54		6.1.6 Immunisation;				
55		6.1.7 Deep diving				
56		6.1.8 Blood donation				
57		6.1.9 Meal precautions prior to and during flight;				
58		6.1.10 Sleep and rest;				
59		6.1.11 Surgical operations				
61	7. FLIGHT TIME LIMITATIONS	7.1 <i>Flight and Duty Time Limitations and Rest Requirements.</i> The scheme developed by the operator in accordance with Subpart Q (or existing national requirements until such time as Subpart Q has been adopted).				
62		7.2 <i>Exceedances of flight and duty time limitations and/or reductions of rest periods.</i> Conditions under which flight and duty time may be exceeded or rest periods may be reduced and the procedures used to report these modifications.				
63		7.3 A description of the fatigue risk management, including at least the following: 7.3.1 The philosophy and principles; 7.3.2 Documentation of processes; 7.3.3 Scientific principles and knowledge; 7.3.4 Hazard identification and risk assessment processes; 7.3.5 Risk mitigation process; 7.3.6 FRM safety assurance processes; and 7.3.7 FRM promotion processes				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
64	8 OPERATING PROCEDURES	<b>8.1 Flight Preparation Instructions. As applicable to the operation:</b> 8.1.1 <i>Minimum Flight Altitudes.</i> A description of the method of determination and application of minimum altitudes including: (a) A procedure to establish the minimum altitudes/flight levels for VFR flights;				
65		(b) A procedure to establish the minimum altitudes/flight levels for IFR flights.				
66		8.1.2 <i>Criteria for determining the usability of aerodromes</i>				
67		8.1.3 <i>Methods for establishing aerodrome operating minima.</i> The method for establishing aerodrome operating minima for IFR flights in accordance with CAR-OPS 1 Subpart E.				
68		Reference must be made to procedures for the determination of the visibility and/or runway visual range and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported runway visual range.				
69		8.1.4 En-route Operating Minima for VFR Flights or VFR portions of a flight and, where single engine aeroplanes are used, instructions for route selection with respect to the availability of surfaces which permit a safe forced landing.				
70		8.1.5 <i>Presentation and Application of Aerodrome and En-route Operating Minima</i>				
71		8.1.6 <i>Interpretation of meteorological information.</i> Explanatory material on the decoding of MET forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.				
72		8.1.7 <i>Determination of the quantities of fuel, oil and water methanol carried.</i> The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in flight. This section must also include instructions on the measurement and distribution of the fluid carried on board. Such instructions must take account of all circumstances likely to be encountered on the flight, including the possibility of in-				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
		flight re-planning and of failure of one or more of the aeroplane's power plants.				
73		The system for maintaining fuel and oil records must also be described.				
74		8.1.8 <i>Mass and Centre of Gravity</i> . The general principles of mass and centre of gravity including: (a) Definitions;				
75	8 OPERATING PROCEDURES	(b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;				
76		(c) The policy for using standard and/or actual masses;				
77		(d) The method for determining the applicable passenger, baggage and cargo mass;				
78		(e) The applicable passenger and baggage masses for various types of operations and aeroplane type;				
79		(f) General instruction and information necessary for verification of the various types of mass and balance documentation in use;				
80		(g) Last Minute Changes procedures;				
81		(h) Specific gravity of fuel, oil and water methanol; and				
82		(i) Seating policy/ procedures.				
83		8.1.9 <i>ATS Flight Plan</i> . Procedures and responsibilities for the preparation and submission of the air traffic services flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.				
84		8.1.10 <i>Operational Flight Plan</i> . Procedures and responsibilities for the preparation and acceptance of the operational flight plan.				
85		The use of the operational flight plan must be described including samples of the operational flight plan formats in use.				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
86	8 OPERATING PROCEDURES	8.1.11 <i>Operator's Aeroplane Technical Log</i> . The responsibilities and the use of the operator's Aeroplane Technical Log must be described, including samples of the format used.				
87		8.1.12 <i>List of documents, forms and additional information to be carried</i> .				
88		8.2 <i>Ground Handling Instructions</i> 8.2.1 <i>Fuelling procedures</i> . A description of fuelling procedures, including: (a) Safety precautions during refuelling and defuelling including when an APU is in operation or when a turbine engine is running and the prop-brakes are on;				
89		(b) Refuelling and defuelling when passengers are embarking, on board or disembarking; and				
90		(c) Precautions to be taken to avoid mixing fuel				
91		8.2.2 <i>Aeroplane, passengers and cargo handling procedures related to safety</i> . A description of the handling procedures to be used when allocating seats and embarking and disembarking passengers and when loading and unloading the aeroplane. Further procedures, aimed at achieving safety whilst the aeroplane is on the ramp, must also be given				
92		Handling procedures must include: (a) Children/infants, sick passengers and Persons with Reduced Mobility;				
93		(b) Transportation of inadmissible passengers, deportees or persons in custody;				
94		(c) Permissible size and weight of hand baggage;				
95		(d) Loading and securing of items in the aeroplane;				
96		(e) Special loads and classification of load compartments;				



No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
97		(f) Positioning of ground equipment;				
98		(g) Operation of aeroplane doors;				
99		(h) Safety on the ramp, including fire prevention, blast and suction areas;				
100		(i) Start-up, ramp departure and arrival procedures;				
101		(j) Servicing of aeroplanes				
102		(k) Documents and forms for aeroplane handling				
103		(l) Multiple occupancy of aeroplane seats				
104		8.2.3 <i>Procedures for the refusal of embarkation.</i> Procedures to ensure that persons who appear to be intoxicated or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation.				
105		8.2.4 <i>De-icing and Anti-icing on the ground.</i> A description of the de-icing and anti-icing policy and procedures for aeroplanes on the ground. These shall include descriptions of the types and effects of icing and other contaminants on aeroplanes whilst stationary, during ground movements and during take-off.				
106		In addition, a description of the fluid types used must be given including: (a) Proprietary or commercial names; (b) Characteristics; (c) Effects on aeroplane performance; (d) Hold-over times; and (e) Precautions during usage.				
107		8.3 <i>Flight Procedures</i> 8.3.1 <i>VFR/IFR Policy.</i> A description of the policy for allowing flights to be made under VFR, or of requiring flights to be made under IFR, or of changing from one to the other.				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
108		8.3.2 <i>Navigation Procedures</i> . A description of all navigation procedures relevant to the type(s) and area(s) of operation. Consideration must be given to: (a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aeroplane;				
109		(b) MNPS and POLAR navigation and navigation in other designated areas;				
110		(c) RNAV;				
111		(d) In-flight replanning				
112		(e) Procedures in the event of system degradation; and				
113		(f) RVSM.				
114	8 OPERATING PROCEDURES	8.3.3 <i>Altimeter setting procedures</i> (a) Metric altimetry and conversion tables; and (b) QFE operating procedures				
115		8.3.4 <i>Altitude alerting system procedures</i>				
116		8.3.5 <i>Ground Proximity Warning System procedures</i> . Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in D.2.1).				
117		8.3.6 <i>Policy and procedures for the use of TCAS/ACAS</i>				
118		8.3.7 <i>Policy and procedures for in-flight fuel management</i>				
123		8.3.8 <i>Adverse and potentially hazardous atmospheric conditions</i> . Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions including: (a) Thunderstorms;				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
124		(b) Icing conditions;				
125		(c) Turbulence				
126		(d) Windshear				
127		(e) Jetstream				
128		(f) Volcanic ash clouds				
129		(g) Heavy precipitation				
130		(h) Sand storms				
131		(i) Mountain waves				
132		(j) Significant Temperature inversions				
133		8.3.9 <i>Wake Turbulence</i> . Wake turbulence separation criteria, taking into account aeroplane types, wind conditions and runway location.				
134		8.3.10 <i>Crew members at their stations</i> . The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety.				
135		8.3.11 <i>Use of safety belts for crew and passengers</i> . The requirements for crew members and passengers to use safety belts and/or harnesses during the different phases of flight or whenever deemed necessary in the interest of safety.				
136		8.3.12 <i>Admission to Flight Deck</i> . The conditions for the admission to the flight deck of persons other than the flight crew. The policy regarding the admission of Inspectors from the AUTHORITY must also be included				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
137		8.3.13 <i>Use of vacant crew seats.</i> The conditions and procedures for the use of vacant crew seats.				
138		8.3.14 <i>Incapacitation of crew members.</i> Procedures to be followed in the event of incapacitation of crew members in flight. Examples of the types of incapacitation and the means for recognising them must be included.				
139	8 OPERATING PROCEDURES	8.3.15 <i>Cabin Safety Requirements.</i> Procedures covering: (a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing the cabin and galleys;				
140		(b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aeroplane;				
141		(c) Procedures to be followed during passenger embarkation and disembarkation;				
142		(d) Procedures when refuelling/defuelling with passengers embarking, on board or disembarking.				
143		(e) Smoking on-board is not allowed				
144		8.3.16 <i>Passenger briefing procedures.</i> The contents, means and timing of passenger briefing in accordance with CAR-OPS 1.285.				
145		8.3.17 <i>Procedures for aeroplanes operated whenever required cosmic or solar radiation detection equipment is carried.</i> Procedures for the use of cosmic or solar radiation detection equipment and for recording its readings including actions to be taken in the event that limit values specified in the Operations Manual are exceeded				
146		In addition, the procedures, including ATS procedures, to be followed in the event that a decision to descend or re-route is taken.				
147		8.4 <i>AWO.</i> A description of the operational procedures associated with All Weather Operations. (See also CAR-OPS Subparts D & E).				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
148		8.5 <i>ETOPS</i> . A description of the ETOPS operational procedures.				
149		8.6 <i>Use of the Minimum Equipment and Configuration Deviation List(s)</i>				
150		8.7 <i>Non revenue flights</i> . Procedures and limitations for: (a) Training flights;				
151	8 OPERATING PROCEDURES	(b) Test flights;				
152		(c) Delivery flights;				
153		(d) Ferry flights;				
154		(e) Demonstration flights				
155		(f) Positioning flights, including the kind of persons who may be carried on such flights				
156		8.8 <i>Oxygen Requirements</i> 8.8.1 An explanation of the conditions under which oxygen must be provided and used				
157		8.8.2 The oxygen requirements specified for: (a) Flight crew; (b) Cabin crew; and (c) Passengers.				
158		9 DANGEROUS GOODS AND WEAPONS	9.1 Information, instructions and general guidance on the transport of dangerous goods including: (a) Operator's policy on the transport of dangerous goods;			
159	(b) Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;					
160	(c) Procedures for responding to emergency situations involving dangerous goods;					
161	(d) Duties of all personnel involved as per CAR-OPS 1.1315;					


No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
162		(e) Instructions on the carriage of the operator's employees				
163		9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.				
164	10 SECURITY	10.1 Security instructions and guidance of a non-confidential nature which must include the AUTHORITY and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included.				
165	10 SECURITY	10.2 A description of preventative security measures and training. <i>Note: Parts of the security instructions and guidance may be kept confidential.</i>				
166		<i>Procedures for the handling, notifying and reporting occurrences.</i> This section must include: (a) Definition of occurrences and of the relevant responsibilities of all persons involved;				
167	11 HANDLING, NOTIFYING AND REPORTING OCCURRENCES	(b) Illustrations of forms used for reporting all types of occurrences (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done;				
168		(c) In the event of an accident, descriptions of which company departments, Authorities and other organisations that have to be notified, how this will be done and in what sequence;				
169		(d) Procedures for verbal notification to air traffic service units of incidents involving ACAS RAs, bird hazards, dangerous goods and hazardous conditions;				
170		(e) Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;				
171		(f) Reporting procedures to ensure compliance with CAR-OPS 1.085(b) and 1.420. These procedures must include internal safety related reporting procedures to be followed by crew members, designed to ensure that the commander is informed				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
		immediately of any incident that has endangered, or may have endangered, safety during flight and that he is provided with all relevant information.				
172	<b>12 RULES OF THE AIR</b>	Rules of the Air including: (a) Visual and instrument flight rules;				
173		(b) Territorial application of the Rules of the Air;				
174		(c) Communication procedures including COM-failure procedures				
175		(d) Information and instructions relating to the interception of civil aeroplanes				
176		(e) The circumstances in which a radio listening watch is to be maintained				
177		(f) Signals				
178		(g) Time system used in operation				
179		(h) ATC clearances, adherence to flight plan and position reports				
180		(i) Visual signals used to warn an unauthorised aeroplane flying in or about to enter a restricted, prohibited or danger area				
181		(j) Procedures for pilots observing an accident or receiving a distress transmission				
182		(k) The ground/air visual codes for use by survivors, description and use of signal aids; and				
183		(l) Distress and urgency signals.				
184	<b>13 LEASING</b>	A description of the operational arrangements for leasing, associated procedures and management responsibilities.				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-A	Applicant's OM-A reference	S/ US	Required corrective action	Comment
This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.						
Name of Accountable Person			Signature		Date	
CAA USE ONLY						
Title and Name of CAA Inspector		Signature			Date	
FOI						
GOI/DGI						
CSI						
Review No :		Results		Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>



### 1.1.4. Operations Manual – Part B

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST OPERATIONS MANUAL PART-B (OM-B)</b>			Form	AOC – 103 – OM-B
					Revision	02
					Date	01 Dec 2021
No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
1	GENERAL INFORMATION AND UNITS OF MEASUREMENT	0.1 General Information (e.g. aeroplane dimensions), including a description of the units of measurement used for the operation of the aeroplane type concerned and conversion tables				
2	1. LIMITATIONS	<b>1 LIMITATIONS</b> 1.1 A description of the certified limitations and the applicable operational limitations including:				
3		(a) Certification status (eg. FAR–23, FAR–25, ICAO Annex 16 (FAR–36 and FAR–34) etc);				
4		(b) Passenger seating configuration for each aeroplane type including a pictorial presentation;				
5		(c) Types of operation that are approved (e.g. VFR/IFR, CAT II/III, RNP Type, flights in known icing conditions etc.);				
6		(d) Crew composition;				
7		(e) Mass and centre of gravity;				
8		(f) Speed limitations;				
9		(g) Flight envelope(s);				
10		(h) Wind limits including operations on contaminated runways;				
11		(i) Performance limitations for applicable configurations;				
12		(j) Runway slope;				
13		(k) Limitations on wet or contaminated runways;				
14	2 NORMAL	(l) Airframe contamination; (m) System limitations 2.1 The normal procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the				

No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
		check-lists and a statement covering the necessary coordination procedures between flight and cabin crew. The following normal procedures and duties must be included:				
15		(a) Pre-flight;				
16		(b) Pre-departure;				
17		(c) Altimeter setting and checking;				
18		(d) Taxi, Take-Off and Climb				
19		(e) Noise abatement				
20		(f) Cruise and descent				
21		(g) Approach, Landing preparation and briefing				
22		(h) VFR Approach;				
23		(i) Instrument approach				
24		(j) Visual Approach and circling				
25		(k) Missed Approach;				
26		(l) Normal Landing;				
27		(m) Post Landing				
28	<b>3 ABNORMAL AND EMERGENCY PROCEDURES</b>	3.1 The abnormal and emergency procedures and duties assigned to the crew, the appropriate check-lists, the system for use of the check-lists and a statement covering the necessary co-ordination procedures between flight and cabin crew. The following abnormal and emergency procedures and duties must be included: (a) Crew Incapacitation; (b) Fire and Smoke Drills;				
29		(c) Unpressurised and partially pressurised flight				
30	<b>3</b>	(d) Exceeding structural limits such as overweight landing				


No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
31	ABNORMAL AND EMERGENCY PROCEDURES	(e) Exceeding cosmic radiation limits				
32		(f) Lightning Strikes				
33		(g) Distress Communications and alerting ATC to Emergencies				
34		(h) Engine failure				
35		(i) System failures;				
36		(j) Guidance for Diversion in case of Serious Technical Failure				
37		(k) Ground Proximity Warning				
38		(l) TCAS Warning;				
39		(m) Windshear;				
40		(n) Emergency Landing/Ditching				
41		(o) Departure Contingency Procedures				
42	4 PERFORMANCE	4.0 Performance data must be provided in a form in which it can be used without difficulty				
43		4.1 <b>Performance data.</b> Performance material which provides the necessary data for compliance with the performance requirements prescribed in CAR-OPS 1 Subparts F, G, H and I must be included to allow the determination of:				
44		(a) Take-off climb limits – Mass, Altitude, Temperature;				
45		(b) Take-off field length (dry, wet, contaminated)				
46		(c) Net flight path data for obstacle clearance calculation or, where applicable, take-off flight path;				
47		(d) The gradient losses for banked climbouts;				
48		(e) En-route climb limits;				
49		(f) Approach climb limits				
50		(g) Landing climb limits				
		(h) Landing field length (dry, wet, contaminated) including the effects of an in-flight failure of a system or device, if it affects the landing distance;				

No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
51		(i) Brake energy limits				
52		(j) Speeds applicable for the various flight stages (also considering wet or contaminated runways).				
53		4.2.1. <b>Supplementary data covering flights in icing conditions.</b> Any certificated performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative, must be included.				
54		4.2.2. If performance Data, as required for the appropriate performance class, is not available in the approved AFM, then other data acceptable to the AUTHORITY must be included. Alternatively, the Operations Manual may contain cross-reference to the approved Data contained in the AFM where such Data is not likely to be used often or in an emergency.				
55	4	4.3 <b>Additional Performance Data.</b> Additional performance data where applicable including: (a) All engine climb gradients;				
56		(b) Drift-down data;				
57		(c) Effect of de-icing/anti-icing fluids				
58		(d) Flight with landing gear down;				
59		(e) For aeroplanes with 3 or more engines, one engine inoperative ferry flights;				
60		(f) Flights conducted under the provisions of the CDL.				
61	5	5.1 Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings.				
62		Where applicable, procedures for engine(s)-out operations,				
63		ETOPS (particularly the one-engine-inoperative cruise speed and maximum distance to an adequate aerodrome, determined in accordance with CAR-OPS 1.245)				
64		and flights to isolated aerodromes must be included.				
65		5.2 The method for calculating fuel needed for the various stages of flight, in accordance with CAR-OPS 1.255.				

No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
66	6 MASS AND BALANCE	Instructions and data for the calculation of the mass and balance including:				
67		(a) Calculation system (e.g. Index system);				
68		(b) Information and instructions for completion64 types;				
69		(c) Limiting masses and centre of gravity for the t65types, variants or individual aeroplanes used by the operator; and				
		(d) Dry Operating mass and corresponding centre of gravity or index.				
70	7 LOADING	Procedures and provisions for loading and securing the load in the aeroplane.				
71	8 CONFIGURATION DEVIATION LIST	The Configuration Deviation List(s) (CDL), if provided by the manufacturer, taking account of the aeroplane types and variants operated, including procedures to be followed when an aeroplane is being despatched under the terms of its CDL.				
72	9 MINIMUM EQUIPMENT LIST	The Minimum Equipment List (MEL) taking account of the aeroplane types and variants operated and the type(s)/area(s) of operation. The MEL must include the navigational equipment and take into account the required navigation performance for the route and area of operation.				
73	10 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN	10.1 A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated check list(s) must also be included.				
74		10.2 The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression must be considered. The information provided must be in a form in which it can be used without difficulty.				
75	11 EMERGENCY EVACUATION PROCEDURES	11.1 <i>Instructions for preparation for emergency evacuation including crew co-ordination and emergency station assignment.</i>				
76		11.2 <i>Emergency evacuation procedures.</i> A description of the duties of all members of the crew for the rapid evacuation				

No	Reference	Appendix 1 to CAR OPS-1.1045 – Part B	Applicant's OM-B reference	S/ US	Required corrective action	Comment
		of an aeroplane and the handling of the passengers in the event of a forced landing, ditching or other emergency.				
77	12 AEROPLANE SYSTEMS	A description of the aeroplane systems, related controls and indications and operating instructions. (See IEM to Appendix 1 to CAR OPS-1.1045.)				
<b>This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
<b>Name of Accountable Person</b>				<b>Signature</b>		<b>Date</b>
<b>CAA USE ONLY</b>						
<b>Title and Name of CAA Inspector</b>			<b>Signature</b>			<b>Date</b>
FOI						
GOI/DGI						
CSI						
<b>Review No :</b>			<b>Results</b>		<b>Approved</b> <input type="checkbox"/>	<b>Not Approved</b> <input type="checkbox"/>


### 1.1.5. Operations Manual – Part C

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST OPERATIONS MANUAL PART-C (OM-C)</b>				Form	AOC – 103 – OM-C
						Revision	02
						Date	01 Dec 2021
No	Reference	Appendix 1 to CAR OPS-1.1045 OM-C	Applicant's OM-C reference	S/ US	Required corrective action	Comment	
1	C ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION	1. Instructions and information relating to communications, navigation and aerodromes including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome planned to be used, including:					
2		(a) Minimum flight level/altitude;					
3		(b) Operating minima for departure, destination and alternate aerodromes					
4		(c) Communication facilities and navigation aids;					
5		(d) Runway data and aerodrome facilities					
6		(e) Approach, missed approach and departure procedures including noise abatement procedures;					
7		(f) COM-failure procedures;					
8		(g) Search and rescue facilities in the area over which the aeroplane is to be flown;					
9		(h) Information related to RFFS (Rescue Fire Fighting Services) protection shall be described in the operations manual for aerodrome information against aircraft fire-fighting required					
10		(i) A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity					
11		(j) Availability of aeronautical information and MET services;					
12		(k) En-route COM/NAV procedures					
		(l) Aerodrome categorisation for flight crew competence qualification (See AMC OPS 1.975);					

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-C	Applicant's OM-C reference	S/ US	Required corrective action	Comment
13		(m) Special aerodrome limitations (performance limitations and operating procedures etc.).				
This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.						
Name of Accountable Person			Signature		Date	
CAA USE ONLY						
Title and Name of CAA Inspector		Signature			Date	
FOI						
GOI/DGI						
CSI						
Review No :		Results		Approved <input type="checkbox"/>		Not Approved <input type="checkbox"/>



### 1.1.6. Operations Manual – Part D

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST OPERATIONS MANUAL PART-D (OM-D)</b>			Form	AOC – 103 – OM-D
					Revision	02
					Date	01 Dec 2021
No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
1	<b>Part D. TRAINING SYLLABI AND CHECKING PROGRAMMES – GENERAL</b>	<b>1 Training Syllabi And Checking Programmes – General</b> 1.1 General (for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight)				
2		1.2 Amendment and Revisions				
3		<b>2 Training syllabi and checking procedures</b> 2.1 <b>Flight crew.</b> All relevant items prescribed in CAR OPS-1 Subpart N;				
4		<b>Chapter 1. Organisation</b> 1.1 Organisation Structure				
5	<b>Chapter 2 Training and checking personnel</b>	<b>Chapter 2 Training and checking personnel</b> 2.1 Appointment of Flight Crew Training Staff 2.2 Not used 2.3 Duties and Responsibilities 2.3.1 Training and Check Captains 2.3.2 Training First Officers 2.3.3 Procedures to be applied in the event that personnel do not achieve or maintain the required standard 2.4 Qualifications and Experience 2.4.1 General 2.4.2 TRI(MPA) Minimum Requirements 2.4.3 TRE- Minimum Requirements 2.4.4 SFI- Minimum Requirements 2.4.5 FE- Minimum Requirements 2.4.6 Commanders nominated for Line Training and Checks 2.4.7 TRI/TRE/SFI/SFE- Reauthorisation and Renewal 2.4.7.1 TRI (MPA) Rating 2.4.7.2 TRE Authorisation 2.4.7.3 SFI Authorisation 2.4.7.4 SFE Authorisation				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
6	Chapter 3 Administration	<b>Chapter 3 Administration</b> 3.1 General 3.2 Mandatory Requirements 3.3 Records 3.4 Minimum Qualification/Experience Levels 3.4.1 Commander- Multi Pilot Aeroplanes 3.4.2 Commander- Single Pilot Aeroplanes 3.4.3 Pilot-in-Command Relieving the Commander 3.4.4 Co Pilot 3.4.5 Relief Co Pilot 3.4.6 Upgrade to Commander 3.4.7 System Panel Operator (Flight Engineer) 3.4.8 Relief System Panel Operator (Flight Engineer) 3.4.9 Operations on more than one type or variant, Authority Approval Required 3.5 Period of Validity 3.5.1 Operator Proficiency check 3.5.2 Line Check 3.5.3 Annual Emergency and safety Equipment Check 3.5.4 Triennial Emergency and Safety Equipment Check 3.5.5 Crew Resource Management 3.5.6 Ground and Refresher Training 3.5.7 Pilot Qualification to operate in either pilot's seat 3.5.8 Route and Aerodrome Competence Qualification-PIC 3.5.9 Recent Experience- PIC Single Pilot Operations 3.5.10 Recent Experience-PIC Multi Pilot Operations 3.5.11 Recent Experience-Co Pilot 3.5.12 Recent Experience-LVTO and Category II/III 3.5.13 Instrument Rating-(Aeroplane)				
7	Chapter 4 Training Policy	<b>Chapter 4 Training Policy</b> 4.1 Instructor and Check Personnel 4.1.1 General 4.1.2 Selection 4.1.3 Training-Commanders Nominated for Line Training and Checks 4.1.4 Training-TRI/TRE 4.1.5 Training-Training First Officer				


No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
8	Chapter 5 Conversion Training and Checking	<b>Chapter 5 Conversion Training and Checking</b> 5.1 General 5.2 Ground Training 5.3 Emergency and Safety equipment Training 5.4 CRM Training 5.5 Synthetic Training Device/Aeroplane Training 5.5.1 General 5.5.2 Synthetic Training Device Training 5.5.3 Aeroplane Training 5.6 Flying Test and Checks 5.7 Line Flying Under Supervision 5.8 Low Visibility Operations 5.8.1 General 5.8.2 Ground Training 5.8.3 Synthetic Training Device Training and/or Flight Training 5.8.4 Flight Crew Qualification 5.8.5 Line Flying Under Supervision 5.8.6 Type and Command Experience 5.8.7 Low Visibility Take Off with RVR less than 150 meters 5.9. ETOPS Training and Checking 5.9.1 ETOPS Training 5.9.2 ETOPS Check Program 5.10 RVSM Training 5.11 System Panel Operator (Flight Engineer)				
9		<b>Chapter 6 Route competence Training</b>				
10		<b>Chapter 7 Difference and Familiarisation Training</b>				
11	Chapter 8 Recurrent Training	<b>Chapter 8 Recurrent Training</b> 8.1 General 8.2 Ground and Refresher 8.3 Aeroplane/Synthetic Training device 8.4 Emergency and Safety Equipment 8.4.1 General 8.4.2 Annual 8.4.3 Triennial 8.5 CRM 8.6 Single Pilot Operations Under IFR or at Night 8.7 System Panel Operator (Flight Engineer)				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
12	Chapter 9 Recurrent Checking	<b>Chapter 9 Recurrent Checking</b> 9.1. General 9.2 Operator Proficiency check 9.3 Emergency and Safety Equipment Check 9.4 Line check 9.5 Single Pilot Operations Under IFR or at Night 9.6 System Panel Operator (Flight Engineer)				
13	Chapter 10 Command Training	<b>Chapter 10 Command Training</b> 10.1 Minimum Experience Levels 10.2 Command course				
14		<b>Chapter 11 Pilot qualification to operate in either Pilot's Seat</b>				
15		<b>Chapter 12 Training Records and Checking Forms</b> Form 1-Type or Class Rating Form 2-Operator Proficiency Check/or Combined OPC/LPC Form 3-Certificate of Test\ Form 4- Instrument Rating Renewal Form 5-Certificates for Low Visibility Operations and other Special Qualifications				
		<b>Appendices</b> A Conversion Training and checking-Ground Syllabus B Conversion Training and Checking-CRM C Conversion Training and Checking-Synthetic Training Devices D Conversion Training and checking-Low Visibility Operations – Ground Training E Conversion Training and Checking-Low Visibility Operations – Approved Flight Simulator Training and/or Flight Training F Operator Proficiency Check G Line Check				
		<b>2.2 Cabin Crew Training and Checking.</b> (All relevant items prescribed in CAR OPS-1 Subpart O) 1 Introduction 2 In-charge cabin crew member 3 Initial Training 4 Conversion and differences Training 5 Familiarisation 6 Recurrent Training 7 Refresher Training 8 Checking 9 Training Records				
		<b>2.3 Training Syllabus For Transportation of Dangerous Goods:</b>				

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
		<p><b>Operations Personnel Concerned including Crew Members</b></p> <p>1 Introduction</p> <p>2 For Operators who do not hold a Permanent Approval to Carry Dangerous Goods</p> <p>3 For Operators who do hold a Permanent Approval to Carry Dangerous Goods</p> <p>4 All relevant items prescribed in CAR OPS-1 Subpart S (Security).</p>				
		<p><b>2.4 Training Syllabus For Transportation of Dangerous Goods: Operations Personnel Other Than Crew Members (e.g. despatcher, handling personnel etc.).</b></p> <p>1 Introduction</p> <p>2 For Operators who do not hold a Permanent Approval to Carry Dangerous Goods</p> <p>3 For Operators who do hold a Permanent Approval to Carry Dangerous Goods</p> <p>4 Areas of Training</p> <p>5 Further Information</p> <p>6 All other relevant items prescribed in CAR OPS-1 pertaining to their duties.</p>				
		<p><b>3 Procedures</b></p> <p>3.1 Procedures for training and checking.</p> <p>3.2 Procedures to be applied in the event that personnel do not achieve or maintain the required standards.</p> <p>3.3 Procedures to ensure that abnormal or emergency situations requiring the application of part or all of abnormal or emergency procedures and simulation of IMC by artificial means, are not simulated during commercial air transportation flights.</p> <p>4 Description of documentation to be stored and storage periods.</p>				
<p><b>This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b></p>						
Name of Accountable Person			Signature		Date	
<p><b>CAA USE ONLY</b></p>						
Title and Name of CAA Inspector			Signature		Date	

No	Reference	Appendix 1 to CAR OPS-1.1045 OM-D	Applicant's OM-D reference	S/ US	Required corrective action	Comment
FOI						
GOI/DGI						
CSI						
Review No :		Results		Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	

### 1.1.7. Quality Manual

 هيئة الطيران المدني	<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST QUALITY MANUAL</b>		Form	AOC – 103 – QM
			Revision	02
			Date	01 Dec 2021


No	Reference	Subject	Applicant's QM reference	S/ or US	Required corrective action	Comment	
1	<b>AMC OPS 1.035 Quality System</b>	1. Quality policy – Quality objectives					
2		2. Terminology					
3		3. Set of references					
4		4. Quality organization					
5		<b>5. The allocation of duties and responsibilities</b>	CEO				
6			Quality manager				
7			Quality assurance Operations				
8			Quality assurance Airworthiness				
9			Auditors				
10		<b>6. Quality procedures</b>	<b>Auditor procedure</b>	Selection			
11				Initial training			
12				Approval			
13				Recurrent training			
			Audit procedure				
14			Audit scope				
15	Audit check list template						

No	Reference	Subject	Applicant's QM reference	S/ or US	Required corrective action	Comment
16		Audit check lists				
17		Yearly audit programme template				
18		Yearly audit programme				
19		Follow up and corrective actions				
20		Feedback system				
21		Recording system				
22		<b>7. Training syllabus</b>				
23		<b>8. Document control</b>	Quality manual			
24	Quality policy					
25	Quality objectives					
26	Audit reports					
<b>This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
<b>Name of Accountable Person</b>				<b>Signature</b>		<b>Date</b>



CAA USE ONLY			
Title and Name of CAA Inspector	Signature	Date	
FOI			
GOI/DGI			
CSI			
Review No :	Results	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

1.1.8. GOM Manual

		<b>AIR OPERATOR CERTIFICATION DOCUMENT EVALUATION CHECKLIST GROUND OPERATIONS MANUAL</b>				Form	AOC – 103 – GOM
						Revision	02
						Date	01 Dec 2021
No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment	
<b>Organisation and Management control</b>							
	CAR OPS 1 AMC OPS 1.104 IEM OPS 1.1045(c)	a) Necessary facilities, workspace, equipment and supporting services, as well as work environment, shall be available to satisfy operational safety and security requirements.					
	Operations Manual Structure Part A chapter 1 & CAR OPS 1 AMC OPS 1.104 IEM OPS 1.1045(c)	(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:					
	Operations Manual Structure Part A chapter 8.2	a. Be filled by personnel on the basis of knowledge, skills, training and experience appropriate for the position.					
	Operations Manual Structure Part A chapter 8.2	b. 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.					
	Operations Manual Structure Part A chapter 8.2	(c) Processes and procedures to ensure safe and secure conduct or support of operations.					
	CAR OPS 1 AMC OPS 1.1045	(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.					
	IEM OPS 1.1045(c)	(e) Safety Management System of the operator shall cover Ground Handling functions					
	Operations Manual Structure Part A chapter 8.2	(f) Quality assurance program that provides for the auditing and evaluation of the management system, and of operations and maintenance functions.					

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	CAR OPS 1 AMC OPS 1.1045 IEM OPS 1.1045(c) Operations Manual Structure	(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				
	Part A chapter 8.2	<b>Load control</b>				
		(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.				
		(d) 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				
		(e) Procedure for load planning that produces instructions to ensure aircraft are loaded in accordance with all applicable requirements				
		(f) Procedures for calculating the aircraft mass and balance in accordance with regulatory requirements.				
		(g) 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.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(h) Procedures to ensure the load control process utilises passenger and baggage weights for mass and balance calculations that are in accordance with regulatory requirements				
		(i) Procedure to produce and issue a Loading Instruction/Report (LIR)				
		(j) Procedure to produce and issue an Off-loading Instruction/Report when required for transit flights				
		(k) 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.				
		(l) 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.				
	CAR OPS 1.610					
	AMC OPS 1.1045					
	IEM OPS 1.1045(c) Operations Manual Structure Part A chapter 8.2.2	(m) 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.				
		(n) 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				
		(o) Procedure to adjust the Load sheet to account for last minute changes (LMC)				
		(p) Load sheet, when transmitted to the aircraft via ACARS, is in a standard format				
		(q) If an automated Departure Control System (DCS) is utilised, the operator shall have a process to accept the DCS.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(r) Procedures for the production and transmission of a load message (LDM), container/pallet distribution message and ULD Control Message (UCM )				
		<b>Passenger Handling</b>				
		a) 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.				
		(b) 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.				
		(c) Procedures to ensure, when receiving baggage during passenger check-in operations				
		(d) 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.				
	CAR OPS 1.610	(e) Procedures to ensure cabin baggage is in compliance with size, weight and quantity limits as specified in applicable regulations				
	AMC OPS 1.1045 IEM OPS 1.1045(c) Operations Manual Structure Part A chapter 8.2.2	(f) If the operator utilises 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				
		(g) Procedure to address, prior to flight departure, passengers that are suspected of having a communicable disease				
		(h) Procedures to detect and identify dangerous goods that are not permitted to be carried on board the aircraft by passengers				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	AMC OPS 1.1045 IEM OPS 1.1045(c) Operations Manual Structure Part A chapter 8.2.2	(i) 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.				
		(j) Process to ensure all passengers and their cabin baggage has been subjected to appropriate security screening prior to being permitted to board the aircraft.				
		(k) Procedures for the handling of passengers and their cabin baggage in the event of a bomb threat condition; and an increased security threat condition				
		(l) 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.				
		(m) Procedures for the handling of potentially disruptive passengers.				
		(n) Procedures for the handling of unaccompanied minors, incapacitated passengers, person with reduced mobility (PRM)				
		(o) 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.				
		Global Disruption event measures (COVID measures) : compliance to CAA health Protocols				
	AMC OPS 1.1045	<b>Baggage Handling.</b>				
		(a) 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.				
		(b) If the operator utilises scales to determine the weight of baggage in the baggage handling process, the operator shall ensure such scales are periodically checked and calibrated				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	IEM OPS 1.1045(c) Operations Manual Structure  Part A chapter 8.2.2	(c) 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.				
		(d) Procedures for the handling and reporting of undeclared weapons discovered in checked baggage.				
		(e) 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)				
		(f) 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.				
		(g) 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.				
		(h) Procedures to ensure baggage is protected from unauthorised 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.				
		(i) A process to ensure items of originating hold baggage, prior to release for loading into the aircraft, have been individually				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		identified as accompanied or unaccompanied baggage and subjected to appropriate security controls				
		(j) Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls				
		(k) Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls				
		(l) A process to ensure, prior to release for loading into the aircraft, consignments checked in as				
		(m) The operator shall have a process to ensure the reconciliation of hold baggage.				
	AMC OPS 1.1045	(n) Procedures for the handling of hold baggage in the event of an increased security threat condition.				
	IEM OPS 1.1045(c) Operations Manual Structure	Global Disruption event measures (COVID measures): compliance to CAA health Protocols				
	Part A chapter 8.2.2	<b>Aircraft handling and loading</b>				
		<b>(a) General</b>				
		(i) Procedures that ensure aircraft loading information and data, to include the Load Instruction/Report (LIR), are accurately transferred to the load control office.				
		(ii) Process to ensure transfer hold baggage, prior to release for loading into the aircraft, has been subjected to appropriate security controls				
		<b>(b) Aircraft Access</b>				
		(i) Procedures for the operation of aircraft access doors, applicable to each type of aircraft, at the station.				



No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		ii) Procedures that ensure the operation of electrically, hydraulically or pneumatically actuated aircraft access doors is performed only by personnel that have received applicable training in accordance with the Provider's aircraft access door training program, and are authorised to operate such doors				
		(iii) Procedures for opening aircraft cabin access doors, applicable to each type of door operated, to ensure:				
		- Doors are operated in accordance with the technical specifications of the aircraft original equipment manufacturer (OEM);				
		- 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;				
		- Personnel retreat to a safe position before the door is opened				
		- Doors are operated in accordance with the technical specifications of the aircraft original equipment manufacturer (OEM);				
		i) 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;				
		ii) Personnel retreat to a safe position before the door is opened				
		- 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 authorised by the pilot-in-command (PIC) of the aircraft.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		- 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.				
		<b>(c) Ground Support Equipment</b>				
		(i) 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.				
		(ii) 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				
		(iii) Procedures to ensure the operator of GSE drives no faster than walking speed when the equipment is approaching or moving away from the aircraft.				
		(iv) Procedures to ensure the operator of motorised GSE being driven toward the aircraft makes a full stop as a brake check:				
		i. Before entering the equipment restraint area;				
		ii. Again before reaching the aircraft side.				
		(v) Procedures to ensure GSE that is being towed to a position at or near the aircraft, where possible:				
		i. Is driven along a path that does not require sharp turns;				
		ii. Approaches the aircraft on a path parallel to the side of the aircraft fuselage;				
		iii. Is parked in the parallel position				
		(vi) Procedures to ensure unattended vehicles or motorised GSE, when positioned at or near the aircraft,				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		i. Have the parking brake applied with the gear selector in park or neutral,				
		ii. if equipped, wheel chocks installed				
		(vii) 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				
		i. Remains in a position within easy reach of the emergency controls;				
		ii. If the equipment is not fitted with external emergency controls, remains in the operating position and in control of the equipment.				
		(viii) Procedures to ensure GSE, when positioned at the aircraft:				
		i. If fitted with stabilizers, has the stabilizers deployed;				
		ii. If fitted with an auto-leveling system, has auto-leveling engaged;				
		iii. Has handrails deployed in the raised position or fall protection is utilised in accordance with local requirements.				
		iv. 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.				
		(ix) Procedures to ensure GSE attachment fittings, transfer bridges or platforms are correctly deployed when the equipment is in position at the aircraft access door.				
		(x) Procedures to ensure GSE, when positioned at the aircraft, does not:				
		i. Obstruct the evacuation of persons from the aircraft in an emergency;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		ii. Prevent or obstruct the movement of a fuelling vehicle away from the aircraft;				
		iii. Unnecessarily impede the accomplishment of other aircraft handling operations in progress				
		(xi) Procedures to ensure, when passengers are onboard, or embarking or disembarking from, an aircraft being fuelled:				
		i. Ground handling personnel are aware of the aircraft exits that have been designated for emergency evacuation;				
		ii. The area beneath such exits is kept clear of GSE and/or other obstructions				
		(xii) Procedures to ensure GSE is not positioned at the aircraft with the protective rubber bumpers compressed against the fuselage				
		(xiii) Procedures to ensure GSE is not removed from a cabin access door unless either:				
		i. The cabin access door has been closed by an authorised person;				
		ii. A safety device has been placed across the door opening				
	AMC OPS 1.1045 IEM OPS 1.1045(c) Operations Manual Structure Part A chapter 8.2.2	<b>(d) Passenger Boarding Bridge and Stairs</b>				
		(i) 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				
		(ii) Procedures to ensure the passenger boarding bridge is parked in the fully retracted position:				
	AMC OPS 1.1045	i. Prior to aircraft arrival;				
		ii. Prior to aircraft departure movement.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	IEM OPS 1.1045(c) Operations Manual Structure  Part A chapter 8.2.2	(iii) Procedures to ensure personnel, equipment and vehicles are clear of the bridge movement path prior to movement of the bridge				
		(iv) Procedures to ensure, during the positioning of the passenger boarding bridge:				
		i. Only the bridge operator is in the bridgehead;				
		ii. Other personnel remain at a specified distance outside the bridgehead.				
		(v) Procedures to ensure the passenger boarding bridge is moved slowly to the aircraft cabin access doorsill:				
		i. Until the bridge safety bar just touches the aircraft;				
		ii. In a manner that prevents damage to aircraft components protruding from the fuselage				
		(vi) Procedures to ensure the passenger boarding bridge and/or stairs are positioned to the cabin access door in a manner that:				
		i. Minimises or eliminates gaps in the walking surfaces of the aircraft and equipment;				
		ii. Precludes any gap that would allow a person or large piece of equipment to fall to the ramp surface below				
		(vii) Procedures to ensure, once the passenger boarding bridge is in position at the cabin access door, bridge safety systems are engaged.				
		(viii) Procedures to ensure the passenger boarding bridge, when an operator is not at the controls, are configured to prevent operation by unauthorised persons.				
		(ix) 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.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(x) Procedures to ensure passenger boarding bridge malfunctions are reported to the appropriate authority				
		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				
		<b>(e) Aircraft Servicing</b>				
	AMC OPS 1.1045 IEM OPS 1.1045(c) Operations Manual Structure Part A chapter 8.2.2 IEM OPS- 1.305 IEM OPS- 1.307	(i) Practices and procedures for implementation by ground handling personnel during aircraft fuelling operations, which address:				
		i. Aircraft protection;				
		ii. Fuel safety zone;				
		iii. Fuel hose safety;				
		iv. Fuel spillage;				
		v. Ground support equipment;				
		vi. Notification of persons onboard the aircraft				
		vii. Aircraft evacuation.				
		(ii) Aircraft toilet servicing operations procedures that address:				
		i. Operation of aircraft access panels or doors;				
		ii. Operation of aircraft servicing controls;				
		iii. Equipment-to-aircraft interface;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		iv. Clean-up and leakage check				
		(iii) 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.				
		<b>f) Aircraft Security</b>				
		Procedures for securing an aircraft for overnight or layover:				
		i. The aircraft is searched after parking to verify no persons are onboard;				
		ii. Aircraft are parked only in secure areas within an airport operating area;				
		iii. Aircraft are parked under conditions that permit maximum security and protection.				
		(ii) Procedures to ensure an adequate level of available outside lighting is utilised during hours of darkness to dissuade and detect unauthorised intrusions to properties, parked aircraft and vehicles				
		(iii) 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				
		(iv) Procedures for ensuring aircraft are guarded or otherwise secured during conditions of elevated security threat.				
		<b>g) Aircraft Loading Operations –</b>				
		<b>Loading Management</b>				
		(i) Procedures to ensure aircraft are loaded:				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		i. In accordance with written loading instructions;				
		ii. In a manner that satisfies weight and balance requirements;				
		iii. In a manner that prevents damage to the aircraft and injuries to personnel;				
		iv. In a manner that prevents movement or spillage during flight				
		(ii) 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.				
		(iii) 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				
		(iv) Procedures to ensure ULDs to be loaded into an aircraft are crosschecked by unit number with the Loading Instructions.				
		(v) Procedures for ensuring, once an aircraft has been loaded, a Loading Report is:				
		i. Completed and certified by the supervisor responsible for aircraft loading;				
		ii. Communicated to Load Control				
		<b>(h) Loading Positioning</b>				
		(i) Procedures to ensure the ground stability of an aircraft during loading and unloading operations				



No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(ii) 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:				
		(i) 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;				
		(ii) Is packaged or covered in a manner to avoid possible injury to passengers and cabin crew members;				
		(iii) Does not impose any load on the seats that exceeds the load limitation for the seats;				
		(iv) Does not restrict access to or use of any required emergency or regular exit, or aisle(s) in the cabin;				
		(v) Does not obscure any passenger's view of the seat belt sign, no smoking sign or required exit sign.				
		<b>(i) Loading Equipment</b>				
		(i) Procedures to ensure ground loading equipment is positioned at the aircraft with adequate clearance				
		between the aircraft and the equipment to allow for vertical movement of the aircraft during loading or unloading operations				
		(ii) Procedures to ensure, once aircraft loading operations have been completed, ground loading equipment is moved to a position well clear of the aircraft.				
		(iii) Procedures to ensure the guides and safety rails on ground loading equipment are properly deployed for loading and unloading operations.				
		<b>(j) In-plane loading</b>				
		(i) Procedures for operation of the in-plane loading system(s).				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(ii) 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				
		<b>Aircraft Ground Movement</b>				
		(i) Procedures to ensure the equipment utilised for aircraft ground movement is suitable for the specific operation to be conducted, and takes into account:				
		- Type and weight of the aircraft;				
		- Weather conditions;				
		- Surface conditions.				
		(ii) Procedures, if applicable, to ensure, 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.				
		(iii) 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;				
		- Personnel involved in the operation are briefed of their individual responsibilities;				
		- Only persons required to perform operating functions are in the operating area and involved in the operation;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		- Standard hand signals are used for non-verbal communication;				
		- Personnel involved in the operation are positioned away from hazard zones;				
		- The general area of the operation is clear of ground support equipment and other obstacles				
		(iv) Procedures, if applicable, for an inspection of the aircraft exterior and adjacent airside areas prior to aircraft departure or arrival ground movement to verify:				
		i. The ramp surface condition is adequate for movement operations; The ramp surface is clear of items that might cause aircraft foreign object damage (FOD);				
		ii. For movement from parking, aircraft servicing doors and panels are closed and secure;				
		iii. For movement from parking, power cables and loading bridge are detached;				
		iv. Equipment and vehicles are positioned clear of the movement path;				
		v. Adequate clearance exists between the aircraft and facilities or fixed obstacles along the movement path;				
		vi. For movement from parking, chocks are removed from all wheels.				
		(v) 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:				
		i. Aircraft type;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		ii. Infrastructure;				
		iii. Ground support equipment utilized.				
		(vi) Personnel that perform marshaling or wing-walking functions during aircraft ground movement operations utilise:				
		i. Wands or paddles of a high visibility color during daytime conditions;				
		ii. Lighted wands during low visibility or night conditions				
		(vii) Procedures, if applicable, for aircraft arrival and parking that address, as a minimum:				
		i. Pre-arrival planning and preparation;				
		ii. Use of the aircraft parking guidance system, if applicable;				
		iii. Aircraft marshaling;				
		iv. Aircraft movement assistance;				
		v. Need to transition to towing;				
		vi. Aircraft parking;				
		vii. Aircraft engine shutdown;				
		viii. Ground-to-flight deck communication;				
		ix. Aircraft chocking;				
		x. Release of aircraft parking brake;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	AC OPS-1.308	xi. Application of ground support equipment;				
		xii. Placement of aircraft marker cones.				
		(viii) Procedures, if applicable, for the conduct of aircraft marshaling operations, to include, as applicable to the type(s) of aircraft ground movement operations conducted:				
		i. Nose gear-controlled pushback and towing;				
		ii. Main gear-controlled pushback;				
		iii. Power-back;				
		iv. Power-in;				
		v. Power-out.				
		(ix) Personnel that perform the marshaling function during aircraft ground movement operations:				
		i. Provide standard marshaling signals in a clear and precise manner;				
		ii. If applicable, are approved to perform marshaling functions by the relevant authority;				
		iii. Wear a distinctive fluorescent identification vest or jacket to permit positive identification by the flight crew.				
		(x) Procedures, if applicable, for use by personnel when providing assistance during aircraft ground movement operations				
		(xi) Personnel that perform assistance functions during aircraft ground movement operations:				
		i. Utilise standard hand signals in a clear and precise manner;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		ii. Wear a distinctive fluorescent identification vest or jacket to permit positive identification by the flight crew.				
		(xii) Process to ensure aircraft chocks used in operations meet recognised specifications for safety.				
		(xiii) Procedures, if applicable, to ensure personnel, when positioning or removing chocks, are aware of and remain clear of aircraft protrusions that could cause injury				
		(xiv) Procedures for aircraft chocking				
		(xv) Procedures, if applicable, to ensure chocks, after removal from under the aircraft, are stored in designated areas that are:-				
		i. Dedicated for such storage;				
		ii. Clear of the aircraft movement areas				
		(xvi) 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				
		(xvii) 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				
		(xviii) Procedures, if applicable, for aircraft pushback or towing to ensure chocks are not removed from the aircraft main gear until the:				
		i. Parking brake of the tractor is engaged				
		ii. Tractor and tow bar are connected to the aircraft nose gear;				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		(xix) 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:				
		i. Is correctly installed prior to connecting the tow bar or towbarless tractor to the aircraft nose gear				
		ii. Is removed after the tow bar or towbarless tractor has been disconnected from the nose gear.				
		(xx) 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				
		(xxi) 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.				
		xxii) 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				
		(xxiii) 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				
		(xxiv) Procedures, if applicable, for aircraft pushback or towing to ensure a tractor connected to the aircraft is not left unattended with the engine running				
		(xxv) Procedures, if applicable, for aircraft pushback or towing to ensure, prior to the commencement of movement, the tractor operator verifies:				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		i. If feasible, the tractor is in line with the centerline of the aircraft				
		ii. The wheels on the tow bar, if applicable, are fully retracted				
		iii. The tractor is in the appropriate drive mode				
		xxvi) 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				
		(xxvii) 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.				
		(xxviii) Procedures, if applicable, for aircraft pushback operations to ensure, prior to lifting the aircraft nose wheels with a towbarless tractor.				
		i. Ground support equipment, including the passenger boarding bridge, is removed from the aircraft				
		ii. The flight deck is notified				
		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.				
		Procedures, if applicable, to ensure, during aircraft pushback operations:				
		i. Communication with the flight deck is conducted in a manner that eliminates the need for personnel to walk in close proximity to the aircraft.				



No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		ii. A backup method of communication between ground handling personnel and the flight deck is in place for implementation should the primary method fails.				
		iii. The flight deck is notified immediately in the event any connection between the tractor and the aircraft is lost during the operation.				
		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.				
		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.				
		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.				
		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				
		Procedures, if applicable, for aircraft pushback to ensure, prior to the aircraft commencing taxi under its own power, ground handling personnel:				
		i. Provide a final clearance signal to the flight deck				
		ii. If applicable, display the by-pass pin to the flight deck				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		iii. Receive acknowledgement from the flight deck.				
		Procedures, if applicable, for aircraft towing to ensure				
		i. Prior to commencement of a towing operation, communication is established between the tractor operator and the flight deck				
		ii. Aircraft hydraulic brake system pressure is available during the towing operation;				
		iii. When communication is lost during a towing operation, movement is immediately stopped.				
		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.				
		Procedures, if applicable, for aircraft towing to ensure, when towing on ice or snow, the tractor operator:				
		i. Avoids stopping movement in a turn, to the extent possible				
		ii. Maintains a reduced towing speed, particularly before entering a turn.				
		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.				
		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.				
		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				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	AC OPS-1.345	aircraft nose gear, a chock is placed behind the aircraft main wheels.				
		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				
		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				
		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				
		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				
		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.				
		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				
		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				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		Procedures, if applicable, for aircraft power-back to ensure wireless communication are the primary method of communication between the marshaled and the flight deck.				
		Procedures, if applicable for aircraft power-back to ensure the marshaled wear protective goggles in addition to normal personal protective equipment				
		Procedures, if applicable, to ensure aircraft power-back operations are not conducted when:				
		i. The departure gate is not approved for such operations;				
		ii. The entire area of the operation is not adequately lighted;				
		iii. Visibility is restricted due to weather conditions;				
		iv. An accumulation of ice, snow or slush is on the movement surface;				
		v. Verbal agreement is not reached between the marshaled and the flight deck;				
		vi. Any member of the ground handling crew is not properly protected.				
		(lii) Procedures, if applicable, for aircraft power-back to ensure the marshaller:				
		i. Terminates the rearward movement of the aircraft with a "come straight ahead" signal;				
		ii. Provides a stop signal only after the aircraft has achieved forward movement				
		<b>Fueling</b>				
		Procedures to meet the requirements of CAR OPS and as required.				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		<b>De-icing / Anti icing</b>				
		Operators to meet the requirements of CAR OPS and as required. AEA guidelines are recommended.				
		<b>Dangerous Goods.</b>				
		States the types of dangerous goods operations the operator is engaged in.				
	CAR 92	States which dangerous goods the operator do not accept for transport for all destinations (Operator's variations)				
		There is a list of all locations where the various operations manuals are kept				
		List all State's exemptions or approvals affecting the operator				
	92.170 - 92.360	<b>Dangerous Goods Post holder</b>				
	92.350	a. 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. b. 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	<b>Applicable Regulations</b>				
		a. The operator identifies the applicable regulations and documents the company uses, where they're located and how they're accessed				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
	CAR 92 Applicability	Aircraft specific				
		a. Details of the location and the numbering system of cargo compartments for each aircraft type				
	Subpart E ,Restrictions	b. Instructions on the loading restrictions by aircraft type				
		c. Maximum quantity of dry ice permitted in each compartment				
		d. Maximum sum of transport indexes for radioactive material permitted in each compartment				
		Training				
		a. States who is responsible for the air operator's Training Program and Training Records				
	CAR 92.595	b. States which company employees require training, type of training and frequency of recurrent training;				
		c. States that the air operator training programs must be approved by the State of authority				
		d. Remote/online Training (if applicable )				
		Passenger Handling				
	CAA Guideline	a. Describes which dangerous goods are permitted and not permitted in passenger or crew baggage or on the person				
	CAR 92.135 ; 400	b. 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				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		c. Describes the procedures for and the form of promulgating information to passengers				
		d. States what the acceptance procedures are for passengers and baggage.				
		e. 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				
		f. 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				
		g. 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				
		h. 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				
		i. 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-				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		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				
		j. 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				
		a. 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.				
		b.State who is responsible/qualified to prepare dangerous goods COMAT for transport				
		c. Describes how dangerous goods COMAT are prepared for transport				
		d. Explains how dangerous goods COMAT are to be processed once prepared				
		Acceptance Procedures				
		a. Describe the procedures and information regarding acceptance of dangerous goods				
	Subpart C 92.405	b. Describes how dangerous goods are prevented from entering the system without appropriate preparation				



No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		c. States the procedures for accepting general cargo ensuring that dangerous goods do not enter the system when they are not permitted				
		d. State the procedures for accepting dangerous goods cargo and use of an acceptance checklist				
		e. States the procedures for handling rejected dangerous goods in cargo				
		f. Describes the procedures for and the form of promulgating information to those offering dangerous goods or cargo for transport.				
		<b>Retention of Documents</b>				
		a. Describes what documents must be retained				
	92.170 - 92.360	b. States the length of time each type of document must be retained				
		c. Describes who is responsible for retaining the document				
		d. States the location where each is to be kept, including with third party				
		<b>Ground Handling</b>				
		a. Describes the duties of all personnel involved , especially with relevance to ground handling and aircraft handling				
	CAR 92.135 ; 92.175	b. Describes procedures and information regarding storage, prior to transport				
		c. Describes procedures for movement within the cargo facility, and to and from the cargo facility to the aircraft				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		d. Describes procedures for replacing lost, detached or illegible safety marks on packages, overpacks, freight or unit load devices				
		e. Describe procedures sufficient to assist persons in identifying packages that are marked or labelled as dangerous goods				
		f. Describes the procedures for loading/unloading dangerous goods onto or from and aircraft.				
		g. Describes the procedures for inspection for damage, leakage or contamination or removal of any possible contamination				
		<b>Cargo Aircraft</b>				
		a. States the instructions on the carriage of the Operator's personnel on cargo aircraft when dangerous goods are being carried				
	CAR 92.135	<b>Load Planning</b>				
		a. Describes the procedures for load planning (including preparation of NOTOC where applicable).				
	CAR 92.135	b. Describes the requirements for information to the PIC				
		c. 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				
		<b>Dangerous goods transport documents</b>				


No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		a. 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	b. 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				
		a. States emergency response information is available and where the pilot-in-command/other crew members can find it				
	CAR 92.420 & 92.425	b. Describes the actions to take in the event of an aircraft accident or incident when dangerous goods are being carried.				
		c. States how the pilot-in-command is to report emergencies involving dangerous goods.				
		d. Describes how the NOTOC is accessed during an emergency.				
		e. Describes the procedures for managing a dangerous goods incident/accident on the ground/on board.				
		f. Describes the procedures for managing mis-declared or undeclared dangerous goods.				
		g. Describes the procedures to follow when reporting undeclared or mis-declared dangerous goods as cargo or mail				
		h. Describes the procedures to follow when reporting dangerous goods in passenger/crew baggage				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		i. Describes procedures to follow when reporting dangerous goods occurrences incidents/accidents				
		j. 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				
		k. 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				
		l. 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				
		a. 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.				
		ICAO recommendations (The transport of vaccine, Cargo facilitation during vaccine) : Compliance to the ICAO addendums 1 and 2				
		The risk assessment process regarding the carriage of dangerous Goods.				
	Addendums 1 and 2	ICAO recommendations (The transport of vaccine, Cargo facilitation during vaccine) :				

No	Reference	Text	Applicant's GOM reference	S/US	Required corrective action	Comment
		Compliance to the ICAO addendums 1 and 2				

<b>This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>				
<b>Name of Accountable Person</b>		<b>Signature</b>		<b>Date</b>
<b>CAA USE ONLY</b>				
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>
FOI				
GOI/DGI				
CSI				
<b>CAA USE ONLY</b>				
<b>Review No :</b>		<b>Results</b>	<b>Approved</b> <input type="checkbox"/>	<b>Not Approved</b> <input type="checkbox"/>

### 1.1.9. Statement of Compliance – CAR-100

 هيئة الطيران المدني CAA	<b>AIR OPERATOR CERTIFICATION</b> <b>SAFETY MANAGEMENT SYSTEM – STATEMENT OF COMPLIANCE CHECKLIST</b> <b>CAR-100</b>	<b>Form</b>	<b>AOC – 103- SOC SMS</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>INTRODUCTION</b>			
<p>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.</p>			

**Instructions for completion:**

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 approved the 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.

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
<b>SUBPART A – GENERAL</b>						
1	CAR 100.001 Applicability	CAR-100 prescribes the requirements applicable to: (a) An organisation to establish, implement, and maintain a system for safety management. (b) The Acceptable Means of Compliance and Guidance Material (AMC & GM), which are referred to therein, form part of the associated regulation or sub-regulation and have the same status. (c) The applicable punitive actions that may be enforced by the Authority against recognised actions of non-compliance.				
2	CAR 100.005 System for safety management	a) An organisation to which this Regulation applies must have a system for safety management that includes; (1) A safety policy on which the system for safety management is based; and (2) A process for risk management that identifies hazards to aviation safety, that evaluates and manages those associated risks; and (3) Safety assurance measures that ensure: I. Hazards, incidents, and accidents are internally reported and analysed and action is taken to prevent recurrence; and II. Goals for the improvement of aviation safety are set and the attainment of these goals is measured; and				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>III. There is a quality assurance program that includes the conducting of internal audits and regular reviews of the system for safety management; and</p> <p>(4) Training that ensures personnel are competent to fulfil their safety responsibilities.</p> <p>(b) The organisation must document all processes required to establish and maintain the system for safety management.</p> <p>(c) The organisation's system for safety management must correspond to the size of the organisation, the nature and complexity of the activities undertaken by the organisation, and the hazards and associated risks inherent in the activities undertaken by the organisation.</p>				
3	CAR 100.010 Terminology & Definitions	<p><b>Acceptable Level of Safety Performance (ALoSP):</b> The minimum level of safety performance of civil aviation in a State, as defined in its State safety programme, or of an organisation, as defined in its Safety Management System, expressed in terms of Safety Performance Targets and Safety Performance Indicators.</p> <p><b>Accountable executive:</b> A single, identifiable person having responsibility for the effective and efficient performance the State's SSP, an organisation or a service provider's SMS. That person may be an executive or a managerial position, which has been the delegated the role of assuming those responsibilities and accountability.</p> <p><b>Alert Level:</b> An established level or criteria value outside of the normal operating range or out-of-control region that triggers a warning that an adjustment or evaluation is needed.</p> <p><b>Authority:</b> means the Civil Aviation Authority as established under the Civil Aviation Law by the Sultanate of Oman.</p> <p><b>Consequence:</b> Actual or potential impact of a hazard that can be expressed qualitatively and/or quantitatively. More than one consequence may evolve from an event.</p> <p><b>Corrective Action:</b> Action to eliminate the cause of or reduce the effects of a detected hazard or potentially hazardous situation in order to prevent its recurrence.</p>				



No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p><b>Defences:</b> Specific mitigating actions, preventive controls or recovery measures put in place to prevent the realization of a hazard or its escalation into an undesirable consequence.</p> <p><b>Error:</b> An action or inaction by an operational person that leads to deviations from organisational or the operational person's intentions or expectations.</p> <p><b>Hazard:</b> A condition that could cause or contribute to an aircraft incident or accident.</p> <p><b>Hazard Analysis:</b> Analysis performed to identify hazards, hazard effects, and hazard causal factors used to determine system risk.</p> <p><b>Hazard Identification:</b> A process to establish a list of hazards relevant to the activity and the causes/threats that could release them.</p> <p><b>High-consequence Indicators:</b> Safety Performance Indicators pertaining to the monitoring and measurement of high-consequence occurrences, such as accidents or serious incidents. High consequence indicators are sometimes referred to as reactive indicators.</p> <p><b>Human Factors:</b> Principles which apply to aeronautical design, certification, training, operations and maintenance and which seek safe interface between the human and other system components by proper consideration to human performance.</p> <p><b>Investigation:</b> A process conducted for the purpose of accident prevention that includes the gathering and analysis of information, the drawing of conclusions, including the determination of causes and, when appropriate, the publishing of safety recommendations.</p> <p><b>Lower-consequence Indicator:</b> Safety Performance Indicators pertaining to the monitoring and measurement of lower-consequence occurrences, events or activities such as incidents, non-conformance findings or deviations. Lower-consequence indicators are sometimes referred to as proactive/predictive indicators.</p> <p><b>Open Reporting Culture:</b> An organisational perspective that actively encourages effective safety reporting by defining acceptable behaviour (often unintended errors) and unacceptable behaviour</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>(such as recklessness, violations or sabotage), and provides fair protection to reporters.</p> <p><b>Operational Personnel:</b> Personnel involved in aviation activities who are in a position to report safety information.</p> <p><i>**Note.- Such personnel include, but are not limited to: flight crews; air traffic controllers; aeronautical station operators; maintenance technicians; personnel of aircraft design and manufacturing organisations; cabin crews; flight dispatchers, apron personnel and ground handling personnel.</i></p> <p><b>Predictive:</b> Any method that continuously analyses current and historical information to forecast potential future occurrences.</p> <p><b>Prescriptive Standards:</b> Standards that specify methods for complying with safety requirements.</p> <p><b>Preventive Action:</b> Pre-emptive action to eliminate or mitigate the potential cause or reduce the future consequence of a hazard.</p> <p><b>Proactive:</b> Any method that actively searches for potential safety risks through the analysis of an organisation's activities prior to occurrence.</p> <p><b>Reactive:</b> Any method that responds to past occurrences.</p> <p><b>Risk:</b> The assessed predicted likelihood and severity of the consequence(s) or outcome(s) of a hazard.</p> <p><b>Risk Analysis:</b> Process whereby possible consequences of hazards are objectively characterized for their severity and probability. The process can be qualitative and/or quantitative.</p> <p><b>Risk Assessment:</b> The identification, evaluation, and estimation of the level of risk.</p> <p><b>Risk Control:</b> Activities that ensure that safety policies, procedures, and processes minimize the risk of an aviation accident or incident.</p> <p><b>Risk Management:</b> An organisational function that assesses the organisation's system design and verifies that the system adequately controls risk. A formal risk management process describes a system, assesses hazards, analyses those hazards to evaluate the risk, and establishes controls to manage those risks.</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p><b>Risk Mitigation:</b> The process of incorporating defences or preventive controls to lower the severity and/or likelihood of a hazard's projected consequence.</p> <p><b>Safety:</b> The state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.</p> <p><b>Safety Assessment:</b> Documentation that contains hazard descriptions, the related consequences, the assessed likelihood and severity of the safety risks, and required safety risk controls.</p> <p><b>Safety Assurance:</b> Processes used to ensure risk controls developed under the risk management process achieve their intended objectives throughout the life cycle of a system. This process may also reveal hazards not previously identified and identify or assess the need for new risk control, as well as the need to eliminate or modify existing controls. This is one of the four components of SMS.</p> <p><b>Safety Culture:</b> An enduring set of values, norms, attitudes, and practices within an organisation concerned with minimizing exposure of the workforce and the general public to dangerous or hazardous conditions. In a positive safety culture, a shared concern for, commitment to, and accountability for safety is promoted.</p> <p><b>Safety Management System (SMS):</b> A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.</p> <p><b>Safety Performance Indicator:</b> A data-based parameter used for monitoring and assessing safety performance.</p> <p><b>Safety Performance Target:</b> The planned or intended objective for Safety Performance Indicator(s) over a given period.</p> <p><b>Safety Promotion:</b> A combination of safety culture, training, and information sharing activities that support the implementation and operation of an SMS in an organisation. This is one of the four components of SMS.</p> <p><b>Safety Risk:</b> The predicted probability and severity of the consequences or outcomes of a hazard.</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p><b>Safety Risk Management:</b> A process used to assess system design and verify that the system adequately controls risk. A formal risk management process describes a system, assesses hazards, analyses those hazards to evaluate the risk, and establishes controls to manage those risks. This is one of the four components of SMS.</p> <p><b>Severity:</b> The extent of loss or harm associated with consequences of a hazard.</p> <p><b>Severity – Catastrophic:</b> Results in multiple fatalities and/or loss of the aircraft.</p> <p><b>Severity – Hazardous:</b> A large reduction in safety margins, physical distress, or workload such that organisations cannot be relied upon to perform their tasks accurately or completely. Serious injury or death to a small number of aircraft occupants, ground personnel, and/or general public. Major equipment damage.</p> <p><b>Severity – Major:</b> A significant reduction in safety margins and a reduction in the ability of organisations to cope with adverse operating conditions as a result of an increase in workload, significant discomfort, or conditions impairing their efficiency. Serious incident with physical distress to occupants of aircraft, injuries, and equipment damage.</p> <p><b>Severity – Minor:</b> Does not significantly reduce system safety and operator actions are well within their capabilities. May include slight reduction in safety margins, operating limitations, slight increase in workload, some physical discomfort, and/or minor equipment damage.</p> <p><b>Severity – Negligible:</b> Little consequence. Has no effect on safety.</p> <p><b>State Safety Programme (SSP):</b> An integrated set of regulations and activities aimed at improving safety.</p>				
<b>SUBPART B — PROCEDURES</b>						
4	CAR 100.100 General	(a) This regulation establishes the Safety Management System (SMS) requirements for organisations which are approved / certified in accordance with the CARs, issued under the Civil Aviation Law of the Sultanate of Oman.				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>(b) Each operator must employ such numbers of qualified personnel as the CAA considers necessary to operate the services proposed by the operator and such personnel must be employed on a full-time basis in appropriate areas.</p> <p>(c) Have a program, approved by the CAA, to train and assess personnel in human factors and non-technical skills with the aim of minimising human error.</p> <p><i>Note: The operator will have regard to the guidance contained in the ICAO Safety Management Manual (Doc 9859) when deciding whether to seek approval for a program to train and assess personnel in human factors and non-technical skills.</i></p> <p>(d) Where the organisation holds more than one organisation certificate, the Safety Management System shall be combined and integrated. This includes AOC holders who are at the same time, hold flight training organisation approval.</p> <p>(e) In the case of one organisation, holding two or more AOCs at different locations; the SMS shall include specific instructions pertinent to those locations.</p> <p>(f) In the case of an organisation holding an AOC with service providers operating within or are a sub-contracted entity; the SMS shall include specific instructions pertinent to those entities.</p> <p>(g) The SMS shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities. Where the term "periodic" or "periodically" is used, the organisation shall define the timeframe within its manuals.</p>				
5	CAR 100.105 Establishment and purposes of a safety management policy	<p>Safety policy outlines the principles, processes and methods of the organisation's SMS to achieve the desired safety outcomes. The policy establishes senior management's commitment to incorporate and continually improve safety in all aspects of its activities. Senior management develops measureable and attainable organisation wide safety objectives to be achieved. (See GM)</p>				
6	CAR 100.110 Management Commitment and responsibilities	<p>The organisation shall define its safety policy, which shall:</p> <p>(a) Reflect organisational commitment regarding safety;</p> <p>(b) Include a clear statement about the provision of the necessary resources for the implementation of the safety policy and achievement of the safety objectives; (See GM)</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>(c) Establish a non-punitive approach which supports safety reporting and encourages an open reporting culture for the purpose of safety improvement, not to apportion blame; (See GM)</p> <p>(d) Clearly indicate that cases of gross negligence, willful misconduct or a significant continuing safety concern are unacceptable in relation to the organisation's aviation activities and include the circumstances under which disciplinary action would or would not be applicable within the framework of the Safety Management System;</p> <p>(e) Be signed by the Accountable Manager;</p> <p>(f) Be communicated, with visible endorsement throughout the organisation;</p> <p>(g) Be periodically reviewed to ensure it remains relevant and appropriate to the organisation.</p>				
7	CAR 100.115 Safety accountabilities	<p>The organisation shall:</p> <p>(a) Identify the Accountable Manager who has full control of the resources, final authority over operations under the certificate approval of the organisation and ultimate responsibility and accountability for the establishment, implementation and maintenance of the SMS, safety policies and the resolution of all safety issues. (See AMC-1 &amp; 2)</p> <p>(b) Clearly define lines of safety accountability throughout the organisation, including a direct accountability for safety on the part of senior management;</p> <p>(c) Identify the accountabilities of all members of management, irrespective of other functions, as well as of employees, with respect to the safety performance of the SMS;</p> <p>(d) Document and communicate safety responsibilities, accountabilities and authorities throughout the organisation; and</p> <p>(e) Define the levels of management with authority to make decisions regarding safety risk tolerability.</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
8	CAR 100.120 Appointment of key safety personnel	<p>Accountable executive/manager – SMS</p> <p>(a) The organisation shall appoint a properly educated, trained and experienced person who fulfils the role of Accountable executive/Manager – SMS for the development and maintenance of an effective Safety Management System.</p> <p>(b) The appointed person shall have direct access to the Accountable Manager to ensure that the Accountable Manager is kept properly informed on safety matters.</p> <p>(c) The accountable executive/manager – SMS shall be accepted by the Authority.</p> <p>(d) The accountable executive/manager – SMS is a senior management position and shall not hold other positions that may conflict or impair his/her role as Manager – SMS unless specifically approved by the Authority.</p> <p>(See AMC &amp; GM for above)</p>				
9	CAR 100.125 Coordination of emergency response planning	<p>The organisation shall ensure that the Emergency Response Plan (ERP) is properly coordinated with the Emergency Response Plans of those organisations it must interface with during the provision of its services. (See AMC &amp; GM)</p>				
10	CAR 100.130 SMS Documentation plus AMC to CAR-100.130(a) and AMC to CAR-100.130(b)	<p>(a) The organisation shall develop an SMS Manual endorsed by the Accountable Manager and acceptable to the Authority to demonstrate how the organisation will comply with this regulation.</p> <ol style="list-style-type: none"> <li>(1) safety policy and objectives;</li> <li>(2) SMS requirements;</li> <li>(3) SMS processes and procedures;</li> <li>(4) Accountabilities, responsibilities and authorities for SMS processes and procedures.</li> </ol> <p>(See GM for above)</p> <p>(b) The organisation shall establish a system of record keeping that allows adequate storage and reliable traceability of all records related to the Safety Management System processes.</p> <ol style="list-style-type: none"> <li>(1) The format of the records should be specified in the organisation's procedures.</li> <li>(2) Records should be stored in a manner that ensures protection from damage, alteration, and theft.</li> </ol>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>(3) The record keeping system should ensure that all records are accessible whenever needed and records should be organised in a way that ensures traceability throughout the required retention period.</p> <p>(4) Paper systems should use robust material that can withstand normal handling and filing. Computer systems should have at least one backup system, which is updated within 24 hours of any new entry. Computer systems should include safeguards against the ability of unauthorized personnel altering the data.</p> <p>(5) All computer hardware used to ensure data backup should be stored in a different location from that containing the working data, and in an environment that ensures they remain in good condition. When hardware or software changes take place, special care should be taken that all necessary data continues to be accessible at least through the full period specified in the relevant provision. In the absence of such indication, all records should be kept for a minimum period of seven (7) years.</p> <p>(6) The records should remain legible throughout the required retention period. The retention period starts from when the record was created or last amended.</p> <p>(7) Records related to Safety Management System processes should include but are not limited to:</p> <ul style="list-style-type: none"> <li>i. The results of the assessment of the potential adverse consequences or outcome of each hazard;</li> <li>ii. Safety Performance Indicators, targets and related charts;</li> <li>iii. record of completed or in-progress safety assessments;</li> <li>iv. SMS internal review or audit records;</li> <li>v. safety promotion records;</li> <li>vi. personnel SMS/safety training records;</li> <li>vii. SMS/safety committee meeting minutes; and</li> <li>viii. SMS implementation plan (during implementation process).</li> </ul> <p>(See Appendix 9 for GM for para (7) i.)</p>				



No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
11	CAR 100.135 Safety Risk Management	<p>Safety risk management shall include hazard identification, safety risk assessment and mitigation processes.</p> <p><i>Hazard Identification</i> – The organisation shall develop, implement and maintain a process that ensures that hazards associated with its aviation products or services are identified. In order to ensure continuity of data flow through internal safety reporting systems, the organisation shall ensure that it effectively implements sub-regulation CAR 100.110 (c) of this regulation. (See GM)</p> <p>In addition to the proactive and reactive methods of safety data collection the organisation should employ where practical predictive methodologies which could arrest risks from potential hazards. Hazards should be identified through proactive methodologies, or as a result of accident or incident investigations (reactive), and where practical through predictive methodologies.</p> <p>The internal safety reporting system should contain the following elements:</p> <p>(a) The collection and evaluation of those errors, near-misses, and hazards reported internally;</p> <p>(b) Corrective and preventive actions are taken internally to address any safety issues and hazards;</p> <p>(c) Feedback to the organisation's safety training, whilst maintaining appropriate confidentiality</p> <p>(d) Provision of feedback to the reporter to ensure his support to the occurrence reporting system and disseminate the results to other relevant parties. (See Appendix 11 – Aviation Occurrence reporting form)</p> <p>(e) A non-punitive approach which encourages safety reporting within a system that clearly indicates which types of behaviors are unacceptable.</p> <p>(f) An investigation process to:</p> <ol style="list-style-type: none"> <li>(1) identify and address the factors contributing to occurrences in order to reduce the likelihood of reoccurrence;</li> <li>(2) identify adverse trends;</li> <li>(3) identify those reports which require further investigation; and</li> </ol>				


No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		(4) establish all root causes, including any technical, organisational, managerial, or human factors issues, and any other contributing factors relating to the event. <i>(See AMC &amp; GM for all of the above)</i>				
12	CAR 100.140 Safety Risk Assessment and Mitigations	The organisation shall develop, implement and maintain a process that ensures analysis, assessment, and acceptable control of the safety risks associated with identified hazards. Written procedures for developing and implementing Corrective Actions will be established. These specific corrective action plans should address the following: (a) Development and proposal of the corrective action; (b) Analysis and final approval level of the corrective action, including who is responsible for approval of the corrective action; (c) Who will implement the corrective action; (d) How the responsible person will implement the corrective action; (e) When the corrective action completion due date is; (f) Who will evaluate the outcome and how, including identification of data requiring collection, awareness of the possibility of unintended consequences, and events that should trigger a response; (g) Who will monitor the status of the corrective action and how; and (h) Reporting the status of the corrective action (to whom, with what frequency). <i>(GM for all of above)</i>				
13	CAR 100.145 Safety Assurance	The organisation shall develop, document and maintain safety assurance processes to ensure that the safety risks controls established, as a consequence of the hazard identification and risk management activities, achieve their intended objectives. <i>(See GM for the above)</i>				
14	CAR 100.150 Safety Performance Monitoring and Measurement	(a) The organisation shall establish safety performance monitoring and measurement processes by the establishment of Safety Performance Indicators (SPI) and Safety Performance Targets (SPT) to verify its safety performance and validate the effectiveness of the safety risk controls.				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		<p>(b) The indicators, targets, alert levels and relevant action plans defined to achieve the targets shall be agreed with the CAA.</p> <p>(c) The actual performance shall be regularly provided to CAA in a form and manner established by CAA for monitoring purposes along with statistical data required for CAA to establish and monitor the State Acceptable Level of Safety Performance (ALoSP).</p> <p>(d) For organisations that do not have sufficient data for the establishment of SPI's and SPT's, the organisation shall establish safety initiatives aiming at continuous improvement in relation to safety standards. These initiatives shall be in line with the safety objectives of the organisation.</p> <p>(e) If an alert level or a target has been breached, the organisation shall immediately report it the CAA and submit a corrective plan accordingly. (See AMC-1 to 4 &amp; GM for all of the above)</p>				
15	CAR 100.155 Management of Change	The organisation shall develop, document, implement and maintain a process to identify changes that may affect the level of safety risk associated with its aviation products or services and to identify and manage the safety risks or hazards that may arise from those changes. (See GM)				
16	CAR 100.160 Continuous Improvement of the SMS	The organisation shall monitor and assess the effectiveness of its SMS processes to enable continuous improvement of the SMS. (See AMC & GM)				
17	CAR 100.165 Safety Promotion	<p><b>(a) Training and education –</b></p> <p>(1) The organisation shall develop and maintain a safety-training program that ensures that personnel are trained and competent to perform their duties relevant to the organisation's SMS.</p> <p>(2) The scope of the safety training shall be appropriate to the individual's involvement in the SMS.</p> <p>(See AMC for above)</p> <p><b>(b) Safety Communication –</b></p> <p>The organisation shall develop, document, implement and maintain formal means for safety communication that:</p> <p>(1) Ensures personnel are aware of the SMS to a degree commensurate with their positions in a timely manner;</p> <p>(2) Conveys safety-critical information in a timely manner;</p> <p>(3) Explains why particular safety actions are taken; and</p> <p>(4) Explains why safety procedures are introduced or changed.</p>				

No	Requirement	Content	Applicant's Manual reference	S/US	Required corrective action	Comments
		(See GM for above)				

<b>Applicant Compliance statement</b>	
I hereby declare that the statement of compliance filled in accordance with the relevant CAR as appropriate, with notifying the differences and inapplicability if any	
Organization Name: .....	
Filled by: ..... Position: .....	
Date: ..... Signature: .....	

<b>FOR CAA USE ONLY</b>		
<b>INSPECTOR DECISION:</b>		
1. Inspector's Name and Title:	Signature:	Date:
2. Inspector's Name and Title:	Signature:	Date:
<b>NOTE:</b> ..... .....		

	<b>AIR OPERATOR CERTIFICATION</b> <b>SAFETY MANAGEMENT MANUAL – STATEMENT OF COMPLIANCE</b> <b>CAR-100 – Appendix 7</b>			Form	AOC – 103 - SOC SMM
				Revision	02
				Date	01 December 2021
ITEM	Operator SMS Manual Reference	S/US	Required Corrective Action	Comments	
<b>1. Document control</b> Describe how the manual(s) will be kept up to date and how the organization will ensure that all personnel involved in safety-related duties have the most current version. (Cross-reference documents: Quality manual, engineering manual, etc.					
a) Hard copy or controlled electronic media and distribution list.					
(b) The correlation between the SMS manual and other existing manuals such as the maintenance control manual (MCM) or the operations manual.					
(c) The process for periodic review of the manual and its related forms/documents to ensure their continuing suitability, adequacy and effectiveness.					
d) The manual's administration, approval and regulatory acceptance process.					
<b>2. SMS regulatory requirements</b> Address current SMS regulations and guidance material for necessary reference and awareness by all concerned.					
a) Spell out the current SMS regulations/standards. Include the compliance timeframe and advisory material references as applicable					
(b) Where appropriate, elaborate on or explain the significance and implications of the regulations to the organization					
(c) Establish a correlation with other safety-related requirements or standards where appropriate. Cross-reference documents: SMS regulation/requirement references, SMS guidance document references, etc.					
<b>3. Scope and integration of the Safety Management System</b> Describe the scope and extent of the organization's aviation-related operations and facilities within which the SMS will apply. The scope of the processes, equipment and operations deemed eligible for the organization's hazard identification and risk management (HIRM) programme should also be addressed.					

a) Spell out the nature of the organization's aviation business and its position or role within the industry as a whole.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(b) Identify the major areas, departments, workshops and facilities of the organization within which the SMS will apply.				
(c) Identify the major processes, operations and equipment, which are deemed eligible for the organization's HIRM programme, especially those that are pertinent to aviation safety. If the scope of the HIRM-eligible processes, operations and equipment is too detailed or extensive, it may be controlled under a supplementary document as appropriate.				
(d) Where the SMS is expected to be operated or administered across a group of interlinked organizations or contractors; define and document such integration and associated accountabilities as applicable.				
(e) Where there are other related control/management systems within the organization, such as QMS, OSHE and SeMS, identify their relevant integration (where applicable) within the aviation SMS. <i>Cross-reference documents:</i> Quality manual, engineering manual, etc				
<b>4. Safety policy</b>				
Describe the organization's intentions, management principles and commitment to improving aviation safety in terms of the product or Organization. A safety policy should be a short description similar to a mission statement.				
(a) The safety policy should be appropriate to the size and complexity of the organization				
b) The safety policy states the organization's intentions, management principles and commitment to continuous improvement in aviation safety.				
c) The safety policy is approved and signed by the Accountable Manager.				

(d) The safety policy is promoted by the Accountable Manager and all other managers				
e) The safety policy is reviewed periodically.				
(f) Personnel at all levels are involved in the establishment and maintenance of the Safety Management System.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(g) The safety policy is communicated to all employees with the intent that they are made aware of their individual safety obligations. Cross-reference documents: OSHE safety policy, etc.				
<b>5. Safety objectives</b>				
<b>Describe the safety objectives of the organization. The safety objectives should be a short statement that describes in broad terms what the organization hopes to achieve.</b>				
a) The safety objectives have been established.				
(b) The safety objectives are expressed as a top-level statement describing the organization's commitment to achieving safety				
(c) There is a formal process to develop a coherent set of safety objectives				
d) The safety objectives are publicized and distributed				
(e) Resources have been allocated for achieving the objectives.				
(f) The safety objectives are linked to safety indicators to facilitate monitoring and measurement where appropriate. Cross-reference documents: Safety Performance Indicators, documents, etc				
<b>6. Roles and responsibilities</b>				
<b>Describe the safety authorities, responsibilities and accountabilities for personnel involved in the SMS.</b>				
(a) The Accountable Manager is responsible for ensuring that the Safety Management System is properly implemented and is performing as required in all areas of the organization.				

(b) An appropriate safety manager (office), safety committee or Safety Action Groups (SAGs) have been appointed as appropriate				
(c) Safety authorities, responsibilities and accountabilities of personnel at all levels of the organization are defined and documented				
(d) All personnel understand their authorities, responsibilities and accountabilities with regard to all safety management processes, decisions and actions.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(e) An SMS organizational accountabilities diagram is available.				
<b>7. Safety reporting</b>				
<b>A reporting system should include both reactive (accident/incident reports, etc.) and proactive/predictive (hazard reports). Describe the respective reporting systems. Factors to consider include: report format, confidentiality, addressees, investigation/evaluation procedures, corrective/preventive actions and report dissemination.</b>				
(a) The organization has a procedure that provides for the capture of internal occurrences including accidents, incidents and other occurrences relevant to SMS.				
(b) A distinction is to be made between mandatory reports (accidents, serious incidents, major defects, etc.), which are required to be notified to CAA, and other routine occurrence reports, which remain within the organization				
(c) There is also a voluntary and confidential hazard/occurrence reporting system, incorporating appropriate identity/data protection as applicable.				
(d) The respective reporting processes are simple, accessible and commensurate with the size of the organization.				
(e) High-consequence reports and associated recommendations are addressed to, and reviewed by the appropriate level of management.				



(f) Reports are collated in an appropriate database to facilitate the necessary analysis.				
<b>8. Hazard identification and risk assessment</b>				
<b>Describe the hazard identification system and how such data are collated. Describe the process for the categorization of hazards/risks and their subsequent prioritization for a documented safety assessment. Describe how the safety assessment process is conducted and how preventive action plans are implemented.</b>				
(a) Identified hazards are evaluated, prioritized and processed for risk assessment as appropriate.				
(b) There is a structured process for risk assessment involving the evaluation of severity, likelihood, tolerability and preventive controls.				
(c) Hazard identification and risk assessment procedures focus on aviation safety as their fundamental context.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(d) The risk assessment process utilizes worksheets, forms or software appropriate to the complexity of the organization and operations involved.				
(e) Completed safety assessments are approved by the appropriate level of management.				
(f) There is a process for evaluating the effectiveness of the corrective, preventive and recovery measures that have been developed.				
(g) There is a process for periodic review of completed safety assessments and documenting them outcomes				
<b>9. Safety performance monitoring and measurement</b>				
<b>Describe the safety performance monitoring and measurement component of the SMS. This includes the organization's SMS Safety Performance Indicators (SPIs).</b>				
(a) The formal process to develop and maintain a set of Safety Performance Indicators and their associated performance targets.				

(b) Correlation established between the SPIs and the organization's safety objectives where applicable and the process of regulatory acceptance of the SPIs where required.				
(c) The process of monitoring the performance of these SPIs including the remedial action procedure, whenever unacceptable or abnormal trends are triggered.				
(d) Any other supplementary SMS or safety performance monitoring and measurement criteria or process				
<b>10. Safety-related investigations and remedial actions</b>				
<b>Describe how accidents/incidents/occurrences are investigated and processed within the organization, including their correlation with the organization's SMS hazard identification and risk management system.</b>				
(a) Procedures to ensure that reported accidents and incidents are investigated internally.				
(b) Dissemination of completed investigation reports internally as well as to CAA applicable.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(c) A process for ensuring that corrective actions taken or recommended are carried out and for evaluating their outcomes/effectiveness.				
(d) Procedure on disciplinary inquiry and actions associated with investigation report outcomes				
(e) Clearly defined conditions under which punitive disciplinary action would be considered (e.g. illegal activity, recklessness, gross negligence or willful misconduct).				
(f) A process to ensure that investigations include identification of active failures as well as contributing factors and hazards.				
(g) Investigation procedure and format provides for findings on contributing factors or hazards to be processed for follow-up action				

by the organization's hazard identification and risk management system, where appropriate.				
<b>11. Safety training and communication</b>				
Describe the type of SMS and other safety-related training that staff receive and the process for assuring the effectiveness of the training. Describe how such training procedures are documented. Describe the safety communication processes/channels within the organization				
(a) The training syllabus, eligibility and requirements are documented.				
(b) There is a validation process that measures the effectiveness of training.				
(c) The training includes initial, recurrent and update training, where applicable.				
(d) The organization's SMS training is part of the organization's overall training programme.				
(e) SMS awareness is incorporated into the employment or indoctrination programme.				
(f) The safety communication processes/channels within the organization.				
<b>12. Continuous improvement and SMS audit</b>				
Describe the process for the continuous review and improvement of the SMS.				
(a) The process for regular internal audit/review of the organization's SMS to ensure its continuing suitability, adequacy and effectiveness.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(b) Describe any other programmes contributing to continuous improvement of the organization's SMS and safety performance, e.g. Safety surveys, ISO systems.				
<b>13. SMS records management</b>				
Describe the method of storing all SMS-related records and documents				
(a) The organization has an SMS records or archiving system that ensures the retention of all records generated in conjunction with the implementation and operation of the SMS.				
(b) Records to be kept include hazard reports, risk assessment reports, Safety Action Group/safety meeting notes, Safety				

Performance Indicator charts, SMS audit reports and SMS training records.				
(c) Records should be traceable for all elements of the SMS and be accessible for routine administration of the SMS as well as internal and external audits purposes.				
<b>14. Management of change</b>				
<b>Describe the organisation's process for managing changes that may have an impact on safety risks and how such processes are integrated within the SMS.</b>				
(a) Procedures to ensure that substantial organizational or operational changes take into consideration any impact which they may have on existing safety risks.				
(b) Procedures to ensure that appropriate safety assessment is performed prior to introduction of new equipment or processes which have safety risk implications.				
(c) Procedures for review of existing safety assessments whenever there are changes to the associated processes or equipment.				
<b>15. Emergency/contingency response plan</b>				
<b>Describe the organization's intentions regarding, and commitment to dealing with, emergency situations and their corresponding recovery controls. Outline the roles and responsibilities of key personnel. The Emergency Response Plan (ERP) can be a separate document or it can be part of the SMS manual.</b>				
(a) The organization has an emergency plan that outlines the roles and responsibilities in the event of a major incident, crisis or accident.				
(b) There is a notification process that includes an emergency call list and an internal mobilization process.				
<b>ITEM</b>	<b>Operator SMS Manual Reference</b>	<b>S/US</b>	<b>Required Corrective Action</b>	<b>Comments</b>
(c) The organization has arrangements with other agencies for aid and the provision of emergency services as applicable.				
(d) The organization has procedures for emergency mode operations where applicable.				
(e) There is a procedure for overseeing the welfare of all affected individuals and for notifying next of kin.				

(f) The organization has established procedures for handling the media and insurance-related issues.				
(g) There are defined accident investigation responsibilities within the organization.				
(h) The requirement for preservation of evidence, securing the affected area, and mandatory/ governmental reporting is clearly stated.				
(i) There is emergency preparedness and response training for affected personnel.				
(j) A disabled aircraft or equipment evacuation plan has been developed by the organization in consultation with aircraft/equipment owners, aerodrome operators or other agencies as applicable.				
(k) A procedure exists for recording activities during an emergency response.				
(l) Emergency response exercises are conducted annually or on a two (2) yearly basis.				
<b>CAR 100 Appendix 4 ERP Manual</b>				
(a) Governing policies: The ERP should provide direction for responding to emergencies, such as governing laws and regulations for investigations, agreements with local authorities, company policies and priorities.				
(b) Organisation: The ERP should outline management's intentions with respect to the responding organisations by: (1) designating who will lead and who will be assigned to the response teams; (2) defining the roles and responsibilities of personnel assigned to the response teams; (3) clarifying the reporting lines of authority; (4) setting up an Emergency Management Centre (EMC); (5) establishing procedures for receiving a large number of requests for information,				

<p>especially during the first few days after a major accident;</p> <p>6) designating the corporate spokesperson for dealing with the media;</p> <p>(7) defining what resources will be available, including financial authorities for immediate activities;</p> <p>(8) designating the company representative to any formal investigations undertaken by State officials;</p> <p>(9) defining a call-out plan for key personnel.</p> <p>An organisational chart will be used to show the organisational functions and communication relationships.</p>				
<p>(c) Notifications: The plan should specify who in the organisation should be notified of an emergency, who will make external notifications and by what means. The notification needs of the following should be considered:</p> <p>(1) management;</p> <p>(2) State authorities (search and rescue, the regulatory authority, the accident investigation board, etc.);</p> <p>(3) local emergency response services (aerodrome authorities, fire fighters, police, ambulance, medical agencies, etc.);</p> <p>(4) relatives of victims (a sensitive issue that, in many States, is handled by the police);</p> <p>(5) company personnel;</p> <p>(6) media; and</p> <p>(7) legal, accounting, insurers, etc</p>				
<p>(d) Initial response: Depending on the circumstances, an initial response team may be dispatched to the accident or crisis site to augment local resources and oversee the organisation's interests.</p> <p>Factors to be considered for such a team include:</p> <p>(1) Who should lead the initial response team?</p>				

<p>(2) Who should be included on the initial response team?</p> <p>(3) Who should speak for the organisation at the accident site?</p> <p>(4) What would be required by way of special equipment, clothing, documentation, transportation, accommodation, etc.?</p>				
<p>(e) Additional assistance: Employees with appropriate training and experience can provide useful support during the preparation, exercising and updating of an organisation's ERP. Their expertise may be useful in planning and executing such tasks as:</p> <p>(1) acting as passengers or customers in exercises;</p> <p>(2) handling survivors or external parties;</p> <p>(3) dealing with next of kin, authorities, etc.</p>				
<p>(f) Emergency Management Centre (EMC): An EMC (normally on standby mode) may be established at the organisation's headquarters once the activation criteria have been met. In addition, a command post (CP) may be established at or near the crisis site. The ERP should address how the following requirements are to be met:</p> <p>(1) staffing (perhaps for 24 hours a day, 7 days per week, during the initial response period);</p> <p>(2) communications equipment (telephones, facsimile, Internet, etc.);</p> <p>(3) documentation requirements, maintenance of emergency activity logs;</p> <p>(4) impounding related company records;</p> <p>(5) office furnishings and supplies; and</p> <p>(6) reference documents (such as emergency response checklists and procedures, company manuals, aerodrome emergency plans and telephone lists).</p> <p>The services of a crisis centre may be contracted from another airline or other specialist</p>				

<p>organisation to look after the Organisation's interests in a crisis away from home base. Company personnel would normally supplement such a contracted centre as soon as possible.</p>				
<p>(g) Records: In addition to the organisation's need to maintain logs of events and activities, the organisation will also be required to provide information to any State investigation team. The ERP should address the following types of information required by investigators:</p> <ol style="list-style-type: none"> <li>(1) all relevant records about the product or service concerned;</li> <li>(2) lists of points of contact and any personnel associated with the occurrence;</li> <li>(3) notes of any interviews (and statements) with anyone associated with the event;</li> <li>(4) any photographic or other evidence</li> </ol>				
<p>(h) Accident site: For a major accident, representatives from many jurisdictions have legitimate reasons for accessing the site: for example, police; fire fighters; medics; aerodrome authorities; coroners (medical examining officers) to deal with fatalities; State accident investigators; relief agencies such as the Red Cross (or equivalent) and even the media. Although coordination of the activities of these stakeholders is the responsibility of the State's police and/or investigating authority, the Organisation should clarify the following aspects of activities at the accident site:</p> <ol style="list-style-type: none"> <li>(1) nominating a senior company representative at the accident site if: <ol style="list-style-type: none"> <li>I. at home base;</li> <li>II. away from home base;</li> <li>III. offshore or in a foreign State;</li> </ol> </li> <li>(2) management of surviving victims;</li> <li>(3) the needs of the relatives of victims;</li> </ol>				




<p>(4) security of the wreckage;  (5) handling of human remains and personal property of the deceased;  (6) preservation of evidence;  (7) provision of assistance (as required) to the investigation authorities;  (8) removal and disposal of the wreckage; etc.</p>				
<p>(i) News media: How the company responds to the media may affect how well the company recovers from the event. Clear direction is required regarding, for example:</p> <p>(1) what information is protected by statute (FDR data, CVR and ATC recordings, witness statements, etc.);  (2) who may speak on behalf of the parent organisation at head office and at the accident site (public relations manager, chief executive officer or other senior executive, manager, owner);  (3) prepared statements for immediate response to media queries;  (4) what information may be released (what should be avoided);  (5) the timing and content of the company's initial statement;  (6) provisions for regular updates to the media.</p>				
<p>(j) Formal investigations: Guidance for company personnel dealing with State accident investigators and police should be provided</p>				
<p>(k) Family assistance: The ERP should also include guidance on the organisation's approach to assisting crisis victims or customer organisations. This guidance may include such things as:</p> <p>(1) State requirements for the provision of assistance services;  (2) travel and accommodation arrangements to visit the crisis site;  (3) programme coordinator and point(s) of contact for victims/customers;  (4) provision of up-to-date information;</p>				

(5) temporary assistance to victims or customers.				
(l) Post-occurrence review: Direction should be provided to ensure that, following the emergency, key personnel carry out a full debrief and record all recognised deficiencies and or improvements which may result in amendments to the ERP and associated procedures.				
<b>FOR CAA USE ONLY</b> <b><u>Name of the Inspector:</u></b>	Date		Signature	
<b><u>Conclusion of the Evaluation</u></b>				

# **Phase - 4 Demonstration & Inspection Checklist**


## AOC – 104 Demonstration & Inspection Checklist – (PM project manager and other sections)

 هيئة الطيران المدني <b>CAA</b>	<b>AIR OPERATOR CERTIFICATION                  DEMONSTRATION &amp; INSPECTION CHECKLIST                  PHASE – 4</b>				Form	AOC – 104
					Revision	02
					Date	01 Dec 2021
SUBJECT	PM/FOI/AWI/ GOI/DGI/CSI/PEL Initial (As Applicable)	DATE RECEIVED	DATE RE- SUBMITTED	DATE APPROVED/ ACCEPTED	REFERENCE DOCUMENT	
A. Inspect applicant conducting Training						
B. Certification or qualifications of pilots, flight dispatchers, cabin crew						
C. Aircraft conformity inspection						
D. Main operations base						
E. Main maintenance base						
F. Station and ground handling Inspection						
G. Demonstration flight						
Remarks:						
<b>FSD Inspectors</b>		<b>Signature</b>			<b>Date</b>	
Project Manager Name:						
Flight Ops Inspector Name:						
AW Inspector Name:						
GOI/DGI Name:						
CSI Name:						
PEL Name:						



# **Demonstration Flight Phase-4 Table Top Exercise**


# AOC – 105-A – Demonstration Flight Phase-4 Table Top Exercise

	<b>AIR OPERATOR CERTIFICATION TABLE TOP EXERCISE PHASE – 4</b>		<b>Form</b>	AOC – 105-A
			<b>Revision</b>	01
			<b>Date</b>	01 Dec 2021
<b>Tabletop Scenario Worksheet</b>				
<b>Applicant:</b>		<b>Element:</b>	<b>Scenario Number:</b>	
<b>Scenario:</b>				
<b>Expected Outcome:</b>				
<b>Actual Outcome:</b>				
<b>S / US</b>	<b>Date:</b>	<b>Inspector:</b>	<b>Signature:</b>	
This section records questions proposed posed to the appropriate individuals.				
<b>Scenario:</b>				
<b>S / US</b>	<b>Date:</b>	<b>Name of individual:</b>		

# **Demonstration Flight Phase-4 Proving Flight**



## AOC – 105-B – Demonstration Phase-4 – Proving Flight

	<b>AIR OPERATOR CERTIFICATION</b> <b>Flight Safety Department</b> <b>Proving Flight</b>		<b>Form</b>	AOC – 105-B	
			<b>Revision</b>	01	
			<b>Date</b>	01 Dec 2021	
<b>1. Operator's Details</b>					
Organization:			AOC No:		
Aircraft Type:			Aircraft Registration:		
Date:			Location/Route:		
Contact Person Title/Name:			Tel. No:		
Email:			Fax No:		
<b>2. Proving Flight Test</b>					
<b>Note: S - Satisfactory U/S - Unsatisfactory (*) - As applicable</b> The Demonstrations/Proving Flight Test is conducted for new AOC certification and for the induction of a new aircraft type or new operations into an Operator's AOC and Operations Specifications.					
No.	CAR Ref	2.1 Application and Documents	Dept	S /US	Comments/ Findings
1	CAR OPS 1.175 (b) 3.175	<p>Letter of Proving Test request and readiness is sent to the Director of Flight Safety (DFS) at least thirty (30) days prior to the proposed Proving Test date.</p> <p>Coordination meeting is required between the CAA Principal Inspectors (i.e. Flight Operations, Airworthiness, Cabin, Security) and the Operator</p>	DFS  All		
2.	CAR OPS 1.185 (d)	<p>Temporary flight clearance shall be presented to the operator once the PFOI is satisfied that all documentations, manuals and arrangements are fulfilled. Notwithstanding the en-route, over-flight, landing and departure clearances from the relevant Authorities are met.</p> <p><i>Note: Ops Specs may be amended to add the new aircraft by an asterisk annotation (*) or by issuing a Letter of Authorisation to operate in a Special Area of Operation.</i></p>	All		
No.	CAR Ref	2.2 Application and Documents	Dept	S /US	Comments/ Findings
3.	CAR OPS 1.905	The maintenance program for the new aircraft type must be	AWI		

		submitted to and approved by the Airworthiness section			
4.	CAR-21 and CAR-145	Final Acceptance (Issuance of C of A) a) External Inspection b) Ground Tests c) Flight Test d) Technical Acceptance e) C of A Issuance	AWI		
<b>No.</b>	<b>CAR Ref</b>	<b>2.3 Application and Documents</b>	<b>Dept</b>	<b>S /US</b>	<b>Comments/ Findings</b>
5.	CAR OPS 1.180 (c) DFS 16.5	Prior to the first revenue flight, proving flight(s) should be conducted to demonstrate the ability of the operator to safely operate the new aircraft type on a day to day basis. The applicant should submit a formal proving flight plan which contains: a) Details of the company coordinator b) Detailed schedule of all proposed flights c) List of names and positions of flight crewmembers on each flight d) Names, titles and company affiliation of all non-crewmembers on each flight e) Applicants plan for reducing test hours*			
<b>No.</b>	<b>CAR Ref</b>	<b>2.4 Application and Documents</b>	<b>Dept</b>	<b>S /US</b>	<b>Comments/ Findings</b>
6.		The CAA team should review the following: 1. Proving Flight plan for regulatory compliance, safe operating practices, logic of sequence, etc.	All		
7.		2. Operational and Training Manuals: a) Operations Manual (OM) b) Maintenance Manual c) Cockpit Normal/ Abnormal/ Emergency Checklists and Procedures, Crew co-ordination (Normal/ Abnormal/ Emergency) d) Cabin Safety and Emergency Manual e) Emergency Response Plan	FOI CSI		


		<ul style="list-style-type: none"> <li>f) Passenger Safety Briefing Cards</li> <li>g) Aircraft Fuelling</li> <li>h) Dispatch/ Flight Following/Flight Locating</li> <li>i) Weight and Balance</li> <li>j) Dangerous Goods</li> <li>k) MEL/CD</li> <li>l) Flight Planning</li> <li>m) De-icing/ Anti-Icing</li> <li>n) Carry-On Baggage</li> <li>o) Exit Seating</li> <li>p) Cargo handling and loading manuals</li> <li>q) Ground Operations Manual</li> <li>r) Enhanced Weather Information Systems</li> </ul>			
8.		<p>3. Training Manuals, Programmes, and Records* for:</p> <ul style="list-style-type: none"> <li>a) Flight crew</li> <li>b) Cabin Crew</li> <li>c) Dispatch/Flight Following/Flight Locating</li> <li>d) Maintenance Personnel</li> <li>e) Ground Personnel (handling, loading, Mass and Balance, etc.)</li> </ul>	FOI CSI		
No.	CAR Ref	2.5 Application and Documents	Dept	S /US	Comments/ Findings
9.	CAR OPS 1.180 (c)	<p>The proving flight(s) should cover the followings:</p> <p>Flight Planning By Dispatcher &amp; Flight Crew</p> <ul style="list-style-type: none"> <li>a) Dispatcher Briefing</li> <li>b) Flight Crew Briefing</li> </ul>	FOI		
10.	CAR OPS 1.300	<p>Flight Plan</p> <ul style="list-style-type: none"> <li>a) Submission of ATS Flight Plan</li> <li>b) Operational Flight Plan</li> </ul>	FOI		
11.	CAR OPS 1.290	<p>Dispatch Control – Flight Release Considerations</p> <ul style="list-style-type: none"> <li>a) MEL/CDL</li> <li>b) Forecast &amp; En-route Weather</li> <li>c) Fuel</li> <li>d) Dispatch Weather Minima</li> <li>e) Operational documentation</li> </ul>	FOI		
12.	CAR OPS 1 Subparts N & O	<p>Qualification &amp; Currency</p> <ul style="list-style-type: none"> <li>a) Flight Crew</li> <li>b) Cabin Crew</li> </ul>	FOI CSI		
13.	CAR OPS 1.290	<p>Fuel and Oil Supply</p> <ul style="list-style-type: none"> <li>a) Standard operational rules</li> <li>b) fuel policy</li> </ul>	FOI		

		c) Critical fuel reserve d) Critical fuel scenario			
14.	CAR OPS Subpart L	Communication & Navigation	FOI AWI		
15.	CAR OPS 1.290	Departure/ En-route/ Destination Alternates Suitable/Adequate Alternate Aerodrome	FOI		
16.	CAR OPS 1.475 1.485 1.530	Performance Data	FOI		
17.		Operational Limitations a) Area of Operation b) Flight Release Limitation c) Contingency Procedures	FOI		
18.	CAR OPS 1.085 & Subpart P	Pre-Flight Briefing a) Flight Crew b) Cabin Crew	FOI CSI		
19.		Emergency Evacuation and/or Ditching Demonstration*	FOI CSI		
20.	CAR OPS 1 & 3 Subpart P	In-flight Normal Procedures	FOI CSI		
21.	CAR OPS 1 & 3 Subpart P	In- flight Abnormal Procedures (Simulated Scenario) Flight Crew a) Loss of One Critical Component b) System Failures c) Power plant related Failure Etc.	FOI		
22.	CAR OPS 1 & 3 Subpart P	In- flight Abnormal Procedures (Simulated Scenario) Cabin Crew a) Galley/ Cabin Fire/ Smoke b) Medical cases c) Rapid Cabin Decompression d) Prepared/ Unprepared Ditching/ Crash Landing Etc...	CSI		
23.	CAR OPS 1.195	Flight Watch/ Monitoring a) System b) Effectiveness	FOI		
24.	CAR OPS 1.297	En-route Facilities & Weather update	FOI		
25.	OMA	Crew Post Flight Actions	FOI		
<b>No.</b>	<b>CAR Ref</b>	<b>2.6 Application and Documents</b>	<b>Dept</b>	<b>S /US</b>	<b>Comments/ Findings</b>

26.	DFS	In addition to the manual inspections and approvals outlined above, the following inspections should be conducted: 1. Inspections of each transit or line station must be conducted (if required as for Air Carrier) to ensure that ground personnel are adequately trained to support the new aircraft type and that support equipment and facilities are adequate for the operation. Transit stations may be inspected during proving flights or as separate events prior to the first revenue flight.	FOI AWI		
27.	CAR OPS 1.175 & 1.290	2. The Dispatch/ Operational Control centre should be inspected to ensure adequacy of flight planning, briefing and record-keeping.	FOI		
<b>No.</b>	<b>CAR Ref</b>	<b>2.7 Application and Documents</b>	<b>Dept</b>	<b>S /US</b>	<b>Comments/ Findings</b>
28.	CAR OPS 1.175	In conjunction with AOC/POC approval, the issuance/ amendment of the Operations Specifications represents a formal approval for the operator to commence revenue operations with the new aircraft type or within a Special Area of Operation.	FOI		
<b>3. Recommendations</b>					
<b>Remarks:</b>					
RECOMMENDED APPROVAL			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
FOLLOW UP REQUIRED			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Flight Operations Inspector:			Signature:		
Cabin Safety Inspector:			Signature:		
<b>Note: All deficiencies are to be recorded on AOC-109 and passed to the operator for rectification and provision of the revised documentation</b>					

# **Demonstration Flight Phase-4 Ramp Check**

**AOC – 105-C – Demonstration Flight Phase-4 Ramp Checklist**

	<h2 style="margin: 0;">Ramp Inspection Checklist</h2>	<b>Form</b>	<b>AOC – 105-C</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>

Reference No.:	Place of inspection:
Operator:	Date of inspection:
AOC/POC No.:	Time of inspection and duration:
<b>CREW:</b>	
Pilot-in-Command:	Flight Engineer:
Second-in-command:	Senior Cabin Crew:
<b>AIRCRAFT:</b>	
Type:	Hours since last periodic inspection:
Registration No.:	Date of last periodic inspection:
<b>Flight details:</b>	
Number:	Origin:
Fuel on board:	Destination:

**Legend: S = Satisfactory US = Unsatisfactory NC = Not Checked NA = Not Applicable NC= Not Checked**

<b>A</b>	<b>FLIGHT DECK</b>	<b>S/US</b>	5	Life jackets/floatation devices	
1	General condition		6	Seat belt and seat condition	
2	Emergency exit		7	Emergency exits, lighting, marking and torches	
3	Equipment		8	Slides/Life Rafts, ELT	
4	Manuals		9	Oxygen supply	
5	Checklists		10	Safety instructions	
6	Radio navigation charts		11	Cabin crew members	
7	Minimum equipment list		12	Access to emergency exits	
8	Certificate of Registration		13	Safety of passengers & their baggage	
9	Noise certificate		14	Seat capacity	
10	AOC or equivalent		<b>C</b>	<b>AIRCRAFT CONDITION</b>	<b>S/US</b>
11	Radio station license		1	General external condition	
12	Certificate of Airworthiness		2	Doors and Hatches	
13	Flight preparation		3	Flight controls and surfaces	
14	Weight and balance sheet		4	Wheels, tyres and brakes	
15	Portable fire extinguishers		5	Undercarriage, skids/floats	
16	Life jackets/floatation device		6	Wheel well	
17	Harness		7	Powerplant and Pylon	
18	Oxygen equipment		8	Fan blades	
19	Flash light		9	Propellers, rotors (main/tail)	
20	Flight crew license		10	Previous structural repairs	
21	Journey log book or GD		11	Obvious unrepaired damage	
22	Maintenance release		12	Leakage	
23	Defect notification and rectification		<b>D</b>	<b>CARGO</b>	<b>S/US</b>
24	Pre-flight inspection		1	General condition of cargo Compartment and containers	
25	Insurance Certificate(s)				
26	Additional information and forms to be carried				2
27	Information retained on the ground		3	Safety of cargo on board	
<b>B</b>	<b>CABIN SAFETY</b>	<b>Status</b>	<b>E</b>	<b>GENERAL</b>	<b>Status</b>

1	General internal condition		1	General	
2	Cabin crew station/Crew rest area				
3	First Aid Kit and Emergency Medical Kit				
4	Portable fire extinguishers				
<b>F</b>	<b>Offshore Helicopter Operations</b>	<b>Status</b>			<b>Status</b>
1	Landing areas		4	Fuelling facilities	
2	Rescue and fire fighting		5	Additional operational and handling equipment	
3	Communications and navigation		6	Personnel	
<b>REMARKS</b> (Write paragraph number followed by the remark here or use next page and sign)					
<b>FOI Name and ID No.:</b>			<b>Signature and date:</b>		
<b>GOI Name and ID No.:</b>			<b>Signature and date:</b>		
<b>CSI Name and ID No.:</b>			<b>Signature and date:</b>		

### Inspector's Guide on the Conduct of Ramp Inspections

#### Scope:

It is not possible to cover all items on the list at every ramp inspection. Inspections should be planned to cover high-risk items and to cover all other items over a series of inspections. It is essential that adequate records be kept and that there is complete coordination between all inspectors involved in ramp inspections for any one operator.

<b>Flight Deck (A01)</b> <b>General Condition</b>
1. Check cleanliness, tidiness and general condition.
2. Stowage of interior equipment, suitcases, navigation chart cases, EFB Class 1 stowage and Class 2 holder, etc.
3. Check that the flight crew compartment door, if provided, is lockable. Where applicable, check that the flight crew compartment door is penetration resistant and that there is a means to monitor the door area from either pilot seat.
4. Condition of flight deck windows.
5. The number and composition of the flight crew shall not be less than that specified in the operations manual. For within OMAN VFR A to A or A to B operations on single engine aeroplane of MAPSC(Max Passenger Seating Capacity) of 9 seats or less or MTOM of 5700 kg or below, single pilot commercial operations may be performed with minimum pilots as described in the AFM. For offshore helicopter operations it is mandatory to operate with a minimum of 2 pilots.
<b>Flight Deck (A02)</b> <b>Emergency Exit</b>
1. Check whether access to emergency exits is restricted or impeded.
2. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.
3. Facilities shall be provided for the rapid evacuation of the aircraft in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aircraft and shall be shown to be suitable for their intended purpose.
<b>Flight Deck (A03)</b> <b>Equipment</b>
1. TAWS (E-GPWS): Check if installed and serviceable. If unserviceable check if properly deferred and check if still within MEL dispatch limits. Verify that the installed GPWS has a forward looking terrain avoidance function. If the terrain database is found to be expired, verify against the MEL the dispatch conditions. When an operational test can be performed by the pilot, it should be requested.
2. ACAS II (TCAS): Check if installed and serviceable. If unserviceable check if still within MEL dispatch limits- When an operational test can be performed by the pilot, it should be requested. <i>Note: ACAS II Change 7.0 is required for all turbine powered aeroplane having MCTOM in excess of 5700 kg or a MAPSC (Max Passenger Seating Capacity) of more than 19. From 31 January 2015 or if manufactured after 31 December 2012, such aeroplanes shall be equipped with ACAS II, Change 7.1.</i>
3. VHF radios with 8.33 kHz spacing (if required).



4. Flight Data Recorder (FDR) for: Turbine powered aeroplanes having a MAPSC (Max Passenger Seating Capacity) of more than 9 or MCTOM over 5700 kg as appropriate (Ref.: CAR OPS Subpart K).
5. A CVR capable of retaining the information recorded during at least the last two hours of its operation.
6. Automatic Emergency Locator Transmitter (ELT) capable of transmitting on 121.5 MHz and 406 MHz.
7. Valid database of flight management computer (FMC) if provided.
8. Flight and navigational instruments and associated equipment (Ref. CAR-OPS 1 Subpart K): Observe the differences in requirements based on VFR/IFR, day/night, crew compliment, MAPSC (Max Passenger Seating Capacity), MTOM and if local A-A flights (See IEM OPS 1.650/1.652).
<b>Flight Deck (A04)</b> <b>Manuals</b>
1. Check for presence of Aircraft Flight Manual.
2. Check for presence of required parts of the Operations Manual.
3. An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members.
4. An operator shall provide, for the use and guidance of operations personnel concerned and an operations manual in accordance with Appendix 1 to CAR-OPS 1.1045.
5. The operator shall provide such information in the Operations Manual as will enable the flight crew to carry out its responsibilities with regard to the transport of dangerous goods and shall provide instructions as to the action to be taken in the event of emergencies arising involving dangerous goods.
6. The above manuals are to be up to date and accepted or approved as required.
<b>Flight Deck (A05)</b> <b>Checklists</b>
1. Check if checklists are available, up to date, easily accessible and, if applicable, specific to registration or MSN (mandatory for helicopters).
2. Check if the Operations Manual contains the required checklists. Compare the version in Operations Manual with the ones available to the crew. Check if their content is in compliance with the operating manual covering all flight phases, in normal, non-normal and emergency operations.
3. Check the availability of aircraft (security) search procedure checklist.
4. Confirm availability of emergency and safety equipment (location) checklist.
5. Check if the checklists are identical for all members of the flight crew.
<b>Flight Deck (A06)</b> <b>Radio Navigation Charts</b>
1. Check if the required departure, en-route and destination approach and aerodrome charts are available, within reach, up-to-date to the latest AIRAC amendments, including those for the alternate aerodromes.
2. Check the validity of the FMS/ GPS database; in case of expiration, check the MEL.
3. An aircraft shall carry current and suitable charts to cover the route of the proposed flight and any route along which it is reasonable to expect that the flight may be diverted. Check escape routes availability as appropriate.
4. For IFR operations, helicopters must be equipped a chart holder.
<b>Flight Deck (A07)</b> <b>Minimum Equipment List</b>
1. Check if the MEL is available, up to date and approved.
2. Check if the MEL is not less restrictive than MMEL.
<b>Flight Deck (A08)</b> <b>Certificate of Registration</b>
1. Check Certificate of Registration (C of R). Check for presence and accuracy. In the case where only a photocopy is on board a finding should be made against "No valid C of R or cannot be shown by crew". Check if its format and content are in accordance with the requirements and whether translated into the English language.
2. Check for fireproof identification plate (usually near the left forward door). Compare the data on the plate with that on the C of R.
3. For operations of A to A or A to B operations within OMAN, C of R may be in a carry in readable certified true copy format.
<b>Flight Deck (A09)</b> <b>Noise certificate</b>
1. Noise Certificate (Original or copy): Check for presence, validity and accuracy (e.g. cross check MTOM, S/N with the ones specified in the C of R) of the document attesting noise certification and whether translated in English language.
<b>Flight Deck (A10)</b> <b>AOC or equivalent</b>

1. Commercial air transport and private operators shall carry the original or CAA certified true copy of the air operator certificate (AOC/ POC) and a copy of the operations specifications relevant to the aircraft type, issued in conjunction with the certificate.
<b>Flight Deck (A11)</b> <b>Radio Station license</b>
1. Aircraft Radio Station Licence: Check for presence, up to date and accuracy. Check for the correct name/ call sign.
<b>Flight Deck (A12)</b> <b>Certificate of Airworthiness</b>
1. Certificate of Airworthiness (C of A) and Airworthiness Review Certificate (ARC) if applicable. Check for presence, accuracy and validity of C of A and/or ARC.
2. For operations of A to A or A to B operations within OMAN, C of A may be in a carry in readable certified true copy format.
<b>Flight Deck (A13)</b> <b>Flight Preparation</b>
1. With the exception of item 2 below, an operational flight plan shall be completed for every intended flight. The operational flight plan shall be approved and signed by the pilot-in-command and, where applicable, signed by the flight operations officer/ flight dispatcher, and a copy shall be filed with the operator or a designated agent or, if these procedures are not possible, it shall be left with the aerodrome authority or on record in a suitable place at the point of departure.
2. Operations of performance Class B aeroplanes: <ul style="list-style-type: none"> <li>a. Operational Flight Plan for A to A operations is not required.</li> <li>b. For A to B VFR by day operations, Operational Flight Plan may be in a simplified form and must meet the needs of the type of operation and completed for each flight.</li> </ul>
3. Check for proper filing system (retaining of all relevant flight preparation documents).
4. Check for proper performance, adequate fuel and oil reserve planning and supply on board. Note: the fuel policy for Operations of performance Class B aeroplanes may vary for A to A and A to B flights (Ref. Appendix 1 to CAR-OPS 1.005(a)(12)).
5. Check the fuel consumption monitoring of the incoming flight (if required by the Operations manual).
6. Check if the operator has selected appropriate alternate aerodromes (if required).
7. Check if the crew ensured that the weather forecast at the destination or the destination alternate aerodrome is above minima.
8. Check whether the flight crew has reviewed the applicable NOTAMS and/ or pre-flight information bulletins (including those for alternate aerodromes).
9. Check for the presence and accuracy of the ATC flight plan, including proper equipment codes.
<b>Flight Deck (A14)</b> <b>Mass and balance/ load sheet</b>
1. A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that: the mass of the aircraft and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected; and that any load carried is properly distributed and safely secured.
2. The mass of the aircraft at the start of take-off shall not exceed the maximum take-off mass specified in the flight manual for the pressure-altitude appropriate to the elevation of the aerodrome, and, if used as a parameter to determine the maximum take-off mass, any other local atmospheric condition.
3. The mass of the aeroplane for the expected time of landing at the aerodrome of intended landing and at any destination alternate aerodrome shall not exceed the maximum landing mass specified in the flight manual for the pressure altitude appropriate to the elevation of those aerodromes, and if used as a parameter to determine the maximum landing mass, any other local atmospheric condition.
4. Helicopter Operations: Check passenger distribution including sequence of embarkation and disembarkation. This can be performed by Helicopter Landing Officer (HLO) or PNF.
<b>Flight Deck (A15)</b> <b>Portable fire extinguishers</b>
1. An aircraft shall be equipped with portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aircraft. At least one shall be located in the pilot's compartment; and each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew.
<b>Flight Deck (A16)</b> <b>Life jackets/ flotation devices</b>
1. All seaplanes and amphibians and when flying a land plane over water and at a distance of more than 50 NM away from the shore or when taking off or landing a land plane at an aerodrome where the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of ditching, shall carry life jackets/ flotation devices

for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.
2. Life jackets for infants may be substituted by other approved flotation devices equipped with a survivor locator light.
3. For Offshore flights it is mandatory for all passengers and pilots to wear the life vests during the entire flight.
<b>Flight Deck (A17)</b>
<b>Harness</b>
1. An aircraft shall be equipped with a safety harness for each flight crew seat. The safety harness for each pilot seat shall incorporate a device, which will automatically restrain the occupant's torso in the event of rapid deceleration.
<b>Flight Deck (A18)</b>
<b>Oxygen equipment</b>
1. All flight crew members of pressurized aeroplanes operating above an altitude where the atmospheric pressure is less than 25,000 feet shall have available at the flight duty station a quick donning type of oxygen mask which will readily supply oxygen upon demand.
2. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.
3. A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 10,000 feet shall not be commenced unless sufficient stored breathing oxygen is carried to supply: <ol style="list-style-type: none"> <li>all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 10,000 feet and 13,000 feet; and</li> <li>the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 13,000 feet.</li> </ol>
<b>Flight Deck (A19)</b>
<b>Flash light</b>
1. Check that appropriate electric torches are readily available at all crew member stations. Check their condition, serviceability and access.
2. All aircraft, when operated at night shall be equipped with an electric torch for each crew member station.
<b>Flight Deck (A20)</b>
<b>Flight crew license</b>
1. Check validity of date, type rating, instrument rating, competency check, English language proficiency (ELP) endorsement and medical assessment.
2. The flight crew shall include at least one member who holds a valid licence, issued or rendered valid by the State of Registry, authorizing operation of the type of radio transmitting equipment to be used.
3. No pilot licence holder to act as pilot-in-command of an aircraft engaged in international commercial air transport operations if the licence holders have attained their 60th birthday or, in the case of operations with more than one pilot where the other pilot is younger than 60 years of age, their 65th birthday.
4. Pilots require a Medical Assessment valid from the date of the medical examination for a period not greater than 60 months for the private pilot licence, 12 months for the commercial pilot licence, 12 months for the multi-crew pilot licence, 12 months for the airline transport pilot licence; except when the holders of airline transport pilot licences have passed their 40th birthday, the period of validity shall be reduced to six months.
5. When the holders of airline transport and commercial pilot licences- aeroplane and helicopter, who are engaged in <i>single-crew</i> commercial air transport operations carrying passengers, have passed their 40th birthday, the period of validity shall be reduced to six months.
6. When the holders of airline transport and commercial pilot licences- aeroplane and helicopter, and multi-crew pilot licences- aeroplane, who are engaged in commercial air transport operations, have passed their 60th birthday, the period of validity shall be reduced to six months.
7. When the holders of private pilot licences- aeroplane and helicopter and free balloon pilot licences, have passed their 40th birthday, the period of validity shall be reduced to 24 months.
8. When the holders of private pilot licences- aeroplane and helicopter and free balloon pilot licences have passed their 50th birthday, the period of validity should be further reduced to 12 months.
9. In case a flight crew member is required to wear corrective lenses, check for spare correcting spectacles (spare glasses not contact lenses).
<b>Flight Deck (A21)</b>
<b>Journey Log book or General Declaration</b>
1. The pilot-in-command shall be responsible for the journey log book or the general declaration which must contain: nationality and registration, the Date, Names of crew members, Duty assignments of crew members, Place of departure, Place of arrival, Time of departure, Time of arrival, Hours of flight, Nature of flight (private, aerial work, scheduled or non-scheduled), Incidents, observations, if any and Signature of the person in charge.

<p><b>Flight Deck (A22)</b> <b>Maintenance release</b></p>
<p>1. A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that:</p> <ul style="list-style-type: none"> <li>a. the aircraft is airworthy;</li> <li>b. a maintenance release has been issued in respect of the aircraft containing: <ul style="list-style-type: none"> <li>i. Basic details of the maintenance carried out including detailed reference of the approved data used;</li> <li>ii. The date such maintenance was completed;</li> <li>iii. When applicable, the identity of the approved maintenance organization; and</li> <li>iv. The identity of the person or persons signing the release.</li> </ul> </li> </ul>
<p><b>Flight Deck (A23)</b> <b>Defect notification and rectification</b></p>
<p>1. The pilot-in-command shall be responsible for reporting all known or suspected defects in the aircraft, to the operator, at the termination of the flight.</p>
<p>2. Check whether entries are up to date and validity of maintenance release. Check number of deferred defects (specify in the report where necessary). Check that defect deferments include time limits and comply with the stated time limits. Where applicable, check compliance with the aircraft MEL.</p>
<p>3. The operator shall include in the operations manual a minimum equipment list (MEL), approved by the State of the Operator which will enable the pilot-in-command to determine whether a flight may be commenced or continued from any intermediate stop should any instrument, equipment or systems become inoperative. Where the State of the Operator is not the State of Registry, the State of the Operator shall ensure that the MEL does not affect the aircraft's compliance with the Airworthiness requirements applicable in the State of Registry.</p>
<p><b>Flight Deck (A24)</b> <b>Pre-flight inspection</b></p>
<p>1. A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that:</p> <ul style="list-style-type: none"> <li>a. the aircraft is airworthy; and</li> <li>b. a maintenance release as prescribed in A23 above has been issued in respect of the aircraft.</li> </ul>
<p>2. Ensure covers removed and un-obstruction and condition of the antennas, cowlings, probes, ports and vents. Check oxygen and fire bottles indicators.</p>
<p>3. Ensure fuel caps are secure.</p>
<p><b>Flight Deck (A25)</b> <b>Insurance Certificate(s)</b></p>
<p>1. The original or a copy of the Insurance Certificate(s), which cover the aircraft, its crew, passengers and third party liability clauses</p>
<p><b>Flight Deck (A26)</b> <b>Additional information and forms to be carried</b></p>
<p>1. With the exception of item 2 below, an operator shall ensure that, in addition to the documents and manuals prescribed above, the following information and forms, relevant to the type and area of operation, are carried on each flight:</p> <ul style="list-style-type: none"> <li>a. Operator's technical log system,</li> <li>b. Notification of special categories of passenger such as security personnel, if not considered as crew, handicapped persons, inadmissible passengers, deportees and persons in custody,</li> <li>c. Mail, cargo and passenger manifests, and</li> <li>d. Forms to comply with the reporting requirements of the Authority and the operator.</li> </ul>
<p>2. Operations of performance Class B aeroplanes:</p> <ul style="list-style-type: none"> <li>a. For A to A VFR operations of single engine aeroplanes by day, the following documents need <i>not</i> be carried: <ul style="list-style-type: none"> <li>i. Operational Flight Plan,</li> <li>ii. Aeroplane Technical Log,</li> <li>iii. NOTAM/AIS briefing documentation,</li> <li>iv. Meteorological Information,</li> <li>v. Notification of special categories of passengers, and</li> <li>vi. Notification of special loads including dangerous goods.</li> </ul> </li> <li>b. For A to B VFR operations of single engine aeroplanes by day: Notification of special categories of passengers does <i>not</i> need to be carried.</li> </ul>
<p>3. The Authority may permit the information required to be carried on board, or parts thereof, to be presented in a form other than on printed paper. An acceptable standard of accessibility, usability and reliability must be assured.</p>
<p>4. The Authority may authorize alleviation against the non-carriage of specific documents for flights within the Emirates FIR.</p>

5. In case of loss or theft of documents that are required to be carried on board, the operation is allowed to continue until the flight reaches the base or a place where a replacement document can be provided.
<b>Flight Deck (A27)</b>
<b>Information retained on the ground</b>
1. At least for the duration of each flight or series of flights; <ul style="list-style-type: none"> <li>a. Information relevant to the flight and appropriate for the type of operation is preserved on the ground; and</li> <li>b. The information is retained until it has been duplicated at the place at which it will be stored in accordance with document storage periods requirements; or, if this is impracticable,</li> <li>c. the same information is carried in a fireproof container in the aircraft.</li> </ul>
2. The information referred to in item 1 above includes: <ul style="list-style-type: none"> <li>a. A copy of the operational flight plan where appropriate;</li> <li>b. Copies of the relevant part(s) of the aircraft technical log;</li> <li>c. Route specific NOTAM documentation if specifically edited by the operator;</li> <li>d. Mass and balance documentation if required; and</li> <li>e. Special loads notification.</li> </ul>
<b>Cabin Safety (B01)</b>
<b>General Internal Condition</b>
1. Check general condition (cleanliness and tidiness), including lavatories general condition and smoke detection systems, the condition of the overhead bins, flammable furnishings. Check the stowage of baggage/ equipment, or heavy/ hard pointed objects which might be stored in the toilets (waste bags temporarily stowed in a locked toilet is considered acceptable).
2. Check that the crew and the passengers do not carry oversized hand baggage for the stowage capacity of the aircraft. Check proper stowage of cabin baggage.
3. The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.
<b>Cabin Safety (B02)</b>
<b>Cabin Crew Station/ Crew Rest Area</b>
1. Check general condition and serviceability of the cabin crew seats. Note: If a cabin crew seat is found unserviceable check against MEL and check if the number of serviceable ones can accommodate the minimum required number of cabin crew members (information available in the Operations Manual). Note: If a cabin crew seat is found not to retract automatically impeding the rapid evacuation of the aircraft in an emergency, this finding should be addressed under the item B12- Access to emergency exit.
2. Check presence and condition of the safety harness and/or belt. Note: Aeroplanes must be fitted with safety harnesses for the use of cabin crew members.
3. Check accessibility of life jackets.
4. Check the serviceability of the communication system (Cockpit to Cabin and Cabin to Cabin). In case of unserviceability, check against the MEL.
<b>Cabin Safety (B03)</b>
<b>First Aid Kit and Emergency Medical Kit</b>
1. Check for presence, accessibility, and identification of medical supplies. Note: ICAO does not require First Aid Kits/ Emergency Medical Kits/ Universal precaution kits to have an expiration (or next check) date. A First Aid Kit, Emergency Medical Kit, Universal precaution kit without a date does not constitute a finding. However, if stated expiry date has been exceeded, then this should be reported as a finding.
2. The operator shall inform the passengers of the location and general manner of use of the principal and relevant emergency equipment carried for collective use.
3. An aeroplane shall be equipped with accessible and adequate medical supplies;
Medical supplies should comprise: <ul style="list-style-type: none"> <li>a. depending on the number of passenger seats installed, one or more first-aid kits for crew use to manage incidents of ill health;</li> <li>b. for aeroplanes required to carry cabin crew as part of the operating crew, one universal precaution kit (two for aeroplanes authorized to carry more than 250 passengers) for the use of cabin crew members in managing incidents of ill health associated with a case of suspected communicable disease, or in the case of illness involving contact with body fluids; and</li> <li>c. for aeroplane with a MAPSC (Max Passenger Seating Capacity) of more than 30 seats, an emergency medical kit if any point on the planned route is more than 60 minutes flying time (at normal cruising speed) from an aerodrome at which qualified medical assistance could be expected to be available.</li> </ul>

4. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.
<b>Cabin Safety (B04)</b> <b>Portable fire extinguishers</b>
1. Check if the installed extinguisher(s) is at the indicated location and easily accessible and is correctly secured in its bracket. Check if the extinguisher(s), including the extinguishing agent release mechanism, is serviceable: check pressure gauge (if installed), check expiration date (if any). The extinguisher(s) must be marked with the appropriate operating instructions or so provided to the concerned. If considerably low weight, may be considered unserviceable.
2. Prescribed safety and survival equipment that the crew or passengers are expected to use or operate at the time of an emergency shall be reliable, readily accessible and easily identified, and its method of operation shall be plainly marked.
3. An aircraft shall be equipped with portable fire extinguishers of a type which, when discharged, will not cause dangerous contamination of the air within the aircraft. At least one shall be located in each passenger compartment that is separate from the pilot's compartment and that is not readily accessible to the flight crew.
<b>Cabin Safety (B05)</b> <b>Life jackets/ Flotation devices</b>
1. All seaplanes and amphibians and when flying a land plane over water and at a distance of more than 50 NM away from the shore or when taking off or landing a land plane at an aerodrome where the take-off or approach path is so disposed over water that in the event of a mishap there would be a likelihood of ditching, shall carry life jackets/ flotation devices for each person on board, stowed in a position easily accessible from the seat or berth of the person for whose use it is provided.
2. Life jackets for infants may be substituted by other approved flotation devices equipped with a survivor locator light.
3. Helicopter over water operations: Check that all passengers are <i>correctly</i> wearing life vests.
<b>Cabin Safety (B06)</b> <b>Seat belt and seat condition</b>
1. An aircraft shall be equipped with: <ul style="list-style-type: none"> <li>a. a seat or berth for each person who is aged two years or more;</li> <li>b. a seat belt for each seat and restraining belts for each berth;</li> <li>c. a safety belt, with or without a diagonal shoulder strap, or a safety harness for use in each passenger seat for each passenger aged two years or more; and</li> <li>d. a child restraint device, for each infant.</li> </ul>
<i>Note: Attention shall be paid to minimizing injury to occupants due to contact with surrounding structure during the operation of the aircraft.</i>
<b>Cabin Safety (B07)</b> <b>Emergency exits, lighting, marking and torches</b>
1. The aircraft shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: <ul style="list-style-type: none"> <li>a. number of seats and seating configuration; number, location and size of exits;</li> <li>b. marking of exits and provision of instructions for use;</li> <li>c. likely blockages of exits;</li> <li>d. operation of exits; and</li> <li>e. positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</li> </ul>
2. Facilities shall be provided for the rapid evacuation of the aircraft in conditions likely to occur following an emergency landing. Such facilities shall be related to the passenger and crew capacity of the aircraft and shall be shown to be suitable for their intended purpose.
3. PRMs are not allocated, nor occupy, seats where their presence could: <ul style="list-style-type: none"> <li>a. Impede the crew in their duties;</li> <li>b. Obstruct access to emergency equipment; or</li> <li>c. Impede the emergency evacuation of the aircraft.</li> </ul>
4. All aircrafts, when operated at night shall be equipped with an electric torch for each crew member station.
5. Emergency lighting shall be provided and shall have the following characteristics: <ul style="list-style-type: none"> <li>a. independence from main electrical supply;</li> <li>b. automatic activation upon loss of normal power/ impact;</li> <li>c. visual indication of the path to emergency exits in smoke filled cabin conditions;</li> <li>d. illumination both inside and outside the aircraft during evacuation; and</li> <li>e. no additional hazard in the event of fuel spillage.</li> </ul>
<b>Cabin Safety (B08)</b> <b>Slides/ Life Rafts, ELT</b>

<p>1. In addition to the equipment prescribed in B05 above, the following equipment shall be installed in all aeroplanes when used over routes on which the aeroplane may be over water and at more than a distance corresponding to 120 minutes at cruising speed or 400 NM, whichever is the lesser, away from land suitable for making an emergency landing, and 30 minutes or 100 NM, whichever is the lesser, for all other aeroplanes:</p> <ul style="list-style-type: none"> <li>a. life-saving rafts in sufficient numbers to carry all persons on board, stowed so as to facilitate their ready use in emergency, provided with such life-saving equipment including means of sustaining life as is appropriate to the flight to be undertaken; and</li> <li>b. at least two survival Emergency Locator Transmitters (ELTs)</li> </ul>
<p>2. Check slide/ life raft pressure gauge (if installed), check expiration date (if any).</p>
<p>3. For helicopter operations, sufficient life rafts with appropriate equipment must be carried in according with CAR-OPS 3.830 and 3.837.</p>
<p>4. An operator shall not operate an aircraft unless it is equipped with an automatic Emergency Locator Transmitter (ELT) capable of transmitting on 121.5 MHz and 406 MHz.</p>
<p><b>Cabin Safety (B09)</b> <b>Oxygen Supply</b></p>
<p>1. A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 10,000 feet shall not be commenced unless sufficient stored breathing oxygen is carried to supply:</p> <ul style="list-style-type: none"> <li>a. all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 10,000 and 13,000 feet; and</li> <li>b. the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 13,000 feet.</li> </ul>
<p>2. An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 10,000 feet in personnel compartments shall be equipped with oxygen storage and dispensing apparatus capable of storing and dispensing the oxygen supplies.</p>
<p>3. A flight to be operated at flight altitudes at which the atmospheric pressure in personnel compartments will be less than 10,000 feet shall not be commenced unless sufficient stored breathing oxygen is carried to supply:</p> <ul style="list-style-type: none"> <li>a. all crew members and 10 per cent of the passengers for any period in excess of 30 minutes that the pressure in compartments occupied by them will be between 10,000 feet and 13,000 feet; and</li> <li>b. the crew and passengers for any period that the atmospheric pressure in compartments occupied by them will be less than 13,000 feet.</li> </ul>
<p>4. An aeroplane intended to be operated at flight altitudes at which the atmospheric pressure is less than 25,000 feet, or which, if operated at flight altitudes at which the atmospheric pressure is more than 25,000 feet, cannot descend safely within four minutes to a flight altitude at which the atmospheric pressure is equal to 13,000 feet and for which the individual certificate of airworthiness is first issued on or after 09 November 1998, shall be provided with automatically deployable oxygen equipment. The total number of oxygen dispensing units shall exceed the number of passenger and cabin crew seats by at least 10 per cent.</p>
<p>5. Check if the installed portable oxygen bottle(s) is at the indicated location and easily accessible. Check if the installed bottle(s) is correctly secured in its bracket. Check if it is serviceable- check pressure gauge (if installed), check expiration date (if any). If considerably low weight, may be considered unserviceable.</p>
<p><b>Cabin Safety (B10)</b> <b>Safety instructions</b></p>
<p>1. An operator shall ensure that passengers are made familiar with the location and use of:</p> <ul style="list-style-type: none"> <li>a. seat belts;</li> <li>b. emergency exits;</li> <li>c. life jackets, if the carriage of life jackets is prescribed;</li> <li>d. oxygen dispensing equipment, if the provision of oxygen for the use of passengers is prescribed; and</li> <li>e. Other emergency equipment provided for individual use, including passenger emergency briefing cards.</li> </ul>
<p>2. An aircraft shall be equipped with means of ensuring that the following information and instructions are conveyed to passengers:</p> <ul style="list-style-type: none"> <li>a. when seat belts are to be fastened;</li> <li>b. when and how oxygen equipment is to be used if the carriage of oxygen is required;</li> <li>c. restrictions on smoking;</li> <li>d. location and use of life jackets or equivalent individual floatation devices where their carriage is required; and</li> <li>e. location and method of opening emergency exits.</li> </ul>
<p>3. Pilots to ensure each passenger has received an appropriate briefing the first time on the aircraft and thereafter on request. Additionally, all passengers are briefed if any of the equipment has changed location or function. Passenger briefing cards are provided to new passengers and on request.</p>

4. If the operator permits the passengers to use Portable Electronic Devices (PEDs) on board its aeroplanes, procedures should be in place to control their use. Note: No PEDs are allowed in helicopter operations.
5. Helicopter Operations: First time passengers must be identified with the bracelets.
<b>Cabin Safety (B11)</b> <b>Cabin crew members</b>
1. Check that the number of cabin crew is appropriate (minimum 1 cabin crew per 50 seats). Check whenever possible that the location of cabin crew members allows an effective, safe and expeditious evacuation of the aircraft.
2. An operator shall establish, to the satisfaction of the State of the Operator, the minimum number of cabin crew required for each type of aircraft, based on seating capacity or the number of passengers carried, in order to effect a safe and expeditious evacuation of the aircraft, and the necessary functions to be performed in an emergency or a situation requiring emergency evacuation. The operator shall assign these functions for each type of aircraft.
3. An operator shall formulate rules to limit flight time and flight duty periods and for the provision of adequate rest periods for all its crew members. These rules shall be in accordance with the regulations established by the State of the Operator, or approved by that State, and included in the operations manual.
4. The Medical Assessment shall be valid from the date of the medical examination for a period not greater than 60 months for Cabin crew licence.
5. When the holders of Cabin Crew licences have passed their 40th birthday, the period of validity shall be reduced to 24 months.
<b>Cabin Safety (B12)</b> <b>Access to emergency exits</b>
1. The aeroplane shall be equipped with sufficient emergency exits to allow maximum opportunity for cabin evacuation within an appropriate time period. Items to be considered shall include: <ol style="list-style-type: none"> <li>number of seats and seating configuration;</li> <li>number, location and size of exits;</li> <li>marking of exits and provision of instructions for use;</li> <li>likely blockages of exits;</li> <li>operation of exits; and</li> <li>positioning and weight of evacuation equipment at exits, e.g. slides and rafts.</li> </ol>
2. In addition to 1 above, for helicopter operations, all non-jettisonable doors which are designated as Ditching Emergency Exits shall have a means of securing them in the open position so they do not interfere with occupants egress in all sea conditions up to the maximum required to be evaluated for ditching and flotation.
<b>Cabin Safety (B13)</b> <b>Safety of passengers and their baggage</b>
1. An aeroplane shall not be refuelled when passengers are embarking, on board or disembarking unless it is properly attended by qualified personnel ready to initiate and direct an evacuation of the aeroplane by most practical and expeditious means available.
2. When refuelling aeroplanes with passengers embarking, on board or disembarking, two-way communication shall be maintained by the aeroplane's inter-communication system or other suitable means between the ground crew supervising the refuelling and the qualified personnel on board the aeroplane.
3. No refuelling allowed when passengers are embarking, on board or disembarking helicopters.
4. The operator shall ensure that all baggage carried onto an aeroplane and taken into the passenger cabin is adequately and securely stowed.
<b>Cabin Safety (B14)</b> <b>Seat capacity</b>
1. An aircraft shall be equipped with a seat or berth for each person who is aged two years or more. Check that there is a child restraint device for each infant.
<b>Aircraft Condition (C01)</b> <b>General External Condition</b>
1. Check general condition of the airframe: corrosion; cleanliness (related to the ability to inspect the aircraft); presence of ice, snow, frost; legibility of markings, etc. Note: Although missing underwing registrations are a non-compliance with international requirements, the safety relevance is considered low. Therefore, such non-compliance should be recorded as a General Remark only. Loose or missing fasteners and rivets. Presence and condition of the antennas. Presence and condition of the static dischargers. Condition and functionality of the exterior lights etc. Note: Before raising a finding, the inspector should make sure that the affected light(s) are required for the type of flight (according to the MEL). Unserviceable lights, not required for the type of flight, should be reported as a General Remark only.



2.	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aircraft in subsequent flights.
3.	For flight by day, aircrafts must be equipped with: <ul style="list-style-type: none"> <li>a. Anti-collision light system;</li> <li>b. Lighting supplied from the aircraft's electrical system to provide adequate illumination for all instruments and equipment essential to the safe operation of the aircraft; and</li> <li>c. Lighting supplied from the aircraft's electrical system to provide illumination in all passenger compartments.</li> </ul> In addition to the above and when operated at night, aircrafts shall be equipped with: <ul style="list-style-type: none"> <li>a. Navigation/ position lights;</li> <li>b. Two landing lights or a single light having two separately energised filaments;</li> <li>c. An electric torch for each required crew member readily accessible to crew members when seated at their designated station; and</li> <li>d. A forward facing steady white light if the aeroplane is a Seaplane or an Amphibian.</li> </ul>
4.	A flight to be planned or expected to operate in suspected or known ground icing conditions shall not take off unless the aeroplane has been inspected for icing and, if necessary, has been given appropriate de-icing/ anti-icing treatment. Accumulation of ice or other naturally occurring contaminants shall be removed so that the aeroplane is kept in an airworthy condition prior to take-off.
<b>Aircraft Condition (C02)</b>	
<b>Doors and Hatches</b>	
1.	Check for presence and condition of bonding wires; cargo and passenger door condition, external markings, hatches, seals and operation instructions. Note: only those doors which can be opened from outside need external markings.
2.	Markings and placards or instructions shall be provided to give any information that is essential to the ground crew in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardize the safety of the aircraft in subsequent flights.
<b>Aircraft Condition (C03)</b>	
<b>Flight Controls and Surfaces</b>	
1.	Check wings, vertical and horizontal stabilizers, including all flight control surfaces. Check for obvious damage, corrosion, dis-bonding, evidence of lightning strikes, dents, looseness of fittings, missing static discharges, etc.
2.	Check external flight controls. Check for hydraulic leakage. Check for the presence and condition of the static dischargers and bonding wires.
3.	Any failure to maintain an aircraft in an airworthy condition as defined by the appropriate airworthiness requirements shall render the aircraft ineligible for operation until the aircraft is restored to an airworthy condition.
<b>Aircraft Condition (C04)</b>	
<b>Wheels, tyres and brakes</b>	
1.	Inspect wheels and tyres for damage and wear. Check for signs of underinflated tires and when possible, check for correct tyre pressure. Check the condition of the braking system. Check the condition of the landing gear snubbers. Note: some aircraft manufacturers may approve a certain amount of flights with tires or brakes worn out or damaged beyond AMM limits.
<b>Aircraft Condition (C05)</b>	
<b>Undercarriage, skids/ floats</b>	
1.	Check presence and condition of the water/ debris deflectors (if required to be installed). Check skids/ floats for obvious damages. Check for presence and legibility of inspection markings/ placards.
2.	Check for condition, lubrication, corrosion, leaks, damage, wear on door fittings and hinges, and inappropriate strut extension.
<b>Aircraft Condition (C06)</b>	
<b>Wheel well</b>	
1.	Check for lubrication, leakage and corrosion. Check for lubrication, leakage, corrosion and wear on door fittings and hinges. Check for presence and condition of bonding wires. Check for cleanliness and damage.
<b>Aircraft Condition (C07)</b>	
<b>Powerplant and Pylon</b>	
1.	Check for dents and loose/ missing fasteners; LPT/ LPC blades (where visible), obvious damage to sensors; cracks; dents, panels are aligned and handles are flushed; unusual damage and leaks; the condition of the thrust reverser; the condition of the Intake acoustic liners; presence and legibility of the markings and placards.
<b>Aircraft Condition (C08)</b>	
<b>Fan blades</b>	
1.	Check for FOD damage, cracks, cuts, corrosion, erosion, etc.


<b>Aircraft Condition (C09)</b> <b>Propellers, rotors (main/ tail)</b>
1. Check for leak, corrosion, looseness of blades in hub, stone damage, etc. Check the anti/ de-ice system/ boots for damage (where fitted).
<b>Aircraft Condition (C10)</b> <b>Previous structural repairs</b>
1. Check for repairs of unusual design or poorly performed. Note: There is no obligation to keep information on board regarding temporary repairs (e.g. on the dent and buckle chart). However, the PIC has to have the knowledge of the status of the temporary repairs in order to be satisfied that the aircraft remains airworthy.
<b>Aircraft Condition (C11)</b> <b>Obvious unrepaired damage</b>
1. Check for un-assessed and unrecorded damage including corrosion, lightning strike damage, bird strikes etc. Check that any damage is observed, assessed, and possibly recorded on a damage chart/ dent chart.
<b>Aircraft Condition (C12)</b> <b>Leakage</b>
1. Check for fuel leaks, hydraulic leaks and (if applicable) toilet liquid leaks (blue ice). Note: Leakages identified when inspecting C03, C04, C05, C06 and C07 above should be reported as findings under those inspection items.
<b>Cargo (D01)</b> <b>General Condition of Cargo Compartment and containers</b>
1. Check for cleanliness and general condition of cargo compartment and containers. Check lighting, fire protection, detection and extinguishing system (if appropriate). Check side wall and overhead (blow-out) panels, smoke detectors, smoke barrier/ curtain. Check the presence and condition of cargo barrier/ dividing nets. Check the condition of container locking devices.
<b>Cargo (D02)</b> <b>Dangerous Goods</b>
1. The operator of an aircraft in which dangerous goods are to be carried shall provide the pilot-in-command as early as practicable before departure of the aircraft with written information as specified in the Technical Instructions.
2. Packages of dangerous goods bearing the "Cargo aircraft only" label shall be loaded in accordance with the provisions in the Technical Instructions.
3. An operator shall not accept dangerous goods for transport by air: <ul style="list-style-type: none"> <li>a. unless the dangerous goods are accompanied by a completed dangerous goods transport document, except where the Technical Instructions indicate that such a document is not required; and</li> <li>b. until the package, over pack or freight container containing the dangerous goods has been inspected in accordance with the acceptance procedures contained in the Technical Instructions.</li> </ul>
<b>Cargo (D03)</b> <b>Safety of Cargo on Board</b>
1. Check that loads are properly distributed (floor limits, height limits, pallets and containers maximum gross weight). Note: Not all aircraft have load height restrictions. Check that flight/ fly-away kit and spare wheels are correctly secured. Check that cargo is correctly secured. Check the condition of cargo containers, pallets, lock assemblies and lashing nets. Check the condition of the cargo compartment dividing nets.
2. A flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that any load carried is properly distributed and safely secured.
<b>General (E01)</b> <b>General</b>
1. Check (if appropriate) for any general item which may have a direct relation with the safety of the aircraft or its occupants.
2. Helicopter operations: Check: <ul style="list-style-type: none"> <li>a. Presence of a Helicopter Landing Officer (HLO) who should monitor the passengers.</li> <li>b. Fire brigade in position.</li> </ul>
<b>Offshore Helicopter Operations (F01)</b> <b>Landing Areas</b>

<ol style="list-style-type: none"> <li>1. The physical characteristics of the helideck: <ol style="list-style-type: none"> <li>a. Dimensions as measured;</li> <li>b. declared D-value;</li> <li>c. deck shape; and</li> <li>d. scale drawings of deck arrangement.</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>2. Obstacle-protected surfaces: <ol style="list-style-type: none"> <li>a. The minimum 210° Obstacle Free Sector (OFS) surface;</li> <li>b. The 150° Limited Obstacle Sector (LOS) surface; and</li> <li>c. The minimum 180° falling 5:1 gradient surface with respect to significant obstacles. If one or more of these surfaces is infringed due, for example, to the proximity of an adjacent installation or vessel, an assessment should be made to determine any possible negative effect which may lead to operating restrictions.</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>3. Marking and lighting: <ol style="list-style-type: none"> <li>a. Adequate helideck perimeter lighting;</li> <li>b. Adequate helideck touchdown marking lighting ("H" and TD/PM Circle lighting) and/or floodlighting;</li> <li>c. Status lights (for day and night operations);</li> <li>d. Helideck markings;</li> <li>e. Dominant obstacle paint schemes and lighting;</li> <li>f. General installation lighting levels including floodlighting; and</li> <li>g. Where inadequate helideck lighting exists the Helideck Limitation List (HLL) should be annotated "daylight only operations".</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>4. Deck surface: <ol style="list-style-type: none"> <li>a. Surface friction;</li> <li>b. Helideck net (as applicable);</li> <li>c. Drainage system;</li> <li>d. Deck edge perimeter safety netting;</li> <li>e. Tie-down points; and</li> <li>f. Cleaning of all contaminants (to maintain satisfactory recognition of helideck markings and preservation of the helideck friction surface).</li> </ol> </li> </ol>
<ol style="list-style-type: none"> <li>5. Environment: <ol style="list-style-type: none"> <li>a. Foreign object damage;</li> <li>b. Air quality degradation due to exhaust emissions, hot and cold vented gas emissions and physical turbulence generators;</li> <li>c. Bird control;</li> <li>d. Any adjacent helideck/ installation environmental effects may need to be included in any air quality assessment; and</li> <li>e. Flares.</li> </ol> </li> </ol>
<b>Offshore Helicopter Operations (F02)</b> <b>Rescue and Fire Fighting:</b>
<ol style="list-style-type: none"> <li>1. Primary and complementary media types, quantities, capacity and systems;</li> <li>2. Personal Protective Equipment (PPE); and</li> <li>3. Crash box location and condition.</li> </ol>
<b>Offshore Helicopter Operations (F03)</b> <b>Communications and navigation:</b>
<ol style="list-style-type: none"> <li>1. Aeronautical radio(s);</li> <li>2. Radio/ telephone (R/T) call sign to match helideck name and side identification which should be simple and unique;</li> <li>3. Non-Directional Beacon (NDB) or equivalent (as appropriate);</li> <li>4. Radio log;</li> <li>5. Portable VHF with headset (to be used by the HLO); and</li> <li>6. Emergency Response Plan available at the radio room.</li> </ol>
<b>Offshore Helicopter Operations (F04)</b> <b>Fuelling facilities:</b>
<ol style="list-style-type: none"> <li>1. In accordance with relevant guidance and regulations).</li> </ol>
<b>Offshore Helicopter Operations (F05)</b> <b>Additional operational and handling equipment:</b>
<ol style="list-style-type: none"> <li>1. Windsock;</li> <li>2. Meteorological information (recorded by an automated means);</li> <li>3. Helideck Motion System recording and reporting (where applicable);</li> </ol>

4. Passenger briefing system;
5. Chocks;
6. Tie-downs;
7. Weighing scales for passengers, baggage and freight. Check Calibration seal or stamp; and
8. Auxiliary Power Unit.
<b>Offshore Helicopter Operations (F06)</b>
<b>Personnel:</b>
1. Trained helicopter staff (e.g. Helicopter Landing Officer, Helideck Assistant and firefighters).

# **Demonstration Flight Phase-4 En-Route Check**

## AOC – 105-D Demonstration Flight Phase-4 En-Route Check

		En-Route Check		Form	AOC – 105-D
				Revision	01
				Date	01 Dec 2021
Operator			PIC		
Date(s) of Inspection			FO		
Aircraft type/ Reg.		/	SR Cabin crew/ FE	/	
Flt No./ Departure		/	Destination		
Date/ Time (UTC)		/	Date/ Time (UTC)	/	
A	PREPARATION OF FLIGHT	S/US	B	DEPARTURE	S/US
1	Weather analysis		1	Starting procedure	
2	Flight planning		2	Take-off gross mass	
3	NOTAM		3	Run-up	
4	Compliance with Safety Alerts/Decisions		4	Cabin crew instructions on emergency procedures	
5	Dispatch clearance/ release				
6	Dispatch briefing including Dangerous Goods AWO,ETOPS, RVSM, MNPS, NAT HLA PBN, Polar Operations, MEL, EFB, etc.		5	Clearance record and read back	
			6	Departure/ takeoff briefing review	
7	Cabin Crew briefing		7	V <sub>1</sub> , V <sub>R</sub> , and V <sub>2</sub> / V <sub>broc</sub> (Helicopters) compliance	
8	Preflight inspection		8	Departure clearance/ SID compliance	
9	Aircraft log book inspection		9	Noise abatement compliance	
10	ZFW, TOW, LDGW, and CG within limits		10	Situational awareness (climb)	
11	Fuel calculation		C	EN-ROUTE	S/US
12	Load and Trim sheet		1	MEA compliance	
13	Performance calculations and FMS/ EFB entry		2	Use of airborne radar	
14	Hold and carry-on baggage mass		3	Adherence to clearances	
14.1	Actual mass		4	RVSM, MNPS, NAT HLA, ETOPS, PBN and Polar Operations compliance	
14.2	Notional mass with load sheet annotation standard				
14.3	Crew briefcases and baggage allowance adequacy		5	Cruise briefing	
15	Technical library/ use of EFB		6	Situational awareness (cruise and descent)	
16	Navigational equipment		7	Navigation and use of NAV aids	
17	Aircraft documents		8	Holding procedures compliance	
18	Survival equipment		9	Arrival/ Approach briefing including low visibility approach/ landing	
19	Life rafts/ life vests		D	APPROACH AND LANDING	S/US
20	Spares and tools		1	Aircraft configuration	
21	Load spreaders and cargo tie-downs		2	Airspeed control	
22	Load distribution		3	Gross mass	
23	Departure/ takeoff briefing		4	Stabilized approach	
D	APPROACH AND LANDING (cont'd....)	S/US	7	Handling of abnormal and emergencies	
5	Situational awareness		8	Logging of aircraft discrepancies	
6	Approach procedure compliance		9	Compliance with limitations	
7	Post flight debriefing		10	SOP compliance including use of checklists	
			11	Proficiency of the second-in-command	
			12	Compliance with regulations and ATC	
E	FLIGHT CREW	S/US	F	AERODROMES	S/US
1	Licenses and Medicals		1	Runways and taxiways	
2	Flight deck vigilance		2	Ramp Lighting/ Markings and Public	

				Protection	
3	CRM		3	Station facilities	
4	Use of oxygen and mask check procedure compliance		4	Parking Stands/Guidance	
5	PIC judgment and decision making				
6	Flight management				
<b>G</b>	<b>ALL WEATHER OPERATIONS (A for Actual /S for Simulated ) Delete as required</b>	<b>S/US</b>	<b>H</b>	<b>SPECIAL OPERATIONS</b>	<b>S/US</b>
1	LVTO (Briefing /Taxi / line up/Take-Off) A/S		1	ETOPS (FMS,SOP's Entry and ExitPoint )	
2	CATII/CATIII approach preparation and Briefing A/S		2	RVSM	
3	Standard Callouts		3	MNPS	
4	SOP'S including using of AWO Checklists /Limitatios		4	PBN (RNP,RNAV,RNAV AR,GNSS)	
5	(PF and PM) Task sharing		5	NAT HLA	
6	Auto-land and Rollout		6	Polar Operations	
<b>Note: Refer to PART 2 Chapter 11. En Route Aircraft Inspection Procedures – For further Inspectors guidance and Specific Procedures</b>					
<b>REMARKS</b> (Write paragraph number followed by the remark here or use next page and sign)					
<b>FOI Name and ID No.:</b>				<b>Signature and date:</b>	

### INSPECTOR'S GUIDE ON EN-ROUTE INSPECTION CRITERIA

S/N	CHECKLIST ITEM	ASSESSMENT CRITERIA
<b>A</b>	<b>PREPARATION OF FLIGHT</b>	
1	Weather analysis	<ul style="list-style-type: none"> <li>- Weather-METAR and TAF for Departure, En-route and Destination.</li> <li>- Applicable minima, significant WX, winds aloft, etc.</li> </ul>
2	Flight planning	<ul style="list-style-type: none"> <li>- SID, Route, STAR, alternates, optimum levels, fuel requirements.</li> <li>- Applicable ETOPS, PBN, MNPS, NAT HLA, Polar operations requirements (considered and discussed).</li> </ul>

3	NOTAM	- Departure, en-route and destination, expected delays considered.
4	Safety Alerts/Decisions	- Check awareness/compliance with applicable safety Alerts/Decision
5	Dispatch clearance/ release	- Verified with applicable requirements and signed.
6	Dispatch briefing including Dangerous Goods, AWOPS, ETOPS, RVSM, MNPS, NAT HLA, PBN, Polar Operations, MEL, EFB, etc.	<ul style="list-style-type: none"> <li>- Self-brief/ briefing by Dispatcher.</li> <li>- At least the following elements are covered: <ul style="list-style-type: none"> <li>- Current and forecast weather (departure, en-route, destination).</li> <li>- Flight plan including FIR entry/ exit requirements.</li> <li>- Compliance to operator's ETOPS, RVSM, MNPS, NAT HLA, PBN, Polar Operations (as applicable).</li> <li>- FDTL, Payload including dangerous goods.</li> <li>- NOTAMS including ATC delays, MEL/ CDL items, EFB, fuel.</li> </ul> </li> </ul>
7	Cabin Crew briefing	<ul style="list-style-type: none"> <li>- Cabin crew briefing elements included: <ul style="list-style-type: none"> <li>- Crew, Aircraft, Sector, Flight time, Weather.</li> <li>- Payload including dangerous goods (if applicable).</li> <li>- Any special instructions.</li> </ul> </li> </ul>
8	Preflight inspection	- Carried out as prescribed in the AFM/ FCOM
9	Aircraft log book inspection	<ul style="list-style-type: none"> <li>- At least the following are checked: <ul style="list-style-type: none"> <li>- Deferred defects, Maintenance release/ certificate of release to service.</li> <li>- Defects reported from the previous sector.</li> <li>- Required fluids.</li> </ul> </li> </ul>
10	ZFW, CG, TOW, and LDGW within limit	<ul style="list-style-type: none"> <li>- Checked within limits (planned and actual): <ul style="list-style-type: none"> <li>- Zero Fuel Weight</li> <li>- Take-off CG</li> <li>- Take-off Weight</li> <li>- Landing Weight</li> </ul> </li> </ul>
11	Fuel calculation	<ul style="list-style-type: none"> <li>- Ensured sufficient fuel for the planned flight considering: <ul style="list-style-type: none"> <li>- Current and forecast weather at departure, en-route and destination, winds, significant weather.</li> <li>- MEL/ CDL effects, NOTAMS and ATC delays.</li> <li>- Additional requirements (if any) for ETOPS, MNPS, NAT HLA, RVSM, PBN, polar operations, etc.</li> </ul> </li> </ul>
12	Load and Trim sheet	<ul style="list-style-type: none"> <li>- Verified correct load on load/ trim sheet.</li> <li>- Considered LMC for any variations.</li> </ul>
13	Performance calculations and FMS/ EFB entry	<ul style="list-style-type: none"> <li>- Performance calculations and FMS/ EFB entry as per SOP.</li> <li>- Verified/double checked by second pilot if applicable.</li> </ul>
14	Hold and carry-on baggage mass	<ul style="list-style-type: none"> <li>- Verified accuracy of hold and carry-on baggage mass.</li> <li>- Confirmed structural limits are not exceeded.</li> </ul>
14.1	Actual mass	<ul style="list-style-type: none"> <li>- Actual mass used (operator policy): <ul style="list-style-type: none"> <li>- Not exceeding structural limitations within performance limits for the aircraft considering elevation, wind, temperature, runway length, obstacles, etc.</li> </ul> </li> </ul>
14.2	Notional mass with load sheet annotation standard	<ul style="list-style-type: none"> <li>- Standard mass used (operator policy): <ul style="list-style-type: none"> <li>- Not exceeding structural limitations within performance limits for the aircraft considering elevation, wind, temperature, runway length, obstacles, etc.</li> </ul> </li> </ul>
14.3	Crew briefcases and baggage allowance adequacy	- Verified that crew luggage allowance in the load/ trim sheet is accurate.
15	Technical library/ Use of EFB	<ul style="list-style-type: none"> <li>- Checked the technical library/ EFB for: <ul style="list-style-type: none"> <li>- Required documents and their currency.</li> <li>- Required maps/ charts and their currency.</li> </ul> </li> </ul>
16	Navigational equipment	- Checked the operational status of the navigational equipment required for the intended flight.



17	Aircraft documents	- Verified the presence and validity of required aircraft documents and forms.
18	Survival equipment	- Checked survival equipment for required number, pressure, operating condition and location.
19	Life rafts/ life vests	- Life rafts/ life vests checked for required number, location and condition.
20	Spares and tools	- Checked spares and tools (if applicable).
21	Load spreaders and cargo tie-downs	- Checked: - Load spreaders for concentrated heavy loads. - Baggage/ cargo security and tie-downs.
22	Load distribution	- Verified load distribution to ensure CG within limits.
23	Departure/ takeoff briefing including low visibility take off	- Departure/ take off briefing in accordance with AFM/ FCOM/ Company SOP including LVTO and any other special considerations as applicable.
<b>B</b>	<b>DEPARTURE</b>	
1	Starting procedure	- In accordance with AFM/ FCOM/ Company SOP. - Exercised necessary precautions.
2	Take-off gross mass	- Verified within structural/ performance limits of the aircraft.
3	Run-up	- Carried out with the necessary precautions.
4	Cabin Crew instructions on emergency procedures	- In accordance with AFM/ FCOM/ Company SOP: - Delivered loudly and clearly. - Jump seat occupant safety briefing carried out.
5	Clearance record and read back	- Standard phraseology used. - Clearance recorded and read back accurately. - Read back confirmed with ATC.
6	Departure/ takeoff briefing review	- Reviewed the departure/ takeoff briefing for any changes arising from the ATC clearance. - Verified the changes reflected in the FMS/ AFS as applicable.
7	V <sub>1</sub> , V <sub>R</sub> and V <sub>2</sub> / V <sub>broc</sub> (Helicopters) compliance	- Complied accurately with V <sub>1</sub> , V <sub>R</sub> and V <sub>2</sub> / V <sub>broc</sub> (Helicopters).
8	Departure clearance/ SID compliance	- Complied accurately with the assigned Departure clearance/ SID.
9	Noise abatement compliance	- Complied with the applicable noise abatement procedures.
10	Situational awareness (climb)	- Standard call-outs used. - Complied with SOP/ verified with PM for any altitude changes.
<b>C</b>	<b>EN-ROUTE</b>	
1	MEA Compliance	- Verified MEA using NAV charts. - Complied with applicable MEA.
2	Use of airborne radar	- Effectively used airborne radar for weather avoidance.
3	Adherence to clearances	- Copied, read back, confirmed and complied with ATC clearance.
4	RVSM, MNPS, NAT HLA, ETOPS, PBN and Polar Operations compliance	- Considered: - In-flight fuel monitoring and management. - En-route/ ETOPS alternates and weather. - ANP vs. RNP. - RVSM height keeping requirements. - Escape-routes and depressurization. - ATC and company communications.
5	Cruise briefing	- Reviewed: - Depressurization, Escape routes, Engine failure strategies. - Other items relevant to the flight.
6	Situational awareness (Cruise/ Descent)	- Standard call-outs used. - Copied, read back, confirmed and complied with ATC clearance. - Complied with SOP/ verified with PNF for any altitude changes.

7	Navigation and use of NAV aids	<ul style="list-style-type: none"> <li>- Verified operational status of required NAV aids.</li> <li>- Took necessary action where required.</li> </ul>
8	Holding procedures compliance	<ul style="list-style-type: none"> <li>- In accordance with ATC clearance/ published procedures/ SOP.</li> </ul>
9	Arrival/ Approach briefing including low visibility approach/ landing	<ul style="list-style-type: none"> <li>- Carried out Arrival/ Approach briefing in accordance with AFM/ FCOM/ Company SOP and also included: <ul style="list-style-type: none"> <li>- Low visibility approach/ landing.</li> <li>- ANP vs. RNP (if applicable).</li> <li>- Any other special considerations.</li> </ul> </li> </ul>
<b>D</b>	<b>APPROACH AND LANDING</b>	
1	Aircraft configuration	<ul style="list-style-type: none"> <li>- In accordance with SOP.</li> <li>- Relevant to prevailing conditions.</li> </ul>
2	Airspeed control	<ul style="list-style-type: none"> <li>- Within SOP/ handling limits.</li> </ul>
3	Gross mass	<ul style="list-style-type: none"> <li>- Within structural/ aircraft performance limits</li> </ul>
4	Stabilized approach	<ul style="list-style-type: none"> <li>- Approach stabilized by at least: <ul style="list-style-type: none"> <li>- 1000 ft AAL (IFR),</li> <li>- 500 ft AAL (VFR) or</li> <li>- As required by company policy.</li> </ul> </li> </ul>
5	Situational awareness	<ul style="list-style-type: none"> <li>- Standard call-outs used.</li> <li>- Copied, read back, confirmed and complied with ATC clearance.</li> <li>- Complied with SOP/ verified with PNF for any altitude changes.</li> </ul>
6	Approach procedure compliance	<ul style="list-style-type: none"> <li>- Type of approach flown (state type): <ul style="list-style-type: none"> <li>- Complied with applicable procedures for the type of approach.</li> </ul> </li> </ul>
7	Post flight debriefing	<ul style="list-style-type: none"> <li>- Reviewed: <ul style="list-style-type: none"> <li>- Compliance with SOP.</li> <li>- Crew coordination.</li> <li>- Technical defects.</li> <li>- Safety reports.</li> </ul> </li> </ul>
<b>E</b>	<b>FLIGHT CREW</b>	
1	Licenses and Medicals	<ul style="list-style-type: none"> <li>- Current and qualified.</li> <li>- Spare prescription glasses in possession.</li> </ul>
2	Flight deck vigilance	<ul style="list-style-type: none"> <li>- Adhered to company SOP on control/ function handover.</li> <li>- Used standard phraseology.</li> <li>- Used standard call-outs.</li> </ul>
3	CRM	<ul style="list-style-type: none"> <li>- Displayed effective crew co-ordination while performing: <ul style="list-style-type: none"> <li>- Normal procedures/ tasks.</li> <li>- Abnormal/ emergency procedures/ tasks.</li> </ul> </li> </ul>
4	Use of oxygen and mask check procedure compliance	<ul style="list-style-type: none"> <li>- Use and check of oxygen and mask in accordance with AFM/ FCOM.</li> </ul>
5	PIC Judgment and decision making	<ul style="list-style-type: none"> <li>- Good PIC judgment and CRM during: <ul style="list-style-type: none"> <li>- Normal operations.</li> <li>- Handling of abnormal/ emergency situations.</li> </ul> </li> </ul>
6	Flight management	<ul style="list-style-type: none"> <li>- Optimum use of various levels of automation</li> </ul>
7	Handling of abnormal and emergencies	<ul style="list-style-type: none"> <li>- Displayed: <ul style="list-style-type: none"> <li>- Good crew coordination and CRM.</li> <li>- Good judgment and decision-making.</li> </ul> </li> </ul>
8	Logging of aircraft discrepancies	<ul style="list-style-type: none"> <li>- Logged applicable aircraft discrepancies after arrival.</li> </ul>
9	Compliance with limitations	<ul style="list-style-type: none"> <li>- Complied accurately with applicable limitations.</li> </ul>
10	SOP compliance including use of checklists	<ul style="list-style-type: none"> <li>- Adhered SOP and applicable checklist during: <ul style="list-style-type: none"> <li>- Normal Operations.</li> <li>- Abnormal/ emergency situations.</li> </ul> </li> </ul>

11	Proficiency of the second-in-command	<ul style="list-style-type: none"> <li>- Adhered to SOP.</li> <li>- Complied with applicable limitations.</li> <li>- Remained within the applicable handling limits.</li> <li>- Exercised good CRM.</li> </ul>
12	Compliance with regulations and ATC	<ul style="list-style-type: none"> <li>- Was aware of and complied with applicable regulations and Air Traffic clearances.</li> </ul>
<b>F</b>	<b>AERODROMES</b>	
1	Runways and taxiways	<ul style="list-style-type: none"> <li>- Condition.</li> <li>- Adequate lighting.</li> <li>- Clear and visible marking.</li> </ul>
2	Ramp Lighting/Marking and Public Protection	<ul style="list-style-type: none"> <li>- Clear and visible lighting and marking.</li> </ul>
3	Station facilities	<ul style="list-style-type: none"> <li>- Standard marshaling, ground equipment-condition, placement and operation.</li> <li>- Passenger embarkation/ disembarkation procedures.</li> <li>- Baggage/ cargo loading and offloading.</li> <li>- Fire-fighting equipment.</li> <li>- Aircraft safety zone marking.</li> <li>- Refueling procedures followed and precautions exercised.</li> </ul>
4	Aerodrome minima	<ul style="list-style-type: none"> <li>- Operating Minima (AOM) Requirements. And Operating Procedures</li> </ul>
<b>G</b>	<b>LVTO Normal procedures:</b>	<b>- REMARKS</b>
1	1. Approved Category Limits :CAT IIIB (DH) No DH or <15m (50ft) RVR 175M to ≥50m or as published and approved by the state of the aerodrome.	-
	2. Planning requirements, including runway lighting status, activation of aerodrome LVPs PROCEDURES IN FORCE NOTAMS, SNOWTAMS MEL RISTRCTIONS	-
	3. Crew Qualification and Recency of experience	-
	4. Category III Instrument Approach Procedures and Low Visibility Takeoff	-
	5. Integrated manufacturer(AFM) / operator procedures MEL	-
	6. Aircraft Configurations	-
	7. Compatibility with Category I and Category II/III Procedures	-
	8. Flight Crew Response to Non-Normal Events	-
	9. Use of the Decision Height or Alert Height	-
	10. Standard Call-outs	-
	11. Emphasis on the need to maintain situational awareness During all phases.	-
	12. Instructions to obey CATII/III holding point markings, signs and lights;	-
	13. Compliance with requirements for take-off alternate aerodrome	-


	14. Taxi procedures including crew coordination for ground navigation in low visibility use of compass.	-
	15. Specified minimum reported visibility for taxi;	-
	16. Emphasis on the need to verify that the specified RVR for take-off is reported, and confirmation that a 90m visual segment is available, prior to commencing the take-off roll	-
	17. Allocation of duties for PIC and FO for taxi and take-off if different from duties for normal take-off, and;	-
	18. Specific briefing for LVTO Content of relevant crew briefings.	-
	<b>19. CAT II/III Approach procedures</b>	-
	20. Ground and in-flight planning requirements including verification of aerodrome CAT II/III status, activation of aerodrome low visibility procedures in force and crew qualification status Requirements for destination alternate aerodrome and alternate fuel considerations	-
	21. Checks MEL for the satisfactory functioning of aeroplane equipment, both before departure in flight and approach.	-
	22. Effect on minima caused by changes in status of the ground installations and airborne equipment	-
	23. The minimum visual reference required	-
	24. The importance of correct seating and eye position	-
	25. Crew Action in the event of deterioration of the visual reference.	-
	<b>26. CAT II/III Abnormal &amp; Emergency procedures</b>	-
	27. Definition of actions to be taken by the crew at defined stages of the approach and landing, including actions above or below DH	-
	28. Actions to be taken by the crew in the event of ground lighting failure or downgrade	-
	29. Action to be taken in the event of aeroplane malfunction, including malfunctions which annunciate approach and/or auto land status changes and those which do not generate such annunciations	-
	30. Action to be taken in the event of autopilot disconnect or loss of flight guidance system	-

	31. Action to be taken when required visual reference is lost below DH	-
	32. Action to be taken in the event of crew incapacitation	-
	33. Content of relevant crew briefings	-
	34. Specific instructions regarding autopilot disconnect / FG & auto land failure on final approach.	-
	35. Effect on Landing Minima of Temporarily Failed or Downgraded Ground Equipment.	-
	36. Automatic landings in conditions other than required for CAT II/III approaches	-
	37. Takeoff Guidance System Procedures	-
	38. Standard Obstacle Clearance for Approach and Missed Approach	-
	39. Special Obstacle Criteria	-
	40. Irregular Terrain Airports	-
	41. Airport Surface Depiction for Category II/III Operations	-
	42. Continuing Category II/III Approaches in Deteriorating Weather Conditions	-
	43. Navigation Reference Datum Compatibility	-
	<b>44. AIRPORTS, NAVIGATION FACILITIES AND METEOROLOGICAL CRITERIA</b>	-
	45. Use of Other Navigation Facilities or Methods	-
	46. Lighting Systems	-
	47. Marking and Signs	-
	48. Low Visibility Surface Movement Guidance and Control (SMGC) Plans	-
	49. Meteorological Services and RVR Availability and Use	-
	50. Meteorological Services	-
	51. RVR Availability and Use	-
	52. RVR Availability	-
	53. RVR Use	-
	54. Pilot Assessment of Takeoff Visibility Equivalent to RVR	-
	55. Critical Area Protection	-
	56. Operational Facilities, Outages, Airport Construction, and NOTAM's	-
	57. Special Provisions for Facilities Used for ETOPS or EROPS Alternates	-
	58. Alternate Minima	-
	59. Flight Planning to Airports That Have Weather Conditions Below Landing Minima	-
	<b>60. OPERATIONAL CONCEPTS</b>	-
	61. Fail Operational Category III Operations	-
	62. Fail Passive Category III Operations	-

63. Decision Altitude (Height)	-
64. Go-Around Safety	-
65. Category II/III B	-
66. Runway Field-Length	-
67. Landing System Sensors (NAVAIDs) and Aircraft Position Determination	-
68. Instrument Landing System(ILS)	-
<b>69. Aerodrome Operating Minima (AOM) Requirements. And Operating Procedures</b>	-
70. Approved Category Limits :CAT IIIB (DH) No DH or <15m (50ft) RVR 175M to ≥50m or as published and approved by the state of the aerodrome.	-
71. Planning requirements, including runway lighting status, activation of aerodrome LVPs PROCEDURES IN FORCE NOTAMS, SNOWTAMS MEL RISTRCTIONS	-
<b>72. LVTO Normal procedures:</b>	-
73. Crew Qualification and Recency of experience	-
74. <b>Category III Instrument Approach</b> Procedures and Low Visibility Takeoff	-

# Certification Phase-5

## AOC – 106 Certification Checklist – (PM project manager and other sections)


	<b>AIR OPERATOR CERTIFICATION CERTIFICATION PHASE CHECKLIST PHASE – 5 – JOB AID</b>		Form	AOC – 106
			Revision	02
			Date	01 Dec 2021
SUBJECT	PM/FOI/AWI SIGNATURE	DATE COMPLETED	REFERENCE DOCUMENT	
A. Prepare certification report				
1) Pre-application statement of intent				
2) Completed certification job aids				
3) Formal application letter				
4) Schedule of events				
5) Final compliance statement				
6) Demonstration evaluation report				
7) Summary of closure of all findings/safety concern				
8) Operations specifications to be issued				
9) Recommendation letter for AOC approval				
10) DGCAR Coordination meeting prior to issuance of AOC				
B. Approve operations specifications of the operator				
C. Present AOC and operations specifications to certificate holder				
D. DGCAR Final debriefing				
<b>Remarks:</b>				
<b>FSD Inspectors</b>		<b>Signature</b>		<b>Date</b>
Project Manager Name:				
Flight Ops Inspector Name:				
AW Inspector Name:				
GOI/DGI Name:				
CSI Name:				
PEL Name:				





# **Review & Deficiency Checklist**

## AOC – 109 – Review & Deficiency Checklist

	<h3>Deficiency Tracking &amp; Review Checklist</h3>	Form	AOC-109
		Revision	01
		Issue Date	01 Dec 2021

Name of the Operator:		Date of receiving: Manual(s) / Document:	
Type of Aircraft: (e.g. Helo/Aircraft/Seaplane)		Manual/Document /Review/Version No:	
Name of Accountable Person (NPH):		Date of issue of for review	

*Note: Deficiencies in manuals or supporting documents which are listed below, relate to errors detected by the auditor /inspector prior to the initial approval of that manual/document, or in the event of a proposed amendment to an approved manual, there may be deficiencies noted which need rectification before final approval.*

No	Ref CAR / Standards	Manual Reference	Deficiencies	OPERATOR USE		CAA USE ONLY	
				Completed Y/N	Corrective Action Evidence	Comments	Status S/US
1.							
2.							
3.							
4.							

No	Ref CAR / Standards	Manual Reference	Deficiencies	OPERATOR USE		CAA USE ONLY	
				Completed Y/N	Corrective Action Evidence	Comments	Status S/US
5.							
6.							
7.							
8.							
9.							
<b>CAA USE ONLY</b>							
<b>Title and Name of CAA Inspector</b>			<b>Signature</b>			<b>Date</b>	
FOI:							
AWI:							
GOI/DGI:							
CSI:							
<b>CAA USE ONLY</b>							
<b>Review No:</b>			<b>Results</b>		<b>Approved</b>		<b>Not Approved</b>
					<input type="checkbox"/>		<input type="checkbox"/>




## SECTION 2 – Inspections (Audit & Surveillance) Forms List

<b>S/NO.</b>	<b>CHECKLIST NAME</b>	<b>CHECKLIST NUMBER</b>
1.	AUDIT PLAN CHECKLIST FORM	<b>BASE INSP-001</b>
2.	OPERATOR BASE INSPECTION/AUDIT JOB AID FORM	<b>BASE-INSP-002</b>
3.	OPERATIONS REQUIREMENTS (AOC) FORM	<b>BASE INSP-003</b>
4.	AUDIT / INSPECTION REPORT FORM	<b>BASE INSP-004</b>
5.	FLIGHT CREW QUALIFICATION RECORDS INSPECTION FORM	<b>BASE INSP-005</b>
6.	CREW FLIGHT DUTY AND REST RECORDS INSPECTION FORM	<b>BASE INSP-006</b>
7.	OPERATIONAL CONTROL INSPECTION FORM	<b>BASE-INSP-007</b>
8.	AIR OPERATOR SAFETY ASSESSMENT / RISK PROFILE CARS COMPLIANT OPERATORS FORM	<b>BASE INSP-008</b>
9.	FLIGHT CREW QUALIFICATION RECORDS INSPECTION FORM	<b>BASE INSP-009</b>
10.	CREW FLIGHT DUTY AND REST RECORDS FORM	<b>BASE INSP-0010</b>
11.	FLIGHT CREW TRAINING INSPECTIONS FORM	<b>BASE INSP-0011</b>
12.	RAMP INSPECTION CHECKLIST FROM	<b>AOC – 105-C</b>
13.	FLIGHT SAFETY DEPARTMENT ACTIVITY-ATTENDANCE FORM	<b>FSDAA</b>

## **SECTION 2 – Inspections (Audit & Surveillance) Forms**

## 2.1 AUDIT PLAN CHECKLIST FORM BASE INSP-001

 <b>BASE INSPECTION</b> <b>AUDIT PLAN CHECKLIST</b>	<b>Form</b>	<b>BASE INSP– 001</b>
	<b>Revision</b>	<b>01</b>
	<b>Date</b>	<b>01 Dec 2021</b>

<b>Audit plan dates:</b>	<b>From</b>		<b>To</b>	
<b>Operator:</b>		<b>Location</b>		
<b>Contact person: QA/SM</b>		<b>Phone :</b>		

<b>INSPECTORS</b>	<b>Name 1</b>	<b>Name 2</b>	<b>Name 3</b>
<b>FOI</b>			
<b>CSI</b>			
<b>GOI/DG</b>			
<b>AWI</b>			
<b>PEL</b>			

### Appendix A Audit Area Schedule/ Plan

<b>Ref:</b>	<b>Audit Area</b>	<b>Inspector/s</b>	<b>Operator Contact</b>	<b>Plan Date</b>	<b>Date Done</b>	<b>Remarks</b>
FO-01	Pre-audit Review (internal)	ALL				
App	Audit Entry Meeting	ALL				
FO-02	AOC and Operations Specifications	OPS PEL AIR				
FO-03	Company Operations Manuals	OPS PEL AIR				
FO-04	Publication Library	OPS PEL AIR CAB				



FO-05	Organization & Management Personnel	OPS AIR PEL				
FO-06	Company Check Pilot (DE) Program	OPS PEL				
FO-07	Flight Crew Training Records	OPS CAB PEL				
FO-08	Operations Control System	OPS				
FO-09	Operations Documents and Records	OPS CAB				
<b>Ref:</b>	<b>Audit Area</b>	<b>Inspector/s</b>	<b>Operator Contact</b>	<b>Plan Date</b>	<b>Date Done</b>	<b>Remarks</b>
FO-10	Cabin Safety	OPS CAB				
FO-11	Aircraft Inspection	OPS AIR CAB				<b>Ramp Inspection Checklist AOC – 105-C</b>
FO-12	Aircraft Documentation	OPS AIR CAB				
FO-13	Minimum Equipment List	OPS AIR CAB				
FO-14	Quality System	OPS				
FO-15	Safety Management System	OPS AIR				
FO-16	Surface De-icing	OPS AIR				
FO-17	Flight time and Duty Periods	OPS CAB				
FO-18	Dangerous Goods	OPS D.G Insp				
Other Areas	EFB	OPS				
	PBN	OPS AIR				
	Post-audit Review (internal)	ALL				
	Audit Exit Meeting	ALL				

<b>MAINTENANCE REQUIREMENTS AUDIT PLAN</b>						
<b>Ref:</b>	<b>Audit Area</b>	<b>Inspector/s</b>	<b>Operator Contact</b>	<b>Plan Date</b>	<b>Date Done</b>	<b>Remarks</b>
-	Pre-audit Review (internal)	ALL				
	Audit Entry Meeting	ALL				
AOC-02	Maintenance Control Manual	AIR				
AOC-03	Person Responsible for Mtce	AIR				
AOC-04	Evaluation Program	AIR				
AOC-05	Technical Publications	AIR				
<b>Ref:</b>	<b>Audit Area</b>	<b>Inspector/s</b>	<b>Operator Contact</b>	<b>Plan Date</b>	<b>Date Done</b>	<b>Remarks</b>
AOC-06	Technical Records	AIR				
AOC-07	Weight and Balance Control	AIR				
AOC-08	Mtce Development Programs	AIR				
AOC-09	Reliability Monitoring Programs	AIR				
AOC-10	TBA	AIR				
AOC-11	Maintenance Planning	AIR				
AOC-12	Defect Recording, Rectification Control	AIR OPS				
AOC-13	Airworthiness Directive, SB's	AIR				
AOC-14	Extended Range Ops ETOPS/	AIR OPS				
AOC-15	Minimum Equipment List	AIR OPS				
AOC-16	Category II-III All Weather Ops	AIR OPS				
AOC-17	Technical Dispatch Procedures	AIR				
AOC-18	Flight Authorities - Test - Ferry	AIR				

AOC-19	Maintenance Arrangements	AIR				
AOC-20	Training Program	AIR				
AOC-21	Personnel Records	AIR				
AOC-22	De-icing Procedures	AIR				
AOC-23	Elementary Work	AIR				
AOC-24	TBD					
AOC-25	Servicing - Fuel, Lub, Oxygen	AIR				
AOC-26	Control of Parts - Parts Pooling	AIR				
AOC-27	Service Difficulty Reporting	AIR				
Other Areas						
<b>Ref:</b>	<b>Audit Area</b>	<b>Inspector/s</b>	<b>Operator Contact</b>	<b>Plan Date</b>	<b>Date Done</b>	<b>Remarks</b>
AMO-02	Maintenance Control Manual	AIR				
AMO-03	Person Responsible for Mtce	AIR				
AMO-04	Facilities - General	AIR				
AMO-05	Technical Publicatons	AIR				
AMO-06	Maintenance Records	AIR				
AMO-07	Maintenance Procedures	AIR				
AMO-08	Quality System	AIR				
AMO-09	Maintence Release Authorization	AIR				
AMO-10	Qualification & Training Program	AIR				
AMO-11	Personnel Records	AIR				
AMO-12	TBD	AIR				

AMO-13	Control of Parts/ Aero Supplies	AIR				
AMO-14	Support Overhaul Shops	AIR				
AMO-15	Testing/ Measuring Equipment	AIR				
AMO-16	Maintenance Arrangements	AIR				
AMO-17	TBD	AIR				
AMO-18	TBD	AIR				
AMO-19	Service Difficulty Reporting	AIR				
AMO-	NDT, Various	AIR				
Other Areas		AIR				
-	Post-audit Review (internal)	ALL				
	Audit Exit Meeting	ALL				

**Note 1. OPS inspectors shall use the following Checklists:**

<b>S/NO.</b>	<b>CHECKLIST NAME</b>	<b>CHECKLIST NUMBER</b>
1.	<b>AUDIT PLAN CHECKLIST Form</b>	<b>BASE INSP-001</b>
2.	<b>OPERATOR BASE INSPECTION/AUDIT JOB AID Form</b>	<b>BASE-INSP-002</b>
3.	<b>OPERATIONS REQUIREMENTS (AOC) Form</b>	<b>BASE INSP-003</b>
4.	<b>AUDIT / INSPECTION REPORT Form</b>	<b>BASE INSP-004</b>
5.	<b>FLIGHT CREW QUALIFICATION RECORDS INSPECTION Form</b>	<b>BASE INSP-005</b>
6.	<b>CREW FLIGHT DUTY AND REST RECORDS INSPECTION Form</b>	<b>BASE INSP-006</b>
7.	<b>OPERATIONAL CONTROL INSPECTION Form</b>	<b>BASE-INSP-007</b>
8.	<b>Air Operator Safety Assessment / Risk Profile CARS Compliant Operators Form Safety Assessment</b>	<b>BASE INSP-008</b>
9.	<b>FLIGHT CREW QUALIFICATION RECORDS INSPECTION Form</b>	<b>BASE INSP-009</b>
10.	<b>CREW FLIGHT DUTY AND REST RECORDS Form</b>	<b>BASE INSP-0010</b>
11.	<b>FLIGHT CREW TRAINING INSPECTIONS Form BASE</b>	<b>BASE INSP-0011</b>
12.	<b>RAMP INSPECTION CHECKLIST</b>	<b>AOC – 105-C</b>
13.		
14.		
15.		
16.		
17.	<b>Flight Safety Department Activity-Attendance Form</b>	<b>FSDAA</b>

**Note 2. Or Any other checklists as decided during the inspector’s pre-audit meeting**

## **Welcome by Operator Focal Person**

The operator's Accountable Manager or other senior person may also welcome the audit team

## **Introductions**

Introduction of the audit Team Leader, team members, any specialists and observers;

Introduction of Operator representatives.

Ensure attendance list signed by all.

## **Acknowledgments (Team Leader)**

Thank the operator officials for their attendance, co-operation and use of their facilities.

## **Purpose of meeting**

Explain the purpose of the meeting:

1. Introduce the audit team members;
2. Define the objective and scope of the audit;
3. Define the methodology used during the audit; and
4. Co-ordinate staff and facilities.

## **Objective and Scope**

The objective and scope of this audit is:

- (a) to conduct an analysis of the policies, standards, procedures and facilities of (Operator name) to ensure that delegated authorities and Namibian Civil Aviation legislative requirements are being met and that maximum effort is made to ensure flight safety; and
- (b) to ensure compliance with the CAA CARs, and operator approved manuals and procedures).

## **Depth**

The audit will

- (a) encompass, but not be limited to, the specialty areas identified, as covered by the appropriate audit checklists; and
- (b) cover the period from \_\_\_\_\_ (date) to \_\_\_\_ (date).

## **Communications**

The following communication protocols will be observed:

- (a) initial communication in each audit area will be between the auditor for that area and the operator official specified by \_\_Air Namibia\_\_ (operator) as the contact for that area;
- (b) where problems or questions arise, team members will advise me and I will contact \_\_\_\_\_(operator representative); and
- (c) if the operator has a problem or questions, the operator is to contact the audit team leader, who will meet daily with the team members to discuss the day's findings and address any questions.

## **Methodology**

Standard audit procedures as set out in the Inspector Handbooks. The audit will include:

- (a) visiting different facilities of the company;
- (b) interviewing with personnel to discuss the areas of responsibility;

- (c) examination of records, such as those for training and flight documentation;
- (d) aircraft inspections;
- (e) reviewing manuals and directives;
- (f) observing operational activities as they are performed by staff

Note: In-flight inspections may be conducted during separate enroute flight inspections.

### **Audit Plan**

The audit will follow the prepared audit plan.

Areas to be audited and planned timings are as follows:

*Read out the areas and timings from the plan*

Any changes to planned timings will be coordinated between the team leader and ... (the company focal person)

Get details of ideal times for breaks and lunch.

### **Coordination of activities**

Request for focal points for the various sections.

Request for coordination of access to controlled areas

Request for coordination of transportation as required.

'The purpose of the audit is to determine the operator's level of conformance to the NAMCARs, associated standards and to operator policy and procedures set out in your approved manuals. Our concern is adherence to standards.

Where it is determined that an examined area appears to be in order, we will move on to the next area.

When the operator is found to be violating a regulatory requirement, it is said to be in non-conformance.'

If questions arise regarding potential or definite non-conformances:

- (a) approach the operator to determine whether we are interpreting the data correctly (there may occasionally be ambiguities);
- (b) direct the operator to provide missing data within a specific timeframe;
- (c) where it is determined that our perception is correct, or where the operator does not respond adequately to our queries within the specified timeframe, these items will be drawn up as audit findings;

Queries regarding the audit should be addressed to the audit team leader. Every effort will be made to conduct all audit activities with minimal disruption to the operator. The fact that flight operations are ongoing will be respected. Should an interview be requested, for example, it will be conducted at a mutually satisfactory time. We will tailor our hours to the operator's normal working hours and team leaders will inform their staff of the protocol discussed at this meeting, with regard to communications in particular.

### **Exit Meeting**

The exit meeting is proposed for AIR --- (location) on ----- (date) at 12:00 (time).

### **Question Period**

A question period will follow.

### **Introductions**

Ensure attendance list signed by all.

### **Opening Remarks**

Director of Airline or AMO- (where applicable)

Team Leader thanks all who participated

### **Executive Summaries**

Explain that there will not be a discussion on findings as these have been discussed during the teams' daily meetings with the operator and that further discussion may take place through the Corrective Action Plan approval process.

- Maintenance brief
- Operations brief

### **Audit Findings**

Summarize the list of Audit Findings highlighting on any significant findings (Level 1) that have a direct impact on safety of operations.

Mention areas that were found to have greatly improved from previous audits or that were exceptional in safety of operations.

### **Post-Audit**

Explain the next stage of the audit:

- Explain that finding reports will be sent to the accountable manager within ... days (specify the period)
- Inform the attendees that the audit report will be completed within ... working days (specify the period)
- The report will be sent to the operator after review by the Director of Civil Aviation and the relevant unit chiefs.
- State that the operator will have .... working days (from the date of receipt of the report) to respond with a Corrective Action Plans that highlights the short- and long-term actions proposed to rectify any non-conformance.
- Explain that the operator can expect follow-up inspections after the Corrective Action Plan has been completed to confirm the effectiveness of that action plan.
- Explain that failure to close the findings as required may lead to Aviation Enforcement Action.
- Indicate that the operator will be advised when the audit is formally closed.


### **Closing Remarks**

Thank the Accountable Manager and all involved in the Audit.

Invite Accountable Manager (or most senior manager) to make any closing comments.



## 2.1.1 Flight Safety Department Activity-Attendance (FSDAA)

	<b>Flight Safety Department Activity-Attendance</b>			Form	FSDAA
				Revision	01
				Date	01 Dec 2021
Type of Activity:					
Operator/Organization					
Location:					
Date:					
Chairperson/Facilitator				Signature:-	
	NAMES	Designation/Position	PHONE NUMBER/EMAIL	SIGNATURE	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					


15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				

Remarks

FSD Inspectors	Signature	Date
Project Manager Name:		
Flight Ops Inspector Name:		
AW Inspector Name:		
GOI/DGI Name:		
CSI Name:		
PEL Name:		

**NOTE :** *inspectors Must complete coordination from also and attached to this form including any minutes of meetings held internally or with the operator.*

## 2.2. INSPECTION/AUDIT JOB AID BASE INSP-002

	<b>OPERATOR BASE INSPECTION/AUDIT JOB AID</b>	Form	BASE-INSP-02
		Revision	01
		Date	01 Dec 2021

Name of Operator:		Date of Inspection:	
Address		File reference :	
Quality Manager /Contact Person:		Location :	
Phone No.		CAA Team Leader:	

### **Instructions for Use:**

- 1) Check **YES** column if you completed the activity.
- 2) Check **N/A** column if the activity was not relevant for this inspection
- 3) Check **NO** column if you did not review the record, procedure or event *or you did not complete the activity*
- 4) Enter any notes on remarks section regarding the inspection particularly where **NO** was checked.
- 5) For later reference, proceed any notes with the appropriate item number.
- 6) File this job aid with the Audit Report in the operator's file.
- 7) For further guidance refer to the relevant chapters of the General Inspector Handbook or Flight Operations Inspector Handbook/Manual
- 8) See appendices to this Job Aid for Audit Plan and Meeting Agenda templates

**Note: For FSD section/department coordination Team Leader shall fill FORM AOC-100 PARTS CHECKLIST**

No.	Activity	Check Response		
		YES	NO	N/A
	<b><i>To be completed before the inspection</i></b>			
1	DETERMINE THE NEED FOR THE AUDIT/ INSPECTION			
a)	Open an audit file reference			
2	PREPARE FOR INSPECTION			
a)	Identify team members			
a)	Hold team meeting/s			
3	REVIEW OPERATOR'S DOCUMENTS			

		YES	NO	N/A
a)	Review operations specifications - Check changes in company scope and OPSPECS (area of operations, aircraft types, special approvals) and maintenance arrangements since last audit			
b)	Review previous audit/inspection findings including follow-up and closure			
c)	Check turnover of key management personnel and operational staff			
d)	Review approved Operations Manual set including quality manual, safety manual, MCM, ground handling manual - check currency, and consistency of manuals with issued AOC and OPSPECS			
e)	Check occurrence data for incidents			
<b>4</b>	<b>SCHEDULE THE INSPECTION</b>			
a)	Prepare inspection / audit programme			
b)	Letter to operator (dates, scope, facilities to be inspected, special requirements, etc)			
c)	Administrative requirements (funds, travel and accommodation bookings)			
	<b><i>To be completed during the inspection</i></b>			
<b>5</b>	<b>BRIEF THE OPERATOR – Opening Meeting</b>			
<b>6</b>	<b>CONDUCT THE INSPECTION</b>			
a)	Inspect original AOC and OpSpecs			
b)	Inspect existing organisation structure and management personnel			
c)	Inspect library and Document Control			
d)	Inspect Checking and Training Programme			
e)	Inspect Flight Crew training records			


		YES	NO	N/A
f)	Inspect Operational Control System			
g)	Inspect Flight Watch/Flight Following			
h)	Inspect Flight Documentation and Records			
i)	Inspect aircraft and aircraft documentation			
j)	Minimum Equipment List and defect deferral			
k)	Inspect Quality System			
l)	Inspect Safety Management System			
m)	Flight Time and Duty Limitations			
n)	Inspect Cabin Safety & Crew training records			
o)	Inspect Dangerous Goods programme			
<b><i>To be completed after the inspection</i></b>				
8	DETERMINE RESULTS OF INSPECTION			
9	DEBRIEF OPERATOR (Closing Meeting)			
10	DOCUMENT THE INSPECTION			
a)	Letter to Operator confirming inspection results			
b)	Issue Findings Forms where applicable			
c)	Document results of inspection / audit in file			
d)	Update vital operator information in office files			
11	SCHEDULE THE FOLLOW-UP ACTIVITIES			
12	UPDATE SURVEILLANCE PROGRAMME			

		YES	NO	N/A
13	TRACK FINDINGS CORRECTIVE ACTIONS			
a)	Review submitted Corrective Action Plans			
b)	Plan follow up inspections if required			
c)	Close Findings			
14	OTHER ACTIVITY			
a)				
b)				
c)				

**Note: Audit Plan Templates attached as Appendices**

FSD Inspectors	Signature	Date
<b>Project Manager</b> Name:		
<b>Flight Ops Inspector</b> Name:		
<b>AW Inspector</b> Name:		
<b>GOI/DGI</b> Name:		
<b>CSI</b> Name:		
<b>PEL</b> Name:		

## 2.3 OPERATIONS REQUIREMENTS (AOC) BASE INSP 003

 هيئة الطيران المدني	<b>BASE INSPECTION CHECKLISTS OPERATIONS REQUIREMENTS (AOC)</b>	Form	BASE INSP-03		
		Revision	01		
		Date	01 Dec 2021		
Name of Operator:		Date			
Accountable person :		Location			
Address					
<p><b>Instructions for Use:</b></p> <p>Check <b>YES</b> column if the reviewed record, procedure or event complies with requirements and you have no comment.</p> <p>Check <b>NO</b> column if the reviewed record, procedure or event does not comply with requirements and you have a comment.</p> <p>Check <b>N/C</b> (Not Checked) column if you did not review the record, procedure or event <i>or you do not have adequate information to make a valid audit assessment</i></p> <p>Enter the letter “<b>N/A</b>” (Not Applicable) in the column, if the line item is not required in this particular situation.</p> <p>For later reference, proceed any remarks with the appropriate question number.</p> <p>Resolution Report. Use the inspector remarks column at the end for overall remarks or observations.</p> <p>For non- compliance findings inspectors shall also use <b>Audit Inspection Report Form 004</b>. Forward findings report to the operator without delay.</p> <p>Specific areas coordinated between OPS and AIR sections are indicated (<b>OPS and AIR</b>) in the section title.</p> <p>For further guidance refer to relevant PARTS /Volume and Chapters in Office Procedure Manual.</p>					
<b>FO – 01 Pre-audit Review</b> <b>(OPS and AIR)</b>					
	<i>Refer to Base Inspection Job Aid BASE-INSP002</i>				
	<i>Remarks</i>				
<b>FO – 02 Air Operator Certificate and OPS SPECS (OPS and AIR)</b> <i>Ref CARS/AMC:</i>					
		YES	NO	N/C	N/A
1.	Is the current original Air Operator Certificate and all Operations Specifications available?				
2.	Is the AOC prominently displayed in a public place				
3.	Does the current organization structure reflect that shown				



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	in the Company Operations Manual structure?				
4.	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate				
		<b>YES</b>	<b>NO</b>	<b>N/C</b>	<b>N/A</b>
5.	Are operational changes in facilities or equipment that have occurred in the company since the previous audit reflected in the Operations specifications?				
6.	Is the company operating aircraft types as authorized in the Ops pecs??				
7.	Does the company have adequate facilities to handle the approved operations?				
<i>Remarks</i>					
<b>FO – 03 Operations Manual</b> <i>Ref CARS/AMC</i>					
8.	Is a master copy operations manual (all parts) readily available in the company premises?				
9.	Is the manual current and approved by the Director?				
10.	Is the person responsible for maintaining these documents identified in writing?				
11.	Is the company's fixed place of business as mentioned in the manual and AOC?				
12.	Are manuals kept up to date?				
13.	Are distribution procedures followed as per distribution list?				
14.	Is a copy of the appropriate part of the Operations Manual carried on each aircraft?				
<i>Remarks</i>					





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**FO-04 Publication Library (OPS and AIR)**

*Ref CARS/AMC OPS 1*

**YES NO N/C N/A**

15. Does the library maintain a register of the internally developed and external manuals and documents held in the library and distributed to users?

16. Does the library include all approved and up-to-date publications required by the applicable CARS including:

17. Operations Manual (Parts A, B, C, D)

18. Civil Aviation Law and CARs, CANS and CAA Circulars

19. AIP, Supplements and AICs

20. Aircraft Flight Manuals

21. Aircraft Operations Manuals (AOMs or FCOMs) including performance manuals

22. Minimum Equipment Lists (MMELs and MELs)

23. Standard Operating Procedures (SOPs)

24. QRHs and Checklists

25. Cabin Crew Manual

26. Passenger Briefing cards

27. Ground Handling Manuals

28. Dangerous goods manual

29. Safety manuals

30. Emergency Response Plan

31. Security Manual

32. Quality Manual

33. Aircraft Technical Logs



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		YES	NO	N/C	N/A
34.	Maintenance Control Manual (Maintenance Management Manual (MMM))				
35.	Leases and Maintenance Agreements				
36.	Flight Recorder Records (SMS)				
<i>Remarks</i>					
<b>FO-05 Organization and Management Personnel</b> <i>Ref CARS/AMC:</i>					
		YES	NO	N/C	N/A
37.	Does the current organization structure reflect that shown in the Operations Manual structure?				
38.	Are the current management post-holders as approved by the Authority?				
39.	Is the Accountable Manager carrying out his/her duties in accordance with the applicable requirements?				
40.	Is the Quality Manager carrying out his/her duties in accordance with the applicable requirements?				
41.	Is the Safety Manager carrying out his/her duties in accordance with the applicable requirements?				
42.	Is the person responsible crew Training carrying out his/her duties in accordance with the applicable requirements?				
43.	Is the person responsible Flight Operations carrying out his/her duties in accordance with the applicable requirements?				
44.	Is the person responsible Security carrying out his/her duties in accordance with the applicable requirements?				



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		YES	NO	N/C	N/A
45.	Is the person responsible Aircraft Maintenance carrying out his/her duties in accordance with the applicable requirements?				
46.	Is the person responsible Ground Operations carrying out his/her duties in accordance with the applicable requirements?				
47.	Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual?				
<i>Remarks</i>					
<b>FO – 06 Company Check Pilot (DE) Programme</b> <i>Ref: PEL DE Manual Vol 1</i>					
48.	Is a record of all approved DEs used by the operator kept including details of which aircraft types and authorities have they been approved by the Director?				
49.	Have the company DEs undergone a CAA monitor check within the past 12 months?				
50.	Has the company DE maintained his or her qualification to conduct Proficiency Checks?				
51.	Does the company ensure that completed Proficiency Check forms are forwarded to the Authority as required?				
<i>Remarks</i>					



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**FO-07 Flight Crew Training Records**

*Ref CARS/AMC:*

		YES	NO	N/C	N/A
1.	Are the records kept in a secure place for the minimum duration required by regulations?				
2.	Do the flight crew training records include the following data? Type of training; Date/s of training; ATO and/or trainer; Assessment of performance				
3.	Do records capture the required courses including:				
a)	Company indoctrination training				
b)	Initial and annual aircraft type training				
c)	Upgrade training				
d)	Line training				
e)	Aircraft servicing and ground handling training				
f)	Initial and recurrent emergency procedures training				
g)	Initial and recurrent surface contamination training				
h)	Crew resource management training				
i)	Dangerous goods training;				
j)	Aviation security training				
k)	Special authorisations Training.				
4.	Where training is outsourced has the ATO been approved by the Authority				
5.	Have FSTDs including the programmes in use been approved by the Authority				
6.	Are aircraft flight training times recorded in the training records conforming to the aircraft technical/journey logs or voyage logs (random sample)				
7.	For operators that conduct commercial night operations, have the pilots received night take-off and landing training as necessary?				
8.	Have the recency requirements of 3 take-offs and landings prior to commercial flights been met?				

*Remarks*



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**FO-8 Operational Control System**

*Ref CARS/AMC*

9.	Does the operator exercise operational control and supervise flight operations as described in the approved operations manual?				
10.	Are the responsibilities and duties of operational control personnel practiced as outlined in the operations manual?				
11.	Are company aircraft being dispatched as outlined in the company operations manual including adherence to responsibilities for initiation, continuation, diversion and termination of flights?				
12.	Does the company meet the communication requirements with company flights as outlined in the applicable CAACARs for its operation?				
13.	How is information exchanged between an aircraft in flight and base operations and can the air operator meeting the requirement set out for air operator?				
14.	Does the operator's operational flight plan or navigation log meet minimum requirements?				
15.	Is adequate Met, NOTAMS, ATC data/information made available for flight planning?				

*Remarks*

**Training and Qualifications of Operations Officers (Dispatchers)**

*Ref CARS/AMC:*

		YES	NO	N/C	N/A
16.	Do the Flight Operations Officers (Dispatchers) hold a flight operations officer certification indicating that they have successfully completed training acceptable to the Director?				
17.	Do the flight operations officers maintain complete familiarisation with all features of the operation which are pertinent to their duties?				
18.	Does the operations manual specify the period of on job				



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	training required for each Flight Dispatcher and has this training been completed?				
19.	Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file?				
20.	Is the air operator following the approved recurrent training programme?				
21.	Has the air operator provided training and records for any new equipment transition training?				
22.	Has the air operator provided training and maintained records of any new area or route training within the operational control system?				
23.	Has the air operator provided training and records for any new equipment transition training?				
<b>Flight Watch</b>		Ref CARS/AMC:			
24.	Does the Flight Dispatcher maintain current information on the progress of flights?				
25.	If aircraft are operated in sparsely settled areas are two way communications available at all times?				
		YES	NO	N/C	N/A
26.	Does the flight watch continue until the completion of the flight?				
27.	Are in-flight reports directed to the flight dispatcher performing flight watch?				
28.	Is there adequate personnel available to maintain flight watch during the air operators flight schedule?				
29.	Where the operator uses the operational control system of an agent whether domestic or foreign does the operator comply with the applicable regulations?				
	<i>Remarks</i>				



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**FO-09 Operations Documentation and Records**

*Ref CAA CARS/AMC:*

		YES	NO	N/C	N/A
30.	<p>Are the required current manuals and documents available to the duty operations officer / dispatchers? These should include the following as applicable:</p> <ul style="list-style-type: none"> <li>• Operations Manual</li> <li>• Dispatch Manual</li> <li>• Emergency Response Plan</li> <li>• Ground Handling Manual</li> <li>• Performance Planning Manual</li> <li>• Weight and Balance Manual</li> <li>• AOMs or FCOMS</li> <li>• MELs</li> <li>• AIP and AICs</li> <li>• Relevant Route Guide and Charts</li> </ul>				
31.	Does the operational flight plan meet the requirements of the applicable technical standard?				
32.	Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?				
33.	Do the load manifests and journey logs agree with respect to cargo loads?				
		YES	NO	N/C	N/A
34.	Do the completed flights' mass & balance system and documents meet the CAA CARS requirements?				
35.	Are operational flight plans retained in accordance with the CAACARS?				
	<i>Remarks</i>				



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**FO-10 Cabin Safety (OPS and AIR)**

CAACARS / AMC## Sub-parts 2 & 3

		YES	NO	N/C	N/A
36.	Are key cabin crew management personnel familiar with pertinent sections of the regulatory requirements?				
37.	Are approved and up-to-date cabin crew manuals available to different sections as captured in the distribution list?				
38.	Are cabin crew manual amendments and safety bulletins distributed to the crew in a timely and efficient manner?				
39.	Are safety issues raised in cabin crew reports tracked and dealt with conclusively as part of the safety management system?				
40.	Are aircraft cabin defects recorded in journey or cabin log books rectified / closed accordingly?				
41.	Is relevant safety information given to the cabin crews, e.g. through bulletins? Is the method universal and effective?				
42.	In relation to the total number of cabin crew are the supervisors and senior cabin crew adequate?				
		YES	NO	N/C	N/A
43.	Do aircraft journey logs / reports confirm that minimum crew requirements as stated in the operations manual have been met?				
44.	Are cabin crew training records maintained as per regulatory requirements?				
45.	Do the training records show the following training is being carried out:				





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		YES	NO	N/C	N/A
	a. Name of cabin crew				
	b. Types of aircraft the cabin crew is qualified on				
	c. The date of training and whether pass or fail				
	d. ATO and/or Trainer				
	e. Initial Aircraft Training				
	f. Annual Aircraft Training				
	g. Aircraft Differences Training				
	h. Requalification Training				
	i. First Aid Training				
	j. In-Charge Training				
	k. Dangerous Goods Training				
	l. Crew Resource Management				
	m. Aviation Security				
	n. Firefighting, evacuation and ditching drills				
46.	Are the records retained for at least three years?				
47.	Does the training file contain a copy of the most recent written exam for each aircraft type on which the cabin crew is qualified?				
48.	Do cabin crew instructors and examiners maintain competency in the delegated tasks as required by regulations and the CAA DE manual?				
	<i>Remarks</i>				



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**FO-11 Aircraft Inspection (OPS and AIR)**

*Ref CAACARS/AMC:## Sub-part 5*

		YES	NO	N/C	N/A
49.	Are aircraft configurations and equipment in accordance with the AFM and FCOM/AOM?				
50.	Are communication and navigation equipment installed as required by CARs?				
51.	Are aircraft lights installed as required by CAACARS?				
52.	Are warning systems as required by CAACARS (EGPWS, TCAS, Wind shear, etc)?				
53.	Are fire warning and protection systems installed as required in CAACARS?				
54.	Are seats, seatbelts, harnesses and restraints as required by CAACARS?				
55.	Are doors and curtains (including cockpit door security systems) as required by CAACARS?				
56.	Is emergency and survival equipment installed as required by CAACARS?				
57.	Have carry-on baggage requirements been met?				
58.	Are there adequate restraints available to ensure that any cargo or equipment carried is secured and does not shift in flight?				
59.	Is cargo loaded so as to not block or restrict doors or the exit of passengers in an emergency?				
60.	Does each aircraft have an approved safety briefing card on board for each passenger?				
61.	Are aircraft markings and placards in accordance with the AFM / AOM?				



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62. Are any existing defects permitted for commercial flight by the MEL?

*Remarks*

**FO-12 Aircraft Documentation (OPS and AIR)**

*Ref CAACARS/AMC##:*

	YES	NO	N/C	N/A
--	-----	----	-----	-----

63. If the company has been authorized to operate aircraft with operational restrictions, are they being followed?

64. If foreign registered aircraft are used does the company have appropriate authorisation?

65. Are journey logs being maintained and entries made for each flight in accordance with the CAACARS?

66. Are technical log entries and defects entered and cleared or deferred in accordance with the CAACARS and approved procedures?

67. Does the current aircraft library for each aircraft include all documents required by regulations?

*Remarks*

**FO-13 Minimum Equipment List (OPS and AIR)**

*Ref CAACARS/AMC :##*

	YES	NO	N/C	N/A
--	-----	----	-----	-----

68. Is the company using an approved MEL for each aircraft type?

69. Are approved procedures being followed that ensure MMEL revisions are reviewed and MEL amendments made as required?

70. Are aircraft flights being conducted in accordance with MEL requirements?



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71. Are defects deferred in accordance with the approved MEL?

72. Are any defects extended beyond the repair intervals approved by the NCAA

*Remarks*

**FO-14 Quality System (OPS and AIR)**

*Ref CAACARS/AMC:##*

YES

NO

N/C

N/A

73. Is the quality system responsive to changes internally and regulatory changes that could affect the AOC and/or Opsspecs?

74. Does the Quality Manager maintain a list of current documents, forms, and checklists used in the quality assurance system?

75. Is the recurring cycle of internal audits being conducted at the intervals established in the approved manual (at least annually)?

76. Has the audit system / checklists been utilised during previous audit cycle to monitor the following:

a. The organisation

b. Operational procedures

c. Safety management

d. Operator certification

e. Aircraft performance

f. Communication and navigation equipment

g. Mass, balance and loading

h. Safety equipment

i. Manuals logs and records

j. Aircraft maintenance arrangements

k. Use of MEL and defects deferral



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		YES	NO	N/C	N/A
	l. Crewmember administration/utilisation				
	m. Operational control personnel				
	n. Dangerous goods				
	o. Security				
	p. Training and checking				
77.	Is the quality manager verifying that corrective action is taken by the responsible manager on findings and the accountable manager is notified?				
78.	Is the quality manager monitoring and evaluating effectiveness and completion of corrective actions (addressing root cause)				
79.	Is there a record of audit findings, corrective actions, and follow up inspections?				
80.	Are individuals performing quality assurance duties independent from the specific function or performance or certification of those tasks?				
81.	When performing quality assurance functions, do the individuals report solely / directly to the quality manager?				
82.	Where external auditors are used, is there a clear process of how findings will be followed until closed?				
83.	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?				
84.	Are records of contracted service audits kept including findings, corrective actions, and follow up inspection				
	<i>Remarks</i>				



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**FO-15 Air Operator Safety Management System (OPS and AIR)**

*Ref : CAA CAN ##/2020*

YES

NO

N/C

N/A

**Safety Management System Elements**

85. Is the safety policy endorsed by the Accountable Manager clearly accessible to staff?

86. Is availability of the person responsible Safety adequate to manage the safety office as described in the approved safety manual?

87. Does the person responsible for the Safety Management System have direct access to the Accountable Manager?

88. Are flight safety improvement suggestions solicited and processed?

89. Has a safety awareness programme been developed and maintained?

90. Are industry safety concerns (which may have an impact on the operation) monitored?

91. Is a close relationship with the appropriate aircraft manufacturers maintained?

92. Is a close relationship with industry safety associations maintained?

93. Are incidents/accidents investigated and are recommendations to preclude recurrence implemented?

94. 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?

95. Is a flight data analysis programme implemented as required by regulation?

96. Is the flight data analysis programme non-punitive and contains safeguards to protect the sources of data?



**BASE INSPECTION CHECKLISTS  
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		YES	NO	N/C	N/A
97.	Does the operator utilise the captured flight data to monitor and improve safety trends?				
<b>Incident Management</b>					
98.	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?				
99.	Does the safety database monitor and analyse safety trends?				
100	Does the operator report occurrences and hazards as required by regulation to the Director?				
<b>Safety Committee</b>					
101	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?				
102	Are members from all operating departments represented?				
103	Does the committee meet regularly?				
104	Do meeting minutes provide a record of agenda items, discussions and corrective actions taken, where applicable?				
<b>Emergency Response Planning</b>					
105	Has an Emergency Response Plan been developed?				
106	Is the plan maintained and current?				
107	Are internal and external contacts kept current?				
108	Is the plan regularly exercised as documented?				
109	Are records of the previous exercise kept including corrective actions to improve the plan?				
110	Is the plan available to the key responders?				



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Remarks

**FO-16 Surface De-icing and Anti-icing Programme (OPS and AIR)**

YES

NO

N/C

N/A

- |     |   |  |  |  |  |
|-----|---|--|--|--|--|
| 111 | 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?  |  |  |  |  |
| 112 | Is the programme approved and kept current in respect to the operator's scope of operations, including de-icing methods and products used?  |  |  |  |  |
| 113 | Are regular audits of the contracted services carried out and audit records kept?   |  |  |  |  |
| 114 | Is the relationship between operations and maintenance (or contracted service provider) described?  |  |  |  |  |
| 115 | Does Operations have sole responsibility for the programme or is it shared? ( <i>Note: maintenance must not have sole responsibility.</i> )   |  |  |  |  |
| 116 | Are records kept of de-icing and anti-icing operations?   |  |  |  |  |
| 117 | Do records include critical surface inspection reports and pilot reports with the following information: <ul style="list-style-type: none"> <li>time the last application of de-icing/anti-icing fluid began (where applicable)?</li> <li>the type of fluid used?</li> <li>the ratio of the fluid mixture?</li> <li>the sequence that the critical surfaces were de-iced/anti-iced if the standard documented method was not used?</li> <li>confirmation that all critical surfaces are free of contamination?</li> </ul> |  |  |  |  |
| 118 | Where required, does the Pre-take-off Contamination Inspection include confirmation that the critical surfaces are free of contamination?<br>( <i>Note: where the standard documented procedure was not followed, the report must describe how the inspection</i>   |  |  |  |  |





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was conducted.)

**De-icing Training and Testing**

		YES	NO	N/C	N/A
119	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?				
120	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?				
121	Are the contractors' procedures and training programmes available to the operator?				

*Remarks*

**FO-17 Fatigue Management (Flight Time and Duty Scheme)**

*Ref CAACARS/AMC: ##*

**CREW MEMBER FLIGHT TIME LIMITATIONS**

		YES	NO	N/C	N/A
122	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?				
123	For each crew member the rest periods?				
124	For each crew member flight time as required by regulations?				
125	Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry?				
126	Do all flight crew member flight times fall within the operator's as well as the regulatory limits?				



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**DUTY PERIOD, FLIGHT DUTY TIME AND REST PERIODS**

**YES NO N/C N/A**

127	Are the operators recorded flight duty times within the CAACARS duty period tables and the operator's duty period scheme?				
128	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.				
129	Split duty day - Did the operator meet the regulatory and Operations Manual requirements for split duty?				

**FDP Extension**

130	If any Flight Duty Period extension is recorded by the PIC is it within the permitted time.				
131	Were FDP was extended was a report made by both the PIC and the operator to the Director within 30 days? Are the reports kept?				
132	Where the maximum flight duty time was extended for a split flight duty assignment were the company Operations Manual and regulation requirements met?				
133	Were limitations involving standby duty met?				

**TIME FREE FROM DUTY**

134	Is adequate rest provided to crew members to cater for short-term and long term fatigue?				
135	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?				
136	Where the PIC reduced a rest period, was the rest period in accordance with the operations manual requirements				



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and the CAACARS/AMC?

137 Did the PIC make a report made to the operator, and the Director as required by regulations?

*Remarks*

**FO-18 DANGEROUS GOODS (DG-01)**

*Use specific Dangerous Goods checklists as applicable:  
Refer to DANGEROUS GOODS INSPECTOR GUIDANCE MANUAL*

**FSD Inspectors**

**Signature**

**Date**

**Project Manager**

**Name:**

**Flight Ops Inspector**

**Name:**

**AW Inspector**

**Name:**

**GOI/DGI**

**Name:**

**CSI**

**Name:**

**PEL**

**Name:**

***Remarks***

## 2.4 AUDIT INSPECTION REPORT BASE INSP-004

 3.	<b>BASE INSPECTION AUDIT / INSPECTION REPORT</b>	Form	BASE INSP-004
		Revision	01
		Date	01 Dec 2021

### Part 1 Administrative details

Name of Organisation			
AOC / Licence / Approval Number		Date(s) of Audit / Inspection	
Title of Audit / Inspection			
Location(s) of Audit / Inspection			
Name of Team Leader			
Names of Inspection Team members			

### Part 2 Scope of Audit / Inspection

To evaluate if ..... is in compliant with CAA regulatory requirements and operational standards, policies and procedures as prescribed in their approved Manuals.

### Part 3 Summary of Activities

The following systems / documents / facilities / aircraft / equipment were inspected:		YES/NO
1.	OPEARTIONAL MANUAL SYSTEM	
2.	TECHNICAL LIBRARY	
3.	MANAGEMENT PERSONNEL AND OPERATIONS COORDINATION	
4.	CHECK PILOT PROGRAMME	

5.	FLIGHT CREW TRAINING RECORDS	
6.	OPERATIONAL CONTROL SYSTEM	
7.	FLIGHT WATCH/FLIGHT FOLLOWING	
8.	OPEARTIONAL MANUAL SYSTEM	
9.	FLIGHT DOCUMENTATION AND RECORDS	
10.	AIRCRAFT INSPECTION	
11.	AIRCRAFT DOCUMENTATION AND MEL	
12.	QUALITY SYSTEM	
13.	SAFETY MANAGEMENT SYSTEM	
14.	FLIGHT AND DUTY TIMES	
15.	CABIN SAFETY	

<b>The following personnel were interviewed / observed:</b>		
	<b>TITLE/POSITION</b>	<b>NAME</b>
1.	ACCOUNTABLE MANAGER	
2.	HEAD OF FLIGHT OPERATIONS	
3.	TRAINING MANAGER	
4.	QUALITY MANAGER	
5.	GROUND OPERATIONS	
6.	FLIGHT OPERATIONS AUDITOR	
7.	CARGO MANAGER	
8.	SAFETY MANAGER	
9.	FLIGHT OPERATIONS MANAGER	
10.	DIRECTOR OF MAINTENANCE	
11.	QUALITY MANAGER MAINTENANCE	

## Part 4 Declarations

*NOTE: Wherever possible the Manager Accountable for Compliance shall sign the declaration in 4.1. In the absence of this Manager (e.g. on a ramp inspection), another representative of the organisation shall sign the declaration in 4.2.*

### 4.1 Team Leader

I declare that the audit / inspection was conducted in accordance with OMAN CAA procedures.					
Name of Team Leader		Signature		Date	

### 4.1 Manager Accountable for Compliance

On behalf of the organisation I acknowledge receipt of this report and undertake to ensure that all findings are addressed within the stated timescales					
Name of Organisation Representative		Signature		Date	

### 4.2 Other Organisation Representative

On behalf of the organisation I acknowledge receipt of this report and undertake to ensure that all findings are communicated to the Manager accountable for compliance					
Name of Organisation Representative		Signature		Date	

## Part 5 Definition of Findings

Findings shall be numbered with the following prefix codes (e.g. ORG1, PEL3 etc)

AGA	Aerodrome	AIR	Airworthiness	ANS	Air Navigation Services	OPS	Flight Operations
ORG	Organisational	PEL	Personnel Licensing	QUA	Quality System	SEC	Aviation Security

Findings shall be categorised by severity as follows:

#### Level 1

A major regulatory non-compliance with immediate or short-term implications for safety or security. The audit Team Leader shall consider the severity and probability of the associated risk and assign a timescale for **rectification** between IMMEDIATE and 7 days. The operator shall send a written **response** to the CAA within 24 hours of notification of the finding (except in cases where IMMEDIATE closure is required, which require an immediate response)

*NOTE: Where a Level 1 finding is recorded, and depending on the nature of non-compliance, the audit Team Leader may impose immediate restrictions or other conditions upon the organisation. In such case he/she shall notify immediately by any means the Director of Flight safety who in turn informs Director General for Civil Aviation and Regulations or nominated Deputy.*

#### Level 2

A regulatory non-compliance not defined as Level 1. The audit Team Leader shall consider the severity and probability of the associated risk and assign a timescale for **rectification** between 8 days and 90 days. . The operator shall send a written **response** to the DCA before the closure date or no later than 14 days after notification of the finding, whichever is earlier.

### Level 3 (Observation)

An observed condition which, in the judgement of the audit Team Leader, the organisation should modify, eliminate or improve in the interests of continuous improvement for safety or security. No timescale for **rectification** shall be assigned but the organisation shall provide a written **response** to the observation within 90 days.

## Part 6 Rectification of Findings

Operators should note the two separate timescales in Part 5 above: **Rectification** and **Response**.

### 6.1 Rectification

Operators should note the importance of identifying the **root cause** of the finding. While a **short-term** corrective action may be necessary in some cases, action to prevent recurrence of the finding in the **long term** requires an analysis of the organisation's management, procedures and/or systems to find the root cause and make changes to eliminate that cause. Additionally, the operator shall **monitor** the effectiveness of these changes to ensure that long-term preventative action is working in practice. Such monitoring should be integral to the operator's quality and safety management systems.

### 6.1 Response

The operator shall therefore submit a written response to each finding using Part 7B of this form which includes:

- a) Identification of the **root cause** of the finding
- b) **Short-term** corrective action (where applicable)
- c) **Long-term** preventative action
- d) Action to **monitor** effectiveness of preventative action

Where the operator needs to supply additional information which cannot be included in the table, he shall attach it to the response.

The response shall normally include the attachment of **evidence** to demonstrate that the stated actions have been carried out. Responses which do not include adequate evidence will not be accepted by the DCA.

### 6.2 Corrective Action Plans

Where the actions required for rectification involve an extended period of work and/or multiple steps to be coordinated by the operator, he should submit a corrective action plan as an attachment to the response. The corrective action plan should make clear to the DCA what, when, how and by whom the actions will be completed.

**Part 7A Record of Findings**

Finding code & number	<b>OPS</b>	Level		Timescale for Rectification (Days)	
Regulatory Reference(s)					
Finding <i>(including any restrictions)</i>					

**Part 7B Operator's Response**

<p><b>Root cause</b> of the finding</p> <p><b>Short-term</b> corrective action (where applicable)</p> <p><b>Long-term</b> preventative action</p> <p>Action to <b>monitor</b> effectiveness of preventative action</p>
<p>The following documents are attached as evidence to support closure of the finding  <i>(Documents may include Corrective Action Plans where applicable)</i></p>

*NOTE: Inspector may copy and paste additional records of findings tables to subsequent pages as required*



**Part 7C Closing of Findings (Flight Safety Department USE ONLY)**

Follow Up Details:								
Corrective Action (s) submitted:	Yes		No		Evidence Summited:	Yes		No
Short Term Response:	Accept		Reject		Long Term Response:	Accept		Reject
Target Completion Date:  Date Item Closed:				Target Completion Date:  Date Item Closed:				
Audit Manager/Inspector Signature:				Audit Manager/Inspector Signature:				

## 2.5. FLIGHT CREW QUALIFICATION RECORDS INSPECTION BASE INSP-005

 هيئة الطيران المدني	<b>FLIGHT CREW QUALIFICATION RECORDS INSPECTION</b>	Form	BASE INSP -005
		Revision	01
		Date	01 Dec 2021

**Instructions for Use:**

1. Check **YES** column if you determine the document or individual item conforms to requirements.
2. Check **NO** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Chkd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004. Attach to this checklist

Operator File Reference	Inspector Name/s	Date/s of Inspection	
Name of Operator/Applicant	Training Programme Title	Location of Facility	Contact Person/Phone

S/N	CERTIFICATES				
		YES	NO	N/Chkd	N/A
1.	Copies of Pilot License in the records?				
2.	Copies of current Medical Certificates in the records?				
<b>MINIMUM EXPERIENCE</b>					
3.	Appropriate minimum experience in record for VFR operations?				
4.	Appropriate minimum experience in the records for IFR operations?				
<b>COMPANY INDUCTION PROCEDURES</b>					
5.	Completion of Company Procedures Training in records?				


<b>TR, CONVERSION or COMMANDER</b>					
		<b>YES</b>	<b>NO</b>	<b>N/Chkd</b>	<b>N/A</b>
6.	Completion of Type Rating Course in all records?				
7.	Completion of aircraft-specific systems training in all records				
8.	Completion of aircraft-specific simulator training in all records				
9.	Completion of aircraft-specific flight training in all records?				
10.	Completion of required differences training posted in all records				
11.	Initial emergency equipment training posted in all records?				
12.	Initial emergency experience training, including ditching records? ;				
13.	General First Aid training posted in all records				
14.	Initial security training posted in all records?				
15.	Initial dangerous goods training posted in all records?				
16.	Initial CRM training posted in all records;				
<b>QUALIFYING</b>					
17.	Initial Proficiency Test for current aircraft assignment posted in all records?				
18.	Line flying under Supervision completion posted in all records?				
19.	Line Checks completion posted in all records?				
20.	Route Competence Qualification posted in all records? ;				
21.	Either seat qualification posted in appropriate records?				
22.	Aerodrome Competence Qualification posted in appropriate records?				
<b>RECURRENT TRAINING</b>					
23.	Recurrent Company Procedures training posted?				
24.	Recurrent aircraft-specific systems training posted?				
25.	Recurrent aircraft-specific simulator training posted?				
26.	Recurrent aircraft-specific flight training posted?				
27.	Recurrent dangerous goods training posted				

		YES	NO	N/Chkd	N/A
28.	Recurrent emergency equipment and safety training posted?				
29.	Recurrent CRM training posted?				
30.	Recurrent emergency hands-on experience posted?				
31.	Recurrent security training posted				
<b>RECURRENT CHECKING</b>					
32.	Current Operator Proficiency Check in assigned aircraft posted?				
33.	Current Line Checks in the assigned aircraft posted				
34.	Emergency and Safety equip checks posted?				
<b>RECORDS RETENTION, SECURITY AND AVAILABILTY</b>					
35.	Records retained for proper periods?				
36.	Records secured from unauthorized modifications or theft?				
37.	When crewmember changes air operator, a copy of the crewmembers records is provided to the other air operator upon proper request?				

**INSPECTOR REMARKS & OBSERVATIONS:**

<b>FOI INSPECTOR NAME:</b>	
<b>INSPECTOR SIGNATURE, ASI STAMP,</b>	
<b>DATE:</b>	

## 2.6. CREW FLIGHT DUTY AND REST RECORDS INSPECTION BASE INSP-006

	<b>BASE INSPECTION CREW FLIGHT DUTY AND REST RECORDS INSPECTION</b>	Form	BASE INSP-006
		Revision	01
		Date	01 Dec 2021

### Instructions for Use:

1. Check **YES** column if you determine the document or individual item conforms.
2. Check **NO** column if you determine that the document or individual line item does not conform (put a marker tab in the manual with a short note opposite the non-conforming item).
3. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
4. Check **Not/chk** if the item was not checked. Reasons should be given in remarks column.
5. Coordination is required between OPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the Audit Inspection Report Form Base-Insp 004. Attach to this checklist.
7. For further guidance refer to the relevant volume and sections of the Inspector Handbook/Manual.

Activity Tracking Reference	Inspector's Name(s)	Date of Inspection	Date of last Inspection
Name of Operator	Contact Person and Phone No.	Location	

S/N	Item	Response			
		YES	NO	N/A	Not/chk
	<b>PRE-AUDIT</b>				
1.	Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member?				
2.	Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual?				
3.	Are procedures to ensure that flight crew members on home reserve or standby comply with the standards specified in the Company Operations Manual.				
	Remarks:				

<b>FLIGHT TIME LIMITATIONS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
4.	Does the operator keep records for each crew member of the start, duration and end of each flight duty period and duty period?				
5.	For each crew member the rest periods?				
6.	For each flight crew member daily, weekly and 28 day flight time?				
7.	Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry?				
8.	Do all flight crew member flight times fall within the operator's limits and the following maximum total flight times? <ul style="list-style-type: none"> <li>• 1,000 hours in any consecutive 365 days</li> <li>• 300 hours in any 90 consecutive days</li> <li>• 100 hours in any 30 consecutive days</li> <li>• 60 hours in any 7 consecutive days</li> <li>• single pilot IFR-8 hours in any consecutive 24 hours</li> </ul>				
9.	Helicopter flight time <ul style="list-style-type: none"> <li>• 120 hours in any consecutive 30 days</li> <li>• 150 hours in any 30 consecutive days for two pilot helicopters</li> <li>• 1200 hours in any consecutive 365 days</li> </ul>				
Remarks:					
<b>FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
10	Do any flight crew member flight duty times exceed 14 consecutive hours within one duty period for acclimatised crew and 13 hours for non-acclimatised crew?				
11	Are the operators recorded flight duty times within the NAMCATS duty period tables and the operator's duty period scheme?				
12	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				
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
13	Split duty day <i>flight duty time may be extended by one-half the length of the rest period to a maximum of three hours</i> <ul style="list-style-type: none"> <li>• Did the operator provide the flight crew member with advance</li> </ul>				

	notice of the extension? <ul style="list-style-type: none"> <li>Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations?</li> <li>Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time?</li> </ul>				
	Remarks:				
	<b>FDP Extension</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
14	Any event recorded of Flight Duty Period extension by PIC does not exceed 3 hours of the permitted time.				
15	Were FDP was extended by more than 2 hours was a report made by both the PIC and the operator to the Director within 30 days? Are the reports kept?				
16	Where the <i>the maximum flight duty time was extended for a split flight duty assignment were the following conditions met?</i> <ul style="list-style-type: none"> <li>Extended period did not exceed half of the consecutive hours of rest taken;</li> <li>Consecutive hours of rest were between 3 to 10 hours;</li> <li>Where the rest period was more than 6 consecutive hours a bed was provided.</li> <li></li> </ul>				
17	Were the following Duty Period limits exceeded?  Standby duty – maximum 12 hours in a 24 hour period  Standby plus FDP – 20 hours				
18	Do the duty hours take into account the added cumulative totals as required by the applicable NAMCATS and operator regulations.				

	Remarks:
--	----------




	<b>TIME FREE FROM DUTY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
19.	<p>Were the following requirements met in the recorded flight crew members rest periods?:</p> <ul style="list-style-type: none"> <li>• not work more than seven consecutive days between days off; and</li> <li>• have two consecutive days off in any consecutive fourteen days; and</li> <li>• have a minimum of six days off in any consecutive four weeks at the home base; and</li> <li>• have an average of at least eight days off in each consecutive four week period, averaged over three such periods.</li> </ul> <p><i>Time free from duty is time where the crew member is not engaged in ANY activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty</i></p>				
20.	Was each duty period, including flight watch and home reserve, preceded by a rest period of at least as long as the preceding duty period, or 12 consecutive hours whichever is the greater?				
21.	Where the PIC reduced a rest period, was the rest period at least 10 hours at the accommodation where the rest was taken?				
22.	Did the PIC make a report made to the operator, and where the reduction exceeded 1 hour, to the Director within 14 days?				
	Remarks:				

**INSPECTOR REMARKS & OBSERVATIONS:**

<b>INSPECTOR TITLE &amp; NAME:</b>	
<b>INSPECTOR SIGNATURE, STAMP:</b>	
<b>DATE:</b>	

## 2.7. OPERATIONAL CONTROL INSPECTION BASE-INSP 007

	<b>OPERATIONAL CONTROL INSPECTION</b>	Form	BASE-INSP 007
		Revision	01
		Date	01 Dec 2021

**Instructions for Use:**

1. Check **YES** column if you determine the document or individual item conforms to requirements.
2. Check **NO** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **Not/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp 004. Forward the findings to the Operator and attach a copy to this checklist.
6. For further guidance refer to Inspector Office Procedure Manual.

<b>Operator File Reference</b>	<b>Inspector's Names</b>	<b>Date</b>
<b>Name of Operator/Applicant</b>	<b>Location / Base of Inspection</b>	<b>Contact Person and Phone No.</b>

S/N	MANUALS:				
		YES	NO	Not/Ckd	N/A
1.	Current copy of the Flight Operations Manual available?				
2.	Current copy of the Aircraft-Specific Operations Manual available?				
3.	Current copy of Aircraft-Specific Checklists available?				
4.	Current copy of the Flight Dispatch Manual available?				
5.	Current copy of Aircraft Performance available?				
6.	Current copy of Emergency Response Manual available?				
	<b>Remarks:</b>				

<b>OPERATIONAL FLIGHT PLAN – NAV LOG</b>					
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
7.	“Standard” ops flight plan appropriate for this flight operation?				
8.	“Manual” nav – log plan used appropriate for this flight operation?				
9.	Assigned person accurately computed the manual plan?				
10.	Computer plan/nav log obtained from an approved source?				
11.	Computer plan/nav log calculated accurately?				
12.	Copy of the signed operational flight plan or nav-log retained?				
13.	Retention method and time period in use acceptable?				
14.	Operational flight plan/nav log formats, examples and completion procedures accurately described in the Operations Manual?				
15.	Applicable Operations Manual policies applied as written?				
<i>Remarks:</i>					
<b>WEATHER</b>					
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
16.	Dispatch weather procedures practiced as detailed in the approved operations manual				
17.	Complete weather briefing received by the flight crew?				
18.	Weather data obtained from approved source?				
19.	Terminal weather METAR and TAFs (forecasts) appropriate for the flight?				
20.	Enroute weather and winds appropriate for the flight?				
21.	“Real-time” weather displays or charts available for consultation?				
22.	Weather data consistent with that used for ops plan/nav log?				
23.	Flight plan routing the best for the forecast weather?				
24.	Weather data appropriate to the flight(s) retained in appropriate method and period as required?				

	<i>Remarks:</i>				
	<b>SELECTION OF ALTERNATES</b>				
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
25.	Appropriate takeoff alternate selected?				
26.	Appropriate enroute alternates selected?				
27.	Appropriate destination alternate selected?				
28.	Alternates included in ops plan – nav log?				
	<i>Remarks:</i>				
	<b>NOTAM AND AIRCRAFT DATA</b>				
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
29.	Appropriate notam data provided to the flight crew?				
30.	Notam data obtained from an approved source?				
31.	Route guide and nav charts available to operational control?				
32.	Manual Nav log coordinates compared to the nav charts coordinates?				
33.	Aircraft specific takeoff and landing performance available?				
34.	Takeoff performance manually calculated?				
35.	Appropriate obstacle data use in the takeoff calculation?				
36.	Aircraft performance data from an approved source and current?				
	<i>Remarks:</i>				

FUEL REQUIREMENTS AND LOAD MANAGEMENT					
		YES	NO	Not/Ckd	N/A
37.	Flight planning minimum fuel calculations based on weights approximated from a valid source?				
38.	Minimum fuel contingencies considered?				
39.	Fuel/oil uplift information available?				
40.	Completed load manifest for the flight(s) available?				
41.	Source record for aircraft empty and basic operating weights available?				
42.	Load manifest contain the required takeoff weight limitation comparisons?				
43.	Takeoff and landing weights accurately calculated?				
44.	Standard passenger and baggage weights authorized and used properly?				
45.	Actual weights required and used properly?				
46.	Approved method of computer load manifest calculation used?				
47.	Manual calculations yield the same results as the computer?				
48.	Presence of dangerous goods properly manifested?				
49.	Load manifest updated for the last minute changes?				
50.	Update posted in the flight preparation records before takeoff and communicated to flight crew?				
51.	Copy of the signed load manifests retained?				
52.	Retention method and time period acceptable?				
53.	Applicable Operations Manual flight dispatch policies and procedures applied as written?				
54.	Mass and balance flight calculations prepared by a competent and qualified person for the specific aircraft type?				
	<i>Remarks:</i>				

FLIGHT CREW SCHEDULING CONSIDERATIONS					
		YES	NO	Not/Ckd	N/A
55.	Flight crew current and qualified for the flight operation?				
56.	Cabin crew current and qualified for the flight operation?				
57.	At least one of the flight crew have 100+ hours in type?				
58.	Pilots properly qualified for all weather operations minima as applicabl?				
59.	Proper crew flight and rest time requirements applied?				
60.	Personnel records of the crew scheduling employees show training completion on the subjects relating to their job tasks?				
<i>Remarks:</i>					
AIRCRAFT CONSIDERATIONS					
		YES	NO	Not/Ckd	N/A
61.	On-going MEL –deferred items of the aircraft available?				
62.	On-going maintenance status of the aircraft available?				
63.	Copy of the tech log with maintenance release available?				
64.	Aircraft CAT II/III ready?				
65.	Aircraft EDTO ready?				
66.	Aircraft Navigation equipment status appropriate for flight				
<i>Remarks:</i>					


<b>ATC FLIGHT PLAN STATUS AND FLIGHT MONITORING</b>					
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
67.	ATS flight planned filed?				
68.	ATS Flight plan routing and equipment entries appropriate and accurate?				
69.	Takeoff and landing times for current flights available?				
70.	Assigned duty person could provide an approximate position of the flight(s) at a selected time?				
71.	Operational control person has immediate access to telephone lines dedicated to flight operations issues?				
72.	Operational control person could contact the flight enroute?				
73.	Each station could be contacted during the period prior to flight arrival and immediately prior to flight arrival?				
74.	Flight locating information available including flight crew ability to communicate with operations control as required by regulation?				
75.	Operational control persons maintain a continuous log?				
76.	A record of all radio communications is maintained by log or tape?				
77.	Communication records are available for previous flights (ACARS, radio, etc)?				
	<i>Remarks:</i>				
<b>OPERATIONAL CONTROL QUALIFICATIONS</b>					
		<b>YES</b>	<b>NO</b>	<i>Not/Ckd</i>	<b>N/A</b>
78.	Operational control persons properly trained?				
79.	Operational control persons properly qualified?				
<b>OVERALL ASSESSMENT</b>					
80.	Personnel were qualified and competent?				
81.	Operational Control compliance with CARS and Operations Manual, except where noticed.				
82.	Adequate facilities and equipment available for required tasks.				



**INSPECTOR REMARKS & OBSERVATIONS:**

<b>FOI INSPECTOR NAME:</b>	
<b>INSPECTOR SIGNATURE, ASI STAMP,</b>	
<b>DATE:</b>	

## 2.8. Air Operator Safety Assessment / Risk Profile CARS Compliant Operators BASE INSP– 008

	<b>Air Operator Safety Assessment / Risk Profile CARS Compliant Operators</b>			Form	BASE INSP– 008
				Revision	01
				Date	01 Dec 2021
Operator Name:				Location:	
Responsible person Name: (Quality/Safety)		Signature		Date:	
Assessed By:		Signature		Date:	

Item No.	Operator Risk Parameter	RISK LEVEL / PROFILE			RESULT (Level #)
		Level 3 (Least Desirable)	Level 2 (Average)	Level 1 (Most Desirable)	
1	Accountable Manager – ownership of safety/quality functions.	Safety/quality functions non-existent in Accountable Manager TOR.	Accountable Manager TOR has negligible or indistinct mention of safety/quality functions	Final accountability for safety and quality matters clearly addressed in Accountable Manager TOR.	
2	Average Age of Fleet	>12 years	8 to < 12 years	< 8 years	
3	Hazard Identification & Risk Assessment (HIRA) Program	No HIRA in program in place	Have HIRA program in place. Compilation or review of 1 to 3 risk assessment projects within the last 12 months	HIRA program in place for major operational areas. Completion or review of > 3 risk assessment projects for all operational areas within the last 12 months	
4	Compliance with flight and duty time regulations	>5 discrepancies / findings in past 12 months	< 5 discrepancies / findings in past 12 months	NIL discrepancies / findings in past 12 months	
5	Ratio of internal Safety + Quality Control staff to all Operational staff (includes active part-time persons)	1: > 50	1:25 to 50	1: < 25	

Item No.	Operator Risk Parameter	RISK LEVEL / PROFILE			RESULT (Level #)
		Level 3 (Least Desirable)	Level 2 (Average)	Level 1 (Most Desirable)	
6	Mixed Fleet Flying [% of pilots involved in MMF higher % less desirable]	More than 5% of pilots Management pilots carry out mixed fleet flying	Less than 5% of pilots	No mixed fleet flying	
7	ETOPS Routes (% of ETOPS sectors operated) higher % less desirable]	More than 25% of flights	Less than 25% of flights	No ETOPS flights	
8	ETOPS Duration [higher duration less desirable]	>180 minutes	>120 minutes	>60 minutes	
9	Company years of operation	>5 years	5 to < 10 years	< 10 years	
10	Combined turnover of Accountable Executive, Safety Manager and Quality Manager over last 36 mths	3 or more	2	1 or Nil	
11	Experience & qualification of Accountable Executive as of assessment date)	Has <3 years aviation experience	Has 3 to 10 years aviation experience	Has >10 years aviation experience	
12	Experience & qualification of Safety Officer/Manager (SM)	Has <5 years civil aviation safety management experience OR no aviation technical qualification OR no Safety Officer/Manager	Has civil aviation technical qualifications AND >5 years civil aviation safety management experience	Has civil aviation technical qualifications AND > 15 years civil aviation safety management experience	
13	Experience & qualification of Quality Manager	Has <5 years civil aviation Quality management experience OR no civil aviation technical qualifications	Has civil aviation technical qualifications AND >5 years civil aviation quality management experience	Has civil aviation technical qualifications AND > 15 years civil aviation quality management experience	
14	Multiple portfolio Safety/Quality management staff (QM/SM)	SM or QM holds other simultaneous executive position(s) within or without the Operator.	SM or QM TOR includes other non-direct safety/quality functions eg IT, Administration, Training, etc	SM or QM does not hold any other simultaneous executive position(s) within or without the Operators and their TOR do not include other non-direct quality safety functions.	
15	Multiplicity of aircraft types	> 4 aircraft types	3 to 4 aircraft types	> 3 aircraft types	

Item No.	Operator Risk Parameter	RISK LEVEL / PROFILE			RESULT (Level #)
		Level 3 (Least Desirable)	Level 2 (Average)	Level 1 (Most Desirable)	
16	Average fleet MEL application rate (per 100 FH)	> 3 MEL applications per 100 FH	1 to 3 MEL applications per 100 FH	< 1 MEL applications per 100 FH	
17	Internal Technical Concessions applications	> 3 concession per aircraft per year<	> 1 concession per aircraft per year	> 1 concession per aircraft per year	
18	NCAA Technical Concession applications	> 1 concession per aircraft per year	> 0.5 concession per aircraft per year	> 0.5 concession per aircraft per year	
19	Safety Accountability Structure	Safety management function/ office/ manager is accountable or subservient to some operational functions	Safety management function/ office/ manager is accountable to senior management and is independent of all operational functions.	Safety management function/ office/ manager has direct accountability and reporting to CEO.	
20	Quality Accountability Structure	Quality management function/ office/ manager is accountable or subservient to non quality/ safety related functions.	Quality management function/ office/ manager is accountable to senior management and is independent of all operational functions	Quality management function/ office/ manager has direct accountability and reporting to CEO	
21	CAA AOC main base audit findings rate (Level 1 & 2 findings only, observations excluded) for last 24 mths	Any Level 1 finding OR > 5 findings per audit per aircraft	> 1 finding per audit per aircraft	1 finding per audit per aircraft	
22	CAA line station inspection findings rate (Level 1 & 2 findings only, observations excluded) for last 24 mths	Any Level 1 finding OR > 3 findings per audit per Line Station	> 0.5 finding per audit per Line Station	0.5 finding per audit per Line Station	

Item No.	Operator Risk Parameter	RISK LEVEL / PROFILE			RESULT (Level #)
		Level 3 (Least Desirable)	Level 2 (Average)	Level 1 (Most Desirable)	
23	Component (Rotables/ LRUs) Soft/ CM/ Hard life policy beyond mandatory or MPD requirements	No component life control policy (hard/ soft) beyond mandatory or MPD requirements	Active component hard life control policy and procedures. At least 5-10% of all (MPD/AMS listed) flight & engine control rotables (beyond mandatory and MPD requirements) have been soft or hard lifed.	Active component hard life control policy and procedures. >10% of all (MPD/AMS listed) flight & engine control rotables (beyond mandatory and MPD requirements) have been soft or hard lifed.	
24	Scope of incident Investigation	Internal incident investigation process applied to mandatory incidents only.	Internal incident investigation process for all reported incidents.	Internal incident investigation process for all reported incidents	
25	Availability of Special Inspection program based on non mandatory OEM service publications	Special Inspection program for AD related Service Bulletins only.	Special Inspection program for ADs as well as Alert Service Bulletins only	Special Inspection program for ADs, Alert SBs as well as routine OEM service publications.	
26	Control of Fleet Technical Management	Fully contracted out to external organization. (FTM + ITM)	Partially contracted out to external Operator	Internal management by AOC Operator	
27	Use of Contracted Technical staff	>15% contracted staff (from another Organization) for internal engineering/ technical functions	5 to 15% contracted staff (from another organization) for internal engineering/ technical functions	< 5 % contracted staff (from another organization) for internal engineering/ technical functions	
28	Pilot, technician or AME pre-flight Inspection certification	Practice Pilot pre-flight Inspection certification in lieu of qualified engineering Technician/ AME	Practice Technician (limited rating) pre-flight Inspection certification in lieu of AME	Practice only AME (full type rated) pre-flight Inspection certification only.	
29	Incident reporting. Investigation & remedial actions procedure.	No documented incident reporting, Investigations or remedial actions procedure	Documented incident reporting. Investigation & remedial actions procedure.	Documented & implemented incident reporting, investigation & remedial actions procedure and accepted by NCAA	
30	Technical Records, Technical Stores and Fleet Planning Management	Fully contracted out Technical Records, Technical Stores and Fleet Planning management to external organization.	Contracts out Technical Records, Technical Stores or Fleet Planning management to external Operator	Internal (in-house) Technical Records, Technical Stores or Fleet Planning management	

	SUB-TOTAL
LEVEL 3	
LEVEL 2	
LEVEL 1	
NA	
<b>Total No of Applicable Questions</b>	

**ORP Categorization:**

Total Score	ORP Category
30-41	A (Desirable)
42-53	B
54-65	C
66-77	D
78-90	E (Least Desirable)

ASSESSMENT RESULT			
Total Pts	OPERATOR RISK PROFILE CATEGORY		
<b>Operator Name</b>			
<b>Inspector Name (OPS)</b>		<b>Signature</b>	
<b>Inspector Name (AIR)</b>		<b>Signature</b>	
<b>Date</b>			


**Notes:**

1. This form has been adapted from guidance in ICAO Doc 9859 to provide the CAA with a tool for assessing the safety risk profile for existing AOC holders.
2. Points to be allocated for each parameter assessed – namely 1, 2 or 3 for Level 1, 2 and 3 respectively.
3. This assessment may be completed by assigned Inspector on scheduled basis (such as during Operator audit) or ad hoc. He may need to liaise with the service provider to obtain some of the data required.
4. Total points achieved and its correspondence ORP Category (Cat A to E) to be annotated. Results may be provided to the Operator assessed.
5. Results of this ORP assessment should be correlated with other regulatory inspection/audit programme findings to identify organizations with greater concern or need. Notification of assessment results to each organization alone may suffice as a mechanism to encourage organizational behavior (safety culture) towards the desirable category where applicable.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the Audit Inspection Report Form Base-Insp 004. Attach to this checklist.





## 2.9. CREW FLIGHT DUTY AND REST RECORDS BASE INSP-0010

 هيئة الطيران المدني	<b>CREW FLIGHT DUTY AND REST RECORDS</b>	Form	BASE INSP-0010
		Revision	01
		Date	01 Dec 2021

**Instructions for Use:**

1. Check **YES** column if you determine the document or individual item conforms.
2. Check **NO** column if you determine that the document or individual line item does not conform (put a marker tab in the manual with a short note opposite the non-conforming item).
3. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
4. Check **Not/chk** if the item was not checked. Reasons should be given in remarks column.
5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the Audit Inspection Report Form BASE-INSP-004. Attach to this checklist.
7. For further guidance refer to the relevant volume and sections of the OFFICE PROCEDURES MANUALS.

Activity Tracking Reference	Inspector's Name(s)	Date of Inspection	Date of last Inspection
Name of Operator	Contact Person and Phone No.	Location	

S/N	Item	Response			
		YES	NO	N/A	Not/chk
	<b>PRE-AUDIT</b>				
1.	Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member?				
2.	Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual?				
3.	Are procedures to ensure that flight crew members on home reserve or standby comply with the standards specified in the Company Operations Manual.				
	Remarks:				

FLIGHT TIME LIMITATIONS		YES	NO	N/A	Not/chk
4.	Does the operator keep records for each crew member of the start, duration and end of each flight duty period and duty period?				
5.	For each crew member the rest periods?				
6.	For each flight crew member daily, weekly and 28 day flight time?				
7.	Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry?				
8.	Do all flight crew member flight times fall within the operator's limits and the following maximum total flight times? <ul style="list-style-type: none"> <li>• 1,000 hours in any consecutive 365 days</li> <li>• 300 hours in any 90 consecutive days</li> <li>• 100 hours in any 30 consecutive days</li> <li>• 60 hours in any 7 consecutive days</li> <li>• single pilot IFR-8 hours in any consecutive 24 hours</li> </ul>				
9.	Helicopter flight time <ul style="list-style-type: none"> <li>• 120 hours in any consecutive 30 days</li> <li>• 150 hours in any 30 consecutive days for two pilot helicopters</li> <li>• 1200 hours in any consecutive 365 days</li> </ul>				
Remarks:					
FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS		YES	NO	N/A	Not/chk
10.	Do any flight crew member flight duty times exceed 14 consecutive hours within one duty period for acclimatised crew and 13 hours for non-acclimatised crew?				
11.	Are the operators recorded flight duty times within the duty period tables and the operator's duty period scheme?				
12.	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				
13.	Split duty day <i>flight duty time may be extended by one-half the length of the</i>				


	<p><i>rest period to a maximum of three hours</i></p> <ul style="list-style-type: none"> <li>• Did the operator provide the flight crew member with advance notice of the extension?</li> <li>• Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations?</li> <li>• Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time?</li> </ul>				
	Remarks:				
	<b>FDP Extension</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
14.	Any event recorded of Flight Duty Period extension by PIC does not exceed 3 hours of the permitted time.				
15.	Were FDP was extended by more than 2 hours was a report made by both the PIC and the operator to the Director within 30 days? Are the reports kept?				
16.	<p>Where the the maximum flight duty time was extended for a split flight duty assignment were the following conditions met?</p> <ul style="list-style-type: none"> <li>• Extended period did not exceed half of the consecutive hours of rest taken;</li> <li>• Consecutive hours of rest were between 3 to 10 hours;</li> <li>• Where the rest period was more than 6 consecutive hours a bed was provided.</li> <li>•</li> </ul>				
17.	<p>Were the following Duty Period limits exceeded?</p> <p>Standby duty – maximum 12 hours in a 24 hour period</p> <p>Standby plus FDP – 20 hours</p>				
18.	Do the duty hours take into account the added cumulative totals as required by the applicable NAMCATS and operator regulations.				
	<b>TIME FREE FROM DUTY</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Not/chk</b>
19.	Were the following requirements met in the recorded flight crew members rest periods?:				

	<ul style="list-style-type: none"> <li>• not work more than seven consecutive days between days off; and</li> <li>• have two consecutive days off in any consecutive fourteen days; and</li> <li>• have a minimum of six days off in any consecutive four weeks at the home base; and</li> <li>• have an average of at least eight days off in each consecutive four week period, averaged over three such periods.</li> </ul> <p><i>Time free from duty is time where the crew member is not engaged in ANY activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty</i></p>				
20.	Was each duty period, including flight watch and home reserve, preceded by a rest period of at least as long as the preceding duty period, or 12 consecutive hours whichever is the greater?				
21.	Where the PIC reduced a rest period, was the rest period at least 10 hours at the accommodation where the rest was taken?				
22.	Did the PIC make a report made to the operator, and where the reduction exceeded 1 hour, to the Director within 14 days?				
	Remarks:				

**INSPECTOR REMARKS & OBSERVATIONS:**

<b>FOI INSPECTOR NAME:</b>	
<b>INSPECTOR SIGNATURE, ASI STAMP,</b>	
<b>DATE:</b>	

## 2.10. FLIGHT CREW QUALIFICATION RECORDS INSPECTION

	<b>FLIGHT CREW QUALIFICATION RECORDS INSPECTION</b>	Form	BASE INSP-009
		Revision	01
		Date	01 Dec 2021

### Instructions for Use:

1. Check **YES** column if you determine the document or individual item conforms to requirements.
2. Check **NO** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Coordination is required between FOPS and PEL as necessary and inspector to fill **Checklist AOC-100**. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations.
7. For detailed findings inspectors Shall also use the **Checklist BASE INSP-004: Audit Inspection Report Form** and Attach to this checklist.

Operator File Reference	Inspector Name/s	Date/s of Inspection Date Evaluation	
Name of Operator/Applicant	Training Programme Title	Location of Facility	Contact Person/Phone

S/N	CERTIFICATES	YES	NO	Not Ckd	N/A
1.	Copies of Pilot License in the records?				
2.	Copies of current Medical Certificates in the records?				
<b>MINIMUM EXPERIENCE</b>					
3.	Appropriate minimum experience in record for VFR operations?				
4.	Appropriate minimum experience in the records for IFR operations?				

	<b>COMPANY INDUCTION PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
5.	Completion of Company Procedures Training in records?				
	<b>TR, CONVERSION or COMMANDER</b>	<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
6.	Completion of Type Rating Course in all records?				
7.	Completion of aircraft-specific systems training in all records				
8.	Completion of aircraft-specific simulator training in all records				
9.	Completion of aircraft-specific flight training in all records?				
10.	Completion of required differences training posted in all records				
11.	Initial emergency equipment training posted in all records?				
12.	Initial emergency experience training, including ditching records?				
13.	General First Aid training posted in all records				
14.	Initial security training posted in all records?				
15.	Initial dangerous goods training posted in all records?				
16.	Initial CRM training posted in all records;				
	<b>QUALIFYING</b>	<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
17.	Initial Proficiency Test for current aircraft assignment posted in all records?				
18.	Line flying under Supervision completion posted in all records?				
19.	Line Checks completion posted in all records?				
20.	Route Competence Qualification posted in all records? ;				
21.	Either seat qualification posted in appropriate records?				
22.	Aerodrome Competence Qualification posted in appropriate records?				
	<b>RECURRENT TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
23.	Recurrent Company Procedures training posted?				
24.	Recurrent aircraft-specific systems training posted?				
		<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>

25.	Recurrent aircraft-specific simulator training posted?				
26.	Recurrent aircraft-specific flight training posted?				
27.	Recurrent dangerous goods training posted				
28.	Recurrent emergency equipment and safety training posted?				
		<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
29.	Recurrent CRM training posted?				
30.	Recurrent emergency hands-on experience posted?				
31.	Recurrent security training posted				
<b>RECURRENT CHECKING</b>		<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
32.	Current Operator Proficiency Check in assigned aircraft posted?				
33.	Current Line Checks in the assigned aircraft posted				
34.	Emergency and Safety equip checks posted?				
<b>RECORDS RETENTION, SECURITY AND AVAILABILTY</b>		<b>YES</b>	<b>NO</b>	<b>Not Ckd</b>	<b>N/A</b>
35.	Records retained for proper periods?				
36.	Records secured from unauthorized modifications or theft?				
37.	When crewmember changes air operator, a copy of the crewmembers records is provided to the other air operator upon proper request?				



**INSPECTOR REMARKS & OBSERVATIONS:**

<b>FOI INSPECTOR NAME:</b>	
<b>INSPECTOR SIGNATURE, ASI STAMP,</b>	
<b>DATE:</b>	

## 2.11. FLIGHT CREW TRAINING INSPECTIONS BASE INSP-0011

	<b>BASE INSPECTION</b> <b>FLIGHT CREW TRAINING INSPECTIONS</b>	Form	BASE INSP-011
		Revision	01
		Date	01 Dec 2021

**Instructions for Use:**

1. Check **YES** column if you determine the document or individual item conforms to requirements.
2. Check **NO** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
3. Check **N/Chk** if the item was not checked. Reasons should be given in remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment.
5. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
6. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the: Audit Inspection Report Form BASE- INSP 004. Attach to this checklist.

Operator File Reference	Inspector Name/s	Date/s of Inspection	
Name of Operator/Applicant	Contact Person and Phone No.	Training Facility Location	Aircraft types (if applicable)

No.	Requirement	Regulatory Reference	Assessment			
			YES	NO	Not/Chk	N/A
	<b>ADMINISTRATION &amp; FACILITIES</b>					
1.	Adequate supervisory and administrative support staff available					
2.	Training schedules coordinated with operational needs					

No.	Requirement	Regulatory Reference	Assessment			
			YES	NO	Not/Chk	N/A
3.	Training documents and hand-outs adequate					
4.	Computers with presentation capability available to training and checking personnel					
Remarks:						
	<b>TRAINING AND CHECKING MANUAL/PROGRAMME/CURRICULA</b>		YES	NO	Not/Chk	N/A
5.	Current revision status (compare to Authority approved copy)					
6.	Manual / programme properly updated					
7.	Pertinent portions of manual provided to instructor, checking, and administration staff					
8.	If training is contracted to third part, ATO programme approval by CAA available and current					
9.	Training curriculum/syllabus reflects the type of operation, flight regime and relevant aircraft type and on-board equipment					
10.	Curriculum(s)/training profiles in use available					
11.	Lesson plan(s) in use available					
12.	Curriculum(s) and lesson plan(s) current					
Remarks:						
	<b>INSTRUCTOR(S)</b>		YES	NO	Not/Chk	N/A
13.	Instructor/s qualified and approved / accepted by Authority as per CARS/AMCs requirements					
14.	Knowledge of subjects and procedures					
15.	Instruction techniques and delivery					
16.	Adherence to lesson plan outline, content and training					
17.	Instructor(s) records up-to-date					

No.	Requirement	Regulatory Reference	Assessment			
Remarks:						
<b>FLIGHT TRAINING</b>			<b>YES</b>	<b>NO</b>	<b>Not/Chk</b>	<b>N/A</b>
18.	Skills training covers topics in the applicable curriculum including the following areas:					
	a. Training on use of checklists and SOPs					
	b. System failures abnormal procedures					
	c. Emergency procedures					
	d. Supplementary procedures					
	e. ACAS training					
	f. CFIT / Terrain awareness and use of GPWS					
	g. Aircraft upset recovery procedures UPRT					
	a. Other special flight procedures as required					
19.	Aircraft type training and checks to include the following procedures and manoeuvres:					
	a. interior and exterior aeroplane pre-flight checks					
	b. normal take-off, visual circuit, where possible, and landing; including taxi procedures (taxi handling for PIC only)					
	c. a full circling approach off an instrument approach to circling minima (where the operator authorises crew to perform circling manoeuvres)					
	d. an engine failure procedure after take-off (simulated at safe altitude and airspeed if done in aircraft)					
	e. a normal missed approach					
	f. a simulated engine inoperative landing;					
	g. any other manoeuvre required under the approved operator training programme					

No.	Requirement	Regulatory Reference	Assessment			
20.	Training and assessment on crew coordination (CRM)					
Remarks:						
<b>EVALUATION AND DEBRIEFINGS</b>			<b>YES</b>	<b>NO</b>	<b>Not/Chk</b>	<b>N/A</b>
21.	Acceptable completion standards/examinations available					
22.	The students receive a debriefing regarding performance					
<b>COMPLETION OF RECORDS</b>						
23.	Instructor or checking person made completion entries in student's record(s)					
24.	Entries were accurate with respect to the debriefing and the student's performance					
Remarks:						
<b>CLASSROOMS AND BRIEFING FACILITIES</b>			<b>YES</b>	<b>NO</b>	<b>Not/Chk</b>	<b>N/A</b>
25.	Facilities adequate for the purpose used					
26.	Student seating and writing accommodation					
27.	Student visibility adequate with no visual distractions					
28.	Training audible with no aural distractions (noise)					
29.	Reasonable heating/cooling/ventilation/lighting					
30.	Debrief rooms number and size adequate for the planned debriefs					
31.	Debrief rooms adequately furnished and equipped					
Remarks:						

No.	Requirement	Regulatory Reference	Assessment			
<b>DOCUMENTS AND HANDOUTS</b> [As specified in Training Manual, curriculum, or lesson plan evaluated]			YES	NO	Not/Chk	N/A
32.	Appropriate route and navigation charts available					
33.			YES	NO	Not/Chk	N/A
34.	Appropriate portions of Operations Manual available					
35.	Training source materials and examples					
36.	Tests and other evaluation tools					
<b>EQUIPMENT</b> [As specified in Training Manual, curriculum, or lesson plan evaluated]			YES	NO	Not/Chk	N/A
37.	Whiteboards, markers, and erasers					
38.	Flight deck pictorial layout / charts / diagrams available					
39.	Computer and projection equipment					
<b>FLIGHT SIMULATOR TRAINING DEVICE (FSTD)</b>			YES	NO	Not/Chk	N/A
40.	FSTD approval by CAA available and current (this may be checked in separate inspection)					
41.	FSTD available, serviceable and configured for the session					
42.	FSTD safety equipment briefing conducted					
43.	FSTD Instructor / Check-pilot qualified and familiar with Instructor station					

**INSPECTOR REMARKS & OBSERVATIONS:**

<b>FOI INSPECTOR NAME:</b>	
<b>INSPECTOR SIGNATURE STAMP</b>	
<b>DATE:</b>	

**FLIGHT CREW TRAINING INSPECTION BASE INSP-0011**

**Conduct Facilities and Records Inspections**

Give a management representative short notice of the inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.

- Agree on the allocation of company staff or resources that may be needed for the inspection.
- Request a discreet and private working area to facilitate the confidential assessment of documents and preparation of reports.

Carry out the inspection, in a way that causes minimum of disruption to the operator, using appropriate checklists.

Follow appropriate checklists and procedures when carrying out specific separate inspections – for example, flight simulators.

Conduct a short exit meeting with the management representative.

Briefly report the findings of the inspection.

Make arrangements for any follow-up action.

### **Observations of Training-In-Progress**

Give the AOC holder notice of your intention to conduct an inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of any company staff or resources that may be needed for the inspection.

Carry out the inspection, in a way that causes a minimum of disruption to the operator, using the appropriate checklist.

Remain positive in classrooms and training areas. Do not:



- Ask questions of the instructors or students.
- Distract instructors or students in any way.
- Displace existing students from their allocated seat or positions.

Conduct a short exit meeting with the training management:

- a. Briefly explain the findings of the inspection.
- b. Make arrangements for any follow-up action.

## 2.12. STATION FACILITIES INSPECTION

	<b>AIR OPERATOR STATION FACILITY INSPECTION CHECKLIST/REPORT</b>	Form	BASE INSP-0012
		Revision	01
		Date	01 Dec 2021

Operator:	Date:
Location:	Aircraft type
Management and supervisory personnel (List):	
Name:	Title:
Name:	Title:
Name:	Title:
Inspector:	

S = Satisfactory; U = Unsatisfactory; N/O = Not observed

Checklist Items	S/U/NO	S/U/NO
<b>A. PERSONNEL</b>		
1. Adequacy of staffing		2. Competence
<b>B. MANUAL</b>		
1. Available		2. Current
3. Adequate information (as applicable)		
• Refueling procedure		• Security
• Aircraft towing/ movement		• Severe weather
• Mass and balance		• Carry-on baggage
• Operation of GSE		• Dangerous goods
• Training		• Contract services
• Accident/incident procedures		• Trip records disposition


Checklist Items		S/U/NO			S/U/NO
<b>C. RECORDS</b>					
1. Trip			3. Communications		
2. Crew and duty time					
<b>D. TRAINING</b>					
1. Initial training			3. Training records		
2. Recurrent training					
<b>E. FACILITY EQUIPMENT AND SURFACE</b>					
1. Ramp area			3. Lighting		
2. Passenger movement			4. Hazards/obstructions		
<b>F. CONFORMANCE</b>					
1. [State regulations]			2. Operator's procedures		
<b>G. OTHER FUNCTIONS</b>					
1. Line station functions			3. Weather information		
2. Load planning			4. NOTAMs information		
<b>H. SERVICING</b>					
1. Fueling Loading			4. Parking		
2. De-icing			5. Loading/unloading of cargo compartments		
3. Marshaling					
<b>I. MANAGEMENT</b>					
1. Communications			3. Contingency planning		
2. Contract services			3.1 Emergency telephone list		
<b>J. SECURITY</b>					
1. Passenger screening			3. Limited access areas		

Checklist Items		S/U/NO			S/U/NO
2. Baggage and cargo screening					
<b>K. AERODROME</b>					
1. Fire fighting			3. Runway		
2. Ramp			4. Taxiway		
Remarks:					
OVERALL RESULT:			Inspector's signature		
Satisfactory					
Unsatisfactory					

## **SECTION 2A Additional Specific area and AD-HOC Checklists**

*Note : The Following Checklists in this SECTION 2B are designed to supplement the BASE INSPECTION checklist. It can also be used as AD- HOC inspection checklists focusing on a specific area as required by the Inspector.*

## 2.13. CHECKLIST - BASE INSPECTION – OPERATIONS AND DISPATCH

 هيئة الطيران المدني <b>CAA</b>	<b>CHECKLIST - BASE INSPECTION – OPERATIONS AND DISPATCH</b>	Form	BASE INSP-013
		Revision	01
		Date	01 Dec 2021
<p><b>Instructions for Use:</b></p> <ol style="list-style-type: none"> <li>1. Check <b>YES</b> column if you determine the document or individual item Complies with requirements.</li> <li>2. Check <b>NO</b> column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).</li> <li>3. Check <b>N/Ckd</b> if the item was not checked. Reasons should be given in remarks column.</li> <li>4. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.</li> <li>5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the: Audit Inspection Report Form BASE- INSP 004. Attach to this checklist.</li> </ol> <p><b>Note : The Following Checklists in this section are designed as a standalone AD- HOC inspection focusing on a certain Area, or Can Be used in conjunction with any AOC Checklists (Section 1) or Base inspection Checklist (Section 2) for the inspector.</b></p>			

SECTION 1: OPERATOR'S DETAILS						
<b>Organization:</b>			<b>AOC No.:</b>			
<b>Date:</b>			<b>Location:</b>			
<b>Contact Person Title/Name:</b>			<b>Telephone No:</b>			
<b>Email:</b>			<b>Fax:</b>			
SECTION 2: OPERATION AND DISPATCH						
		<b>Note: S (Satisfactory)</b>		<b>U/S (Unsatisfactory)</b>		
S/N	CAR OPS REF:	2.1 ACCOMODATION AND FACILITIES	S	U/S	N/Ckd	Remarks
2.1.1	1/3.175 (q) 1.290 (b) (8)	Accommodations and Operational Facilities  Suitability of ops and support accommodations/facilities				

	& Appendix 2 to 1/3.175 (d) (1)	Working space Storage & Display of essential records Flight Planning Area for crews				
2.1.2.	Appendix 2 to 1/3.175 (c) (2) (i)	Adequacy and supervision of staff Adequate numbers of ops staff <b>Understanding &amp; knowledge of tasking and requirements</b> Responsibilities				
2.1.3	Appendix 2 to 1/3.175 (d) (2)	Office services Secretarial services Photo-copying facilities and IT Must be capable of distributing operational instructions and information to all concerned				
2.1.4	1/3.175	Communications & Equipment Adequate Capability: Contact applicable ATC facilities en- route Adequate facilities for flight watch procedures, weather and NOTAM warnings <b>Communications capabilities for the conduct of all flights, including ETOPs (Contact aircraft in flight)</b>				
<b>S/N</b>	<b>CAR OPS 1 REF:</b>	<b>2.2 OPERATIONAL CONTROL</b>	<b>S</b>	<b>U/S</b>	<b>N/Ckd</b>	<b>Remarks</b>
2.2.1	1/3.195 (a) & (b)	Operational Control Established and maintain method of exercising operational control Exercise Operational control over any flight (Refer AMC OPS 1.195)				


		Authorization of flights				
2.2.2	1/3.135 1/3.290 1/3.350	<p>Flight Preparation</p> <p><b>(Necessary information for the safe planning, control, and conduct of all flights)</b></p> <p>Crew Briefing Folder Contents:</p> <p>Operational Flight Plan, Computerised Flight Plan (CFP) or any other approved Flight Plan including Nav Logs</p> <p>Load sheet/Trim Sheet</p> <p>Fuel Sheet</p> <p>NOTAMs</p> <p>Meteorological data (from approved source)</p> <p>Documents, additional information and forms</p> <p>Tech log</p> <p>Captain's brief</p> <p>Voyage reports/duty time reports</p> <p>Current maps, charts and associated documentation or equivalent data</p> <p>NOTOC</p> <p>Any operational limitations</p>				
2.2.3	1/3.205	<p><b>Competence of Operations Personnel:</b></p> <p>Trained</p> <p>Qualified operational control personnel</p> <p>Qualified Dispatcher</p> <p>Recurrent training</p> <p>Duties &amp; Responsibilities (Job Specifications or Terms of Reference)</p> <p>A mechanism to check proficiency</p>				
2.2.4	Appendix 2 to 1/3.175	<p><b>Adequacy and Supervision of Staff Operations Supervisors:</b></p>				



	(c) (3)	Adequate number of supervisors Trained Qualified operational control personnel Qualified Dispatcher Recurrent training Duties & Responsibilities (Job Specifications or Terms of Reference) Experience & Qualities				
2.2.5	<b>CAN 4-14</b> APPENDIX C – SECTION 4	<b>INSTRUCTORS AND EXAMINERS REQUIREMENTS:</b>  (1) Knowledge of Instructors (2) Instructors Requirements (3) Examiner Requirements				

<b>SECTION 3: RESULT</b>			
<b>Satisfactory</b> <input type="checkbox"/>		<b>Unsatisfactory</b> <input type="checkbox"/> <b>see note below</b>	
<b>NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</b>			
<b>Flight Operations Inspector's Name:</b>			
<b>Date:</b>		<b>Signature:</b>	

## 2.14. BASE INSPECTION TRAINING CHECKLIST

 هيئة الطيران المدني	<b>TRAINING INSPECTION CHECKLIST</b>				Form	BASE INSP-014
					Revision	01
					Date	01 Dec 2021
<p><b>Instructions for Use:</b></p> <ol style="list-style-type: none"> <li>1. Check <b>YES</b> column if you determine the document or individual item Complies with requirements.</li> <li>2. Check <b>NO</b> column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).</li> <li>3. Check <b>N/Ckd</b> if the item was not checked. Reasons should be given in remarks column.</li> <li>4. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.</li> <li>5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the: Audit Inspection Report Form BASE- INSP 004. Attach to this checklist.</li> </ol> <p><b>Note : The Following Checklists in this section are designed as a standalone AD- HOC inspection focusing on a certain Area, or Can Be used in conjunction with any AOC Checklists (Section 1) or Base inspection Checklist (Section 2) for the inspector.</b></p>						
<b>SECTION 1: OPERATOR'S DETAILS</b>						
Organization:			AOC No.:			
Date:			Location:			
Post Holder Training:			Telephone No:			
Email:			Fax:			
<b>SECTION 2: TRAINING</b>						
<b>Note: S - Satisfactory    U/S - Unsatisfactory</b>						
S/N	CAR OPS REF:	2.1 OPERATOR CONVERSION COURSE (Element)	YES	NO	N/Ckd	COMMENTS
2.1.1	App. 1 to 1.945	Operator's Conversion Course (OCC) shall include: (a) Ground Training and Checking				

		<p>(b) Emergency and Safety Equipment Training and Checking (Refer 1.965)</p> <p>(c) Aeroplane/STD Training and Checking</p> <p>(d) Line Flying Supervision and Line Check</p> <p>The OCC shall be conducted in the order set out above.</p> <p>Elements of Crew Resource management (CRM):</p> <p>(a) New employees – initial CRM (within first year)</p> <p>(b) Detailed syllabus (OMD) (Refer 1.940 (7), 1.943 &amp; 1.165)</p> <p>If crew member has not previously completed OCC:</p> <p>(a) First Aid Training</p> <p>(b) Ditching Procedures (if applicable)</p>				
2.1.2	1.1220	Dangerous goods awareness				
2.1.3	1.1240	Security training				

S/N	CAR OPS 1 REF:	2.2 OPERATOR CONVERSION COURSE	YES	NO	N/Ckd	COMMENTS
	1.945	<b>Conversion Training and Checking</b>				
2.2.1	1.945(1)	Type Rating Course (a) Initial Type rating (b) Changing New Type or Class Rating				

2.2.2	1.945(2)	<p>Completes Operator's Conversion Course before unsupervised flying when:</p> <p>(a) Changing New Type or Class Rating</p> <p>(b) Changing Operator</p> <p>(c) Can be combined with Type or Class Rating course</p>				
2.2.3	1.945(3)	<p>Conversion Training</p> <p>(a) Train by Qualified Personnel (TRI)</p> <p>(b) Detailed Syllabus (OMD)</p> <p>(c) Elements of CRM trained by Qualified Instructor on CRM</p>				
2.2.4	1.945(4)	Crew Previous Experience reflected in Training Records				
2.2.5	1.945(5)	<p>Crew minimum standards to be in OM</p> <p>(a) Qualification</p> <p>(b) Experience</p>				
2.2.6	1.945(6)	<p>Flight Checks requirement</p> <p>(a) CAR OPS 1.965(b)</p> <p>(b) Change type or class may be combined with skill test applicable to license issue</p> <p>Training &amp; Checks requirement</p> <p>(c) CAR OPS 1.965(d) before commencing line training</p>				
2.2.7	1.945(7)	Upon completion of line training CAR Ops 1.965(c) is to be undertaken				
2.2.8	1.945(8)	<p>Operator's Course Commenced</p> <p>(a) No flying in other types or class</p>				

		unless course completed or terminated				
2.2.9	1.945(9)	Integrated Elements of CRM training into Conversion Course (OMD)				
2.2.10	AMC-1 CAR-OPS 1.945 & 1.965	<p><b>Upset prevention and recovery training (UPRT) for complex motor-powered</b></p> <p>aeroplanes with a maximum approved passenger seating CONFIGURATION (MAPSC) OF MORE THAN 19 SEATS</p> <p><b>(a) Upset prevention training should:</b></p> <p><b>(1)</b> consist of ground training and flight training in an FSTD or an aeroplane;</p> <p><b>(2)</b> include all upset prevention elements from <b>CAR OPS 1 AMC-1 CAR-OPS 1.945 &amp; 1.965</b> Table 1 for the conversion training course; and</p> <p><b>(3)</b> include upset prevention elements in Table 1 for the recurrent training programme at least every twelve (12) calendar months, such that all the elements are covered over a period not exceeding three (3) years.</p>				
2.2.11	AMC-1 CAR-OPS 1.945 & 1.965	<p><b>(b) Upset recovery training should:</b></p> <p><b>(1)</b> consist of ground training and flight training in an FFS qualified for the training task;</p> <p><b>(2)</b> be completed from each seat in which a pilot's duties require him/her to operate; and</p> <p><b>(3)</b> include the recovery exercises in <b>CAR OPS 1 AMC-1 CAR-OPS 1.945 &amp; 1.965</b> Table 2</p>				

		for the recurrent training programme, such that all the exercises are covered over a period not exceeding three (3) years				
2.2.12	AMC-1 CAR-OPS 1.945 & 1.965	<p><b>(c)</b> The operator should ensure that personnel providing FSTD UPRT are competent and current to deliver the training, and understand the capabilities and limitations of the device used.</p> <p><b>NOTE 1:</b> The FFS qualification requirements in (b)(1) are further clarified in the Guidance Material (GM-4 CAR OPS-1.945 &amp; 1.965). <b>NOTE 2:</b> Recurrent Training and Checking PERSONNEL PROVIDING FSTD UPSET PREVENTION AND RECOVERY TRAINING (UPRT) REQUIRMENTS IN GM-5 CAR OPS-1.945 &amp; 1.965 Operator Conversion Training and Checking &amp;</p>				
<b>S/N</b>	<b>CAR OPS 1 REF</b>	<b>Differences Training and Familiarization Training (OMD)</b>	<b>YES</b>	<b>NO</b>	N/Ckd	<b>COMMENTS</b>
2.2.13	1.950(1)	<p>Differences Training (additional knowledge)</p> <p>(a) Another variant of the same type</p> <p>(b) Another type of the same class</p> <p>(c) Changing equipment and/or procedures on types/variants</p>				

2.2.14	1.950(2)	Familiarization Training (additional knowledge) (a) Another aeroplane of the same type (b) Changing equipment and/or procedures on types/variants				
<b>S/N</b>	<b>CAR OPS 1 REF</b>	<b>2.3 NOMINATION AS COMMANDER</b>	<b>YES</b>	<b>NO</b>	<b>N/Ckd</b>	<b>COMMENTS</b>
2.3.1	1.955(a)	Co-pilot upgrade to Commander and joining as Commanders (a) Minimum level of experience in OM (b) Multi-crew operations, pilot completes command course				
2.3.2	1.955(b)	Command course requirements: (OMD) (c) Training in STD - LOFT (Line Orientated Flying Training) (d) OPC (Operator Proficiency Check) (e) Line Training – minimum 10 sectors (pilots qualified on type)				
2.3.3	1.955 (b) (5)	Completed Line Check as per 1.965 (c)				
2.3.4	1.955 (b) (5)	Route and Aerodrome competence qualification as per 1.975				
	<b>CAR OPS 1 REF</b>	<b>2.4 RECURRENT TRAINING AND CHECKING</b>	<b>YES</b>	<b>NO</b>	<b>N/Ckd</b>	<b>COMMENTS</b>
2.4.1	1.965 (a)(1)	Relevant to type or variant				
2.4.2	1.965 (a)(2)	Programme available in OM				

2.4.3	1.965 (a)(3)	Recurrent Training conducted by qualified personnel				
2.4.4	1.965 (a)(4)	Recurrent Checking conducted by qualified personnel				
2.4.5	1.965 (f)	Ground & Refresher training - Validity 12 calendar months				
2.4.6	1.965 (a)(3) (ii)	(a) Aeroplane/STD training by TRI, CRI, SFI - Validity 12 calendar months				
2.4.7	1.965 (e)	(a) Crew Resource Management training (CRM) – integration in all phase (All major topics validity < 3years) (b) Modular CRM training – at least by one CRM trainer				
2.4.8	1.965 (b)(2)	Recurrent Checking in aircraft: (a) OPC by TRE, CRE (b) Validity 6 months				
2.4.9	1.965 (a)(4) (i)	Recurrent Checking in STD: (a) OPC by TRE, CRE or SFE (b) Validity 6 months  Examiners must be trained in CRM concepts and CRM skills assessment				
2.4.10	1.965 (c)	Line Checks: (a) TRI, TRE or Qualified Nominated Commanders (b) Validity 12 calendar months				
2.4.11	1.965 (d)	SEP: (a) Conducted by qualified personnel (b) Validity 12 calendar months				
2.4.12	1.968	Pilot Qualification to operate in either pilot's seat				



		<ul style="list-style-type: none"> <li>(a) Completed appropriate training &amp; checking</li> <li>(b) Programme available in OMD</li> </ul>				
2.4.13	1.970	<p>Recent Experience</p> <ul style="list-style-type: none"> <li>(a) Commander – 3 take-offs and 3 landings – preceding 90 days</li> <li>(b) Co-pilot - 3 take-offs and 3 landings – preceding 90 days in same type/class or in Flight Simulator</li> </ul> <p>Maybe extended to 120 days</p> <ul style="list-style-type: none"> <li>(c) by line flying under supervision of TRI/TRE</li> </ul> <p>Beyond 120 days:</p> <ul style="list-style-type: none"> <li>(d) Training flight in aircraft</li> <li>(e) Training in STD</li> </ul>				
2.4.14	1.975	<p>Route and Aerodrome Competence Qualification</p> <ul style="list-style-type: none"> <li>(a) Adequate knowledge – route, aerodrome, alternates, facilities &amp; procedures</li> <li>(b) Validity 12 calendar months (inclusive of the month of qualification/latest operation)</li> <li>(c) Revalidated by operating on the route or aerodrome</li> </ul>				
2.4.15	1.978	<p>Advanced Qualification Programme (if applicable)</p> <ul style="list-style-type: none"> <li>(a) Programme Approval</li> <li>(b) Validity may be extended – CAR OPS 1.965 &amp; 1.970</li> <li>(c) Training and checking above requirements specified in CAR OPS 1.945, 1.965 &amp; 1.970</li> </ul>				
2.4.16	1.980	<p>Operation on more than one type or variant</p> <ul style="list-style-type: none"> <li>(a) Crew Competency</li> <li>(b) Differences training</li> </ul>				

		(c) Credits related to training, checking and recent experience (d) Operational Procedures and/or Restrictions (OMA/OMD) (e) Flight Crew minimum experience level (f) Flight Crew minimum experience level before training commence (g) Qualification process (h) Met all applicable recency requirements				
2.4.17	1.981	Operation of Helicopters and Aeroplanes (a) Limited to one on each type (b) Appropriate procedures and/or operational restrictions (OMA/OMD)				
<b>2.5</b>	<b>CAR OPS 1 REF</b>	<b>Other Recurrent Training</b>	<b>YES</b>	<b>NO</b>	<b>N/Ckd</b>	<b>COMMENTS</b>
2.5.1	App. 1 To CAR OPS 1.1065	Dangerous Goods Recurrent Training				
<b>2.6</b>	<b>CAR OPS 1 RE</b>	<b>Low Visibility Operations (LVO)</b>	<b>YES</b>	<b>NO</b>	<b>N/Ckd</b>	<b>COMMENTS</b>
2.6.1	1.450	LVO completion/qualification of instructors and flight crew members				
2.6.2	1.450	Training and checking syllabus approval				
2.6.3	App 1 To CAR OPS 1.450	Training on those without CAT II or CAT III experience (if applicable)				

2.6.4	Appendix 1 to CAR OPS-1.450	Training on those having CAT II or III on similar, same type or class attending abbreviated ground training (if applicable)				
2.6.5	Appendix 1 to CAR OPS-1.450	Training on those having CAT II or III with operator (if applicable)				
2.6.6	Appendix 1 to CAR OPS-1.450 (b)	Initial ground training syllabus				
2.6.7	Appendix 1 to CAR OPS-1.450 (c)	Flight simulator or flight training syllabus				
2.6.8	Appendix 1 to CAR OPS-1.450 (c)	Flight simulator training for CAT II and III training adherence				
2.6.9	Appendix 1 to CAR OPS-1.450 C) 4	Incapacitation procedures related to CAT II and III				
2.6.10	Appendix 1 to CAR OPS-1.450 C) 6	Type of approaches for initial Flight simulator training (if applicable)				
2.6.11	Appendix 1 to CAR OPS-1.450 C) 7	Type of approaches for subsequent phases of training (if applicable)				

2.6.12	Appendix 1 to CAR OPS-1.450 C) 8	Reversion to higher minima				
2.6.13	Appendix 1 to CAR OPS-1.450 D)	Conversion training (if applicable)				
2.6.14	Appendix 1 to CAR OPS-1.450 E)	Type and command experience				
2.6.15	Appendix 1 to CAR OPS-1.450 F)	Low visibility take off RVR less than 150/200m (if applicable)				
2.6.16	Appendix 1 to CAR OPS-1.450 g)	Recurrent training				
2.6.17	AMC OPS-1.945 Conversion Course Syllabus	Flight simulator suitability and SFE/SFI competence				
	<b>CAR OPS 1 RE</b>	<b>2.7 ETOPS</b>				
2.7.1	CAR OPS 1.205 and OMD	ETOPS completion/qualification of instructors and flight crew members				

2.7.2	and OMD	Training and checking syllabus approval				
2.7.3	CAR OPS-1.246 G)	ETOPS initial training				
2.7.4	CAR OPS-1.975 E)	ETOPS recurrent training				
2.7.5	CAR OPS-1.975	ETOPS flight scenario				
2.7.6	CAR OPS 1.1065	Records on ETOPS qualification Records on ETOPS designated Examiner ETOPS TRI/SFI				
2.7.7	CAR -ORA SUBPART-FSTD	Flight simulator and SFE/SFI competence				
<b>SECTION 3: RESULT</b>						
Satisfactory <input type="checkbox"/>			Unsatisfactory <input type="checkbox"/> *see note below			
<b>*NOTE: INSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</b>						
<b>Flight Operations Inspector's Name:</b>						
<b>Date:</b>		<b>Signature:</b>				

**INSPECTOR'S GUIDE ON LVO and ETOPS INSPECTION CRITERIA AT BASE**

S/N	CHECKLIST ITEM	ASSESSMENT CRITERIA
<b>2.6</b>	<b>LOW VISIBILITY OPERATIONS</b>	
2.6.1	Completion Qualification and	<ul style="list-style-type: none"> <li>- All crew licenses and medical valid</li> <li>- TRE/SFE and ground instructors authorizations valid</li> <li>- Crew LVO operators approval available(not applicable to initial)</li> </ul>


2.6.2	LVO training and checking approval	- Training and checking syllabi are valid as approved by PACA and part of OMD
2.6.3	Training on those without CAT II & III	- Check that crew/trainees attend the full LVO training
2.6.4	Training on those having CAT II & III on similar or same type of operations with other operators	- Check that crew may attend abbreviated ground training only if operating a different class/type - Check that crew may attend abbreviated ground training, flight simulator and or flight training course if operating same type
2.6.5	Training on those having CAT II & III experience with operators	- Check that crew may attend abbreviated ground training, flight simulator and or flight training course
2.6.6	Initial ground training	- Check that initial ground training (if applicable) syllabus covers at least those listed in app 1 to CAR OPA 1.450 (b) like characteristic of ILS, visual aids, fogs and etc.
2.6.7	Flight simulator or flight Training syllabus	- Check that initial flight training syllabus includes those listed in app 1 to CAR OPA 1.450 (c)
2.6.8	Flight simulator training profiles CAT II or III	- Check full adherence to syllabus or the intended part of the syllabus
2.6.9	Incapacitation exercise CAT II & III	- To check incapacitation procedures are carried out appropriate to LVO, CAT II & III during flight simulator training
2.6.10	Type of approaches for CAT II or III initial training	- Check that approach using appropriate guidance, autopilot, and control system installed in aircraft are conducted - Check that approach with all engines operating using appropriate guidance, autopilot, HUDLS /EVS and control system installed in aircraft are conducted - Where appropriate approaches using automatic flight systems to provide automatic flare, landing and roll out and - Normal operations of the applicable system both with and without acquisition of visual cues at decision height.
2.6.11	Type of approaches for CAT II or III during subsequent phases of training	- Subsequent phases of LVO training must include at least: - Approaches with engine failure at various stage of flight - Approaches with critical system failure - Approaches with auto flight system or HUD/ - HUDLS/EVS at low level require either reversion to manual flight control or reversion to manual flight or downgraded automatic mode to control missed approaches from, at or below DH including those at touch down. - Failure of systems resulting in excessive localizer or glideslope deviation - Failures specific to aero plane or variant

2.6.12	Reversion to higher minima	- Training program to provide practice in handling faults requiring a reversion to higher minima
2.6.13	Conversion training	- To refer to APP 1 to CAR OPS 1.450 (d)
2.6.14	Type and command experience	- Before commencing LVO training the following are commanders or pilots to whom conduct of flight may be delegated - 50 hours or 20 sectors - 100 m must be added to CAT II - Before commencing CAT III , 100m must be added to applicable CAT II or CAT III RVR
2.6.15	Low visibility take off RVR less than 150/200m	- Training requirement to refer to APP 1 to CAR OPS 1.450 (f)
2.6.16	Recurrent training	- Besides normal recurrent proficiency check, pilots ability and knowledge is also checked - CAT III to use Flight simulator as approved - CAT II on operations with fail passive including HUDLS, a missed approach is completed at least once over 3 consecutive proficiency checks - Recency in LVTO and CAT II/III based on automatic approaches and auto land is maintained by recurrent training.
2.6.17	Flight simulator suitability and SFE/SFI competence	- Confirmed that flight simulator is qualified and current. - Verified via user approval that flight simulator is approved for LVO - Flight simulator defect are referred to simulator MEL - Simulator safety briefing carried out Initial simulator set up as per syllabus - No training input from SFI/SFE once training commences - Adherence to syllabus - Allowable number of repeats - Completion of simulator log - Pre and Post Briefings - Assessment
2.6.18	Training records and documentations	- Check training records are kept and stored - Check LVO authorization are tracked and monitored
	2.7 ETOPS	-
2.7.1	ETOPS completion/qualification of instructors and flight crew members	- All crew licenses and medical valid - TRE/SFE and ground instructors authorizations valid - Crew ETOPS operators approval available(not applicable to initial)

2.7.2	Training and checking syllabus approval	<ul style="list-style-type: none"> <li>- Training and checking syllabi are valid as approved by PACA and part of OMD</li> <li>-</li> </ul>
2.7.3	ETOPS initial training	<ul style="list-style-type: none"> <li>- Check that initial ground training (if applicable) syllabus covers those listed on OMD (if applicable)</li> <li>- Check that initial flight simulator training syllabus includes those listed in OMD (if applicable)</li> </ul>
2.7.4	ETOPS recurrent training	<ul style="list-style-type: none"> <li>- Check that initial ground training (if applicable) syllabus covers those listed on OMD</li> <li>- Besides normal recurrent proficiency check, pilots knowledge is also checked and training Cycle for ETOPS.</li> <li>-</li> </ul>
2.7.5	ETOPS flight scenario	<ul style="list-style-type: none"> <li>- Check scenario are relevant in terms of route, airports, emergencies and ETOPs approval.</li> </ul>
2.7.6	Records on ETOPS qualifications	<ul style="list-style-type: none"> <li>- Check the crew records are kept as required by CAR OPS 1.1065 including its traceability</li> </ul>
2.7.7	<p>Flight simulator suitability and SFE/SFI competence</p> <p><b>CAR -ORA SUBPART-FSTD</b></p> <p><b>CAN 4-01</b></p>	<ul style="list-style-type: none"> <li>- Confirmed that flight simulator is qualified and current.</li> <li>- Verified via user approval that flight simulator is approved for ETOPS</li> <li>- Flight simulator defect are referred to simulator MEL</li> <li>- Simulator safety briefing carried out Initial simulator set up as per syllabus</li> <li>- No training input from SFI/SFE once training commences</li> <li>- Adherence to syllabus</li> <li>- Allowable number of repeats</li> <li>- Completion of simulator log</li> <li>- Pre and Post Briefings</li> <li>- Assessment</li> </ul>



## 2.15. BASE INSPECTION Flight Safety Document System CHECKLIST

	<b>Flight Safety Document System INSPECTION CHECKLIST</b>	Form	BASE INSP-015
		Revision	01
		Date	01 Dec 2021
<p><b>Instructions for Use:</b></p> <ol style="list-style-type: none"> <li>3. Check <b>YES</b> column if you determine the document or individual item Complies with requirements.</li> <li>4. Check <b>NO</b> column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).</li> <li>5. Check <b>N/Ckd</b> if the item was not checked. Reasons should be given in remarks column.</li> <li>6. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.</li> <li>7. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the: Audit Inspection Report Form BASE- INSP 004. Attach to this checklist.</li> </ol> <p><b>Note : The Following Checklists in this section are designed as a standalone AD- HOC inspection focusing on a certain Area, or Can Be used in conjunction with any AOC Checklists (Section 1) or Base inspection Checklist (Section 2) for the inspector.</b></p>			
<b>SECTION 1: OPERATOR'S DETAILS</b>			
Organization:		AOC No.:	
Date:		Location:	
Post Holder Training:		Telephone No:	
Email:		Fax:	
S/N	ITEM	YES/NO	Remarks/Ops Manual Reference
A	<p>It should be understood that the development of a Flight Safety Document System is a complete process, and changes to each document comprising the system may affect the entire system. Guidelines applicable to the development of operational documents have been produced by government and industry sources and are available to operators.</p> <p>A Flight Safety Document System should be reviewed: on a regular basis (at least once a year), after technology changes(introduction of new equipment) and after changes in safety regulations</p>		

1.	Do operator’s guidelines of a Flight Safety Documents System development process, ensure compliance with the AOC Requirements for a Flight Safety Document System?		
2.	Are the guidelines based not only upon scientific research, but also upon current best industry practices, with an emphasis on a high degree of operational relevance included?		
3.	Is the manual documents consistent with each other , and consistent with regulations , manufacturer requirements and Human Factors Principles?		
4.	Do the Operator ensure consistency across depart6s as well as consistency in application? Hence the emphasis on an integrated approach, based on the notion of the operational documents as a complete system?		
5.	Is the Flight Safety Documents System organized according to criteria which ensure easy access to information required for flight and ground operations contained in the various operational documents comprising the system and which facilitate management of the distribution and revision of operational documents?		
6.	<p>Is the information contained in the Flight Safety Documents System grouped according to importance and use of the information, as follows?</p> <ul style="list-style-type: none"> <li>i. Time critical information, e.g., information that can jeopardize the safety of operation if not immediately available.</li> <li>ii. Time sensitive information, e.g., information that can affect the level of safety or delay the operation if not available in a short time period.</li> <li>iii. Frequently used information</li> <li>iv. Reference information, e.g., information that is required for the operation but does not fall under i. or iii. Above</li> <li>v. Information that can be grouped based on the phase of operation in which it is used.</li> </ul>		
7.	Is the Time critical information placed early and prominently in the Flight Safety Documents System?		
8.	Is the Time critical information time sensitive information, and frequently used information placed in CARDS and QUICK-REFERENCE GUIDES?		

9.	Is the Flight Safety Documents System maintain consistency in Terminology and in the use of Standard Terms for common items and actions?		
10.	Do the Operational documents include a Glossary of Items, Acronyms and their Standard definition, updated on a regular basis to ensure access to the most recent Terminology? All significant terms, acronyms and abbreviations included in the Flight Safety Documents System defined?		
11.	Is the Flight Safety Documents System ensuring Standardization across document types, including Writing style, Terminology, use of Graphics and symbols, and Formatting ACROSS Documents? This includes a consistent location of specific types of information, consistent use of Units of Measurement and consistent use of Codes.		
12.	Is the Flighty Safety Documents System include a MASTER INDEX to locate , in a timely manner, information include in more than one operational document?		
13.	Is the MASTER INDEX placed in the front of each document and consist of no more than three levels of indexing? Pages containing <b>abnormal and emergency</b> information must be <b>tabbed</b> for direct access.		
14.	Is the Flight Safety Documents System complying with the requirements of the Operator’s <b>Quality System</b> , if applicable?		
15.	Do the Operator’s <b>monitor</b> deployment of the Flight Safety Documents System, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to Operational Personnel?		
16.	Is the <b>MONITORING</b> include a formal feedback system for obtaining input from Operational Personnel?		
17.	Do the Operator’s developed an information gathering, review, distribution and <b>revision control system to process information and data obtained from all sources relevant to the type of operation conducted?</b> Including, but not limited to, The State of the Operator, State of Design, State of Registry, Manufacturer’s and equipment vendors.		

18.	Do the Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the aircraft systems and procedures under conditions that may not fully match the requirements of Operators? Operators should ensure that such information meets their specific needs and those of the LOCAL AUTHORITY.		
19.	Do the Operators developed information gathering, review and distribution system to process information resulting from changes that originate within the Operator:  i. Changes resulting from the installation of new equipment ii. Changes in response to operating experience iii. Changes in an operator’s policies and procedures iv. Changes in Air Operator Certificate v. Changes for the purposes of Maintaining cross fleet Standardization. vi. After Technology changes (Introduction of new equipment) vii. After changes in safety regulations viii. After Major Events(Mergers, acquisitions, Rapid Growth, Downsizing, etc.)		
20.	Do the Operators develop methods of communicating new information? The specific methods should be responsive to the degree of communication URGENCY.?		
21.	Is the New information reviewed and VALIDATED considering its effects on the entire Flight Safety Documents System?		
22.	Is the method of communicating new information complemented by a tracking system to ensure currency by Operational Personnel included?		
23.	Is the Tracking System including a procedure to verify that Operational Personnel have the most recent updates?		

**SECTION 3: RESULT**


<b>Satisfactory</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/> *see note below
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**\*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004**

**Flight Operations Inspector’s Name:**

<b>Date:</b>		<b>Signature:</b>	
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## 2.16 QUALITY MANAGEMENT SYSETM INSPECTION

	<b>QUALITY MANAGEMENT SYSETM INSPECTION</b>	<b>Form</b>	<b>BASE INSP-016</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>

**Instructions for Use:**

8. Check **YES** column if you determine the document or individual item Complies with requirements.
9. Check **NO** column if you determine that the document or individual line item does not comply (put a marker tab in the manual with a short note opposite the non-complying item).
10. Check **N/Ckd** if the item was not checked. Reasons should be given in remarks column.
11. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
12. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors should also use the: Audit Inspection Report Form BASE- INSP 004. Attach to this checklist.

**Note : The Following Checklists in this section are designed as a standalone AD- HOC inspection focusing on a certain Area, or Can Be used in conjunction with any AOC Checklists (Section 1) or Base inspection Checklist (Section 2) for the inspector.**

<b>SECTION 1: OPERATOR'S DETAILS</b>	
<b>Organization:</b>	<b>AOC No.:</b>
<b>Date:</b>	<b>Location:</b>
<b>Post Holder Training:</b>	<b>Telephone No:</b>
<b>Email:</b>	<b>Fax:</b>

### SECTION 2: QUALITY SYSTEM

#### **CONTENTS**

*The Checklist on Quality has several distinct parts;*

- *Part 1 – Evaluation of the management of the Quality Assurance Programme (QAP).*
- *Part 2 – Review of the effectiveness of the Quality System via the Management evaluation meetings.*
- *Part 3 - Review of the audits completed as part of the QAP.*
- *Part 4 – Evaluation of the Quality System (QS) as it relates to other Departments.*

#### **CONDUCT**

- *Parts 1, 2 and 3 would normally be addressed in discussions with the Quality Manager*
- *Part 4 would involve discussions with managers/staff in appropriate departments*

**THE FOLLOWING NOTES SHOULD BE READ BEFORE COMPLETING THE CHECK LIST:**

- The questions (all with yes/no answers) should be used as a guide for discussion with the individuals concerned.  
Some questions may not be applicable, and others may raise further questions not on the form.
- Where applicable, references to AMC CAR OPS 1.035 and 3.035 have been included in brackets (e.g. 4.7.1), although you may need to read several parts of the AMC to get the complete picture. Once again the references should be taken as a guide only.
- The assumption is made that the Quality Manual and any Local Procedures/Staff Training Manuals have already been written in accordance with CAR-OPS 1 or 3 etc.

**2.1 Quality Assurance Program (QAP)**

(Would normally be completed during discussions with the Quality Manager (QM))

S/N	CAR OPS 1/3 REF.	QUESTION	S	u/s	FINDINGS
2.1.1	AMC 1/3.035 - 4.7.1	Is there an audit schedule for the current period?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.2	AMC 1/3.035 -4.7.2	Does the audit schedule cover all required audit topics within a maximum period of 24 months?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.3	AMC 1/3.035 - 3.2.1b/4.6. 1	Does the QAP include verification that departments are carrying out Quality Control checks in accordance with documented procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.4	AMC 1/3.035	Does the QAP include evaluation of the Safety Management System (SMS)?	<input type="checkbox"/>	<input type="checkbox"/>	

	3.2.1b/3.3.2g/ 4.6.1				
2.1.5	AMC 1/3.035 - 3.2.1b/4.6.1/ 5.1.2	Does the QAP include a review of the methods used by departments to evaluate suppliers/sub-contractors?  (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.6	AMC 1/3.035 -4.7	Is the operator in compliance with the audit schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.7	AMC 1/3.035 -4.8.4a-iv/4.8.5)	Have all Non-Conformance Reports (NCR's) been action and closed within the published time-scales?(refer to Quality Manual)	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.8	AMC 1/3.035 - 4.8.5c/4.1 0.1	Is there a procedure for monitoring the target dates for closure of Non-Conformance Reports (NCR's)?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.9	<b>SMM</b>	Have any completed audits been pooled with other operators/organisations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.1.10	AMC1/3.0 35 -4.10.1	Are the records for the QAP accessible in an easy to use format?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.11	AMC1/3.0 35 -4.10.2	Are all QAP records being retained for the 5 year period, or from start of records if less than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.12	AMC1/3.0 35 -6.1.2	Have those personnel managing the Quality System (QS) received specialised training?	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.13	AMC 1/3.035	Are certificates of training available?	<input type="checkbox"/>	<input type="checkbox"/>	

	-6.1.2				
2.1.14	AMC 1/3.035 -6.1.1	Have all personnel been given briefings as to their role within the Quality System?  (should be verified – see later)	<input type="checkbox"/>	<input type="checkbox"/>	
2.1.15	AMC 1/3.035 -6.1.1	Are records of such briefings kept?	<input type="checkbox"/>	<input type="checkbox"/>	

## 2.2 Management Evaluation Meetings

S/N	CAR OPS 1/3 REF.	QUESTION	S	U/S	FINDINGS
2.2.1	AMC 1/3.035 -4.9.3	Did this meeting take place in accordance with the timetable and procedures set out in the Quality Manual?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.2	AMC 1/3.035 -4.9.3	Did all the key personnel as defined in the Quality Manual attend?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.3	AMC 1/3.035 -4.9.2	Are minutes available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.2.4	AMC 1/3.035 -4.9.2	Were any recommendations raised as a result of the meeting passed to an appropriate manager?	<input type="checkbox"/>	<input type="checkbox"/>	



2.2.5	AMC 1/3.035 -4.9.2	Were these recommendations action?	<input type="checkbox"/>	<input type="checkbox"/>	
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### 2.3 Audits

(Analysis of a minimum of two recently completed audits that have raised Non Compliance Reports (NCR))

S/N	CAR OPS 1/3 REF.	QUESTION	S	U/S	FINDINGS
2.3.1	AMC 1/3.035 -4.7.1	Was the Audit conducted in accordance with the Audit Schedule?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.2	AMC 1/3.035 - 4.4.1/4.5.1	Did the auditors used have the necessary experience and independence to complete the audit?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.3	AMC 1/3.035 - 4.3.2a/4.3. 3c	Was the scope of the audit sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.4	AMC1/3.0 35 - 4.3.2c/4.8. 2/ 4.8.4a-i	Was the report written up in a timely manner, raised in the correct format and on the correct forms?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.5	AMC 1/3.035 - 4.3.2d/4.8. 2/ 4.8.4a-ii	Were any NCR raised meaningful and understood?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.6	AMC 1/3.035	Was the categorisation of the NCR's realistic?	<input type="checkbox"/>	<input type="checkbox"/>	

	- 4.8.4a- i/iv	(refer to QM for categorisation scale)			
2.3.7	AMC 1/3.035 -4.8.4a-v	Were the NCR's passed to an appropriate manager for action?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.8	AMC 1/3.035 -4.8.4a-iii/ 4.10.2c	Has the corrective action taken or proposed been recorded on the form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.3.9	AMC 1.035/3.03 5 -4.8.1/ 4.8.4a-iii	Would the corrective action taken be likely to prevent a re-occurrence of the non-conformity?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.10	AMC 1/3.035 4.8.5e/ 4.10.2e	Did any follow-up/verification action take place prior to closure?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.11	AMC 1/3.035 -4.10.2e	Has the NCR been signed as closed by the Quality Manager?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.12	AMC 1/3.035 -4.8.4a- i/iv/ 4.8.5	Did the closure of the NCR take place within the published time-scales based on the seriousness of the finding? (Refer to QM)	<input type="checkbox"/>	<input type="checkbox"/>	
2.3.13	AMC 1/3.035 - 4.10	Have the audit records been updated?	<input type="checkbox"/>	<input type="checkbox"/>	

## 2.4 Quality Control

(Discussions with the manager of a particular department; e.g. operations/training)

<b>Department 1</b>	<b>Department 2</b>
Dept name:	Dept name:
Contact name:	Contact name
Contact position:	Contact position:
Date:	Date:

S/N	CAR OPS 1/3 REF.	QUESTION	YES	NO	REMARKS
2.4.1	Appendix 2 to CAR-OPS 1/3.175 (c)(2)(i) & CAR-OPS 1/3.205	Has all staff been trained in accordance with published procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.2	Appendix 2 to CAR-OPS 1/3.175 (c)(2)(i) & CAR-OPS 1/3.205	Are records of such training available?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.3	CAR-OPS 1/3.195 & CAR-OPS 1/3.210(a)	Does all staff in the department have access to procedures manuals that are applicable to their job?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.4	IEM OPS 1.175-2.1(d)	Are quality control checks being carried out by the department in accordance with published procedures?	<input type="checkbox"/>	<input type="checkbox"/>	

2.4.5	IEM OPS 1.175- 2.1(d)	Are the results of these checks being documented, including corrective action by management to prevent re-occurrence?	<input type="checkbox"/>	<input type="checkbox"/>	
2.4.6	AMC 1.035/3.03 5 - 6.1.1	Have all personnel in the department received briefings as to their role within the Quality System?	<input type="checkbox"/>	<input type="checkbox"/>	

2.5 Document and Data Control (AMC OPS 1/.035/3.3.2j)

(Would normally involve discussions with the individual responsible for document and data control ,To inspect compliance with Flight Safety Document System )

Contact Person Title/Name:					
S/N	CAR OPS 1/3 REF.	QUESTION	YES	NO	REMARKS
2.5.1	Appendix 1 to CAR- OPS 1/3.1045 -A0.2(a)	Is this person the same as that nominated in the Operations Manual?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.2	Appendix 1 to CAR- OPS 1/3.1045 -A0.2(h)	Is there a full listing of manuals, manual holders and manual revision status?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.3	Appendix 1 to CAR- OPS 1/3.1045 -A0.2(b)	Is there a process to confirm that all amendments have been incorporated?	<input type="checkbox"/>	<input type="checkbox"/>	
2.5.4	Appendix 1/3 to CAR-OPS	Is the nature of any changes clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	

	1.1045- A0.2(f)				
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**2.6 QUALITY MANUAL (QM) REVIEW**

<b>Organisation</b>	
<b>QM Issue No/Date</b>	
<b>Contact Person Title/Name</b>	
<b>Date Reviewed</b>	
<b>Check compliance with</b>	Flight Safety Document System Requirements CAR OPS 1.037 e

S/N	CAR OPS 1/3 REF.	QUESTION	S	U/S	FINDINGS
2.6.1	CAR OPS 1/3 Subpart P	Does it contain a list of effective pages and a record of amendments?  <b>Note: This may only be required if the QM is a separate volume.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2.6.2	Subpart P	Does it contain procedures for administration and control? INTRODUCTION (published by, purpose of the manual, revision and amendment control). DISTRIBUTION (controlled copies held by distribution list, use of uncontrolled copies).  <b>Note: This may only be required if the QM is a separate volume.</b>	<input type="checkbox"/>	<input type="checkbox"/>	

2.6.3	AMC 1/3.035- 2.1	Does it contain TERMS and DEFINITIONS? (Accountable Manager, Quality Manager, Quality Assurance etc).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.4	AMC 1/3.035- 2.2.1	Does it contain a Quality Policy Statement, and signed by the Accountable Manager?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.5	AMC 1/3.035- 2.2.3	Does it state that the Accountable Manager has overall responsibility for the AOC Holders Quality System?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.6	AMC 1/3.035 -2.3	Does it state the purpose/aim of the Quality System?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.7	AMC 1/3.035 - 2.4.1 to 2.4.4 inc	Are the responsibilities of the Quality Manager clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.8	AMC 1/3.035 -3.1.2	Does it contain a Quality System Organisation chart?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.9	AMC 1/3.035 -3.2.1	Does it contain the operator's organisation structure? (including terms of reference). <b>Note: The QM may cross refer to Part A.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.10	AMC 1/3.035 -3.2.2	Does it refer to the feedback system to the Accountable Manager?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.11	AMC 1/3.035 -3.3.2 hij, 4.3.2 & 4.3.3	Does it contain Audit Procedures? (planning, preparation, performance and techniques).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.12	AMC 1/3.035	Does it contain reporting procedures? (non conformance	<input type="checkbox"/>	<input type="checkbox"/>	

	-3.3.2 h.iii	reports, classification of findings, audit report).			
2.6.13	AMC 1/3.035 -3.3.2 h.v	Does it contain the recording system?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.14	AMC 1/3.035 -3.3.2 j	Does it contain company procedures for Document and Data Control? (Responsibility, Method, Approval, Issuance and control, Revision and Amendments).  <b>Note: This should be a description of the company procedures for <u>all</u> manuals. This information could be held elsewhere.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.15	AMC 1/3.035- 4.2.1 and 4.2.2	Does it describe Quality Inspections and its purpose?  <b>Note: Quality Inspection is the observation of a particular event or action.</b>  <b>Typical subject areas are:</b>  <b>Actual flight operations</b>  <b>Ground De-icing/Anti-icing</b>  <b>Training Standards.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.16	AMC 1/3.035- 4.4.1	Does it contain information on the resources to be used?  (dedicated auditors, part-time auditors, external auditors?)	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.17	<b>AMC 1/3.035- 4.4.1, 4.4.2 and</b>  4.5.2	Does it contain auditors responsibilities? (description, responsibilities, qualifications and experience)	<input type="checkbox"/>	<input type="checkbox"/>	

2.6.18	AMC 1/3.035- 4.5.1	Does it refer to auditors' independence?  (no day-to-day involvement in the area of the operation to be audited).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.19	AMC 1/3.035- 4.6.1	Does it contain the audit scope and describe the audit areas?  <b>Note: The scope of each audit area should be fully described and may be supported by checklists.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.20	AMC 1/3.035- 4.7.1 and 4.7.2	Does it contain the Audit Schedule? If yes, does it contain all the areas required to be audited?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.21	AMC 1/3.035- 4.7.1and 4.7.2	Is the Audit Schedule realistic in terms of frequency of audits?  <b>Note: It is considered unlikely that an interval between audits greater than 24 months would be acceptable for any audit topic.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.22	AMC 1/3.035- 4.7.1 and 4.7.2	If the Audit Schedule is not contained in the QM, is it held separately as a controlled document? Is it available for review? (request if necessary).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.23	AMC 1/3.035- 4.7.1 and 4.7.2	If the Audit Schedule is held separately is there a statement in the QM as to where and by whom?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.24	AMC 1/3.035- 4.7.2	Does it state that the operator should not decrease the frequency of audits without the agreement of the Authority?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.25	AMC 1/3.035- 4.8.1 and 4.8.2	Is there a description of an established and published quality procedure to monitor regulatory compliance on a continuing basis?	<input type="checkbox"/>	<input type="checkbox"/>	



		<b>Note: This refers to internal/departmental monitoring, the results of which should be documented and directed to the responsible manager for corrective action, as appropriate.</b>			
2.6.26	AMC 1/3.035- 4.8.3 and 4.8.4	Does it contain a Corrective Action (CA) Procedure? (CA, Report on CA taken, CA confirmed, CA not taken)	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.27	AMC 1/3.035- 4.8.3 and 4.8.4	Does it contain a Preventative Action(PA) Procedure? (PA to a non-conformance(NC), PA to be taken and reporting of PA completed).  <b>Note: The procedure should consider the following:</b>  <b>Could the same NC be found in other areas?</b>  <b>Has the NC occurred before?</b>  <b>Is the NC due to a lack of training?</b>  <b>Are procedures not followed because they are not adequately described?</b>  <b>Is the NC caused by absence of procedures?</b>  <b>Is the person assigned to the function not qualified to perform the task?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.28	AMC 1/3.035- 4.8.5	Does it contain a follow-up/verification procedure? (follow-up audit or verification request).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.29	AMC 1/3.035- 4.9	Does it state the purpose/intent of the Management Evaluation Review (MER)?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.30	AMC 1/3.035- 4.9	Does it state the frequency of MER's?	<input type="checkbox"/>	<input type="checkbox"/>	

		<b>Note: At least one per year is considered adequate.</b>			
2.6.31	AMC 1/3.035- 4.9	Does it contain a list of attendees?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.32	AMC 1/3.035- 4.9	Does it state all MER meetings are minuted?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.33	AMC 1/3.035- 4.10.2	Does it state those records to be maintained, and for a minimum of 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.34	AMC 1/3.035- 5.1.1	Does it list those activities to be subcontracted?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.35	AMC 1/3.035- 5.1.2, 5.1.3	Does it contain a sub contractor evaluation procedure? (audit, questionnaire, reputation, acceptability/rejected lists).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.36	AMC 1/3.035- 6.1.1	Does it state that quality related briefings shall be given to all personnel?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.37	AMC 1/3.035- 6.1.2, 6.1.3 and 6.2.1	Does it describe the training to be given to the Quality Manager and Auditors and the sources of such training?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.38	N/A	Is the audit report form contained in the Quality Manual? If yes, does it contain provision for the following:- Audit Scope? Audit Findings (including auditors' signature and date)? Corrective/Preventative action (including responsible manager's signature and date)? Timescale for corrective action? Follow-up/Verification action (including Quality Manager's signature and date)?	<input type="checkbox"/>	<input type="checkbox"/>	


2.6.39	N/A	If the audit report form is not contained in the QM, is it held separately as a controlled document? Is it available for review? (request, if necessary).	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.40	N/A	Are checklists contained in the QM? If yes, are they adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
2.6.41	N/A	If checklists are not contained in the QM, are they held separately as controlled documents? Are they available for review? (request, if necessary).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION 3: RESULT</b>					
<b>Satisfactory</b> <input type="checkbox"/>			<b>Unsatisfactory</b> <input type="checkbox"/> *see note below		
<b>*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</b>					
<b>Flight Operations Inspector's Name:</b>					
<b>Date:</b>		<b>Signature:</b>			

## **SECTION 2B Specific Approvals**

*Note : The Following Checklists in this SECTION 2C are designed to as Specific Approvals checklist for the following:*

- EDTO/ETOPS
- RVSM
- LVO
- EFB

## 2.17. EDTO Surveillance Checklist

	<b>EDTO Surveillance Checklist</b>		Form	BASE INSP-017
			Revision	01
			Date	01 Dec 2021
Organization:		AOC No.:		
Date:		Location:		
Post Holder Training:		Telephone No:		
Email:		Fax:		
Max diversion time:		Engine:		
SI No	Items	Remarks (S/US)	Comments	
<b>1.</b>	<b>Operations Specifications</b>			
1.1	<ul style="list-style-type: none"> <li>• Airframe engine combination</li> <li>• Threshold time</li> <li>• Maximum diversion time</li> <li>• Area of operation</li> </ul>			
<b>2.</b>	<b>Operations Manual</b>			
2.1	Compliance with CAR EDTO latest revision			
2.2	Procedures for drift-down and establishment of single-engine cruise			
2.3	EDTO weather minima			
2.4	Information on alternate aerodromes			
<b>3.</b>	<b>EDTO sample flight 1 Route:</b>			
3.1	EDTO flight plan preparation with alternate selection and critical fuel scenario, EDTO entry/exit equi-time points, area of operations and plotting chart documents,			
3.2	Flight dispatcher qualification for flight			


3.3	Crew qualification for flight		
3.4	Operational control procedures to monitor enroute aerodromes and advise flight crew, flight following		
3.5	Communications (VHF/HF, datalink, SATCOM as applicable) between operations control centre and aircraft adequate for EDTO segments		
3.6	<p>Technical log</p> <ul style="list-style-type: none"> <li>• Pre-flight authorization by EDTO qualified AME</li> <li>• Pre-departure service (maintenance) checks accomplished and certified</li> <li>• Pilot acceptance</li> <li>• MEL requirements met as applicable</li> <li>• Post-flight entries by AME pilot and AME</li> </ul>		
3.7	<p>Operational flight plan completion</p> <ul style="list-style-type: none"> <li>• Alternate weather availability prior to EDTO segment entry</li> <li>• Fuel checks as applicable</li> <li>• APU start as applicable</li> </ul>		
<b>4.</b>	<b>EDTO sample flight 2 Route:</b>		
4.1	EDTO flight plan preparation with alternate selection and critical fuel scenario, EDTO entry/exit equi-time points, area of operations and plotting		
	chart documents,		
4.2	Flight dispatcher qualification for flight		
4.3	Crew qualification for flight		
4.4	Operational control procedures to monitor enroute aerodromes and advise flight crew, flight following		
4.5	Communications (VHF/HF, datalink, SATCOM as applicable) between operations control centre and aircraft adequate for EDTO segments		

4.6	<p>Technical log</p> <ul style="list-style-type: none"> <li>• Pre-flight authorization by EDTO qualified AME</li> <li>• Pre-departure service (maintenance) checks accomplished and certified</li> <li>• Pilot acceptance</li> <li>• MEL requirements met as applicable</li> <li>• Post-flight entries by AME pilot and AME</li> </ul>		
4.7	<p>Operational flight plan completion</p> <ul style="list-style-type: none"> <li>• Alternate weather availability prior to EDTO segment entry</li> <li>• Fuel checks as applicable</li> <li>• APU start as applicable</li> </ul>		
5.	EDTO sample flight 3Route:		
5.1	EDTO flight plan preparation with alternate selection and critical fuel scenario, EDTO entry/exit equi-time points, area of operations and plotting chart documents,		
5.2	Flight dispatcher qualification for flight		
5.3	Crew qualification for flight		
5.4	Operational control procedures to monitor enroute aerodromes and advise flight crew, flight following		
5.5	Communications (VHF/HF, datalink, SATCOM as applicable) between operations control centre and aircraft adequate for EDTO segments		
5.6	<p>Technical log</p> <ul style="list-style-type: none"> <li>• Pre-flight authorization by EDTO qualified AME</li> <li>• Pre-departure service (maintenance) checks accomplished and certified</li> <li>• Pilot acceptance</li> <li>• MEL requirements met as applicable</li> <li>• Post-flight entries by AME pilot and AME</li> </ul>		

5.7	Operational flight plan completion <ul style="list-style-type: none"> <li>• Alternate weather availability prior to EDTO segment entry</li> <li>• Fuel checks as applicable</li> <li>• APU start as applicable</li> </ul>		
6.0	Crew Training and Checking		
6.1	Initial training records		
6.2	Recurrent training records		
6.3	Flight dispatcher training records		
7.0	Propulsion system reliability		
7.1	Fleet average IFSD rate monitoring records		
7.2	Fleet IFSD records		
7.3	Actions taken for IFSD as applicable		
<b>RESULT</b>			
Satisfactory <input type="checkbox"/>		Unsatisfactory <input type="checkbox"/> *see note below	
<b>*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</b>			
Flight Operations Inspector's Name:			
Date:		Signature:	



## 2.18. RVSM Surveillance Checklist

	<b>RVSM Surveillance Checklist</b>	Form	BASE INSP-018
		Revision	01
		Date	01 Dec 2021
Organization:		AOC No.:	
Date:		Location:	
Post Holder Training:		Telephone No:	
Email:		Fax:	

**Note: Surveillance to be done with documents and records at main base of operator.**

SI No	Items	Remarks (S/US)	Comments
1.	<b>Operations Specifications</b>		
1.1	• RVSM		
2.	<b>Operations Manual</b>		
2.1	<b>The following subjects must be covered:</b>  Evidence of the certification status of the affected aircraft has to be provided to CAA (AFM / Supplement)		
2.2	<b>Organisation/Operator Responsibilities</b>  The operator has to ensure that all parts of the operations manual system are revised in a manner as to be compliant with the requirements relevant for RVSM operations. All airworthiness requirements must be fulfilled.		
2.3	<b>Standard Operating Procedures (OM-B)</b>		
2.4	<b>Training Programmes (OM-D)</b> must be defined and implemented in the OM-System.		
3.	<b>Regional specific operational procedures</b> and information must be implemented (OM-C).		
3.1	Occurrence Reporting Procedures have to be established and described accordingly (OM-A).		

3.2	<p><b>Is the Route Competence for RVSM Airspace declared?</b></p> <p>For flight crew members, the qualification “Route-Competence to operate in RVSM Airspace” must be declared in OM-A,</p>		
3.3	<p><b>Does the operator consider operational influence related to RVSM operations during his flight preparation procedure?</b></p>		
3.4	<p><b>Is a procedure established and appropriately described, indicating which equipment is required for the operation in RVSM airspace and which has to be checked to be operational before entering RVSM airspace?</b></p> <p>The following subjects shall be described, as a minimum:</p> <ul style="list-style-type: none"> <li>• Flight Planning: For RVSM operations, instructions must be provided to the flight crew to review and verify the aircraft technical status reflected in the Aircraft Technical Log (ATL), , to verify the aeroplane dispatch status using the Minimum Equipment List (MEL) concerning RVSM operation and en-route weather forecast for the detection of areas with heavy turbulence on the intended route.</li> <li>• Aircraft External Inspection: It shall be stated that the external inspection procedure of the aeroplane shall focus on the fuselage skin condition in the surrounding of the static sources and the condition of the static sources itself.</li> <li>• Flight Deck Preparation: Instructions shall be provided for a comparison check between the indications of the two primary altimeters to be within a tolerance of 75 ft for RVSM operation.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Equipment: It must be mentioned clearly that the following equipment must be checked to be operational prior to entering RVSM airspace: <ul style="list-style-type: none"> <li>- Two independent altitude measurement systems; and</li> <li>- One altitude alerting system; and</li> <li>- One automatic altitude control system; and</li> <li>- One secondary surveillance radar (SSR) transponder with altitude reporting system that can be connected to the altitude measurement system in use for altitude control.</li> </ul> </li> </ul>		
<p><b>3.5</b></p>	<p><b>In-Flight Procedures</b></p> <p><b>Are the procedures applicable during RVSM operation described in detail?</b></p> <p>Detailed provisions and procedures shall be made, covering the following, as a minimum:</p> <p>a) Notification that RVSM operation is limited in Altitude and also on Airspeed (Mach-Number).</p> <p>b) Altimeter setting procedures must be observed and respective crosschecks shall be performed in hourly intervals.</p> <p>c) Altitude comparison checks during level flight shall be stated to be within <math>\pm 200</math> ft.</p> <p>d) Procedures to monitor the aeroplane`s level-off manoeuvre and system capability at an assigned flight level while using the automatic altitude control system and the autopilot function.</p> <p>e) Monitoring procedures shall be described, ensuring that the altitude alerting system is operative.</p> <p>f) The limit for over- or undershooting of 150 ft of an assigned flight level shall be stated.</p>		

	<p>g) It must be stated that the altimeter system being used for altitude control shall be the source information for the altitude reporting transponder.</p> <p>h) Applicable Standard ATC phraseology with regard to RVSM operation shall be implemented and the use of the respective wording shall be explained.</p>		
<b>3.6</b>	<p><b>Are the circumstances affecting the capability for RVSM operation of the aircraft concerned clearly mentioned?</b></p> <p>The list of circumstances that affect RVSM capability of an aeroplane shall contain at least the following:</p> <p>a) Failure of all automatic altitude control systems</p> <p>b) Loss of redundancy of altimeter system</p> <p>c) Loss of engine thrust requiring to descend</p> <p>d) Any failure of equipment affecting the ability to maintain cleared flight level</p> <p>e) Heavy turbulence affecting the altitude keeping capability of the aircraft</p> <p>Contingency procedures to be applied within RVSM airspace shall be described, containing at least the following:</p> <ul style="list-style-type: none"> <li>• Notification to the relevant Air Traffic Control centre about the loss of RVSM capability by applying the respective phraseology.</li> <li>• Coordination of the action plan appropriate to the situation and airspace environment concerned.</li> </ul>		
<b>3.7</b>	<p><b>Are the Post Flight Procedures adequately described with regard to RVSM operation?</b></p> <p>With respect to RVSM operations, the following shall be stated as a minimum:</p> <ul style="list-style-type: none"> <li>• Any malfunction affecting the RVSM capability of the airplane shall be recorded in</li> </ul>		

	<p>detail in the Aircraft Technical Logbook (ATL).</p> <p>Deficiencies, that are critical in regard to RVSM operations, shall be listed and shall contain, as a minimum:</p> <ul style="list-style-type: none"> <li>• Any malfunction in the automatic height keeping system;</li> <li>• Any malfunction in the altimetry system;</li> <li>• Any deficiency affecting the redundancy within the altitude measurement system.</li> </ul>		
<p><b>3.8</b></p>	<p><b>Altitude Deviations</b></p> <p>For altitude deviations during RVSM operations or height keeping errors, at least the following shall be stated and need to be reported:</p> <ul style="list-style-type: none"> <li>• A total vertical error (TVE) of <math>\pm 300</math> ft; and</li> <li>• An altimeter system error (ASE) of <math>\pm 245</math> ft; and</li> <li>• An assigned altitude deviation (AAD) of <math>\pm 300</math> ft; and</li> <li>• During transition phase, overshooting or undershooting of a cleared flight level of more than 150 ft; and</li> <li>• The loss of RVSM capability; and</li> <li>• The application of any contingency procedure.</li> </ul> <p><b>Reporting Procedures</b></p> <ul style="list-style-type: none"> <li>• The reporting procedure, that is applicable after any violation regarding RVSM operating rules, shall be described in detail, containing at least the following:</li> <li>• who has to file the report (Commander); and</li> <li>• who is receiving the report (Head of Flight Operations, Flight Safety Officer, etc.); and</li> </ul>		

	<ul style="list-style-type: none"> <li>that the report has to be filed within 72 hours after the occurrence, containing an initial analysis of causal factors and measurement taken to prevent the reoccurrence; and</li> </ul>		
<b>3.9</b>	<p><b>Is the Operation Specification RVSM listed as a type of operation?</b></p> <ul style="list-style-type: none"> <li>The following shall be stated, as a minimum:</li> <li>The Operation Specification RVSM must be listed together with all other operations specifications applicable for the aeroplane (-group) concerned.</li> <li>The speed limit for RVSM operations must be provided in the chapter limitations. Ideally, this shall be stipulated as a figure in KIAS or Mach, not as a reference only.</li> </ul>		
<b>3.20</b>	<p><b>Is the aircraft pre-flight procedure adopted for operational equipment required for RVSM operations?</b></p> <p>Pre-Flight Inspection</p> <p>The procedure shall be described, covering the following as a minimum:</p> <ul style="list-style-type: none"> <li>The external inspection procedure shall contain all relevant equipment such as all static ports, especially the condition of the fuselage skin around the static-ports.</li> <li>The cockpit preparation shall include a primary altimeter crosscheck to be within a tolerance of <math>\pm 75</math> ft.</li> <li>The equipment relevant for RVSM operations must be checked operational.</li> <li>The Tech-Log-System shall be reviewed concerning the operational status and RVSM capability of the aeroplane.</li> </ul> <p><b>Altimeter Setting Procedures</b></p>		

	<p>The different procedures shall be defined in detail, covering the following as a minimum:</p> <ul style="list-style-type: none"> <li>• The procedure for altimeter setting and checking shall be described in detail, covering all relevant aspects regarding crew coordination and crew communication (call-outs).</li> <li>• The procedure for the transition out of a climb or descent into a straight level flight shall be described, covering the relevant aspects in regard to the monitoring of correct operation of the altitude alerting system and the automatic altitude control system.</li> <li>• The procedure to perform primary altimeter crosschecks and respective recording.</li> <li>• The use of the autopilot system in relation to the respective altitude transmitting transponder.</li> </ul>		
<p>3.11</p>	<p><b>Are contingency procedures established and described covering the case of any system malfunction affecting the RVSM capability?</b></p> <p>When the flight is exposed to any situation that implies a degradation of RVSM capability of the aeroplane, i.e. when encountering greater than moderate turbulence, the aeroplane type specific procedure to be applied by the flight crew shall be described, covering the following as a minimum:</p> <ul style="list-style-type: none"> <li>• the use of the automation system in general; and</li> <li>• the use of the altitude keeping system; and</li> <li>• the applicable flight modes of the automatic flight control system during flight level changes (climb or descend); and</li> <li>• the use of speed brakes and spoilers; and</li> </ul>		

	<ul style="list-style-type: none"> <li>the applicable mode for the use of the auto throttle system.</li> </ul>		
3.12	<p><b>Is the MEL amended in order to cover all system components that are relevant for the RVSM capability of the aeroplane?</b></p> <p>The minimum equipment list shall be amended in order to comply with the requirement for RVSM operations in respect to system capability and redundancy.</p>		
3.13	<p>Operator Conversion Training Syllabus, Line Check and Proficiency Training and Checking</p> <p><b>Is the RVSM training correctly integrated into both the conversion and recurrent training and the checking programme as well?</b></p>		
3.14	<p><b>Command Course</b></p> <p><b>Is a sector included in the line flying under supervision module where RVSM operation can be applied within RVSM airspace?</b></p>		
3.15	<p><b>Is a RVSM training and checking module integrated within the OM-D?</b></p> <p>☐☐ Are the topics listed below implemented within the RVSM training and checking module?</p> <p>RVSM Training and Checking Module</p> <p><b>Definition of Topic</b></p> <p>The RVSM training module must contain comprehensive instruction of basic knowledge and operational procedures in order to get familiar with all aspects of operations within RVSM airspace.</p> <p><b>Standard of performance to be obtained</b></p> <p>The following standards of performance shall be defined as minimum requirement to be obtained after having completed the RVSM training</p>		



	<p>module:</p> <p><input checked="" type="checkbox"/> The trainee has obtained a thorough knowledge of the RVSM operational procedures and contingency procedures including standard ATC phraseology used in the relevant area of operations;</p> <p><input checked="" type="checkbox"/> The trainee has an understanding of the Interaction between the aeroplane`s altimeter system, its automatic altitude control capability (with emphasis to the aeroplane altitude capture system) and the transponder system in normal and abnormal conditions;</p> <p><input checked="" type="checkbox"/> The trainee has an understanding of visual Perception of other aircrafts during darkness, when encountering local phenomena, for opposite and same direction traffic, and during turns;</p> <p><input checked="" type="checkbox"/> The trainee has completed at least one sector during the line flying under supervision phase, where RVSM operation was applied.</p>		
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**RESULT**


<b>Satisfactory</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/> <b>*see note below</b>
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**\*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004**

**Flight Operations Inspector's Name:**

<b>Date:</b>		<b>Signature:</b>	
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## 2.19. Low Visibility Operations Evaluation Checklist

 هيئة الطيران المدني	<b>Low Visibility Operations Evaluation Checklist</b>	Form	BASE INSP-019
		Revision	01
		Date	01 Dec 2021
Organization:		AOC No.:	
Date:		Location:	
Post Holder Training:		Telephone No:	
Email:		Fax:	

### CAR OPS 1 SUBPART E - ALL WEATHER OPERATIONS

1.430 Aerodrome Operating Minima – General  
 1.435 Terminology  
 1.440 Low visibility operations – General operating rules  
 1.445 Low visibility operations – Aerodrome considerations  
 1.450 Low visibility operations – Training and Qualifications  
 1.455 Low visibility operations – Operating Procedures  
 1.460 Low visibility operations – Minimum equipment  
 1.465 VFR Operating minima  
 Appendix 1 to CAR OPS 1.430 Aerodrome Operating Minima  
 Appendix 2 to CAR OPS 1.430(c) Aeroplane categories – All Weather Operations  
 Appendix 1 to CAR OPS 1.440 Low Visibility Operations – General Operating Rules  
 Appendix 1 to CAR OPS 1.450 Low Visibility Operations – Training & Qualifications  
 Appendix 1 to CAR OPS 1.455 Low Visibility Operations – Operating Procedures  
 Appendix 1 to CAR OPS-1.175 Contents and conditions of the Air Operator Certificate  
 ICAO Doc 9365

**Low Visibility Procedures (LVP).** Procedures applied at an aerodrome for the purpose of ensuring safe operations during: Lower than Standard Category I, Other than Standard Category II, Category II and III approaches and Low Visibility Take-offs.  
**Low visibility operations (LVO).** Approach operations in RVR's less than 550m and/or with a decision (DH) less than 60m (200ft) or take-off operations in RVR's less than 400m.  
**Low Visibility Take-Off (LVTO).** A take-off where the Runway Visual Range (RVR) is less than 400 m.  
**All Weather Operations (AWO)**

SI No	Items	Remarks (S/US)	Comments
<b>Section 1 Low Visibility Take-off Operations</b>			
1.	Documentation		

<p><b>1.1</b></p>	<p><b>LVTO Operations Specifications</b> OM – A</p> <p>All elements of low visibility operations LVO are considered as operations specifications and require the approval of the authority.</p> <ul style="list-style-type: none"> <li>• Is the possibility for LVO/ LVTO and the limiting RVR for LVTO mentioned</li> </ul>		
<p><b>1.2</b></p>	<p><b>Operational Control and Supervision</b></p> <ul style="list-style-type: none"> <li>• Are the possibility and relevant RVR limitation in the operational control and supervision considered?</li> </ul> <p>Take-off minima established by the operator must be expressed as visibility/ RVR limits, taking into account all relevant factors for each aerodrome planned to be used and the aeroplane characteristics. Where there is a specific need to see and avoid obstacles on departure and/or for a forced landing, additional conditions (e.g. ceiling) must be specified.</p> <p>These values must be evaluated and considered in the early planning phase, when an operator considers to operate from an aerodrome, also in the planning phase before the intended flight and during the actual flight operation.</p>		
<p><b>1.3</b></p>	<p><b>Crew Qualification for LVTO</b></p> <ul style="list-style-type: none"> <li>• Is there a statement concerning the LVTO qualification for all Flight Crew members?</li> </ul> <p><input type="checkbox"/> The description in the Chapter 8 OMA shall consider the LVTO qualification for all FCM, on the aeroplane/fleet concerned.</p> <p><input type="checkbox"/> This description shall include/refer to the (OM-D) key courses “conversion”, “nomination as Commander” and “recurrent”.</p> <p>A reference to the OPS SPECS shall be available in order to be able to determine the applicable LVTO minima</p>		

<p><b>1.4</b></p>	<p><b>Flight Preparation Instructions</b></p> <ul style="list-style-type: none"> <li>• Are Criteria and responsibilities for the authorisation of the use of aerodromes established?</li> </ul> <p>Take-off minima established by the operator must be expressed as visibility or RVR limits, taking into account all relevant factors for each aerodrome planned to be used and the aeroplane characteristics. Where there is a specific need to see and avoid obstacles on departure and/or for a forced landing, additional conditions (e.g. ceiling) must be specified.</p>		
<p><b>1.5</b></p>	<p><b>Take-off Minima</b></p> <p>OM – A Chapter 8 “Methods of determination of aerodrome operating minima”</p> <p><input type="checkbox"/> Is there a list determining the required RVR for available facilities?</p> <p>Information, preferable in tabulated form, shall be available to present the required minimum RVR for the available facility.</p>		
<p><b>1.6</b></p>	<p><b>Low Visibility Operations</b></p> <p><input type="checkbox"/> Is the Low Visibility Take-Off procedure described in detail?</p> <p><input type="checkbox"/> Are the special items/considerations mentioned?</p> <p><input type="checkbox"/> Are meteo/runway status limitations concerning LVTO mentioned?</p> <p><input type="checkbox"/> Is there a general description of the “obscured part/visual segment”?</p> <p><b>Following issues shall be described in the appropriate Chapter:</b></p> <ul style="list-style-type: none"> <li>• When the reported meteorological visibility is below that required for take-off and RVR is not reported, a take-off may only be commenced if the commander can determine that the RVR/visibility along the take-off runway is equal to or better than the required minimum (determination of visual segment).</li> <li>• When no reported meteorological visibility or RVR is available, a take-off may only be commenced if the commander can determine that the RVR/visibility along the</li> </ul>		

	<p>take-off runway is equal to or better than the required minimum.</p> <ul style="list-style-type: none"> <li>• Visual reference. The take-off minima must be selected to ensure sufficient guidance to control the aeroplane in the event of both a discontinued take-off in adverse circumstances and a continued take-off after failure of the critical power unit.</li> <li>• If the operator has specific policies concerning LVTO (e.g. in case of contaminated runway, no Copilot Take-off etc.), they shall be described.</li> <li>• A general description and graphical illustration of the obscured part/ visual segment shall be included in the Chapter.</li> </ul>		
1.7	<p><b>LVTO Information</b></p> <p><b>OM-B CHAPTER 0</b></p> <ul style="list-style-type: none"> <li>• Are the aeroplane specific LVTO values correct and consistent listed in the Chapter 0?</li> <li>• Are the requested/ listed LVTO minima according the aeroplane and HUD/HUDLS certification?</li> </ul> <p>The requested/certified LVTO values must be listed in the general part, where all the operations specifications are listed (e.g. LVTO RVR 125m). If the Operator requests a LVTO minimum of lower than 125m (for Category A, B or C aeroplanes) or 150m (for a Category D aeroplane) but in no case lower than 75m, the HUD/HUDLS must be certified for the T/O and the requested LVTO minima.</p>		
1.8	<p><b>LVTO Limitations</b></p> <p><b>OM-B CHAPTER 1 LIMITATION</b></p> <ul style="list-style-type: none"> <li>• Are the certified operational limitations of the aeroplane described?</li> </ul> <p>The description in the Chapter “Limitations” must contain the following topics concerning Low Visibility Take-off:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> certification status</li> <li><input type="checkbox"/> types of operation that are approved</li> <li><input type="checkbox"/> wind limits</li> </ul>		

	<input type="checkbox"/> limitations on wet or contaminated runway <input type="checkbox"/> performance limitations for applicable configuration <input type="checkbox"/> system limitations (e.g. HUDLS operative).		
<b>1.9</b>	<p><b>LVTO Procedures</b></p> <p><b>OM – B Chapter 1 “Limitations”</b></p> <ul style="list-style-type: none"> <li>• If applicable: is there a separate T/O profile described for LVTO?</li> <li>• If applicable: is there a separate T/O method described for LVTO?</li> <li>• Is there a restriction who is entitled to perform the LVTO (e.g. CMD only)?</li> <li>• Is there a description/ graphical illustration of the obscured part/ visual segment (or an appropriate reference to OM-A 8)?</li> <li>• Is the obscured part defined (value)?</li> <li>• Is the use of HUD/HUDLS described?</li> </ul> <p><input type="checkbox"/> If the LVTO is different to the normal T/O, a separate description of the T/O method and T/O profile is required (e.g. standing T/O, special configuration etc).</p> <p><input type="checkbox"/> Appointed crew station duty assignments must be stated or referred to the OM A 8.</p> <p><input type="checkbox"/> The obscured segment must be defined with a value depending on A/C dimensions See also 1.6 above <b>Low Visibility Operations</b>.</p> <p><input type="checkbox"/> If a HUD/HUDLS is used for LVTO, its use must be described.</p> <p><input type="checkbox"/> If the use of HUD/HUDLS is optional for LVTO, both methods (or at least the differences) must be described.</p>		
<b>1.10</b>	<p><b>LVTO Performance</b></p> <p><b>OM – B Chapter 4 “Performance”</b></p> <ul style="list-style-type: none"> <li>• Are performance considerations for LVTO described?</li> <li>• Is there a specific configuration to be used for LVTO and is this configuration considered in the T/O calculation?</li> </ul>		

	<ul style="list-style-type: none"> <li>• How is the Accelerated Stop Distance calculated?</li> <li>• The configuration used for LVTO must be considered within the performance calculation method</li> <li><input type="checkbox"/> In case of reduced RWY availability (e.g. last segment RVR below minimum), the accelerated stop distance must be calculated and compared with the runway available, in order to be able to conduct the T/O.</li> </ul>		
<b>1.11</b>	<p><b>Minimum Equipment List (MEL)</b></p> <p>OM – B Chapter 8 “Minimum Equipment List”</p> <ul style="list-style-type: none"> <li>• Are MEL items listed that are affecting LVTO?</li> <li>• The MEL shall contain all items affecting a Low Visibility Take-Off capability.</li> <li><input type="checkbox"/> Operational- and/or Maintenance Procedures required for LVTO dispatch under MEL shall be listed</li> </ul>		
<b>1.12</b>	<p><b>Aerodrome Data</b></p> <p>OM – C Chapter 1 “Operating Minima”</p> <ul style="list-style-type: none"> <li>• Are Operating Minima for departure Aerodromes available?</li> <li>• Are Runway data and aerodrome facilities described?</li> <li><input type="checkbox"/> The Route and Aerodrome instruction and information must contain operating minima for the departure aerodrome and operating minima for take-off alternate.</li> <li><input type="checkbox"/> Information about aerodrome facilities and runway data must be available and explained in the OM-C or parts thereof (e.g. Jeppesen etc).</li> </ul>		
<b>Section 2 Low Visibility Take-off Operations</b>			
<b>2.</b>	<b>Flight Crew Training</b>		
<b>2.1</b>	<p>LVTO Conversion Course</p> <p>OM – D Chapter “Conversion Training”</p> <p>The Training Programme shall be approved by the competent authority</p>		

	<ul style="list-style-type: none"> <li>• If LVTO RVR &lt;400m but ≥ 150m: Is there a specific conversion training module for LVTO available?</li> <li>• If LVTO RVR &lt; 150m but ≥ 75m: Is there a specific conversion training and checking module for LVTO available?</li> <li>• If LVTO RVR &lt; 150m but ≥ 75m: Is the LVTO at the lowest applicable minima mentioned in the OPC programme?</li> </ul> <p>The LVTO training in the conversion course must contain at least:</p> <p><input type="checkbox"/> If LVTO RVR &lt;400m but ≥ 150m:</p> <p>- Ground Training according AMC1 SPA.LVO.120(b), specifically:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Characteristics and limitations of the ILS/or MLS</li> <li><input type="checkbox"/> The characteristics of the visual aids</li> <li><input type="checkbox"/> The characteristics of fog</li> <li><input type="checkbox"/> The operational capabilities and limitations of the particular airborne system to include HUD symbology and EVS characteristics if appropriate.</li> <li><input type="checkbox"/> The effects of precipitation, ice accretion, low level wind shear and turbulence</li> <li><input type="checkbox"/> The effect of specific aeroplane malfunctions</li> <li><input type="checkbox"/> The use and limitations of RVR assessment systems</li> <li><input type="checkbox"/> The principles of obstacle clearance requirements</li> <li><input type="checkbox"/> Recognition of and action to be taken in the event of failure of ground equipment</li> <li><input type="checkbox"/> The procedures and precautions to be followed with regard to surface movement during operations when the RVR is 400 m or less and any additional procedures required for take-off in conditions below 150m (200m for category D aeroplanes).</li> <li><input type="checkbox"/> The qualification requirements for pilots to obtain and retain approval to conduct Low Visibility Take-offs.</li> <li><input type="checkbox"/> The importance of correct seating and eye position.</li> </ul> <p>Simulator Training according AMC1 SPA.LVO.120 (c), specifically:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An operator must ensure that each flight crew member is trained to carry out his/her duties and instructed on the coordination required with other crew members.</li> </ul>		
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<p><input type="checkbox"/> Training must be divided into phases covering normal operation with no aeroplane or equipment failures but including all weather conditions which may be encountered and detailed scenarios of aeroplane and equipment failure which could affect AWO operations. If the aeroplane system involves the use of hybrid or other special systems (such as HUD/HUDLS or EVS) then flight crew members must practice the use of these systems in normal and abnormal modes during the Flight Simulator phase of training.</p> <p><input type="checkbox"/> Checks of satisfactory functioning of equipment, both on the ground and in flight.</p> <p><input type="checkbox"/> Effect on minima caused by changes in the status of ground installations</p> <p><input type="checkbox"/> Actions to be taken in the event of systems failures and engine failure resulting in continued as well as rejected take-offs.</p> <p><input type="checkbox"/> The effect of known unserviceabilities and use of minimum equipment lists</p> <p><input type="checkbox"/> Operating limitations resulting from airworthiness certification</p> <p><input type="checkbox"/> Incapacitation procedures appropriate to Low Visibility Take-offs shall be practiced</p> <p>Note: Previous experience of a flight crew member can be considered for the training.</p> <p><input type="checkbox"/> Additionally, if LVTO RVR &lt; 150m but ≥ 75m</p> <ul style="list-style-type: none"> <li>- normal Take-off in minimum RVR conditions</li> <li>- Take-off in minimum authorized RVR conditions with an engine failure between V1 and V2, or as soon as safety considerations permit.</li> <li>- Take-off in minimum authorized RVR conditions with an engine failure before V1 resulting in a rejected Take-off.</li> </ul> <p>Note: Such Training shall be carried out in a Flight Simulator (FSTD).</p> <p><input type="checkbox"/> The operator must ensure that a flight crew member has completed a check before conducting low visibility Take-offs in RVR of less than 150 m (less than 200 m for Category D aeroplanes) if applicable. The check may only be replaced by successful completion of the simulator training prescribed above.</p> <p>The OM D shall provide a logical structure of the different training phases and shall consist of:</p>		
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	<p>- Ground Training</p> <p>- Simulator Training (terminated by a Proficiency Check to include LVTO procedures).</p> <p>Example of Standard of Performance:</p> <p>- The flight crew member shall demonstrate his ability to perform Low Visibility Take-off satisfactorily, according to the procedures defined in the Operations Manual.</p> <p>- The crewmember shall be enabled to evaluate Meteorological Conditions and available aircraft and ground equipment and to take appropriate decisions regarding LVTO.</p> <p>Instructor Requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ground Training: suitably qualified GI</li> <li><input type="checkbox"/> Simulator Training: TRI (qualified on type and for AWO operations).</li> </ul> <p>Proficiency Check:</p> <p>If the operator is authorized to conduct takeoff with RVR less than 150m (200 m Cat D) at least one LVTO to the lowest applicable minima shall be performed during the conduct of the operator's proficiency check.</p>		
<p><b>2.2</b></p>	<p><b>LVTO Recurrent Training and Checking</b></p> <p><b>OM – D Chapter “Recurrent Training”</b></p> <ul style="list-style-type: none"> <li>• Is the LVTO Training described in the OM D, Key course “recurrent training”</li> </ul> <p>An operator must ensure that, in conjunction with the normal recurrent training and operator proficiency checks, a pilot's knowledge and ability to perform the tasks associated with the particular category of operation, for which he/she is authorised, is checked.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the operator is authorised to conduct take-off with RVR less than 150m (200 m Cat D), at least one LVTO to the lowest applicable minima shall be performed during the conduct of the operators proficiency check.</li> </ul> <p>Instructor Requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ground Training (if applicable): suitably qualified Instructor</li> <li><input type="checkbox"/> Simulator Training: TRI (qualified on type and for AWO operations)</li> </ul> <p>Proficiency Check:</p>		

	If the operator is authorised to conduct take-off with RVR less than 150m (200 m Cat D) at least one LVTO to the lowest applicable minima shall be performed during the conduct of the operators proficiency check.		
<b>Section 3 Low visibility Operations</b>			
<b>SI No</b>	<b>Items</b>	<b>Remarks (S/US)</b>	<b>Comments</b>
<b>3.</b>	<p><b>Documentation/ Operations Manual System</b></p> <p><b>OM – A Chapter 0.1 “Introduction”</b></p> <ul style="list-style-type: none"> <li>• Is the approved LVO minima listed in the Operations Specifications?</li> </ul> <p>The description in the Chapter “Introduction” must contain the information/value concerning Low Visibility Operation:</p> <p><input type="checkbox"/> Approved approach minima and the relevant RVR limits must be listed (e.g. CAT II DH100ft/RVR300m).</p> <p><input type="checkbox"/> Additional approvals like Lower than Standard CAT I and Other than Standard CAT II must be listed</p>		
<b>3.1</b>	<p><b>Operational Control and Supervision</b></p> <ul style="list-style-type: none"> <li>• How is the eligibility of aerodromes and runways considered in the operational control and supervision?</li> <li>• How is the type and command experience considered in the operational control and supervision?</li> </ul> <p>A responsible person must be designated to supervise the eligibility of aerodromes and runways. The method, frequency and tool for this supervision must be defined.</p> <p>- Each aeroplane type/on-board equipment/runway combination must be verified by the successful completion of at least one approach and landing in Category II or better conditions, prior to commencing Category III operations.</p> <p>- For runways with irregular pre-threshold terrain or other foreseeable or known deficiencies, each aeroplane type/on-board equipment/runway combination must be verified by operations in standard Category I or better conditions, prior to commencing Lower than Standard CAT I, Category</p>		

<p>II, Lower than Standard CAT II or Category III operations.</p> <ul style="list-style-type: none"> <li>- If an operator has different variants of the same type of aeroplane in accordance with next paragraph below, utilising the same basic flight control and display systems, or different basic flight control and display systems on the same type of aeroplane in accordance with paragraph below, the operator must show that the variants have satisfactory operational performance, but the operator need not conduct a full operational demonstration for each variant/runway combination</li> <li>- For the purpose of paragraph above, an aeroplane type or variant of an aeroplane type is deemed to be the same type/variant of aeroplane if that type/variant has the same or similar: <ul style="list-style-type: none"> <li>- level of technology including the: <ul style="list-style-type: none"> <li><input type="checkbox"/> FGS and associated displays and controls;</li> <li><input type="checkbox"/> the FMS and level of integration with the FGS;</li> <li><input type="checkbox"/> use of HUDLS.</li> </ul> </li> <li>- Operational procedures including: <ul style="list-style-type: none"> <li><input type="checkbox"/> alert height;</li> <li><input type="checkbox"/> manual landing/automatic landing;</li> <li><input type="checkbox"/> no decision height operations;</li> <li><input type="checkbox"/> use of HUD/HUDLS in hybrid operations.</li> </ul> </li> <li>- Handling characteristics including: <ul style="list-style-type: none"> <li><input type="checkbox"/> manual landing from automatic or HUDLS guided approach;</li> <li><input type="checkbox"/> manual go-around from automatic approach;</li> <li><input type="checkbox"/> automatic/manual roll out.</li> </ul> </li> <li>- Operators using the same aeroplane type/variant and on-board equipment combination and procedures may take credit from each others experience and records in complying with this paragraph.</li> <li>- A responsible person must be designated to supervise type and command experience. The method, frequency and tool for this supervision must be defined.</li> </ul> <p>Before commencing Category II operations, the following additional requirements are applicable to commanders, or pilots to whom conduct of the flight</p> </li></ul>		
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	<p>has been delegated, who are new to the aeroplane type:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 50 hours or 20 sectors on the type, including line flying under supervision and</li> <li><input type="checkbox"/> 100 m must be added to the applicable Category II RVR minima when the operation requires a Category II manual landing or use of HUDLS for touchdown until: <ul style="list-style-type: none"> <li>- a total of 100 hours or 40 sectors, including LIFUS has been achieved on the type; or</li> <li>- a total of 50 hours or 20 sectors, including LIFUS has been achieved on the type where the flight crew member has been previously qualified for Category II manual landing operations with a Community operator;</li> </ul> </li> </ul> <p><i>Note: for HUDLS operations, the sector requirements in paragraphs above shall always be applicable, the hours on type/class does not fulfil the requirement.</i></p> <p>Before commencing Category III operations, the following additional requirements are applicable to commanders, or pilots to whom conduct of the flight may be delegated, who are new to the aeroplane type:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 50 hours or 20 sectors on the type, including line flying under supervision; and</li> <li><input type="checkbox"/> 100 m must be added to the applicable Category II or Category III RVR minima unless he has previously qualified for Category II or III operations with a Community operator, until a total of 100 hours or 40 sectors, including line flying under supervision, has been achieved on the type.</li> </ul>		
<p><b>3.2</b></p>	<p><b>LVO Crew Qualification</b></p> <p><b>Appendix 1 to CAR OPS-1.450 Low Visibility Operations – Training &amp; Qualifications</b></p> <p><b>OM – A Chapter “Qualification Requirements</b></p> <ul style="list-style-type: none"> <li>• Is there a statement concerning the LVO qualification for all Flight Crew members?</li> </ul> <p>The description in the OM-A shall consider the LVO qualification for all FCM, on the aeroplane/ fleet concerned.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> It shall be stated, that flight crew members are properly qualified prior to commencing an approach utilizing EVS, a Lower than Standard Category I, an Other than Standard Category II or a Category II or III approach.</li> </ul>		

	<p><input type="checkbox"/> This description shall include/refer to the (OM D) key courses “conversion”, “nomination as Commander” and “recurrent”.</p> <p><input type="checkbox"/> A reference to the OPS SPECS shall be available in order to be able to determine the applicable LVTO minima.</p>		
<p>3.3</p>	<p><b>LVO Approach Minima</b></p> <p><b>OM – A Chapter 8 “Methods of determination of aerodrome operating minima”</b></p> <ul style="list-style-type: none"> <li>• How is the required RVR (depending on the DH) for a Lower than Standard CAT I Approach apparent?</li> <li>• How is the required RVR (depending on the DH) for a CAT II Approach apparent?</li> <li>• How is the required RVR (depending on the DH) for an Other than Standard CAT II Approach apparent?</li> <li>• Are the approach light systems (abbreviations) described?</li> <li>• Is there a table to determine the effect on landing minima in case of failed or downgraded equipment? <ul style="list-style-type: none"> <li>1. <i>Example for Lower than Standard CAT I: see CAR OPS 1.</i></li> <li>2. <i>Example for CAT II: see CAR OPS 1.</i></li> <li>3. <i>Example for Other than Standard CAT II: see CAR OPS 1.</i></li> <li>4. <i>Example approach light abbreviations and a table concerning the impact of failed equipment on the approach capability in general: see CAR OPS 1.</i></li> </ul> </li> </ul> <p><b>CAR-OPS 1 Subpart E Appendix 1 to CAR-OPS 1.430 Aerodrome Operating Minima</b></p>		

<p><b>3.4</b></p>	<p><b>LVO Visibility Conversion</b></p> <p>Is there a table to convert reported meteorological visibility to RVR/CMV (Converted meteorological Visibility) ?</p> <p>Are the conditions/ restrictions to convert reported meteorological visibility to RVR/CMV correctly mentioned?</p> <p>The paragraph shall describe what RVR/CMV is, and how reported meteorological visibility can be converted to RVR/CMV correctly. <b>CAR OPS 1</b></p> <p><b>TABLE 11 Conversion of Met visibility to RVR/CMV.</b></p> <p>- The following table shall be available</p> <p>It shall be mentioned that the CMV shall not be used for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> take-off;</li> <li><input type="checkbox"/> for calculating any other required RVR minimum less than 800m (e.g. for Approach);</li> <li><input type="checkbox"/> when reported RVR is available</li> </ul>		
<p><b>3.5</b></p>	<p><b>LVO Approach Minima with EVS</b></p> <p><b>OM – A Chapter 8 “Reduction of calculated RVR/CMV when utilising EVS”</b></p> <ul style="list-style-type: none"> <li>• Is there a table to calculate the required RVR/CMV when using EVS?</li> </ul>		
<p><b>3.6</b></p>	<p><b>LVO Approach Considerations</b></p> <p>OM – A Chapter 8.4 “Low Visibility Operations”</p> <ul style="list-style-type: none"> <li>• Are the visual references at the minimum defined?</li> <li>• Is the malfunction handling during an LVO approach defined?</li> <li>• Are stabilisation criteria defined?</li> <li>• Is there information how to apply different RVR readings along a landing runway?</li> </ul> <p>Visual references Lower than Standard CAT I:  - A segment of at least three consecutive lights being the centre line of the approach lights, or touchdown zone lights, or runway centre line lights, or runway edge lights, or a combination of these is</p>		

<p>attained and can be maintained. This visual reference must include a lateral element of the ground pattern, i.e. an approach lighting crossbar or the landing threshold or a barrette of the touchdown zone lighting unless the operation is conducted using an approved HUDLS usable to at least 150 ft.</p> <p>Visual references CAT II and other than standard CAT II:</p> <ul style="list-style-type: none"> <li>- a segment of at least 3 consecutive lights being the centre line of the approach lights, or touchdown zone lights, or runway centre line lights, or runway edge lights, or a combination of these is attained and can be maintained. This visual reference must include a lateral element of the ground pattern, i.e. an approach lighting crossbar or the landing threshold or a barrette of the touchdown zone lighting unless the operation is conducted using an approved HUDLS to touchdown.</li> </ul> <p>Visual references CAT III:</p> <ul style="list-style-type: none"> <li>- For Category III A operations and for Category III B operations conducted either with fail-passive flight control systems, or with the use of an approved HUDLS, a pilot may not continue an approach below the decision height unless a visual reference containing a segment of at least three consecutive lights being the centre line of the approach lights, or touchdown zone lights, or runway centre line lights, or runway edge lights, or a combination of these is attained and can be maintained.</li> <li>- For Category III B operations conducted either with fail-operational flight control systems or with a fail-operational hybrid landing system (comprising e.g. a HUDLS) using a decision height a pilot may not continue an approach below the decision height unless a visual reference containing at least one centre line light is attained and can be maintained.</li> </ul> <p>Visual references using EVS:</p> <p>The required visual references during an approach using EVS are dependent on the type of approach and the approach phase. Utmost attention must be given to clearly describe and define the required visual references for the cockpit crew (PF and PNF). Especially, if only one pilot has the EVS picture available during approach (e.g. EVS combined with HUD).</p>		
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<p><b>3.70</b></p>	<p><b>Occurrences during LVO</b></p> <p>OM – A Chapter 11 “Handling of Accidents and Incidents”</p> <ul style="list-style-type: none"> <li>• How are unsuccessful LVO approaches reported?</li> <li>• How are successful LVO approaches reported?</li> </ul> <p>Occurrences during LVO successful and unsuccessful LVO approaches must be reported. Therefore, a reporting tool must be defined and published. This can be done with either a special LVO reporting form or by the regular crew report and the Tech Log/ Flight Log system, in order to allow a collection of statistical data.</p>		
<p><b>3.80</b></p>	<p><b>LVO Aeroplane Information</b></p> <p>OM – B Chapter 0 “General”</p> <ul style="list-style-type: none"> <li>• Are the aeroplane specific LVO values correct and consistent listed in the Chapter 0?</li> </ul>		
<p><b>3.90</b></p>	<p><b>LVO Aeroplane Limitations</b></p> <p>OM – B Chapter 1 “Limitations”</p> <ul style="list-style-type: none"> <li>• Are the certification limitations of the aeroplane correct and listed in the OM B Chapter 1 “Limitations”?</li> <li>• Are the EVS Limitations listed in the OM B Chapter 1 “Limitations”?</li> <li>• Are the HUDLS Limitations listed in the OM B Chapter 1 “Limitations”?</li> </ul> <p>- The requested/certified limitations concerning the LVO must be listed in the OM B (e.g. autopilot limitations, auto thrust limitations, wind limitations, required configurations etc.).</p> <p>- All Limitations concerning „AWO Systems” (e.g. HUDLS; EVS etc) must be completely listed. The described Limitations must be according to the aeroplane specific FAA/EASA AFM, which must be sent to CAA for the approval process (copies).</p>		
<p><b>3.10</b></p>	<p>LVO Normal Procedures Description</p> <p>OM – B Chapter 2 “Normal Procedures”</p>		

	<ul style="list-style-type: none"> <li>• Has the operator defined operational procedures to ensure Low Visibility Operations are conducted according to defined criteria (OM A, 8)?</li> <li>• Is defined what equipment must be operable before commencing an approach?</li> </ul> <p>Chapter 2 must contain complete and consistent flight profiles and crew station duty assignments. This must include task distribution, call outs, configurations and speeds. In case of an auto-land, also the landing and roll out must be described.</p> <p>An information for the crewmember must be available (ideally in form of a table) to define the required equipment operable before commencing the different low visibility approaches. The information shall also contain the information to which point in the approach the equipment must be operable (e.g. commencing the approach OEI is allowed, engine failure after approach status results in a G/A → according AFM!).</p>		
<p><b>3.11</b></p>	<p><b>LVO Normal Procedures &amp; Equipment</b></p> <p><b>OM – B Chapter 2 “Normal Procedures”</b></p> <ul style="list-style-type: none"> <li>• Are the procedures for LVO approaches with EVS defined?</li> <li>• Is there a statement that a Lower than Standard CAT I approach must be flown with HUDLS or auto-couplet and auto-land?</li> <li>• Is defined what equipment must be operable before commencing an approach?</li> </ul> <p>Chapter 2 must contain complete and consistent flight profiles and crew station duty assignments for the approaches flown with EVS. Special attention must be given to the decision phase, the continuation phase and the transition from the artificial picture to the visual phase. Detailed flight profiles and crew station duty assignments must be described in regard to the required visual references, decision making (see LVO Approach considerations).</p> <p><input type="checkbox"/> An information for the crewmember must be available (ideally in form of a table) to define the required equipment operable before commencing the different low visibility approaches. The information shall also contain the information to</p>		

	<p>which point in the approach the equipment must be operable (e.g. commencing the approach OEI is allowed, engine failure after approach status results in a G/A → according AFM!).</p> <p>□ The procedure for a Lower than Standard CAT I approach must clearly describe, that such an approach must be flown either with HUDLS or auto-couplet with auto-land.</p>		
<b>3.12</b>	<p><b>LVO Abnormal Procedures</b></p> <p>OM – B Chapter 3 “Abnormal Procedures”</p> <ul style="list-style-type: none"> <li>• Are the abnormal procedures during LVO approaches defined?</li> <li>• When must a G/A initiated?</li> <li>• Is there a different configuration used than in the normal procedures?</li> </ul> <p>The Chapter 3 must contain complete and consistent information about abnormal procedures for LVO (what if...).</p> <p>The description shall include all relevant information to flight crew to determine if an approach can be commenced, continued or shall be aborted. It shall give appropriate information on the action to be taken by the crew.</p> <p>All relevant information from the AFM must be reflected.</p>		
<b>3.13</b>	<p><b>LVO Integration into MEL</b></p> <p>OM – B Chapter 8, Minimum Equipment List</p> <ul style="list-style-type: none"> <li>• Is the entire LVO integrated in the MEL?</li> </ul> <p>The MEL shall be updated with all LVO relevant items.</p> <p>The Commander of an aeroplane must have the tool for verification of LVO capability of an aeroplane before flight.</p>		
<b>3.14</b>	<p><b>LVO Aerodrome Operation Considerations</b></p> <p>OM – C Chapter 1.X</p> <ul style="list-style-type: none"> <li>• How is the LVO capability of an aerodrome verified?</li> <li>• How can the Operator verify the low visibility procedures of an aerodrome?</li> </ul>		

	<ul style="list-style-type: none"> <li>• How does the Operator determine and verify the applicable minimum when using EVS?</li> <li>• How does the Operator determine and verify the applicable minimum RVR in case of lower than standard CAT I (LTS)?</li> <li>• How does the Operator determine and verify the applicable minimum RVR in case of other than standard CAT II (OTS)?</li> <li>• An operator shall ensure that the approach facilities used for an Other than Standard CAT II, are sufficient and the minima are determined according to the available facilities.</li> </ul>		
<p><b>3.14</b></p>	<p><b>LVO Aerodrome Information Publications</b></p> <p><b>OM – C Chapter 1.X</b></p> <ul style="list-style-type: none"> <li>• How are the approach minima for Lower than Standard (LTS) CAT I considered and published?</li> <li>• How are the approach minima for other than Standard (OTS) CAT II considered and published?</li> </ul> <p><input type="checkbox"/> The Operator is responsible for the published approach minima. If the operator uses a subcontractor (chart supplier, e.g. Jeppesen, EAG, Lido etc), the final responsibility must be traceable defined. The tailoring of Charts is in the operator’s responsibility.</p> <p><input type="checkbox"/> The presentation of the approach minima must be in such a way that it is clearly distinguishable for the crewmember, if it is a standard or other than standard minima. Several chart suppliers published examples and descriptions on how the approach minima is published.</p>		
<p><b>3.15</b></p>	<p><b>Training facilities</b></p> <p><b>OM-D, Chapter 1.2.X “Training facilities”</b></p> <ul style="list-style-type: none"> <li>• What training facilities are used to conduct the LVO training?</li> </ul> <p>– The applicant shall list all training facilities with details where he intends to conduct the LVO training, also if the training will be conducted with a subcontracted facility or another operator.</p>		

	<ul style="list-style-type: none"> <li>- If the training facility and training device is already listed in the OM D, a correct reference is sufficient.</li> <li>- If an additional training facility is used, all details such as address, STD ID etc. shall be listed.</li> <li>- An additional training facility/ training equipment might require an user approval. Please check, if such an approval exists beforehand.</li> </ul>		
<b>3.16</b>	<p><b>Training &amp; Checking within the “Key Courses”</b></p> <p><b>OM-D, Chapter 2.1.X “Training Syllabi and Checking Programme”</b></p> <ul style="list-style-type: none"> <li>• Is the subject LVO implemented in the Operations Manual Part D chapter 2.1 Flight Crew?</li> <li>• Is practical and theoretical training implemented within the “key courses”</li> </ul>		
<b>3.17</b>	<p><b>LVO Conversion Training and Checking</b></p> <p><b>OM-D, Chapter 2.1.X “Training Syllabi and Checking Programme”</b></p> <ul style="list-style-type: none"> <li>• Has the operator defined a LVO Training module for conversion training?</li> <li>• Does the training module consider individual LVO experience?</li> <li>• Does the OM D, Chapter 2 define theoretical and practical training and checking</li> <li>• Is this training designed to meet the criteria required for crew members without CAT II / III experience?</li> <li>• Is this training designed to meet the criteria required for those with CAT II/III experience with a similar type of operation (auto-coupled/auto-land, HUDLS/Hybrid HUDLS or EVS) or Category II with manual land if appropriate with another Community operator?</li> <li>• Is this training designed to meet the criteria required for those crew members with CAT II/III experience with the operator?</li> </ul>		

	<ul style="list-style-type: none"> <li>• Does the Ground Training reflect the minimum requirements as defined CAR OPS</li> </ul> <p>Does the Simulator Training cover the minimum requirements as defined in CAR OPS and are the requirements covered in the Proficiency Check?</p> <ul style="list-style-type: none"> <li>• Has the Operator defined the requirements related to type and command experience?</li> <li>• Are the different steps (completeness / sequence) tracked and documented?</li> <li>• Is there coordination with CAA/Flight Safety Department in progress regarding the operational demonstration, if applicable?</li> </ul>		
<p><b>3.18</b></p>	<p><b>Additional Training for LTS, OTS and/or the use of EVS</b></p> <p><b>OM-D, Chapter 2.1.X “Training Syllabi and Checking Programme”</b></p> <ul style="list-style-type: none"> <li>• Has the operator established a training/ qualification programme covering Lower than Standard CAT I approaches?</li> <li>• Has the operator established a training/ qualification programme covering approaches using EVS?</li> <li>• Has the operator established a training/ qualification programme covering other than Standard CAT II approaches?</li> </ul> <p><input type="checkbox"/> Operators conducting lower than Standard Category I operations shall comply with the provisions of CAR OPS 1 SUBPART E — low visibility operations — training and qualifications applicable to Category II operations to include the requirements applicable to HUDLS (if appropriate). The operator may combine these additional requirements where appropriate provided that the operational procedures are compatible. During conversion training the total number of approaches required shall not be additional to the requirements of Subpart FC of Annex III (ORO.FC) provided the training is conducted utilising the lowest applicable RVR.</p> <p>During recurrent training and checking the operator may also combine the separate requirements provided the above operational procedure</p>		

	<p>requirement is met, provided that at least one approach using lower than Standard Category I minima is conducted at least once every 18 months.</p> <p><input type="checkbox"/> Operators conducting other than Standard Category II operations shall comply with the provisions of CAR OPS 1 SUBPART E low visibility operations — training and qualifications applicable to Category II operations to include the requirements applicable to HUDLS (if appropriate). The operator may combine these additional requirements where appropriate provided that the operational procedures are compatible. During conversion training the total number of approaches required shall not be less than that required to complete Category II training using a HUD/HUDLS. During recurrent training and checking the operator may also combine the separate requirements provided the above operational procedure requirement is met, provided that at least one approach using other than Standard Category II minima is conducted at least once every 18 months.</p> <p><input type="checkbox"/> Operators conducting approach operations using EVS with RVR of 800 m or less shall comply with the provisions of CAR OPS 1 SUBPART E — Low Visibility Operations — Training and Qualifications applicable to Category II operations to include the requirements applicable to HUD (if appropriate). The operator may combine these additional requirements where appropriate provided that the operational procedures are compatible.</p> <p>During conversion training the total number of approaches required shall not be less than that required to complete Category II training utilising a HUD. During recurrent training and checking the operator may also combine the separate requirements provided the above operational procedure requirement is met, provided that at least one approach using EVS is conducted at least once every 12 months.</p>		
<p><b>3.19</b></p>	<p><b>LVO Training during LIFUS</b></p> <ul style="list-style-type: none"> <li>• Are Lower than Standard CAT I, Other than Standard CAT II, CAT II / III approaches integrated into LIFUS?</li> </ul> <p>For Category II operations, when a manual landing or a HUDLS approach to touchdown is required, a minimum of:</p> <p><input type="checkbox"/> three landings from autopilot disconnect;</p>		

	<p><input type="checkbox"/> four landings with HUDLS used to touchdown; except that only one manual landing (two using HUDLS to touchdown) is required when the conversion training has been carried out in a flight simulator qualified for zero flight time conversion</p> <p>For Category III operations, a minimum of two automatic landings are required, except that:</p> <p><input type="checkbox"/> only 1 autoland is required when the conversion training has been carried out in a flight simulator qualified for zero flight time training;</p> <p><input type="checkbox"/> no autoland is required during LIFUS when the conversion training has been carried out in a flight simulator qualified for zero flight time training (ZFTT) and the flight crew member has successfully completed the ZFTT conversion course</p> <p>The flight crew member, trained and qualified in accordance with point above, is qualified to operate during the conduct of LIFUS to the lowest approved DA(H) and RVR as stipulated in the Operations Manual.</p> <p>For Category III approaches using HUDLS to touchdown a minimum of four approaches.</p>		
<p><b>3.20</b></p>	<p><b>LVO Recurrent Training and Checking</b></p> <ul style="list-style-type: none"> <li>• Has the operator established a Training module for recurrent LVO Training?</li> <li>• Does the OM D, Chapter 2 define the required minimum training and checking in compliance with CAR OPS 1 SUBPART E?</li> <li>• How does the Operator ensure that each crewmember performs the minimum of approaches during the validity period of the OPC?</li> </ul> <p>• The recurrent training and checking for CAT II/III operations must be based on the Operator's Procedures laid down in the respective OM B.</p> <p><input type="checkbox"/> The training/ checking must emphasis on proper distribution of the flight crew station, workload management, duties, responsibilities and appropriate call-outs during approach, flare, roll-out and GA / missed approach.</p> <p><input type="checkbox"/> Special emphasis shall be laid on critical phases such as transition from non-visual to visual conditions and on procedures in deteriorating visibility, the handling of failures as well as detection of / response on pilot's incapacitation.</p>		



	<p><input type="checkbox"/> An operator must ensure that in conjunction with the normal recurrent training and operator proficiency checks, a pilot's knowledge and ability to perform the tasks associated with the particular category of operation, for which he/she is authorised is checked. The required number of approaches to be undertaken in the flight simulator within the validity period of the operators proficiency check (6 Months) is to be a minimum of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> two, (four when HUDLS and/or EVS is utilized to touchdown) one of which must be a landing at the lowest approved RVR;</li> <li><input type="checkbox"/> in addition one (two for HUDLS and/or operations utilising EVS) of these approaches may be substituted by an approach and landing in the aeroplane using approved Category II and III procedures.</li> <li><input type="checkbox"/> One missed approach shall be flown during the conduct of the operators proficiency check. The Training shall be defined in the appropriate module.</li> </ul> <p>Example of Standard of Performance:</p> <ul style="list-style-type: none"> <li>- The flight crew member shall demonstrate his ability to perform Low Visibility Operation satisfactorily according to the procedures defined in the Operations Manual.</li> <li>- The crewmember shall be enabled to evaluate Meteorological Conditions and available aircraft and ground equipment and to take appropriate decisions regarding commencement and continuation of an approach.</li> </ul> <p>Instructor Requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Simulator Training: TRI (qualified on type and for CAT II / III operations)</li> </ul> <p>Proficiency Check:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TRE</li> </ul>		
<p><b>3.21</b></p>	<p><b>Operational Demonstration</b></p> <p>The extensiveness of the operational demonstration is depending on various criteria and is on the authorities' discretion.</p> <p>The LVO procedures shall be demonstrated by the operator to the satisfaction of the competent certification authorities. This shall be done in the simulator used for the LVO training/checking and is part of the operational demonstration.</p>		

	<ul style="list-style-type: none"> <li>• Is the extensiveness of the operational demonstration defined by CAA?</li> </ul> <p>The purpose of the operational demonstration is to determine or validate the use and effectiveness of the applicable aircraft flight guidance systems (incl HUDLS if appropriate), training, flight crew procedures, maintenance programme, and manuals applicable to the LVO programme being approved. Demonstrations may be conducted in line operations or any other flight where the Operator's procedures are being used.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least 30 approaches and landings must be accomplished in operations using the Category II/III systems installed in each aircraft type if the requested DH is 50 ft or higher. If the DH is less than 50 ft, at least 100 approaches and landings will need to be accomplished unless otherwise approved by the Authority.</li> <li><input type="checkbox"/> If an operator has different variants of the same type of aircraft using the same basic flight control and display systems, or different basic flight control and display systems on the same type of aircraft, the operator must show that the various variants have a satisfactory performance, but the operator need not to conduct a full operational demonstration for each variant. The Authority may also accept a reduction of the number of approach and landings based on credit given for the experience gained by another operator with an AOC using the same aeroplane type or variant and procedures.</li> </ul>		
<p><b>3.22</b></p>	<p><b>Data Collection for Operational Demonstrations</b></p> <p>Each applicant must develop a data collection method (e.g. a form to be used by the flight crew) to record approach and landing performance. The resulting data and a summary of the demonstration data shall be made available to the Authority for evaluation.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Data should be collected whenever an approach and landing is attempted using the Category II/III system, regardless of whether the approach is abandoned, unsatisfactory, or is concluded successfully.</li> <li><input type="checkbox"/> An operator must establish a procedure to monitor the performance of the automatic landing system or HUDLS to touchdown performance, as appropriate, of each aeroplane.</li> </ul> <p>The data should as a minimum include the following information:</p>		


<p>- Inability to initiate an Approach. Identify deficiencies related to airborne equipment which preclude initiation of a Category II/III approach.</p> <p>- Abandoned Approaches. Give the reasons and altitude above the runway at which approach was discontinued or the automatic landing system was disengaged.</p> <p>- Touchdown or Touchdown and Roll-out Performance. Describe whether or not the aircraft landed satisfactorily (within the desired touchdown area) with lateral velocity or cross track error which could be corrected by the pilot or automatic system so as to remain within the lateral confines of the runway without unusual pilot skill or technique. The approximate lateral and longitudinal position of the actual touchdown point in relation to the runway centreline and the runway threshold, respectively, should be indicated in the report. This report should also include any Category II/III system abnormalities which required manual intervention by the pilot to ensure a safe touchdown or touchdown and roll-out, as appropriate.</p> <p><b>Note:</b> If the number of unsuccessful approaches exceeds 5 % of the total (e.g. unsatisfactory landings, system disconnects) the evaluation programme must be extended in steps of at least 10 approaches and landings until the overall failure rate does not exceed 5 %.</p> <p>Unsatisfactory approaches and/or automatic landings shall be documented and analysed. Unsuccessful approaches due to the following factors may be excluded from the analysis:</p> <p>- ATS Factors. Examples include situations in which a flight is vectored too close to the final approach fix/point for adequate localiser and glide slope capture, lack of protection of ILS sensitive areas, or ATS requests the flight to discontinue the approach.</p> <p>- Faulty Navaid Signals. Navaid (e.g. ILS localiser) irregularities such as those caused by other aircraft taxiing, over-flying the Navaid (antenna).</p> <p>- Other Factors. Any other specific factors that could affect the success of Category II/ III operations that are clearly discernible to the flight crew should be reported.</p> <p>An approach may be considered to be successful, if:</p> <p><input type="checkbox"/> From 500 feet to start of flare:</p> <p>- Speed is maintained as specified , ‘Speed Control’]; and</p>		
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	<ul style="list-style-type: none"> <li>- No relevant system failure occurs; and</li> <li><input type="checkbox"/> From 300 feet to DH:</li> <li>- No excess deviation occurs; and</li> <li>- No centralised warning gives a go-around command (if installed).</li> </ul> <p>An automatic landing may be considered to be successful if:</p> <ul style="list-style-type: none"> <li>- No relevant system failure occurs</li> <li>- No flare failure occurs</li> <li>- No de-crab failure occurs (if installed)</li> <li>- Longitudinal touchdown is beyond a point on the runway 60 metres after the threshold and before the end of the touchdown zone lighting (900 metres from the threshold).</li> <li>- Lateral touchdown with the outboard landing gear is not outside the touchdown zone lighting edge.</li> <li>- Sink rate is not excessive</li> <li>- Bank angle does not exceed a bank angle limit</li> <li>- No roll-out failure or deviation (if installed) occurs.</li> </ul>		
<p><b>3.23</b></p>	<p><b>Transition Periods for operators without previous CAT II/III experience</b></p> <ul style="list-style-type: none"> <li>• What can an operator without previous CAT II or CAT III experience apply for?</li> <li>• What is the prerequisite/ transitional period for a CAT III B application?</li> </ul> <p><input type="checkbox"/> Without previous Category II or III operational experience an operator may be approved for Category II or IIIA operations, having gained a minimum experience of 6 months of Category I operations on the aeroplane type.</p> <p><input type="checkbox"/> On completing 6 months of Category II or III A operations on the aeroplane type the operator may be approved for Category III B operations. When granting such an approval, the Authority may impose higher minima than the lowest applicable for an additional period. The increase in minima will normally only refer to RVR and/or a restriction against operations with no decision height and must be selected such that they will not require any change of the operational procedures.</p>		

	<p><b>Transitional Periods for operators with previous CAT II/III experience</b></p> <ul style="list-style-type: none"> <li>• What can an operator with previous CAT II or CAT III experience apply for?</li> <li>• What if the operator has changed approach procedures (auto-land/ manually flown) or equipment (HUDLS)?</li> </ul> <p>- If previous Category II or III experience exists, the applicant may obtain authorisation for a reduced transition period by application to the Authority.</p> <p>- If the operator was authorised for Category II or III operations using auto coupled approach procedures, with or without auto-land, and subsequently introducing manually flown Category II or III operations using a HUDLS will be considered to be a 'New Category II/III operator' for the purposes of the demonstration period provisions.</p>		
<b>SECTION 4 Continuous Monitoring</b>			
4.1	<p><b>Monitoring of LVO performance</b></p> <ul style="list-style-type: none"> <li>• Does the SQMS / Management System describes and monitors the LVO performance?</li> <li>• Is the actual LVO considered in the Tech Log/ Flight Log System?</li> </ul> <p>- After obtaining the initial authorisation, the operations must be continuously monitored by the operator to detect any undesirable trends before they become hazardous. Flight crew reports may be used to achieve this.</p> <p>- The following information must be retained for a period of 12 months:</p> <p><input type="checkbox"/> The total number of approaches, by aeroplane type, where the airborne Category II or III equipment was used to make satisfactory, actual or practice, approaches to the applicable Category II or III minima; and Reports of unsatisfactory approaches and/or automatic landings, by aerodrome and aeroplane registration, in the following categories:</p>		

	<ul style="list-style-type: none"> <li>- Airborne equipment faults</li> <li>- Ground facility difficulties</li> <li>- Missed approaches because of ATC instructions</li> <li>- Other reasons.</li>   <li>- An operator must establish a procedure to monitor the performance of the automatic landing system or HUDLS of each aeroplane.</li> <li>- The Tech Log/ Flight Log System must contain the possibility of LVO reporting.</li> </ul>		
<b>RESULT</b>			
<b>Satisfactory</b> <input type="checkbox"/>		<b>Unsatisfactory</b> <input type="checkbox"/> <b>*see note below</b>	
<b><i>*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</i></b>			
<b>Flight Operations Inspector's Name:</b>			
<b>Date:</b>		<b>Signature:</b>	

## 2.20. Electronic Flight Bag (EFB) Surveillance Checklist

 هيئة الطيران المدني	<b>Electronic Flight Bag (EFB) Surveillance Checklist</b>	Form	BASE INSP-020
		Revision	01
		Date	01 Dec 2021
Organization:		AOC No.:	
Date:		Location:	
Post Holder Training:		Telephone No:	
Email:		Fax:	

**Note: Surveillance to be done with documents and records at main base of operator.**

SI No	Items	Remarks (S/US)	Comments
<b>Hardware</b>			
1.	Have the installed EFB resources been certified by a CAA to accepted aviation standards either during the certification of the aircraft, service bulletin by the original equipment manufacturer, or by a third-party STC		
2.	Has the operator assessed the physical use of the device on the flight deck to include safe stowage, crashworthiness (mounting devices and EFBs, if installed), safety and use under normal environmental conditions including turbulence?		
3.	Will the display be readable in all the ambient lighting conditions, both day and night, encountered on the flight deck?		
4.	Has the operator demonstrated that the EFB will not electromagnetically interfere with the operation of aircraft equipment?		
5.	Has the EFB been tested to confirm operation in the anticipated environmental conditions (e.g. temperature range, low humidity, altitude)?		
6.	Have procedures been developed to establish the level of battery capacity degradation during the life of the EFB?		
7.	Is the capability of connecting the EFB to certified aircraft systems covered by an airworthiness approval?		
8.	When using the transmitting functions of a portable EFB during flight, has the operator ensured that the device does not electromagnetically interfere with the operation of		

	the aircraft equipment in any way?		
9.	If two or more EFBs on the flight deck are connected to each other, has the operator demonstrated that this connection does not negatively affect otherwise independent EFB platforms?		
10.	Can the brightness or contrast of the EFB display be easily adjusted by the flight crew for various lighting conditions?		
11.	Does the COTS position source meet the criterias for receiver characterisation and are installation aspects considered?		
12.	Has a practical evaluation of the COTS position source been taken place?		
<b>Mounting</b>			
1.	Has the installation of the mounting device been approved in accordance with the appropriate airworthiness regulations?		
2.	Is it evident that there are no mechanical interference issues between the EFB in its mounting device and any of the flight controls in terms of full and free movement, under all operating conditions and no interference with other equipment such as buckles, oxygen hoses, etc?		
3.	Has it been confirmed that the mounted EFB location does not impede crew ingress, egress and emergency egress path?		
4.	Is it evident that the mounted EFB does not obstruct visual or physical access to aircraft displays or controls?		
5.	Does the mounted EFB location minimize the effects of glare and/or reflections? Is the EFB mounting easily adjustable by flight crew to compensate for glare and reflections?		
6.	Does the mounting method for the EFB allow easy access to the EFB controls and a clear unobstructed view of the EFB display?		
7.	Does the placement of the EFB allow sufficient airflow around the unit, if required?		
<b>Software # 1 Application: NAME:</b>			
1.	Is the application considered an EFB Type B application?		



2.	Has the software application been evaluated to confirm that the information being provided to the pilot is a true and accurate representation of the documents or charts being replaced?		
3.	Has the software application been evaluated to confirm that the computational solution(s) being provided to the pilot is a true and accurate solution (e.g. performance, and mass and balance (M&B))?		
4.	Does the software application have adequate security measures to ensure data integrity (e.g. preventing unauthorized manipulation)?		
5.	Does the EFB system provide, in general, a consistent and intuitive user interface, within and across the various hosted applications?		
6.	Has the EFB software been evaluated to consider HMI and workload aspects?		
7.	Does the software application follow Human Factors guidance?		
8.	Can the flight crew easily determine the validity and currency of the software application and databases installed on the EFB, if required?		
9.	Has it been demonstrated that the criterias for the use of IFW (In-flight weather) applications are fulfilled?		
10.	Has it been demonstrated that the criterias for the use of applications displaying own-ship position in-flight (OSPIF) are fulfilled?		
11.	Has it been demonstrated that the criterias for the use of airport moving map display (AMMD) applications with own-ship position are fulfilled?		
12.	Has it been demonstrated that the criterias for the use of chart applications are fulfilled?		
<b>Software # 2 Application: NAME:</b>			
1.	Is the application considered an EFB Type B application?		
2.	Has the software application been evaluated to confirm that the information being provided to the pilot is a true and accurate representation of the documents or charts being replaced?		
3.	Has the software application been evaluated to confirm that the computational solution(s) being provided to the pilot is a true and accurate solution (e.g. performance, and mass and balance (M&B))?		

4.	Does the software application have adequate security measures to ensure data integrity (e.g. preventing unauthorized manipulation)?		
5.	Does the EFB system provide, in general, a consistent and intuitive user interface, within and across the various hosted applications?		
6.	Has the EFB software been evaluated to consider HMI and workload aspects?		
7.	Does the software application follow Human Factors guidance?		
8.	Can the flight crew easily determine the validity and currency of the software application and databases installed on the EFB, if required?		
9.	Has it been demonstrated that the criterias for the use of IFW (In-flight weather) applications are fulfilled?		
10.	Has it been demonstrated that the criterias for the use of applications displaying own-ship position in-flight (OSPIF) are fulfilled?		
11.	Has it been demonstrated that the criterias for the use of airport moving map display (AMMD) applications with own-ship position are fulfilled?		
12.	Has it been demonstrated that the criterias for the use of chart applications are fulfilled?		
<b>Software #3 Application: NAME:</b>			
1.	Is the application considered an EFB Type B application?		
2.	Has the software application been evaluated to confirm that the information being provided to the pilot is a true and accurate representation of the documents or charts being replaced?		
3.	Has the software application been evaluated to confirm that the computational solution(s) being provided to the pilot is a true and accurate solution (e.g. performance, and mass and balance (M&B))?		
4.	Does the software application have adequate security measures to ensure data integrity (e.g. preventing unauthorized manipulation)?		
5.	Does the EFB system provide, in general, a consistent and intuitive user interface, within and across the various hosted applications?		

6.	Has the EFB software been evaluated to consider HMI and workload aspects?		
7.	Does the software application follow Human Factors guidance?		
8.	Can the flight crew easily determine the validity and currency of the software application and databases installed on the EFB, if required?		
9.	Has it been demonstrated that the criterias for the use of IFW (In-flight weather) applications are fulfilled?		
10.	Has it been demonstrated that the criterias for the use of applications displaying own-ship position in-flight (OSPFI) are fulfilled?		
11.	Has it been demonstrated that the criterias for the use of airport moving map display (AMMD) applications with own-ship position are fulfilled?		
12.	Has it been demonstrated that the criterias for the use of chart applications are fulfilled?		
<b>Software # 4 Application: NAME:</b>			
1.	Is the application considered an EFB Type B application?		
2.	Has the software application been evaluated to confirm that the information being provided to the pilot is a true and accurate representation of the documents or charts being replaced?		
3.	Has the software application been evaluated to confirm that the computational solution(s) being provided to the pilot is a true and accurate solution (e.g. performance, and mass and balance (M&B))?		
4.	Does the software application have adequate security measures to ensure data integrity (e.g. preventing unauthorized manipulation)?		
5.	Does the EFB system provide, in general, a consistent and intuitive user interface, within and across the various hosted applications?		
6.	Has the EFB software been evaluated to consider HMI and workload aspects?		

7.	Does the software application follow Human Factors guidance?		
8.	Can the flight crew easily determine the validity and currency of the software application and databases installed on the EFB, if required?		
9.	Has it been demonstrated that the criterias for the use of IFW (In-flight weather) applications are fulfilled?		
10.	Has it been demonstrated that the criterias for the use of applications displaying own-ship position in-flight (OSPIF) are fulfilled?		
11.	Has it been demonstrated that the criterias for the use of airport moving map display (AMMD) applications with own-ship position are fulfilled?		
12.	Has it been demonstrated that the criterias for the use of chart applications are fulfilled?		
<b>Software #5 Application: NAME:</b>			
1.	Is the application considered an EFB Type B application?		
2.	Has the software application been evaluated to confirm that the information being provided to the pilot is a true and accurate representation of the documents or charts being replaced?		
3.	Has the software application been evaluated to confirm that the computational solution(s) being provided to the pilot is a true and accurate solution (e.g. performance, and mass and balance (M&B))?		
4.	Does the software application have adequate security measures to ensure data integrity (e.g. preventing unauthorized manipulation)?		
5.	Does the EFB system provide, in general, a consistent and intuitive user interface, within and across the various hosted applications?		
6.	Has the EFB software been evaluated to consider HMI and workload aspects?		
7.	Does the software application follow Human Factors guidance?		
8.	Can the flight crew easily determine the validity and currency of the software application and databases installed on the EFB, if required?		

9.	Has it been demonstrated that the criterias for the use of IFW (In-flight weather) applications are fulfilled?		
10.	Has it been demonstrated that the criterias for the use of applications displaying own-ship position in-flight (OSPIF) are fulfilled?		
11.	Has it been demonstrated that the criterias for the use of airport moving map display (AMMD) applications with own-ship position are fulfilled?		
12.	Has it been demonstrated that the criterias for the use of chart applications are fulfilled?		
<b>Power Connection / Batteries</b>			
1.	Is there a means, other than a circuit-breaker, to turn off the power source (e.g. can the pilot easily remove the plug from the installed outlet)?		
2.	Is the power source suitable for the device? AMC1		
3.	Have guidance/procedures been provided for battery failure or malfunction?		
4.	Is power to the EFB, either by battery and/or supplied power, available to the extent required for the intended operation?		
5.	Has the operator ensured that batteries are compliant to acceptable standards?		
<b>Cabling</b>			
1.	Has the operator ensured that any cabling attached to the EFB, whether in the dedicated mounting or when handheld, does not present an operational or safety hazard (e.g. it does not interfere with flight controls movement, egress, oxygen mask deployment)?		
<b>Stowage</b>			
1.	If there is no mounting device available, can the EFB be easily and securely stowed and readily accessible in-flight?		
2.	Is it evident that stowage does not cause any hazard during aircraft operations?		
3.	Has the operator documented the location of its viewable stowage?		

4.	Has the operator ensured that the stowage characteristics remain within acceptable limits for Has the operator demonstrated that if the EFB moves or is separated from its stowage, or if the viewable stowage is unsecured from the aircraft (as a result of turbulence, manoeuvring, or other action), it will not interfere with flight controls, damage flight-deck equipment or injure flight crew?the proposed operations?		
<b>EFB Management</b>			
1.	Is there an EFB management system in place?		
2.	Does one person possess an overview of the complete EFB system and responsibilities within the operator's management structure?		
3.	Are the authorities and responsibilities clearly defined within the EFB management system?		
4.	Are there adequate resources assigned for managing the EFB?		
5.	Are third party (e.g. software vendor) responsibilities clearly defined?		
6.	Are internal inspections/audits of the EFB system integrated in the compliance monitoring system?		
7.	Are there procedures established by the operator to notify crews about changes in the EFB system?		
8.	Are there procedures established by the operator to notify the competent authority about changes in the EFB system?		
<b>Crew Procedures</b>			
1.	Is there a clear description of the system, its operational philosophy and operational limitations?		
2.	Are the requirements for EFB availability in the operations manual and/or as part of the minimum equipment list (MEL)?		
3.	Have crew procedures for EFB operation been integrated within the existing operations manual?		
4.	Are there suitable crew cross-checks for verifying safety-critical data (e.g. performance, mass and balance (M&B) calculations)?		

5.	If an EFB generates information similar to that generated by existing flight-deck systems, do procedures identify which information will be primary?		
6.	Are there procedures when information provided by an EFB does not agree with that from other flight-deck sources or, if more than one EFB is used, when one EFB disagrees with another?		
7.	Are there procedures that specify what actions to take if the software applications or databases loaded on the EFB are out of date?		
8.	Are there procedures in place to prevent the use of erroneous information by flight crews?		
9.	Is there a reporting system for system failures?		
10.	Have crew operating procedures been designed to mitigate and/or control additional workload created by using an EFB?		
11.	Are there procedures in place to inform maintenance and flight crews about a fault or failure of the EFB, including actions to isolate it until corrective action is taken?		
<b>EFB Risk Assessment</b>			
1.	Has an EFB risk assessment been performed?		
2.	Are there procedures/guidance for loss of data and identification of corrupt/erroneous outputs?		
3.	Are there contingency procedures for total or partial EFB failure?		
4.	Is there a procedure in the event of a dual EFB failure (e.g. use of a paper checklist or a third EFB)?		
5.	Have the EFB dispatch requirements (e.g. minimum number of EFBs on board) been incorporated into the operations manual?		
6.	Have MEL or procedures in case of EFB failure been considered and published?		
<b>Training</b>			
1.	Is the training material appropriate with respect to the EFB equipment and published procedures? Is it integrated in the respective OM?		
2.	Do the procedures include maintenance of EFB equipment?		

<b>Software Management Procedures</b>			
<b>1.</b>	Are there documented procedures for the configuration control of loaded software and software access rights to the EFB?		
<b>2.</b>	Are there adequate controls to prevent corruption of operating systems, software and databases?		
<b>3.</b>	Are there adequate security measures to prevent system degradation, malware and unauthorized access?		
<b>4.</b>	Are procedures defined to track database expiration/updates?		
<b>5.</b>	Are there documented procedures for the management of data integrity?		
<b>6.</b>	If the hardware is assigned to the flight crew, does a policy on private use exist?		
<b>Final Operational Report</b>			
<b>1.</b>	Is the final operational report included in the EFB application?		
<b>RESULT</b>			
Satisfactory <input type="checkbox"/>		Unsatisfactory <input type="checkbox"/> *see note below	
<b>*NOTE: NSPECTOR MUST FILL BASE INSPECTION AUDIT / INSPECTION REPORT Form BASE INSP-004</b>			
<b>Flight Operations Inspector's Name:</b>			
<b>Date:</b>		<b>Signature:</b>	



**SECTION 3 – Joint Procedures Forms**






# **FSD Departmental Coordination Forms**

## **FOI and AWI Coordination**

### 3.1 Statement of Compliance – CAR MEL

	<b>Statement of Compliance – CAR MEL</b>	<b>Form</b>	<b>AWR-OPS-036 – MEL</b>
		<b>Revision</b>	<b>04</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s MEL and CDL are key safety assurance documents and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the MEL whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, changes to the MMEL, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority regulations CAR MEL and the applicable CAR OPS, CAR M and any other CAA directives. In the case of new Applicant for an AOC, The Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-MEL shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest version of the MMEL list.</p>			
<b>B. Instructions:</b>			
<ol style="list-style-type: none"> <li>1. Operator (Accountable Manager) is required to fill The Following:</li> <li>2. Column <b>C</b>. ORGANISATION DETAILS,</li> <li>3. Column <b>E</b>. Operator's Manual Ref No.,</li> <li>4. Operators are to submit all supporting documentation related to the use of the MEL procedures which are further elaborated in other manuals e.g. OM-A, OM-E or CAME.</li> <li>5. Sign and date column <b>I</b>. to Certify that the Operation Manuals comply with Civil Aviation Laws and Regulations (CARs).</li> <li>6. Operations Inspector(s) to fill column <b>F</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory ; N/A-Not applicable</b>).</li> <li>7. Airworthiness Inspector(S) to fill column <b>F</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</li> <li>8. Amended MEL MUST be submitted within 60 Days from receiving the updated MMEL.</li> <li>9. Approval of the MEL will be concluded within 30 days after submission to the CAA.</li> <li>10. For the MEL Approval fee please refer to CAN 1-06.</li> </ol> <p><b>*Note:</b> If unsatisfactory, Inspector(s) shall mark the box <b>L</b>. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</p>			

**APPROVAL FOR  INITIAL ISSUE\* /  AMENDMENT\* OF MEL**

**C. ORGANISATION DETAILS**

<b>Organisation &amp; Trading Name (If any)</b>		<b>Tel.: +968</b>
<b>Accountable Manager</b>		<b>Email:</b>
<b>Aircraft Registration</b>		
<b>Aircraft Type and Model(s)</b>		
<b>Year of Manufacture</b>		
<b>Aircraft MSN or Variant</b>		
<b>New MMEL issued</b>	<b>MMEL revision:</b>	<b>Date:</b>

<b>D. CAR MEL, SUBPART B – REQUIREMENTS</b>	<b>E. MANUAL REF NO:</b>	<b>F. FOI S/ US/ NA</b>	<b>G. AWI S / US/ NA</b>	<b>H. Required Correction</b>	<b>I. Comments</b>
CAR MEL.00 Application					
CAR MEL.001 General					
CAR MEL.003 Applicability					
CAR MEL.005 CAA Approval					
CAR MEL.007 Amendment of MEL					
CAR MEL.009 Content					
CAR MEL.011 Rectification Intervals					
CAR MEL.013 Rectification Interval Extension (RIE)					
CAR MEL.015 Operational and Maintenance (O&M) Procedures					
CAR MEL.016 Training Program					
CAR MEL.017 Operations Outside the Constraints of the MEL					
<b>SUBPART C – GUIDANCE MATERIAL (GM) &amp; ACCEPTABLE MEANS OF COMPLIANCE (AMC)</b>					
AMC to CAR MEL.001 (b) General					
AMC-1 to CAR MEL.005 (a) CAA Approval					
AMC to CAR MEL.007 Amendment of MEL					
AMC-1 to CAR MEL.009 (a) Content					

D. CAR MEL, SUBPART B – REQUIREMENTS	E. MANUAL REF NO:	F. FOI S/ US/ NA	G. AWI S / US/ NA	H. Required Correction	I. Comments
AMC-2 to CAR MEL.009 (a) Content					
AMC-3 to CAR MEL.009 (a) Content					
AMC to CAR MEL.011 Rectification intervals (RI)					
AMC-1 to CAR MEL.013 (a) Rectification Interval Extension (RIE)					
AMC-2 to CAR MEL.013 (b) Rectification Interval Extension (RIE)					
AMC-1 to CAR MEL.015 (a) Operational and Maintenance (O&M) Procedures					
AMC-2 to CAR MEL.015 (b) Operational and Maintenance (O&M) Procedures					
Appendix 1 – Sample of MEL Format					
Appendix 2– Sample of MEL training syllabus					
Appendix 3– MEL OPERATIONS MANUAL AMENDMENT GUIDE					
Cross Check OM /MEL operational requirements and alternative procedures and CAME <i>*Note: Operators to submit supporting document referencing and application.</i>					
<b>I. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>					
<b>Name of Accountable Manager</b>	<b>Signature</b>				<b>Date</b>
<b>J. CAA USE ONLY</b>					
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>	
FOI					
AWI					
<b>K. Review No:</b>	<b>L. Results</b>		<b>Approved</b>	<b>Not Approved</b>	



**Job Aid for Inspectors – MEL Evaluation Checklist**

The following has been prepared as a means of providing guidance to the inspectors when reviewing the submitted documentation in relation to contents of CAR-MEL and in relation to the operator providing additional evidence when required to show how compliance is being met.

**A: General Preliminary Review**

Item No.	Item Description	MEL Ref	CAA Use Only		
			FOI S / US / NA	AWI S / US / NA	Comments
1	Verify that MEL refers to the latest effective revision of MMEL, Human factor principles and CAR-OPS. <b>Note:</b> Effective revision can be verified from the relevant website (CAA or Aircraft Manufacturer’s specific website, e.g, My Boeing Fleet or Airbus World)				
2	Cross Check OM-A /MEL use and CAME. (Operators are to submit all supporting documentation related to the use of the MEL procedures which are further elaborated in other manuals e.g. OM-A, OM-E or CAME.)				
3	Does the MEL clearly identify the aircraft MSN(s)?				
4	Verify that the MEL format is clear and unambiguous. <b>Note:</b> MEL format is at the discretion of the operator, however, it is recommended that the MEL page format follow the MMEL format or ATA 100 format.				
5	Preamble:				
	i) Verify that the Preamble contains a procedure on how to deal with Multiple Inoperative Items. Is the procedure acceptable.				
	ii) Verify that preamble includes the placarding procedures to be used by Flight Crew and Maintenance Staff. Is the procedure acceptable.				
	iii) Verify that the preamble includes a statement that meets the intent: “Repairs shall be accomplished at the earliest opportunity”				
	iv) Verify that the preamble states that the “MEL shall not deviate from the Aircraft Flight Manual Limitations, Emergency Procedures or with Airworthiness Directives. If a deviation is found, then Aircraft Flight Manual limitations, Emergency Procedures or with Airworthiness Directives take precedence”				




	v) Verify that rectification Intervals specified “A B C and D” comply with CAA regulatory requirements.				
<b>B: Detailed Review</b>					
6	i) Review that the MEL contains procedures to instruct flight crew and maintenance staff how to: a) Use the MEL, and b) Apply the MEL				
	ii) Verify that the MEL contains a: a) Scope; and b) Purpose				
	iii) Review the List of Effective Pages (LEP): a) Ensure that the LEP is up-to-date by checking the date of the last amendment for each page of the MEL. b) The date and revision status of each page of the MEL should correspond to that shown on the LEP. <b>Note:</b> <i>In case of amendment, perform a) and b) for pages affected by the amendment .</i>				
	iv) If the MEL incorporates STCs having an impact on the MEL, ensure that they are listed along with the CAA Approval number.				
	v) Verify that the Table of Contents page list the section or each aircraft system. <b>Note:</b> <i>Pages will ideally be numbered with the ATA system number followed by the item number for that system (e.g., the page following 27-2-1 would be 27-2-2).</i>				
<b>C: If the privilege has been granted to the operator, the preamble shall include:</b>					
7	i) Acceptable procedure related to RIE clearly stipulate the extent of extensions granted to the operator is in place.				
	ii) Acceptable procedure for operation outside the constraints of the MEL but within the constraints of the MMEL and the CAA requirements.				
	iii) Acceptable procedure authorising approval of the MEL by the Operator as per the relevant provision of CAR MEL				
	iv) Acceptable procedure for the establishment of a Non Safety related equipment process/NEF Programme.				

	<b>Note:</b> This procedure needs to state how items are identified as non-Safety related items and how the process will be documented and recorded.				
<b>D: MEL ITEMS</b>					
8	By means of comparing MEL with the MMEL ensure the following:				
	i)The MEL cannot be less restrictive (i.e. quantity of items for dispatch and/or interval category) than those established in the MMEL for the aircraft type .				
	ii) The remarks column contains all the conditions associated with inoperative equipment (as per the MMEL). <i>Note: If there is a contrast between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.</i>				
	iii) Maintenance procedures (M) as per MMEL are identified and listed. <i>Note:</i> a) <i>It is the operator's responsibility to establish the appropriate (M) procedures (which are often prepared by the manufacturer) and present them to the CAA for approval along with the MEL.</i> b) <i>If there is a difference between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.</i>				
	iv) Operations procedures (O) as per MMEL are identified and listed. <i>Note:</i> a) <i>It is the operator's responsibility to establish the appropriate (O) procedures (which are often prepared by the manufacturer) and present them to the CAA for approval along with the MEL.</i> b) <i>If there is a difference between the MEL and MMEL, mark this item as N/A and provide a summary list of the deviation and reason.</i>				
9	i) Verify CAR-OPS 1 or 3 Subpart K&L to ensure compliance for minimum dispatch requirements.				
	ii) Verify that the quantity of items required by the CAA Civil Aviation Regulations to be operative (and have received relief in the MMEL) are required to be operative for dispatch. <i>Note:</i> a) <i>CAA Regulations take preference over MMEL whichever is stricter.</i> b) <i>If any items is related to cabin safety, consult with Cabin Safety Inspector.</i>				

10	If Applicable/Approved, ensure all items required for Special Operations (e.g. RVSM, ETOPS, AWOPS, TCAS/ACAS) have been identified and assessed with operational impact on aircraft performance and operational limitations are imposed with any special maintenance requirements				
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### 3.2 Statement of Compliance – EDTO/ETOPS Approval

	<b>Statement of Compliance – EDTO</b>	<b>Form</b>	<b>AWR-OPS 027 - EDTO</b>
		<b>Revision</b>	<b>03</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s EDTO is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the EDTO requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an EDTO Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. MEL, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-MEL shall be submitted to CAA Flight Safety Department/Airworthiness Section including a copy of the latest version of the MMEL and applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<ol style="list-style-type: none"> <li>(1) ETOPS may still be used in lieu of “EDTO”, as long as the concepts are correctly embodied in the concerned regulation or documentation.</li> <li>(2) Operator (Accountable Manager) is required to fill The Following:</li> <li>(3) Column <b>C</b>. Organisation Details,</li> <li>(4) Column <b>P</b>. Operator’s Manual Ref No.,</li> <li>(5) Sign and date column <b>T</b>. to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</li> <li>(6) Operations Inspector(s) to fill column <b>Q</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory ; N/A-Not applicable</b>).</li> <li>(7) Airworthiness Inspector(S) to fill column <b>R</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</li> <li>(8) For the EDTO Approval fee please refer to CAN 1-06.</li> </ol> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>L</b>. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes) , CAN 3-37 and AMC 20-6</i></p>			
<b>C. Organisation Details</b>			
<b>Name</b>	<b>AOC Number</b>		

<b>Address</b>			
<b>Tel</b>			
<b>Contact person</b>			
<b>Email:</b>			
<b>D. EDTO required:</b>			
<input type="checkbox"/> 75 minutes <input type="checkbox"/> 90 minutes <input type="checkbox"/> 120 minutes <input type="checkbox"/> 180 minutes <input type="checkbox"/> Accelerated EDTO			
<b>E. EDTO Type Design Approval for the Aircraft Type</b>			
<input type="checkbox"/> TC <input type="checkbox"/> STC <input type="checkbox"/> AFM <input type="checkbox"/> AFM Supplement			
<b>F. Communication and/or DATA link system installed and operational</b>			
<input type="checkbox"/> HF <input type="checkbox"/> VHF <input type="checkbox"/> SATCOM <input type="checkbox"/> ADS-B <input type="checkbox"/> CPDLC             OTHER: .....			
<b>G. Aircraft fleet (Use continuation sheet if required)</b>			
Aircraft Type/MSN	Registration	Engine Model/SN	APU Type/PN
		No1.	
		No2.	
		No1.	
		No2.	
		No1.	
		No2.	
		No1.	
		No2.	
		No1.	
		No2.	

<b>H. Number of months/years of operational experience with specific engine/airframe combination:</b>			
<b>I. Application is based on CMP Document No.:</b>			
Revision number:		Revision dates:	
<b>J. Total number of long range and/or domestic operations conducted with specific engine/airframe combination:</b>			
Number of domestic sectors:		Number of long range sectors	
<b>K. Total number of engine/airframe hours and cycles with specific engine/airframe combination:</b>			
Total operator's airframe fleet hours:		Total operator' engine hours:	
Total operator's airframe fleet cycles:		Hours of operator's high time engine:	
<b>L. In-flight shutdown (IFSD) rate (all causes), including the 12-month rolling average for both operator and the world</b>			
Fleet (IFSD per 1,000 engine flight hours):		IFSD rate of operator's fleet:	
IFSD rate of world fleet:			
<b>M. Unscheduled engine removal rate (URR) for both operator and the world fleet (URR rate per 1'000 engine flight hours):</b>			
URR of operator's fleet:		URR of world fleet:	

<b>N. CAA REFERENCE</b>	<b>O. CAR OPS-1</b>	<b>P. MANUAL REF NO:</b>	<b>Q. FOI S/ US/ NA</b>	<b>R. AWI S / US/ NA</b>	<b>S. Required Correction</b>	<b>T. Comments</b>
CAR OPS-1.192	Terminology					
IEM OPS-1.220 para (2)(a)	Authorisation of Aerodromes					
CAR OPS-1.246	Extended Range Operations with two-engine aeroplanes (ETOPS)					
CAR OPS-1.255 para(c)3)(iv)	Fuel Policy – Pre-flight					

N. CAA REFERENCE	O. CAR OPS-1	P. MANUAL REF NO:	Q. FOI S/ US/ NA	R. AWI S / US/ NA	S. Required Correction	T. Comments
CAR OPS-1.255 para(d)3)(iv)	Fuel Policy – In-flight					
CAR OPS-1.295 para (b)(1)(ii)	Selection of Aerodromes – Flight Planning					
CAR OPS-1.295 para (f)	Selection of Aerodromes – In-Flight Planning					
CAR OPS-1.297 para (d)	Flight Planning Minimas for IFR Flights – Planning minima for ETOPS en-route alternate aerodrome					
CAR OPS-1.297 Table 2	Flight Planning Minimas for IFR Flights – Planning minima for ETOPS					
CAR OPS-1.297 Table 3	Flight Planning Minimas for IFR Flights – Planning minima for ETOPS					
AMC OPS-1.945 para (4)(a)	Conversion Course Syllabus Training – Training					
CAR OPS-1.975 para (g)	Route and Aerodrome competence Qualification					
Appendix 1 CAR OPS-1.1045	OM-A Part 8.5 – Description of ETOPS					
Appendix 1 CAR OPS-1.1045	OM-B Part 5.1 – Flight Planning – ETOPS					
Appendix 1 CAR OPS-1.1045	OM-B Part 5.9 – Training and Checking of ETOPS					
CAR OPS-1.1060 para (a)(11)	Operational Flight Plan					
Appendix 1 CAR OPS-1.1065	Document Storage – Flight Crew Records – Table 3					
N. CAA Reference	O. CAR M & CAR-21	P. Manual Ref No.		R. AWI S/ US/ NA	S. Required Correction	T. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
CAN 3-37 EXTENDED DIVERSION TIME OPERATIONS (EDTO)						
CAN 3-37.8	Type design					

N. CAA REFERENCE	O. CAR OPS-1	P. MANUAL REF NO:	Q. FOI S/ US/ NA	R. AWI S / US/ NA	S. Required Correction	T. Comments
CAN 3-37.11	Operational Approval					
CAN 3-37.12	Configurations, Maintenance and Procedures					
CAN 3-37.13	Aeroplane Flight Manual Information					
CAN 3-37.14	Minimum Equipment List (MEL)					
CAN 3-37.15	Aeroplane Dispatch					
CAN 3-37.16	APU In-flight Start Programme					
CAN 3-37.17	Maintenance Training					
CAN 3-37.18	ETOPS Parts Control					
CAN 3-37.19	Maintenance Programme and Procedures					
CAN 3-37.20	EDTO Manual					
CAN 3-37.21	Oil Consumption Programme					
CAN 3-37.22	Engine Condition Monitoring					
CAN 3-37.23	Verification Programme after Maintenance					
CAN 3-37.24	Reliability Programme					
CAN 3-37.25	Reporting					
CAN 3-37.26	Engineering modifications and maintenance programme considerations					
CAN 3-37.27	Continuing Surveillance					
CAN 3-37.30	Operational Approval					
CAN 3-37.31	EDTO Operational Considerations					
CAN 3-37.32	Airworthiness Certification					
CAN 3-37.33	Airworthiness Requirements					
CAN 3-37.34	Propulsion System Maturity and Reliability					
CAN 3-37.35	Flight Dispatch Requirements					
CAN 3-37.36	Operational and Diversion Planning Principles					



<b>T. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>				
<b>Name of Accountable Manager:</b>		<b>Signature</b>	<b>Date</b>	
<b>U. CAA USE ONLY</b>				
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>
FOI				
AWI				
<b>V. Review No:</b>				
		<b>W. Results</b>	<b>Approved</b>	<b>Not Approved</b>

**Guidance for EDTO – Job Aid for Inspectors**

The following has been prepared as a means of providing guidance to the inspectors when reviewing the submitted documentation in relation to contents of CAR-MEL, CAR-M and in relation to the operator providing additional evidence when required to show how compliance is being met.


1. Airworthiness Requirements		Manual Reference	CAA USE ONLY		
			FOI S / US / NA	AWI S / US / NA	COMMENTS
a	<b>EDTO Modification</b> If Aircraft/Engine are modified/or in process to be modified to meet EDTO standards.				
b	<b>EDTO significant system</b> Identification and listing of aeroplane propulsion system and any other aeroplane systems whose failure could adversely affect the safety of an EDTO flight, or whose functioning is important to continued safe flight and landing during an aeroplane diversion				
c	<b>Maintenance and reliability programs</b> EDTO maintenance and reliability programs developed to maintain an acceptable level of safety for the propulsion system and the EDTO Significant Systems of the particular airframe/engine combination.				
d	<b>Minimum equipment list (MEL)</b> showing the system redundancy levels appropriate to EDTO Operations.				
2. Flight Operations Applications attachment		Manual Reference	CAA USE ONLY		
			FOI S / US / NA	AWI S / US / NA	COMMENTS
a	Flight planning procedures (EDTO status of aeroplane, review of technical log, use of minimum equipment list (MEL), external inspection, etc.).				

2. Flight Operations Applications attachment		Manual Reference	CAA USE ONLY		
			FOI S / US / NA	AWI S / US / NA	COMMENTS
b	En-route procedures (cross checking procedures to identify navigation errors, selection of other navigation aids in case of loss of RNAV capability, use of INS/IRS navigation systems without automatic radio navigation updating, use of GPS, notification of ATC of navigation equipment problems, contingency procedures, etc.), minimum equipment at the EDTO entry point, alternate routings, position check before entering EDTO airspace, alternate airports, performance data, fuel and oil supply etc.				
c	Fuel and oil supply for EDTO operations				
d	Procedures with respect to flight crew response to abnormal situations (response to non-normal events, etc.).				
e	Post-flight procedures (technical log entries, defects description, etc.).				
f	Flight Crew Training and Qualification				
g	Flight crew qualification requirements.				
3. Documents to be submitted to CAA for compliance review or approval					
	Document	Submission method			
		Hard	Soft	Link/web	
a.	CMP				
b.	EDTO modification package (for configuration modification)				
c.	Proposed EDTO Manual				
d.	Supplements and revisions to the existing Maintenance Program and Maintenance Procedures				
e.	Flight crew EDTO training programmes and syllabi for initial and recurrent training				
f.	Operation manuals and checklists that include EDTO operating practices and procedures (OM-A, OM-B, OM-D, AOM, FCOM, Route Manuals)				
g.	Sections of the AFM or AFM Supplements that document EDTO airworthiness approval.				
h.	Minimum Equipment List (MEL) that include items pertinent to EDTO operations				

**3. Documents to be submitted to CAA for compliance review or approval**

	Document	Submission method		
		Hard	Soft	Link/web
i.	Proposed Tech log book			

### 3.3 Statement of Compliance – RVSM

	<b>Statement of Compliance – RVSM</b>	<b>Form</b>	<b>AWR-OPS – 044 - RVSM</b>
		<b>Revision</b>	<b>03</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s RVSM Approval is a key safety assurance process and all compliance documents shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial approval and subsequent amendments of the RVSM requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an RVSM Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to the Application for statement of compliance with CAR OPS and CAR-M regulations and any other CAA directives, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill the Following:</p> <p>(2) Column <b>C.</b> Organisation Details,</p> <p>(3) Column <b>I.</b> Operator's Manual Ref No.,</p> <p>(4) Sign and date column <b>N.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>J.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory ; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>K.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the RVSM Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>L.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS and CAN 3-36.</i></p>			
<b>C. Organisation Details</b>			
<b>Name:</b>		<b>AOC Number</b>	

<b>Address:</b>						
<b>Tel:</b>						
<b>Contact person:</b>				<b>Tel:</b>		
<b>Email:</b>						
<b>D. Aircraft fleet (Use continuation sheet if required)</b>						
<b>Aircraft Type</b>	<b>Registration</b>	<b>Aircraft S/N</b>		<b>Mode S Address</b>		
<b>E. Number of months/years of operational experience with specific engine/airframe combination:</b>						
<b>F. Application is based on the following Published Manuals:</b>						
<b>MMEL Revision Number:</b>		<b>Revision Date:</b>				
<b>MEL Revision Number:</b>		<b>Revision Date:</b>				
<b>OM-A Revision Number:</b>		<b>Revision Date:</b>				
<b>OM-D Revision Number:</b>		<b>Revision Date:</b>				
<b>G. CAA REFERENCE</b>	<b>H. CAR OPS-1</b>	<b>I. MANUAL REF NO:</b>	<b>J. FOI S/ US/ NA</b>	<b>K. AWI S / US/ NA</b>	<b>L. Required Correction</b>	<b>M. Comments</b>
CAR OPS-1.241	Operation in defined airspace with RVSM					
AMC OPS-1.241	RVSM approval requirements.					
Appendix 1 to CAR OPS-1.241	Altimetry System Performance Requirements For Operations In RVSM Airspace					
AMC-1 OPS-1.243 para (1)	Operations in areas with specified navigation performance requirements					

G. CAA REFERENCE	H. CAR OPS-1	I. MANUAL REF NO:	J. FOI S/ US/ NA	K. AWI S / US/ NA	L. Required Correction	M. Comments
CAR OPS-1.872	Equipment for operation in defined airspace with Reduced Vertical Separation Minima (RVSM)					
Appendix 1 to CAR OPS-1.1045	Operations Manual Content – OM-A & OM-D					
G. CAA Reference	H. CAR M & CAR-21	I. Manual Ref No.		K. AWI S/ US/ NA	L. Required Correction	M. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					

Part 1. AIRWORTHINESS						Comments
<b>3.1 The approval of RVSM systems installation is based on:</b>	Type Design <input type="checkbox"/>	EASA STC <input type="checkbox"/>	FAA STC <input type="checkbox"/>	Service Bulletin <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>3.2 The RVSM type design approval is reflected in:</b>	TC/TCD <input checked="" type="checkbox"/>	AFM/ AFM Sup <input type="checkbox"/>	STC <input type="checkbox"/>	Service Bulletin <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>3.3 Approval basis for RVSM</b>	FAA AC 91-85 (91-RVSM)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Annex to ED Decision 2012/019/R or JAA TGL 6		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Other		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
<b>3.4 Aircraft Definition</b>	Group aeroplane		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Non Group aeroplane		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
<b>3.5 Aircraft equipment's for RVSM operations:</b>		<b>Make</b>	<b>Model</b>		<b>Comments</b>	
Two Independent Altitude measurement system	No. 1:					
	No. 2:					
SSR transponder						
<b>3.5 Aircraft equipment's for RVSM operations:</b>		<b>Make</b>	<b>Model</b>		<b>Comments</b>	
Altitude alert system						
Automatic altitude control system						

ACAS II System (with Version 7.1 or later)					
<b>3.6 Maintenance Programme:</b>		<b>Yes</b>	<b>No</b>	<b>S / US/ NA</b>	<b>Comments</b>
The operator should have an established maintenance program that contains all related maintenance requirements prescribed by the manufacturer for RVSM operations.		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Existing maintenance Program covers RVSM operations		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
New Maintenance program required		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>The operator has to submit the report of last Air Data System check performed.</b>		<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Date of Test</b>	<b>Comments</b>
Performance evaluation:		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>3.7 MEL</b>					
The applicant has revise relevant parts of the MEL to reflect system requirements appropriate for RVSM operations					<b>Comments</b>
Existing MEL covers requirements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Revision of MEL required?		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
<b>4. Maintenance practices</b>			<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
The applicant must establish procedures for continuing airworthiness practices covering the following subjects (Applicant should refer to manual reference including chapter)					
4.1 Maintenance of RVSM equipment (adherence to manufacturer's maintenance instructions)					
4.2 Actions for non-compliant aeroplane (down-grading - technical log entries – placarding - monitoring of defects - reliability reporting – etc.)					
4.3 Maintenance training (Initial-recurrent-qualification of maintenance personnel, etc.)					
4.4 Test equipment used (use of test equipment-handling-calibration, etc.)					
<b>5. Height Monitoring</b>			<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Operator procedure to monitor appropriate number of aircraft in the fleet reflected in:					
Aircraft has been monitored by HMU/GMU?		Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.1 Operation Manual</b>			<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Does the Operations Manual Part A has RVSM section?		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the Operation Manual refers to the Standard ATC-Phraseology with regard to RVSM-Operation and the use of the respective wording is explained?		Yes <input type="checkbox"/> No <input type="checkbox"/>			




Does the Operation Manual refers to the Equipment: that must be checked “operational” prior entering RVSM-Airspace?: - Two independent altitude measurement systems; - One altitude alerting system; - One automatic altitude control system; - One altitude reporting SSR-Transponder, coupled to that altitude measuring system, that is in operation for altitude keeping.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Does the Operation manual contains the regional operational procedures including normal-and contingency procedures, covering the operator`s whole area of operation as specified on the AOC?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Europe (EUR)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• North Atlantic (NAT)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Western Atlantic Route System (WATRS)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Northern Canadian Airspace (NAM)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Pacific Region ( ASIA /PAC)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
• Middle East (MID)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.2 Training</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Does the RVSM-Training correctly integrated?				
The RVSM-Training Module must contain comprehensive instruction of basic knowledge and operational procedures to get familiar with all aspects of operations within RVSM-Airspace.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.3 Flight Planning</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
For RVSM operations, instruction must be provided to the flight crew to review and verify the aircraft technical status reflected in the Tec log, to consult the airplanes Hold Item List (HIL), to verify the airplane dispatch status using the Minimum Equipment List (MEL) concerning RVSM-operation and en-route weather forecast for the detection of areas with heavy turbulence on the intended route.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.4 Pre-flight</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Is there a procedure established and appropriately described, what equipment required for the operation in RVSM-Airspace has to be checked operational before entering RVSM-Airspace?	Yes <input type="checkbox"/> No <input type="checkbox"/>			
For RVSM operations, instruction must be provided to the flight crew to review and verify the aircraft technical status reflected in the Techlog, to consult the aeroplanes Hold Item List (HIL), to verify the aeroplane dispatch status using the Minimum Equipment List (MEL)	Yes <input type="checkbox"/> No <input type="checkbox"/>			

Aircraft External-Inspection: It shall be stated, that the external inspection procedure of the aeroplane shall focus on the skin-condition of the fuselage in the surrounding of the static sources and the condition of the static sources itself.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
The external inspection procedure shall contain all relevant equipment such as all static-ports, especially the condition of the fuselage skin around the static-ports.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
The equipment relevant for RVSM-Operations must be checked operational	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.5 Flight Deck Preparation</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Instruction shall be provided for a comparison check between the indication of the two primary altimeters to be within a tolerance of 75 ft for RVSM-Operation.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.6 In-flight</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Altimeter setting procedures must be observed and respective crosschecks shall be performed in hourly intervals. Altitude comparison-checks during level-flight shall be stated to be within $\pm 200$ ft.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Procedures to monitor the airplane's level-off maneuver and system capability at an assigned flight-level while using the automatic altitudecontrol system and the autopilot function.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Monitoring procedures shall be described, ensuring that the altitudealerting system is operative.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Notification to the competent Air Traffic Control Centre about the loss of RVSM capability by applying the respective phraseology.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.7 Post Flight</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
Any malfunction affecting the RVSM-capability of the airplane, shall be recorded in detail in the Tech-log-System.	Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>6.8 Reporting</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>
For altitude deviations during RVSM-Operations, height keeping errors, at least the following shall be stated to be reported:				
Total vertical error of $\pm 300$ ft; Altimeter system error of $\pm 245$ ft; Deviation from assigned altitude of $\pm 300$ ft; During transition phase, overshooting or undershooting of a cleared flight level of more than 150 ft ;	Yes <input type="checkbox"/> No <input type="checkbox"/>			

The loss of RVSM-capability ; The application of any contingency procedure: Any malfunction in the automatic height-keeping system; Any malfunction in the altimetry system; Any deficiency affecting the redundancy within the altitude measurement system.					
<b>Documents to be Submitted</b>		<b>Manual Ref</b>	<b>S/ US/ NA</b>	<b>Comments</b>	
a) The current FSD Form conformance report filled in					
b) Sections of AFM-Type certificate-SB etc. that document RVSM approval					
c) Service bulletin-STC-or Major modification approval					
d) Maintenance program that include items pertinent of RVSM equipment					
e) MEL					
f) Maintenance practices and procedures manual					
g) Procedures for down grading, upgrading, technical log entries, monitoring etc.					
h) Maintenance training syllabi					
i) Test equipment used, calibration					
j) Height Monitoring result					
k) Report of last Air-data System test					
l) Appropriate sections of Operation Manual covering Part 6.1 to 6.8					
m) HMU/GMU report					
<b>N. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>					
<b>Name of Accountable Manager:</b>		<b>Signature</b>		<b>Date</b>	
<b>O. CAA USE ONLY</b>					
<b>Title and Name of CAA Inspector</b>			<b>Signature</b>	<b>Date</b>	
<b>FOI</b>					
<b>AWI</b>					
<b>P. Review No:</b>		<b>Q. Results</b>		<b>Approved</b>	<b>Not Approved</b>

### 3.4 Statement of Compliance – CAT II/CAT III

	<b>Statement of Compliance – CAT II/CAT III</b>	Form	AWR-OPS – 049 – CAT II/CAT III
		Revision	03
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s CAT II/CAT III is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the EDTO requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a CAT II/CAT III Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C.</b> Organisation Details,</p> <p>(3) Column <b>P.</b> Operator’s Manual Ref No.,</p> <p>(4) Sign and date column <b>T.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>Q.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory ; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>R.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the CAT II/CAT III Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>L.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>C. Organisation Details</b>			
Name:		AOC Number:	

<b>Address:</b>							
<b>Tel:</b>							
<b>Contact person:</b>				<b>Tel:</b>		<b>Date:</b>	
<b>Email:</b>							
<b>D. Aircraft fleet (Use continuation sheet if required)</b>							
Aircraft Type	Registration	Aircraft S/N	LVTO RVR	CAT II RVR	CAT II DH	CAT III RVR	CAT III DH
<b>E. Type of Approval Requested:</b>							
<b>CAT II</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>CAT III</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous CAT II</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Previous CAT III</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>New aircraft operator</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Upgraded equipment on existing aircraft</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>F. Application is based on the following Published Manuals:</b>							
<b>MMEL Revision Number:</b>						<b>Revision Date:</b>	
<b>MEL Revision Number:</b>						<b>Revision Date:</b>	
<b>OM-A Revision Number:</b>						<b>Revision Date:</b>	
<b>OM-D Revision Number:</b>						<b>Revision Date:</b>	
H. CAA REFERENCE	I. CAR OPS-1	J. MANUAL REF NO:	K. FOI S/ US/ NA	L. AWI S / US/ NA	M. Required Correction	N. Comments	
Appendix 1 to OPS-1.175	Contents and conditions of AOC						
AMC OPS-1.245	Operations for non-ETOPS turbojet aircraft Planning minima						
Appendix 1 to OPS-1.255	Fuel Policy						

H. CAA REFERENCE	I. CAR OPS-1	J. MANUAL REF NO:	K. FOI S/ US/ NA	L. AWI S / US/ NA	M. Required Correction	N. Comments
CAR OPS-1.290 para (b)(2)	Flight Preparation (CDL)					
CAR OPS-1.297	Planning minima for IFR Flights					
CAR OPS-1.430	Aerodrome Operating Minima					
Appendix 1 to OPS-1.430	Aerodrome Operating Minima					
AMC OPS-1.430 para (b)(4)	Landing Minima for failed equipment					
CAR OPS-1.435	Terminology					
CAR OPS-1.440	Low Visibility Operations					
Appendix 1 to OPS-1.440	Low Visibility Operations – General Operating rules					
IEM to Appendix 1 to OPS-1.440 (b)	Criteria for CAT II/III Approach and autoland					
CAR OPS-1.435	Low Visibility Operations – Training and Qualifications					
CAR OPS-1.450 para (a)(2)	Training and Qualifications					
Appendix 1 to OPS-1.450	LVO – Training and Qualifications					
CAR OPS-1.455	LVO – Operating Procedures					
CAR OPS-1.460	LVO – Minimum Equipment (AFM)					
Appendix 1 to OPS-1.785	HUD and Vision Systems					
IEM to OPS-1.1041(b)	Elements of the operations Manual subject to Approval					
Appendix 1 to OPS-1.1045	Operations Manual Content					

H. CAA REFERENCE	I. CAR OPS-1	J. MANUAL REF NO:	K. FOI S/ US/ NA	L. AWI S / US/ NA	M. Required Correction	N. Comments
H. CAA Reference	I. CAR M & CAR-21	J. Manual Ref No.		K. AWI S/ US/ NA	M. Required Correction	N. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>O. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
Name of Accountable Manager:		Signature				Date
<b>P. CAA USE ONLY</b>						
Title and Name of CAA Inspector		Signature			Date	
FOI						
AWI						
<b>Q. Review No:</b>						
		<b>R. Results</b>		<b>Approved</b>	<b>Not Approved</b>	

**Guidance for CAT II/III – Job Aid for Inspectors**

The following has been prepared as a means of providing guidance to the inspectors when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Part A: Operational Information</b>					
<b>1</b>	<b>Operator Procedures</b>				
*1.1	Type of Operation				
1.2	Auto flight				
1.3	Autoland				
1.4	Manual land				
1.5	HUD				
1.6	Fail operational				
1.7	Fail passive				
1.8	Cat II and Cat III Instrument Approach Procedures				
1.9	AFM/FCOM/POH/QRH Provisions, as applicable				
*1.10	Crew Coordination and Monitoring Procedures				
1.11	Callouts				
1.12	Use of DA (H) [Fail Passive]]				
1.13	Use of Alert Height (AH)[Fail Operational]				
*1.14	Crew Briefings				
1.15	Configurations				
1.16	Non-Normal Operations and Procedures				
1.17	Special Environmental Consideration (as applicable)				
1.18	Continuing Cat II/III Approaches in deteriorating weather (Approach Ban)				
*1.19	Dispatch Planning and MEL/CDL Requirements				
1.20	Aircraft System Suitability Demonstration (as required)				



**Guidance for CAT II/III – Job Aid for Inspectors**

The following has been prepared as a means of providing guidance to the inspectors when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
*1.21	Operational Demonstration				
1.22	Data Collection/Analysis for Airborne System Demonstrations				
*1.23	Operational Procedure for Return to Service (RTS)				
<b>2</b>	<b>Training and Crew Qualification</b>				
2.1	Initial Training				
*2.2	Recurrent Training/Qualification				
*2.3	Requalification Training				
*2.4	Recency of Experience				
*2.5	Differences Training				
2.6	Simultaneous Training and Qualification for Cat II and III				
2.7	Ground Training Curriculum Segment				
2.8	SMGCS Training (airport surface depiction)				
*2.9	Flight Training Curriculum Segment				
2.10	Manoeuvres and Procedures Document				
2.11	Initial Qualification				
2.12	Low Visibility Takeoff Qualification				
2.13	Multiple Aircraft Type or Variant Qualification (as applicable)				
2.14	Special Terrain Airports (as applicable)				
*2.15	Line Checks				
2.16	Crew Records and Notification System				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/NA	AWI S/ US/ NA	Comments
<b>3</b>	<b>Airplane and Equipment</b>				
3.1	Airborne Systems for Cat II				
3.2	Airborne Systems for Cat III				
3.3	Automatic Flight control and Landing Systems				
3.4	Flight Director Systems				
3.5	Head up Display Systems				
3.6	Enhanced/Synthetic Vision Systems				
3.7	Hybrid Displays				
<b>4</b>	<b>Operations Specifications</b>				
4.1	Issuance of Cat II/III Minima in Op Spec				
4.2	Op Spec amendments (as required)				
<b>*5</b>	<b>Operator's Document Application Package</b>				
5.1	Operations Manual (Pertinent parts - specific)				
5.2	Normal procedures				
5.3	Non-normal procedures				
5.5	Call outs				
5.6	Limitations				
5.7	Manoeuvres and procedures diagrams				
5.8	QRH (as applicable)				
5.2	Operations Manual (Pertinent parts - generic)				
5.3	Crew briefings				
5.4	Cat II/III procedures				
5.5	Dispatch procedures				
5.6	Flight operational bulletins (or equivalent)				
5.7	Compliance Documents (with regulations –)				


Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/NA	AWI S/ US/ NA	Comments
5.8	Cat II (compliance matrix for CARs)				
5.9	Cat III ( compliance matrix for CARs)				
5.10	Operations Manual (Pertinent parts - training)				
5.11	Initial training				
5.12	Recurrent training				
5.13	Requalification training				
5.14	Recency training				
5.15	Transition training				
5.16	Differences training				
5.17	Instructor/Examiner guides				
5.18	Dispatcher training material				
5.19	Requested Op Spec				
5.20	Implementation Timetable				
5.21	Minimum Equipment List (MEL)				
5.22	Operational Demonstration Plan				
5.23	General methodology				
5.24	Company guidelines				
5.25	Weather minima statement				
5.26	Flight crew experience				
5.27	Data recording methodology				
5.28	Discrepancy reporting forms				
5.29	Overall proposed plan and time lines				
5.30	Application Letter				

Part B: Airworthiness Information					
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/NA	AWI S/ US/ NA	Comments
<b>1. Type Design Approval for referenced Aeroplane Type Designation</b>					
1.1	The CAT II /CAT III type design approval is reflected in :				
1.1.1*	AFM / AFM Supplements				
1.1.2	Type Certification Data Sheet/Supplemental Type Certificate/other				
<b>2. Eligibility for referenced Aeroplane Serial Number</b>					
2.1*	Does the aircraft comply with the titles and numbers of all modifications, additions and changes which were made in order to substantiate the incorporation of the MPD standard in the aeroplane?				
2.2*	MPD compliance list established? <i>YES/NO</i>				
<b>3. Before presenting an aircraft for approval of Cat II/Cat III operations, it must be shown by furnishing necessary documents that, since the beginning of the 12th calendar month before the date of submission, the following checks had been carried out: -</b>					
3.1*	The ILS localizer and glide slope equipment shall have been bench checked according to the Manufacturer's stipulations				
3.2*	The altimeters and the static pressure systems shall have been tested and inspected in accordance with the procedure given in as per manufacturers recommendations				
3.3*	All other instruments and items of equipment required for Cat II/Cat III operations shall have been maintained/bench checked as per manufacturers requirements				
3.4	All components of flight control guidance system must have been approved for Cat II/III operations as applicable under type Or supplemental type certification procedures.				
3.5*	Subsequent changes to make, model or design of these components must be approved by regulatory authority of the country of manufacture.				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/NA	AWI S/ US/ NA	Comments
3.6*	Related systems or devices such as the auto throttle and computed missed approach guidance system must be approved in the same manner, if they are to be used for Cat II/Cat III operations.				
3.7*	A radio altimeter must meet the performance criteria as specified in "Minimum performance Standards"				
3.8	The operator shall ensure that any modification to systems and components approved for Cat II&III operations are not affected when incorporating software changes, service bulletins, etc. Any change to system, components shall have been approved by the manufacturer and the regulatory authority of the country of manufacture.				
<b>4 Maintenance Program and Maintenance Procedures (*)</b>					
4.1	CAT II/CAT III Manual (*) The applicant should develop a manual for use by personnel involved in CAT II/CAT III. The purpose of the CAT II/CAT III Manual is to identify the supplementary procedures and requirements for CAT II/CAT III operations. This manual should, as a minimum, contain the procedures listed below. Please provide relevant manual references for each.				
4.1.1	Detailed procedures, instructions, limitations and maintenance program to ensure continued serviceability, accuracy, reliability, characteristics in case of failures and degree of redundancy of the systems necessary for the Cat II/ Cat III operations and shall be approved by DGCAR				
4.1.2	A copy of Maintenance Program for Cat II /Cat III operation				
4.1.3	Procedures for downgrade/upgrade criteria.				
<b>5. Reliability Program</b>					
5.1	Reliability program shall establish a specific procedure to govern maintenance capability of the operator to conduct Cat II/Cat III operation prevention of CAT II /CAT III problems.				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/NA	AWI S/ US/ NA	Comments
<b>6. Maintenance Training Program</b>					
6.1	Training programs to ensure each person, including Contract personnel, involved in CAT II /CAT III is adequately trained on operator's CAT II /CAT III procedures and is competent to perform his/her duties (CAT II /CAT III awareness training).				
6.2	Procedures for ensuring that maintenance personnel have completed CAT II/CAT III awareness training and have satisfactorily performed CAT II /CATIII maintenance tasks under supervision, within the framework of approved procedures for personnel Authorisation.				
<b>Part C: Application Package airworthiness aspect</b>					
1	<i>Documentation to be submitted to DGCAR.</i>				
1.1	CAR Compliance				
1.2	MPD (last version).				
1.3	Sections of the AFM or AFM Supplements that document CAT II /CAT III airworthiness approval. And or TCDS				
1.4	MPD compliance list showing compliance with the titles and numbers of all modifications, addition and changes Which were made in order to substantiate the incorporation of the MPD standard in the aeroplane.				
1.5	CAT II /CAT III Maintenance Manual Ensure Approval of amendment of Manual for approval of additional aircraft				

### 3.5 Statement of Compliance – ADS-B

	<b>Statement of Compliance – ADS-B</b>	<b>Form</b>	<b>AWR-OPS – 028 – ADS-B</b>
		<b>Revision</b>	<b>03</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s ADS-B is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the ADS-B requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a ADS-B Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(8) Operator (Accountable Manager) is required to fill The Following:</p> <p>(9) Column <b>C.</b> Organisation Details,</p> <p>(10) Column <b>H.</b> Operator's Manual Ref No.,</p> <p>(11) Sign and date column <b>M.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(12) Operations Inspector(s) to fill column <b>I.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(13) Airworthiness Inspector(S) to fill column <b>J.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(14) For the ADS-B Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>L.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>C. Organisation Details</b>			
<b>Name:</b>		<b>AOC Number:</b>	

<b>Address:</b>		
<b>Tel:</b>		
<b>Contact person:</b>	<b>Tel:</b>	<b>Date:</b>
<b>Email:</b>		

**D. Aircraft fleet (Use continuation sheet if required)**

Aircraft Type	Registration	GNSS Receiver	GNSS Receiver P/N	GNSS Receiver SA Aware Yes/No	GNSS Receiver FDE Yes/No	ADS-B Transponder model	ADS-B Transponder P/N	Airworthiness Compliance Standards AMC 20-24

**E. Application is based on the following Published Manuals:**

<b>MMEL Revision Number:</b>		<b>Revision Date:</b>	
<b>MEL Revision Number:</b>		<b>Revision Date:</b>	
<b>OM Revision Number:</b>		<b>Revision Date:</b>	
<b>AFM Revision Number:</b>		<b>Revision Date:</b>	

F. CAA REFERENCE	G. CAR OPS-1	H. MANUAL REF NO:	I. FOI S/ US/ NA	J. AWI S / US/ NA	K. Required Correction	L. Comments
Car ops-1.866	Transponders					
AMC-1 OPS-1.866	Transponders					
CAR OPS-1.867	ADS-B (Out and In)					
CAR OPS_1.653	GNSS					
	Add more from the CAN based on AMC 20-24					



F. CAA REFERENCE	G. CAR OPS-1	H.MANUAL REF NO:	I. FOI S/ US/ NA	J. AWI S / US/ NA	K. Required Correction	L. Comments
F. CAA Reference	G. CAR M & CAR-21	H. Manual Ref No.		J. AWI S/ US/ NA	K. Required Correction	L. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>M. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
Name of Accountable Manager:		Signature				Date
<b>N. CAA USE ONLY</b>						
Title and Name of CAA Inspector		Signature			Date	
FOI						
AWI						
<b>O. Review No:</b>						
		<b>P. Results</b>		<b>Approved</b>	<b>Not Approved</b>	

**Guidance for ADS-B – Job Aid for Inspectors**

The following has been prepared as a means of providing guidance to the inspectors when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
1.	<b>Operator ADS-B Request Letter for issuance of authorization.</b> Statement of intent to obtain ADS-B approval				
2.	<b>Aircraft qualification documentation.</b> Manufacturer’s document (AFM, POH etc.) stating compliance with AMC 20-24 or equivalent				
3.	<b>Description of aircraft ADS-B OUT Equipment.</b>				
3a.	ADS-B OUT system make/model/series. Include certification documents and current configuration.				
3b.	Include all TC, STC, LOA and AFM limitations and procedures				
4.	<b>Operational procedures and practices</b>				
5.	<b>Areas of operations/routes where operator intends to use ADS-B OUT.</b>				
6.	<b>Operations Manuals and Training checklists (See Note 2 below)</b>				
6a.	Flight Crew Training				
6b.	Flight Dispatcher Training				
7.	<b>Minimum Equipment List (MEL) and/or Master Minimum Equipment List (MMEL) updates, if applicable.</b> (only applicable if operator conducts operations under an MEL/MMEL)				
8.	<b>Continuing Maintenance Programs and procedures.</b>				
9.	<b>Maintenance Programs and procedures.</b>				

**Note 1:** - The airworthiness compliance of **EASA AMC20-24** is declared in the Aircraft Flight Manual, AFM supplement or other appropriate airworthiness documentation.

**Note 2:** - Appropriate flight operations training programme and operational procedures are established to ensure that pilots are knowledgeable about ADS-B operations and their onboard operational equipment.

The Operations Manual, preferably Section B, should include a system description, operational and contingency procedures and training elements for use of the ADS-B application.

Aircraft operators should ensure that flight crew are thoroughly familiar with all relevant aspects of ADS-B applications. Flight crew training should address the


- a) *General understanding of ADS-B operating procedures;*
- b) *Specific ADS-B associated phraseology;*
- c) *General understanding of the ADS-B technique and technology;*
- d) *Characteristics and limitations of the flight deck human-machine interface, including an overview of ADS-B environment and system descriptions.*
- e) *Need to use the ICAO defined format for entry of the Aircraft Identification or Aircraft Registration marking as applicable to the flight.*
- f) *Operational procedures regarding the transmission of solely the generic emergency flag in cases when the flight crew actually selected a discrete emergency code and SPI;*
- g) *Indication of ADS-B transmit capability within the ICAO flight plan but only when the aircraft is certified;*
- h) *Handling of data source errors (e.g. discrepancies between navigation data sources);*
- i) *Incident reporting procedures;*
- j) *Crew Resources Management and associated human factors issues.*

**Note 3:** - *The Minimum Equipment List needs to reflect the functional requirements of the ADS-B system, such as GPS/MMR and ATC transponder.*

**Note 4:** - *The continuing airworthiness of ADS-B system must be assured. Existing maintenance programme or a proposed maintenance programme needs to be reviewed to ensure that it meets relevant requirements.*

*Maintenance tests should include a periodic verification check of aircraft derived data including the ICAO 24-bit aircraft address using suitable ramp test equipment and periodicity for the check of the ADS-B transponder should be established.*

### 3.6 Statement of Compliance – Steep Approaches (SA)

	<b>Statement of Compliance – STEEP APPROACHES (SA)</b>	Form	OPS-AWR – <b>AOC-110</b> – SA
		Revision	01
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Steep Approach (SA) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Steep Approach requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a Steep Approach Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C.</b> Organisation Details,</p> <p>(3) Column <b>I.</b> Operator’s Manual Ref No.,</p> <p>(4) Sign and date column <b>N.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>J.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>K.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the Steep Approach Approval fee please refer to CAN 1-06.</p> <p><b>*Note-1:</b> If unsatisfactory, Inspector(s) shall mark the box <b>Q.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</p> <p><b>*Note 2:</b> For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</p>			
<b>C. Organisation Details</b>			
Name:		AOC Number:	

<b>Address:</b>								
<b>Tel:</b>								
<b>Contact person:</b>				<b>Tel:</b>		<b>Date:</b>		
<b>Email:</b>								
<b>D. Aircraft fleet (Use continuation sheet if required)</b>								
Aircraft Type	Registration	Aircraft S/N	Manufacturer's STC	Approved Aerodromes				
<b>E. Type of Approval Requested:</b>								
<b>Greater than 4.5° – Less than 7.5° Approach</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Previous Steep Approach Approval</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>New aircraft operator</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Upgraded equipment on existing aircraft</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>F. Application is based on the following Published Manuals:</b>								
<b>MMEL Revision Number:</b>				<b>Revision Date:</b>				
<b>MEL Revision Number:</b>				<b>Revision Date:</b>				
<b>OM Revision Number:</b>				<b>Revision Date:</b>				
<b>AFM Revision Number:</b>				<b>Revision Date:</b>				
<b>G. CAA REFERENCE</b>	<b>H. CAR OPS-1</b>			<b>I. MANUAL REF NO:</b>	<b>J. FOI S/ US/ NA</b>	<b>K. AWI S / US/ NA</b>	<b>L. Required Correction</b>	<b>M. Comments</b>
CAR OPS-1.005	Procedures - General							
Appendix 1 to CAR OPS- 1.005(a)	Operations of Performance Class B Aeroplanes							
CAR OPS-1.430	Aerodrome Operating Minima							

G. CAA REFERENCE	H. CAR OPS-1	I. MANUAL REF NO:	J. FOI S/ US/ NA	K. AWI S / US/ NA	L. Required Correction	M. Comments
AMC to OPS-1.430(d) para (7.5)	Continuous Descent Final Approach CDFA					
CAR OPS-1.470	Performance – General - Applicability					
CAR OPS-1.515 para (a)(3) & (4)	Landing – Dry Runways – Class A Aircraft (Steep approach procedures & Short landing operations)					
Appendix 1 to CAR OPS-1.515 (a)(3) & (a)(4)	Steep approaches and Short Landing operations					
CAR OPS-1.550 para (a)	Landing – Dry Runways – Class B Aircraft (Steep approach procedures & Short landing operations)					
Appendix 1 to CAR OPS-1.550(a)	Steep approach procedures					
Appendix 2 to CAR OPS-1.550(a)	Short landing operations					
CAR-100	Safety Management Systems					
G. CAA Reference	H. CAR M & CAR-21	I. Manual Ref No.		K. AWI S/ US/ NA	L. Required Correction	M. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>N. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
<b>Name of Accountable Manager:</b>		<b>Signature</b>				<b>Date</b>
<b>O. CAA USE ONLY</b>						
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>			<b>Date</b>	
<b>FOI</b>						
<b>AWI</b>						

G. CAA REFERENCE	H. CAR OPS-1	I. MANUAL REF NO:	J. FOI S/ US/ NA	K. AWI S / US/ NA	L. Required Correction	M. Comments
P. Review No:		Q. Results	Approved		Not Approved	


<b>Guidance for Steep Approaches – Job Aid for Inspectors</b>					
The following has been prepared as a means of providing guidance to the inspectors (and operators) when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.					
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
1.	<b>Definition of Steep Approaches.</b> Approach angles of 4½° or greater are defined as steep by European regulations within Europe; an approach angle greater than 4½° requires specific National Aviation Authority Approval. The maximum approach angle is 7½°.				
2.	<b>Airworthiness approval.</b> Normally the airworthiness approval for a specific aircraft to make steep angle approaches appears in the aircraft flight manual (AFM). This will specify a maximum approach angle. If there is no entry in the AFM then it should be assumed that the aircraft is not approved. (See Note 1)				
3.	<b>Application for Airworthiness Steep Approach Approval.</b> Requests for approval should be made by the manufacturer directly to the certificating authority. Operators may apply directly, but they shall obtain the STC from the manufacturer.				
4.	<b>CONSIDERATIONS FOR OPERATIONAL APPROVAL.</b> The following factors should be taken into account when considering an application to conduct steep approaches: <ul style="list-style-type: none"> <li>• Speed and flight path control become more demanding with increasing approach angle. The ability to track a steep approach path, especially to regain the glideslope from above, depends upon an aeroplane having adequate residual throttle movement to make the necessary corrections;</li> </ul>				
4 b.	<ul style="list-style-type: none"> <li>• Applications should specify whether approval is being sought for all engines operating or one engine inoperative. Consideration should be given to the procedures to be adopted in the event of</li> </ul>				

	an engine failure after commencement of the approach. This should include the go-around in the landing configuration;				
4 c.	<ul style="list-style-type: none"> <li>• Screen height is normally 50 ft. If reduced landing distance is being sought the data should be in the aircraft flight manual (AFM). There is a common misunderstanding that steep approach clearance automatically allows reduced scheduled landing performance, but this has never been the case, and short field landing is a separate certification item, regardless of the approach path; <ul style="list-style-type: none"> <li>➤ Touchdown vertical velocity should not be greater than 6 ft/sec;</li> <li>➤ Tailwind limit should be 5 knots, unless test evidence has shown other figures acceptable;</li> <li>➤ In some cases, the aeroplane type should be acceptable to the aerodrome; (See Note 2)</li> </ul> </li> </ul>				
4 d.	<ul style="list-style-type: none"> <li>• An initial visit to an aerodrome would involve an instrument landing system (ILS) approach, go-around and landing in weather conditions not less than 3 km visibility and 1500 ft cloud base. This would enable the pilot to become familiar with the local terrain;</li> </ul>				
4 e.	<ul style="list-style-type: none"> <li>• An Operator's first steep approach flight into an aerodrome should have the Flight Operations Inspector on board to validate the training and clear the Operator for subsequent flights; and</li> </ul>				
4 f.	<ul style="list-style-type: none"> <li>• Clearance into one aerodrome would normally be adequate for operation into other aerodromes, unless there were other factors such as terrain or a difficult go-around procedure.</li> </ul>				
5.	<p><b>Operations Manual Requirements.</b> The following items should be addressed in the Operations Manual (in addition to any promulgated training requirements for a specific aerodrome):</p> <ol style="list-style-type: none"> <li>a. Weather minima should be stated for operational and training flights, including acceptable headwind, tail wind and crosswind limits, gust factors, visibility/RVR and cloud base;</li> <li>b. Performance data, including regulated take-off mass (RTOM) is pre-calculated;</li> <li>c. Obstacle data information;</li> <li>d. Path guidance – internal, external, visual or instrument – is mandatory;</li> </ol>				



	<p>e. The minimum equipment list should reflect mandatory systems serviceability of items for steep approaches, including equipment limitations including ground proximity warning systems/terrain avoidance warning systems (GPWS/TAWS), flight directors;</p> <p>f. Minimum visual reference; increments to be made to DA or MDA as applicable;</p> <p>g. Pilot qualifications and experience requirements, including restriction on roster of inexperienced crew</p> <p>h. The terms under which single pilot operation is permitted;</p> <p>i. A training programme should be established. Ideally training should be conducted in an approved simulator (if available), but some aircraft training will be required. Generally, at least three aircraft approaches should be made by each pilot; and</p> <p>j. Aerodromes with steep approaches should be categorised in the most difficult category [Category C].</p> <p><i>The above items must be verified and any deficiencies are annotated using for AOC-109 Form to ensure the operations manuals are fully compliant.</i></p>				
6.	<p><b>Minimum Equipment List (MEL) and/or Master Minimum Equipment List (MMEL) updates, if applicable.</b> (only applicable if operator conducts operations under a MEL/MMEL) (See Note 3)</p>				
7.	<p><b>Continuing Maintenance Programs and procedures.</b> (See Note 4)</p>				
<p><b>Note 1:</b> - Clearance of a particular type of aeroplane will not automatically permit all individual aircraft to operate to the approved angle, because an approval might require modification of existing equipment, such as ground proximity warning systems/terrain avoidance and warning systems (GPWS/TAWS), autopilot and flight director computers etc. The Operator is responsible for determining the eligibility of a particular aircraft in respect of the approved standard. Any type approval is specific to the manufacturer. This ensures that the airworthiness responsibilities remain with the appropriate organisation.</p> <p><b>Note 2:</b> - Training approaches should be practised on PAPIS set to at least 5½°.</p> <p><b>Note 3:</b> - The Operations Manuals, should include a system description, operational and contingency procedures and training elements for the use of steep approaches. Aircraft operators should ensure that flight crew are thoroughly familiar with all relevant aspects of Steep approaches. Flight crew training should address the</p> <ul style="list-style-type: none"> <li>a) General understanding of Steep Approach procedures;</li> <li>b) Meteorological limitations applicable to conducting steep approaches;</li> <li>c) Characteristics and limitations of the flight deck human-machine interface, including an overview of the steep approach environment and system descriptions.</li> </ul> <p><b>Note 3:</b> - The Minimum Equipment List needs to reflect the functional requirements of the aircraft prior to commencing steep approaches.</p> <p><b>Note 4:</b> - The continuing airworthiness of the aircraft must be assured. Existing maintenance programme or a proposed maintenance programme needs to be reviewed to ensure that it meets relevant requirements.</p>					

### 3.7 Statement of Compliance – Performance-Based Communications Surveillance – PBCS

	<b>Statement of Compliance</b> <b>PERFORMANCE-BASED COMMUNICATIONS SURVEILLANCE (PBCS)</b>	<b>Form</b>	<b>OPS-AWR —AOC-111 – PBCS</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Performance-Based Communications Surveillance (PBCS) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Performance-Based Communications Surveillance (PBCS) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a Performance-Based Communications Surveillance (PBCS) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C.</b> Organisation Details,</p> <p>(3) Column <b>I.</b> Operator’s Manual Ref No.,</p> <p>(4) Sign and date column <b>N.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>J.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>K.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the Performance-Based Communications Surveillance (PBCS) Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>Q.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>C. Organisation Details</b>			
<b>Name:</b>		<b>AOC Number:</b>	

<b>Address:</b>		
<b>Tel:</b>		
<b>Contact person:</b>	<b>Tel:</b>	<b>Date:</b>
<b>Email:</b>		

**D. Aircraft fleet (Use continuation sheet if required)**

Aircraft Type	Registration	Aircraft S/N	Manufacturer's Statement	AFM Reference	

**E. Type of Approval Requested:**

<b>Installed PBCS system</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Upgraded equipment on existing aircraft</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>New aircraft operator</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>

**F. Application is based on the following Published Manuals:**

<b>MMEL Revision Number:</b>		<b>Revision Date:</b>	
<b>MEL Revision Number:</b>		<b>Revision Date:</b>	
<b>OM Revision Number:</b>		<b>Revision Date:</b>	
<b>AFM Revision Number:</b>		<b>Revision Date:</b>	

<b>G. CAA REFERENCE</b>	<b>H. CAR OPS-1</b>	<b>I. MANUAL REF NO:</b>	<b>J. FOI S/ US/ NA</b>	<b>K. AWI S / US/ NA</b>	<b>L. Required Correction</b>	<b>M. Comments</b>
	<b>Subpart L – Communications and Navigation Equipment.</b>					
CAR OPS-1.845 para (c)	General					
AMC OPS-1.845 para (c)	PBCS					
ENR 1.10-3 para 7.3.4.	Oman AIP – Equipment and Capabilities					

G. CAA Reference	H. CAR M & CAR-21	I. Manual Ref No.	K. AWI S/ US/ NA	L. Required Correction	M. Comments
CAR-M.A.301	Continuing Airworthiness Tasks				
CAR-21.012	Airworthiness Standards				
<b>N. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>					
<b>Name of Accountable Manager:</b>		<b>Signature</b>			<b>Date</b>
<b>O. CAA USE ONLY</b>					
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>	
<b>FOI</b>					
<b>AWI</b>					
<b>P. Review No:</b>					
		<b>Q. Results</b>	<b>Approved</b>	<b>Not Approved</b>	

<b>Guidance for PBCS – Job Aid for Inspectors</b>					
The following has been prepared as a means of providing guidance to the inspectors (and operators) when reviewing the submitted documentation in relation to contents of ICAO Doc 9869 – PBCS in relation to the operator providing additional evidence when required to show how compliance is being met.					
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
1.	The CAA should provide policies and guidance material for appropriate organizations with regard to demonstrating that systems, procedures and supporting programmes, initially comply with the RCP/RSP allocations and that the operational system continues to comply with the prescribed RCP/RSP specification.				
2.	When an RCP/RSP specification is prescribed, the CAA should ensure that the ANSP establishes means to assess the actual performance of				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
	communication and surveillance services in a particular airspace prior to operational implementation of associated ATM operations. In addition to ensuring that the ANSP adheres to the established guidelines, the ANSP should determine that the actual performance within the applicable airspace complies with the RCP/RSP specification.				
3.	The CAA should also ensure that the ANSP performs ATM operations predicated on RCP/RSP specifications in the applicable airspace only to aircraft operators that file the appropriate PBCS capability in the flight plan, in accordance with Items 30-32 below.				
4.	<p>To determine compliance in the applicable airspace, the CAA should obtain a sufficient sample from the applicable airspace of the actual communication performance (ACP) of relevant communication transactions and actual surveillance performance (ASP) of surveillance data delivery measured against RCP/RSP time values, and apply the following criteria:</p> <p>a) time values associated with nominal continuity criterion (95 per cent):</p> <ol style="list-style-type: none"> <li>1) ACP should meet RCP transaction time (TT) value at the nominal continuity criterion; and</li> <li>2) ASP should meet RSP delivery time (DT) value at the nominal continuity criterion. (See Note 2)</li> </ol> <p>b) time values associated with operational continuity criterion (see Note 3):</p> <ol style="list-style-type: none"> <li>1) ACP should meet RCP expiration time (ET) value at the operational continuity criterion; and</li> <li>2) ASP should meet the RSP overdue time (OT) value at the operational continuity criterion; or</li> <li>3) if ACP or ASP does not meet the operational continuity criteria, the State may determine that the performance is acceptable from an ANSP's local safety assessment, taking into account the significance of the impact on operations within the relevant ATS unit(s).</li> </ol> <p>c) service availability:</p> <ol style="list-style-type: none"> <li>1) actual availability measurements should meet the RCP/RSP availability criteria for safety; or</li> <li>2) if actual availability measurements do not meet the RCP/RSP availability criteria for safety, the State may determine performance is acceptable only by taking into account the ANSP's</li> </ol>				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
	assessment of the impact on operations within the relevant ATS unit(s). (See Note 4)				
5.	<p>The CAA is required to approve an aircraft operator for flight operations where an RCP/RSP specification for PBCS is prescribed. In approving these operations, the State of the Operator should review the operator's documentation to ensure that it includes:</p> <ul style="list-style-type: none"> <li>(a) normal and abnormal procedures including contingency procedures;</li> <li>(b) flight crew qualification and proficiency requirements, in accordance with appropriate RCP/RSP specification(s);</li> <li>(c) a training programme for relevant personnel consistent with the intended operations; and</li> <li>(d) appropriate maintenance procedures to ensure continued airworthiness, in accordance with the appropriate RCP/RSP specification(s)</li> </ul>				
6.	<p>The CAA should ensure that the aircraft operator establishes means to assess the actual performance of its fleet. In addition to ensuring that the aircraft operator adheres to the guidelines of section 4.3.4, the State of the Operator or the State of Registry should determine that the actual performance of specified aircraft types/systems in the aircraft operator's fleet complies with the RCP/RSP specification.</p>				
7.	<p>To determine compliance, the CAA should obtain a sufficient sample from different aircraft types/systems, in the aircraft operator's fleet of the ACP, of relevant communication transactions and ASP of surveillance data delivery measured against RCP/RSP time values, and apply the following criteria:</p> <ul style="list-style-type: none"> <li>1) time values associated with nominal continuity criterion (95 per cent): <ul style="list-style-type: none"> <li>a. ACP should meet the RCP transaction time (TT) value associated with the nominal continuity criterion; and</li> <li>b. ASP should meet the RSP delivery time (DT) value associated with the nominal continuity criterion.</li> </ul> </li> <li>2) time values associated with operational continuity criterion (see Note 3): <ul style="list-style-type: none"> <li>a. ACP should meet the RCP expiration time (ET) value associated with the operational continuity criterion; and</li> </ul> </li> </ul>				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
	<p>b. ASP should meet the RSP overdue time (OT) value associated with the operational continuity criterion; or</p> <p>3) if ACP or ASP does not meet the operational continuity criteria, the State of the Operator or the State of Registry may determine that the performance is acceptable, based on a local safety assessment by the ANSPs in control of the airspace in which the aircraft operator operates (see Item 4).</p>				
	<p><b>Note 1:</b> PBCS monitoring programmes are not intended to replace the Standards to retain records of communications and surveillance data for accident/incident investigation purposes in accordance with Annex 11, 6.1.1.3, and Annex 10, Volume II, 3.5.</p> <p><b>Note 2:</b> While RCP 240, RCP 400, RSP 180 and RSP 400 specify operational continuity criteria of 99.9 per cent, early implementations of PBCS for CPDLC and ADS-C have indicated that an operational continuity of 99 per cent is acceptable. However, as ATM operations become more dependent on communication and surveillance performance, the operational continuity may need to be more stringent.</p> <p><b>Note 3:</b> The time values for operational continuity provide values for when the ATS unit takes appropriate action when alerted by the ATS system that the relevant communication transaction was not completed or surveillance data was not delivered. The actual operational continuity determines how often the ATS unit is alerted when an operational response to an ATC instruction has not yet been received, or when a surveillance data report is considered overdue. The local safety assessment would determine the impact which the frequency of these alerts has on operations within the ATS unit.</p> <p><b>Note 4:</b> If the operational continuity or service availability criteria are not met, a local safety assessment to determine appropriate mitigation and/or action may take into account local factors. Local factors include, for example, whether a reduced separation minimum predicated on an RCP/RSP specification is being applied between pairs of suitably-equipped aircraft or within an organized track system, frequency of application of the ATM operation, route structure, traffic density, loading conditions of the communication and surveillance capability, alternative means of communication and surveillance capability available, and contingency procedures.</p>				
8.	<p><b>Communication services provision</b> The CSP should provide services that meet the RCP/RSP allocations provided in the specifications. These allocations are used to establish contractual arrangements, which support safety oversight and approval of both ANSP and the aircraft operator for provision and use of the services, respectively.</p>				
9.	<p>The CSP should ensure that the services it provides adhere to the contractual arrangements, which include:</p> <p>a) RCP/RSP allocations, as contained in the appropriate RCP/RSP specification(s); and</p> <p>b) notification to ATS units, aircraft operators and others, as appropriate, of any failure condition that may impact PBCS operations.</p>				
10.	<p>When a CSP holds a contract with an aircraft operator, but not with ATS units for airspace in which the aircraft operator operates, that CSP should also notify the appropriate the ATS units of any failure condition that may impact the aircraft operator's PBCS operations.</p>				


Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
11.	The CSP should record and retain all communication and surveillance data, thereafter providing this data to ANSP and regional PBCS monitoring programmes upon request, when authorized by appropriate parties, in accordance with the contractual arrangements with the ANSP or aircraft operator.				
12.	<b>Aircraft Systems.</b> <i>Note: The aircraft system is approved by the State of Design and/or State of Manufacture, which typically issues design, production and airworthiness certificates to an aircraft manufacturer or equipment supplier, in accordance with national regulations. However, national regulations often allow an aircraft operator to obtain the necessary certificates for equipment approval. In such cases, the guidelines in this section would apply to the aircraft operator.</i>				
13.	The aircraft manufacturer or supplier should demonstrate that the aircraft system meets the RCP/RSP allocations and should also demonstrate that the aircraft meets the RCP/RSP integrity criteria and associated safety requirements. RCP/RSP integrity is typically shown by analysis, design, system architecture, and evaluations of HMI, taking into account flight crew training and qualification programmes instituted by the aircraft operator.				
14.	The aircraft manufacturer or supplier should demonstrate that the aircraft system meets the RCP/RSP availability criteria. RCP/RSP availability is typically shown by the evaluation of equipment failure and the number of similar components (redundancy) installed on the aircraft.				
15.	The aircraft manufacturer or supplier should demonstrate that the aircraft system, when operating with a representative ATS system (i.e. simulation or real ground system), is capable of meeting the operational RCP/RSP time and continuity criteria.				
16.	The aircraft manufacturer or supplier should demonstrate that the aircraft system provides the flight crew with alerts in case of aircraft system or connectivity failures, causing the aircraft to be incapable of meeting the RCP/RSP specification.				
17.	The aircraft manufacturer or equipment supplier should identify any specific items related to PBCS capability in the master minimum equipment list (MMEL).				
18.	The aircraft manufacturer or equipment supplier should identify the demonstrated PBCS capability of the aircraft, any associated operating limitations, information and procedures, in the flight manual.				
	<i>Note: Examples of alerts include failure of a particular communication means, definitive connectivity loss, or failure of the communication and/or surveillance functions. There is no consolidated RCP/RSP capability directly displayed to the flight crew. Appropriate procedures and flight crew training associated with the alerts ensure continued compliance with PBCS operations.</i>				



Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
19.	<b>Aircraft Operator Eligibility</b> The aircraft operator should meet the requirements established by the State of the Operator or State of Registry to be eligible for PBCS operations as described in Items 1-8 above The aircraft operator should consider the guidance in this section as it applies to flight crew training and qualification, the aircraft system, MEL, continued airworthiness, user modifiable software and CSP service agreements.				
20.	The aircraft operator should ensure that procedures are established and the flight crews and other personnel (e.g. aircraft maintenance, flight operations officer/flight dispatcher) are trained and qualified for PBCS operations. The flight crew procedures and training should include normal operations, as well as those associated with alerts provided by the aircraft system to indicate failures when the aircraft is no longer capable of meeting the RCP/RSP specification prescribed for the associated ATM operations.				
21.	The aircraft operator should ensure that contracted services, such as those with CSPs, are bound by contractual arrangements stipulating the RCP/RSP allocations, including any monitoring or recording requirements, and the guidelines of Items 9-12 above.				
22.	The aircraft operator should ensure that contractual arrangements include a provision for the CSP to notify the appropriate ATS units for the route system of the aircraft operator in case failure conditions impact PBCS operations.				
<i>Note: This provision ensures appropriate ATS units are notified in cases when the ANSP does not have a contractual arrangement with a particular CSP, and services are provided through internetworking among CSPs/SSPs.</i>					
23.	The aircraft operator should ensure that the aircraft system has been approved for the intended use, in accordance with the appropriate RCP/RSP specification(s) and guidelines provided in Items 13-18 above.				
24.	The aircraft operator should ensure that the aircraft system is properly maintained, including configuring user-modifiable software, such as those used to manage communication media and routing policies, to meet the appropriate RCP/RSP specification(s).				
25.	The aircraft operator should participate in local and regional PBCS monitoring programmes, which are applicable to the aircraft operator's route system, and should provide the following information to the appropriate PBCS monitoring entities specified in AIPs (or equivalent publications): a) operator name;				

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
	b) operator contact details; and c) other coordination information.				
26.	The aircraft operator should advise the appropriate PBCS monitoring entities of any changes to the information listed in Item 26				
27.	The aircraft operator should establish procedures to report problems, identified either by the flight crew or other personnel, to the appropriate PBCS monitoring entities associated with the route of flight on which the problem occurred.				
28.	The aircraft operator should ensure procedures are established for the timely disclosure and delivery of operational data, including data from its CSPs/SSPs, to the appropriate PBCS monitoring entity when requested for the purposes of investigating a reported problem.				
29.	<b>Flight Plan Requirements</b> When filing RCP/RSP capabilities, the aircraft operator should ensure that the planned use of associated communication and surveillance capabilities for the flight will be in accordance with regulations, policies and procedures in control areas for the flight, as published by the applicable States in their AIPs (or equivalent publications).				
30.	The aircraft operator should ensure that the proper denotation of PBCS capabilities are included in the ICAO flight plan.				
31.	In Item 10 of the flight plan, the aircraft operator should insert one or more descriptors, as appropriate, or as listed in the Oman AIP ENR 1.10 para 7.3.4, to identify an aircraft's RCP capability:				

### 3.8 Statement of Compliance – North Atlantic High Level Altitude (NATHLA)

	<b>Statement of Compliance – North Atlantic High Level Altitude (NAT HLA)</b>	Form	OPS-AWR – <b>AOC-112</b> – NAT HLA
		Revision	01
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s North Atlantic High Level Altitude (NAT HLA) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the North Atlantic High Level Altitude (NAT HLA) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a North Atlantic High Level Altitude (NAT HLA) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms. NAT HLA approval is conditional on a RVSM approval being granted.</p> <p>All supporting documents related to Application for statement of compliance with ICAO NAT Doc 007, ICAO Doc 7030 MNPS, CAR OPS, CAR-MEL and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C</b>. Organisation Details,</p> <p>(3) Column <b>I</b>. Operator's Manual Ref No.,</p> <p>(4) Sign and date column <b>X</b>. to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>J &amp; O</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>K &amp; T</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the NAT HLA Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>AA</b>. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>C. Organisation Details</b>			
Name:		AOC Number:	

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Contact person: \_\_\_\_\_ Tel: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**D. Aircraft fleet (Use continuation sheet if required)**

Aircraft Type	Registration	Aircraft S/N	GNSS		IRS		INS	
			GNSS 1	GNSS2	IRS 1	IRS 2	INS 1	INS 2

**E. Type of Approval Requested:**

Unrestricted NAT HLA      YES  NO       Restricted NAT HLA      YES  NO

**F. Application is based on the following Published Manuals:**

MMEL Revision Number:		Revision Date:	
MEL Revision Number:		Revision Date:	
OM Revision Number:		Revision Date:	
AFM Revision Number:		Revision Date:	
RVSM Approval:		Revision Date:	
ADS-B Approval:		Revision Date:	
PBCS Approval:		Revision Date:	

G. CAA REFERENCE	H. CAR OPS-1	I. MANUAL REF NO:	J. FOI S/ US/ NA	K. AWI S / US/ NA	L. Required Correction	M. Comments
CAR OPS-1.243 Plus AMC-1 OPS-1.243(1)	Operations in areas with specified navigation performance requirements					
CAR OPS-1.653	GNSS					

CAR OPS-1.865	Communications and Navigation Equipment					
CAR OPS-1.870 & AC OPS-1.870	Additional Navigation equipment required for MNPS airspace (See ICAO Doc 7030 Compliance checklist below)					
CAR OPS-1.872	Equipment required for RVSM airspace					
CAR-100	Safety Management Systems					
<b>ICAO Ref</b>	<b>ICAO Doc 7030</b> <i>The below checklist structure is based upon ICAO Doc 7030</i>	<b>N. Manual Ref No.</b>	<b>O. FOI S/ US/ NA</b>		<b>P. Required Correction</b>	<b>Q. Comments</b>
NAT 1	Flight Rules					
NAT 2	Flight plans					
NAT 3	Communications					
NAT 4	Navigation					
NAT 5	Surveillance					
NAT 6	Air Traffic Services					
NAT 7	Safety Monitoring					
NAT 8	Air Traffic Flow Management					
NAT 9	Special Procedures					
NAT 10	Phraseology					
NAT 11	Search and Rescue					
NAT 12	Meteorology					
NAT 13	Aeronautical Information Services (Management)					
<b>ICAO Ref</b>	<b>ICAO Doc 007</b> <i>The below checklist structure is based upon ICAO Doc 007</i>	<b>N. Manual Ref No.</b>	<b>O. FOI S/ US/ NA</b>		<b>P. Required Correction</b>	<b>Q. Comments</b>
Chapter 1	Operational approval and aircraft system requirements for flight in the NAT HLA					
Chapter 2	The Organised Track System (OTS)					
Chapter 3	Other routes and route structures within or adjacent to the NAT HLA					
Chapter 4	Flight Planning					


Chapter 5	Oceanic ATC clearances					
Chapter 6	Communications and position reporting procedures					
Chapter 7	Application of MACH number technique					
Chapter 8	NAT HLA/MNPS flight operation & navigation procedures					
Chapter 9	RVSM flight in the NAT HLA					
Chapter 10	ATS surveillance services in the NAT HLA					
Chapter 11	Monitoring of aircraft systems and crew performance					
Chapter 12	Procedures in the event of navigation system degradation or failure					
Chapter 13	Special procedures for in-flight contingencies					
Chapter 14	Guarding against common areas					
Chapter 15	The prevention of deviations from track as a result of waypoint insertion errors					
Chapter 16	Guidance for dispatchers					
Chapter 17	Flight operations below the NAT HLA					
<b>R. CAA Reference</b>	<b>S. CAR M &amp; CAR-21</b>	<b>T. Manual Ref No.</b>		<b>U. AWI S/ US/ NA</b>	<b>V. Required Correction</b>	<b>W. Comments</b>
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>X. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
<b>Name of Accountable Manager:</b>		<b>Signature</b>				<b>Date</b>
<b>Y. CAA USE ONLY</b>						
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>			<b>Date</b>	
<b>FOI</b>						
<b>AWI</b>						
<b>Z. Review No:</b>						
		<b>AA. Results</b>		<b>Approved</b>	<b>Not Approved</b>	

For CAA Staff ONLY

**\*\*Guidance for NAT HLA – Job Aid for Inspectors**

*For Inspectors Guidance please refer to Chapter 3, Joint Procedures and Specific Approval/Certification Manual for further guidance material.*

### 3.9 Statement of Compliance – Performance Based Navigation (PBN)

	<b>Statement of Compliance – Performance-Based Navigation (PBN)</b>	<b>Form</b>	<b>OPS-AWR – AOC-113 – PBN</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Electronic Flight Bag (EFB) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Electronic Flight Bag (EFB) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an Electronic Flight Bag (EFB) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			

- (1) Operator (Accountable Manager) is required to fill The Following:
- (2) Column **C**. Organisation Details,
- (3) Column **I**. Operator's Manual Ref No.,
- (4) Sign and date column **X**. to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).
- (5) Operations Inspector(s) to fill column **J & O**. S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**).
- (6) Airworthiness Inspector(S) to fill column **K & U**. S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**) for CAR MEL and CAR OPS.
- (7) For the Performance-based navigation (PBN) Approval fee please refer to CAN 1-06.
- \*Note-1: If unsatisfactory, Inspector(s) shall mark the box **AA**. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.*
- \*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).*

**C. Organisation Details**

<b>Name:</b>		<b>AOC Number:</b>	
<b>Address:</b>			
<b>Tel:</b>			
<b>Contact person:</b>		<b>Tel:</b>	<b>Date:</b>
<b>Email:</b>			

**D. Aircraft fleet (Use continuation sheet if required)**

Aircraft Type	Registration	Aircraft S/N	GNSS		IRS		INS		DME		VOR	
			GNSS 1	GNSS 2	IRS 1	IRS 2	INS 1	INS 2	DME 1	DME 2	VOR 1	VOR 2

**E. Type of Approval Requested:**

<b>RNAV 10</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>RNAV 4</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>RNAV 5</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>RNAV 1 &amp; 2</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>RNP AR</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>RNP APCH</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>New aircraft</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Upgraded equipment on existing aircraft</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>



F. Application is based on the following Published Manuals:						
MMEL Revision Number:		Revision Date:				
MEL Revision Number:		Revision Date:				
OM Revision Number:		Revision Date:				
AFM Revision Number:		Revision Date:				
G. CAA REFERENCE	H. CAR OPS-1	I. MANUAL REF NO:	J. FOI S/ US/ NA	K. AWI S / US/ NA	L. Required Correction	M. Comments
CAR OPS-1.243	Operations in areas with specified navigation performance requirements					
AMC-1 OPS-1.243(1)	Operations in areas with specified navigation performance requirements					
AMC-2 OPS-1.243(4)	RNAV Visual Flight Procedures (RVFP)					
App-1 CAR OPS-1.175	Contents and conditions of an AOC					
CAR OPS-1.653	GNSS					
CAR-100	Safety Management Systems					
ICAO Ref	ICAO Doc 9613 – Vol 1. – PBN Manual <i>The below checklist structure is based upon ICAO Doc 9613</i>	N. Manual Ref No.	O. FOI S/ US/ NA		P. Required Correction	Q. Comments
Part A	The Performance-based Navigation (PBN) Concept					
Chapter 1	Description of Performance-based Navigation (PBN)					
Chapter 2	Airspace concepts					
Chapter 3	Stakeholder uses of Performance-based Navigation (PBN)					
Part B	Implementation Guidance					
Chapter 1	Introduction to implementation processes					
Chapter 2	Process 1: Identifying an ICAO navigation specification for implementation					
Chapter 3	Process 2: Validation and implementation planning					
Attachments to Vol 1						

Attachment A	RNAV & RNP systems					
Attachment B	Data processes					
Attachment C	Operational approval					
<b>ICAO Doc 9613 – Vol II Part B for Implementing RNAV Operational requirements</b>						
Chapter 1	RNP 10 – Operational approval					
Chapter 2	RNP 5 – Operational approval					
Chapter 3	Implementing RNAV 1 and RNAV 2 Operational approval					
<b>ICAO Doc 9613 – Vol II Part C for Implementing RNAV Operational requirements</b>						
Chapter 1	Implementing RNP 4					
Chapter 2	Implementing RNP 2					
Chapter 3	Implementing RNP 1					
Chapter 5	Implementing RNP APCH					
<b>ICAO Ref</b>	<b>ICAO Doc 9997- PBN Operational Approval Manual</b> <i>The below checklist structure is based upon ICAO Doc 9997</i>	<b>N. Manual Ref No.</b>	<b>O. FOI S/ US/ NA</b>		<b>P. Required Correction</b>	<b>Q. Comments</b>
Chapter 1	Performance-based navigation (PBN)					
Chapter 2	Certification and Operational approval					
Chapter 3	Operational approval guidelines					
Chapter 4	Navigation specification job aids					
<b>R. CAA Reference</b>	<b>S. CAR M &amp; CAR-21</b>	<b>T. Manual Ref No.</b>		<b>U. AWI S/ US/ NA</b>	<b>V. Required Correction</b>	<b>W. Comments</b>
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>X. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
<b>Name of Accountable Manager:</b>		<b>Signature</b>		<b>Date</b>		
<b>Y. CAA USE ONLY</b>						
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>			<b>Date</b>	

FOI				
AWI				
<b>Z. Review No:</b>		<b>AA. Results</b>		<b>Approved</b>
				<b>Not Approved</b>

**For CAA Staff ONLY**

**\*\*Guidance for PBN – Job Aid for Inspectors**

*For Inspectors Guidance please refer to Chapter 3, Joint Procedures and Specific Approval/Certification Manual for further guidance material.*

	<p>Actions Recommended for the Inspector and Operator</p> <ol style="list-style-type: none"> <li>1. At the pre-application meeting with the operator, the inspector reviews the “basic events of the RNAV approval process” described in this Job Aid, to provide an overview of the approval process events.</li> <li>2. The operator uses this Job Aid as a guide to collect the documents of the RNAV application.</li> <li>3. The operator inserts in the Job Aid references showing in what part of its documents and where the elements of RNAV information are located.</li> <li>4. The operator submits the Job Aid and the application to the inspector (with the required documents).</li> <li>5. As soon as possible, the inspector informs the operator using Form AOC-109 where an item is not in compliance or needs corrective action.</li> <li>6. The operator provides the inspector with the revised material when so requested.</li> <li>7. The CAA provides the operator with the operational specification (air operators) or a letter of authorization (others), as applicable,</li> </ol>
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Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments

**Operator is applying for RNAV 10 (RNP 10) Operations Approval**

1.	<b>Airworthiness documents showing aircraft eligibility for RNAV 10 (RNP 10).</b> AFM, AFM revision, AFM supplement, or Type certificate data sheet (TCDS) showing that the LRNS is eligible for RNAV 10 (RNP 10).				
2.	<b>Aircraft modified to meet RNAV 10 (RNP 10) standards.</b> Documentation on aircraft inspection and/or modification, if applicable.				
3.	<b>Maintenance program</b> <ul style="list-style-type: none"> <li>• For aircraft with established LRNS maintenance practices, the list of references of the document or program.</li> <li>• For newly installed LRNS provide LRNS maintenance practices for review.</li> </ul>				
4.	<b>Minimum Equipment List (MEL) if applicable</b> showing provisions for LRNS				
5.	<b>Training programme</b> for flight crews, flight dispatchers, and maintenance personnel as applicable.				
6.	<b>Operating policies and procedures</b> including relevant section of Operations Manuals and checklists attached to the application, applicable to RNAV 10				
7.	<b>Navigation database (if carried)</b> Details of the navigation data validation programme.				

### Guidance for Determining RNAV 10 (RNP 10) Aircraft Eligibility

Item No.	Item Description	ICAO Doc 9613 Vol II Part B	Operator Reference	FOI/AWIS /US / NA	Comments
1	<b>Eligibility Method 1</b> – Eligibility of aircraft through RNP certification. (RNP compliance documented in the AFM).	1.3.3.1.2			
2	<b>Eligibility Method 2</b> - Eligibility of aircraft through previous certification of the navigation system.	1.3.3.1.3			
3.	<b>Eligibility Method 3</b> - Eligibility of aircraft through data collection.	1.3.3.1.4			
4.	<b>Aircraft Equipment</b>				
	<b>Dual Long Range Navigation Systems</b>	1.3.4			
	<b>Dual GNSS</b>	1.3.4.2.1			
	GNSS approved as primary means of navigation (AC 20-138 or equivalent)	1.3.4.2.1.1			
	Multi-sensor systems into which the GNSS is integrated (AC 20-130 or equivalent).	1.3.4.2.1.2			
	Eligibility Method 2 - Eligibility of aircraft through previous certification of the navigation system.	1.3.3.1.3			
	Complies with regulations/advisory information for use of GNSS for primary oceanic/remote performance	1.3.4.2.1.3			
	Approved FDE prediction programme	1.3.4.2.1.4			
	<b>Dual INS or IRS</b>	1.3.4.2.2.1			
	INSs or IRUs approved according to 14 CFR, Part 121, Appendix G (time limit 6.2 hours).	1.3.4.2.2			
	INSs or IRUs approved for MNPS operations in the North Atlantic or RNAV operation in Australia (time limit 6.2 hours).	1.3.4.2.2			
	Application for extended time limit	1.3.4.2.3			
	Operator route evaluation conducted	1.3.9.6			
	<b>Single IRS or IRU and Single GNSS</b>	1.3.4.2.4			
	INS/IRU approved to 14 CFR Part 121 Appendix G or equivalent	1.3.4.2.4			
	GNSS authorized for oceanic/remote (TSO C129a with FTE, TSO C145a/146a, or equivalent)	1.3.2.4			
	Approved FDE prediction programme	1.3.4.2.4			

### Guidance for Procedures applicable to RNAV 10 (RNP 10) Operations

Item No.	Item Description	ICAO Doc 9613 Vol II Part B	Operator Reference	FOI/AWIS /US / NA	Comments
<b>1.</b>	<b>Flight Planning</b>				
	Verify that aircraft has been approved for RNAV 10 (RNP 10) operations.	1.3.5			
	Verify that two LRNS are operational.	1.3.6.1			
	Verify that the RNAV 10 (RNP 10) time limit has been taken into account (aircraft equipped with only INS/IRU).	1.3.5.1 (a)			
	Verify requirements for GNSS, such as FDE, if applicable to the operation.	1.3.5.1 (b)			
	Insert the letter "R" in Box 10 of the ICAO flight plan	1.3.7			
	If required, take into account any operational restriction related to RNAV 10 (RNP 10) approval for a specific navigation system.	1.3.5.1 (c)			
<b>2.</b>	<b>Pre-flight procedures</b>				
	Review of maintenance logs and forms for LRNS status	1.3.5.2 (a)			
	Review the emergency procedures for operations in RNAV 10 (RNP 10) airspace or routes	1.3.5.2 (c)			
<b>3.</b>	<b>En-route procedures</b>				
	Before oceanic point of entry verify at least two LRNS capable of navigating in RNAV 10 (RNP 10). If not consider using an alternate route or initiating a deviation.	1.3.9.1			
	Before entering oceanic airspace, check aircraft position as accurately as possible using external navigation aids.	1.3.9.2			
	Cross-check procedures in order to identify navigation errors in advance and prevent the aircraft from inadvertently deviating from the routes authorised by the ATC.	1.3.9.3			
	Notify the ATC of any degradation or failure of the navigation equipment below the navigation performance requirements, or of any deviation required for a contingency procedure.	1.3.9			
	Operator procedures for use of a lateral deviation indicator, an FD or an AP in lateral navigation mode (LNAV) for RNP 10 operations.	1.3.9.5			
	Operator procedures for limiting FTE to +/- ½ navigation accuracy	1.3.9.5			
	Operator procedures for manual updating of position (if approved)	1.3.9.9			

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Operator is applying for RNAV 5 (RNP 5) Operations Approval</b>					
1.	<b>Airworthiness documents to determine aircraft eligibility</b> Airworthiness documents that establish the aircraft and the navigation system have been approved for RNAV 5 operations.				
2.	<b>RNAV 5 system requirements</b> Documents that show the aircraft equipment One (1) RNAV system comprising of: <ul style="list-style-type: none"> <li>• one or a combination of the following navigation sensors: VOR/DME, DME/DME, INS or IRS, and GNSS;</li> <li>• an Area Navigation (RNAV) computer;</li> <li>• a Control Display Unit (CDU); and</li> <li>• a navigation display(s) or instrument(s) e. g., Navigation Display (ND), Heading Situation Indicator (HSI) or Course Deviation Indicator (CDI).</li> </ul>				
3.	<b>Maintenance program</b> 1. For Aircraft with established RNAV or GPS stand-alone maintenance practices provide document references. 2. For newly installed RNAV or GPS stand-alone provide maintenance practices for review				
4.	<b>Minimum equipment list (MEL) if applicable</b> showing provisions for RNAV 5 systems.				
5.	<b>Training</b> Training program for flight crews, flight dispatchers, and maintenance personnel as applicable				
6.	<b>Operational policies and procedures</b> Operations manual and checklists or sections to be attached to the application, corresponding to RNAV 5 operating procedures and policies.				
7.	<b>Navigation database (if carried)</b> Details of the navigation data validation programme.				
<b>Guidance for Determining RNAV 5 (RNP 5) Aircraft Eligibility</b>					
Item No.	Item Description	ICAO Doc 9613 Vol II Part B	Operator Reference	FOI/AWI S/US/NA	Comments
1.	<b>Aircraft eligibility</b>				
	Aircraft approved for B-RNAV	2.3.2.6			
	Aircraft with an approved statement of compliance	2.3.2.4			

	Aircraft with statement by the manufacturer	2.3.2.4			
2.	<b>Aircraft and System requirements – one of the following</b>				
	VOR/DME or DME/DME system	2.3.3.2.2 2.3.3.2.3			
	INS or IRS	2.3.3.2.1			
	GNSS a) TSO C129 with pseudo range step detection and health word checking; or b) TSO C129 (a) or TSO C145 ( ) or TSO C146( ) or equivalent	2.3.3.2.4			
3.	<b>Availability of conventional navigation equipment</b> as a back-up in the event of loss of GNSS, if required by the State	2.3.3.2.4.3			
4.	<b>RNAV 5 system functional requirements</b>	2.3.3.3			
<b>Guidance for Procedures applicable to RNAV 5 (RNP 5) Operations</b>					
Item No.	Item Description	ICAO Doc 9613 Vol II Part B 2	Operator Reference	FOI/AWIS /US / NA	Comments
1.	<b>Flight planning</b>				
	Verify aircraft is approved for RNAV operation.	2.3.4.1			
	File appropriate flight plan suffixes for RNAV 5	2.3.4.2.1			
	Verify that GNSS or ground-based navigation aids required for RNAV 5 operations are available for the route and period of operations, including any contingencies	2.3.4.2.2			
	Verify that database is current and appropriate for the route (if carried)	2.3.4.2.3			
	Confirm availability of GNSS (if carried). Revise flight planning if a continuous loss of integrity of more than 5 minutes is predicted	2.3.4.3			
2.	<b>General Operating Procedures</b>				
	Operator procedures to ensure flight crew do not request, or file a flight plan for RNAV 5 routes unless they meet all the criteria in the relevant CAA documents.	2.3.4.4.1			
	Operator procedures to ensure any manufacturer requirements, to meet the RNAV 5 performance requirements	2.3.4.4.2			
	For RNAV 5 routes – procedures for the use of a lateral deviation indicator, a FD or an AP in the lateral navigation mode.	2.3.4.4.7			
	Operator procedures for setting lateral deviation scale (where applicable)	2.3.4.4.7			
	Operator procedures for limiting FTE to +/- ½ navigation accuracy	2.3.4.4.8			



	Operator procedures for rejoining route following ATC course assignment	2.3.4.4.9			
Item No.	Item Description	ICAO Doc 9613 Vol II Part B 2	Operator Reference	FOI/AWIS /US / NA	Comments
2.	<b>Contingency Procedure</b>				
	Notification of ATC when RNAV performance ceases to meet the requirements for RNAV 5	2.3.4.5.1			
	Operator procedures for use of GNSS; Loss of integrity monitoring function Integrity alert	2.3.4.5.3 a) 2.3.4.5.3 b)			

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Operator is applying for RNAV 4 Operations Approval</b>					
1.	<b>Airworthiness documents to determine aircraft eligibility for RNAV 4 Compliance</b> per ICAO PBN Manual, e.g., AFM, AFM Revision, AFM Supplement or Type Certificate Data Sheet (TCDS) showing that aircraft LRNS are RNP 4 eligible				
2.	<b>Aircraft Modified To Meet RNP 4 Standards</b> Documentation of aircraft inspection and/or modification. If applicable, maintenance records documenting installation or modification of aircraft/LRNS.				
3.	Maintenance Program: For aircraft with established LRNS maintenance practices, provide list of document or program references. For newly installed LRNS, provide LRNS maintenance practices for review				
4.	Minimum Equipment List (MEL) if applicable showing provisions for LRNS				
5.	Training programme for flight crews, and flight dispatchers, and maintenance personnel as applicable.				
6.	<b>Operating policies and procedures</b> including relevant section of Operations Manuals and checklists attached to the application, applicable to RNP 4				
7.	<b>Navigation database</b> Details of the navigation data validation programme.				

Guidance for Procedures applicable to RNAV 4 aircraft eligibility					
Item No.	Item Description	ICAO Doc 9613 Vol II Part C 1	Operator Reference	FOI/AWIS /US / NA	Comments
1.	<b>Eligibility Group 1</b> – RNP Certification (RNP compliance documented in Airplane Flight Manual (AFM))	1.3.2.3.2 (a)			
2.	<b>Eligibility Group 1</b> – Prior Navigation System Certification (RNP compliance documented in Airplane Flight Manual (AFM))	1.3.2.3.2 (b)			
	Aircraft fitted with GNSS only: a) Approved long-range navigation systems for oceanic and remote airspace (with FDE) b) Approved dispatch FDE availability programme	1.3.2.3.2 (b)(i)			
	Multi-sensor Systems Integrating GNSS with integrity provided by RAIM	1.3.2.3.2 (b)(ii)			
	Multi-sensor Systems Integrating GNSS with integrity provided by AAIM	1.3.2.3.2(b)(iii)			
3.	<b>Eligibility Group 3</b> – New Technology				
4.	Requirement for at least dual Long Range Navigation System equipage including GNSS	1.3.3			
5.	Functional Requirements	1.3.3.6 1.3.3.7			
Guidance for Procedures applicable to RNAV 4 Operations					
Item No.	Item Description	ICAO Doc 9613 Vol II Part B 3	Operator Reference	FOI/AWIS /US / NA	Comments
1	<b>Pre-flight planning</b>				
	Verify aircraft long-range navigation systems (LRNS) required to meet minimum Navigation Specification (RNP) specified for the route or area is operational.	1.3.4.1.2			
	Annotate ICAO Flight Plan block 10 (Equipment) with “R” and “Z” and annotate Item 18 with “NAV/RNP4”. <i>Note: CPDLC and ADS-C will also be required when separation standard is 30 NM lateral and/or longitudinal.</i>	1.3.4.1.1			
	Review applicable contingency procedures	1.3.4.1.2 (c)			
	Ensure navigation capability available including availability of FDE s Applicable	1.3.4.2			
2	<b>Pre-flight Procedures</b>				
	Review of maintenance logs and forms for LRNS status	1.3.4.1.2 (a)			

	Confirm Navigation Database currency	1.3.4.1.1 & (Note)			
3.	<b>En route Procedure</b>				
	Before oceanic entry point, verify two LRNS meeting the minimum RNP specified are operating. If not, notify ATC and operate in accordance with policy applicable to the airspace.	1.3.4.3.1			
	Before entering oceanic airspace, perform navigation accuracy check and position update (if necessary) using accepted method.	1.3.4.3.2			
	Follow in-flight operating drills to prevent inadvertent deviation from cleared routes.	1.3.4.3.3			
	Use flight director or autopilot in lateral deviation mode	1.3.4.3.4			
	Advise ATC of loss of long-range navigation capability and operate in accordance with policy applicable to the airspace.	1.3.4.3.3			
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Operator is applying for RNAV 1 &amp; RNAV 2 Operations Approval</b>					
1.	<b>Airworthiness documents showing aircraft eligibility for RNAV 1 &amp; RNAV 2.</b> AFM, AFM revision, AFM supplement, or Type certificate data sheet (TCDS) showing that the RNAV navigation system is eligible for RNAV 1 & RNAV 2 or RNP 1 or above. or Manufacturer statement.- Aircraft with a manufacturer statement documenting compliance with RNAV 1 and RNAV 2, or P-RNAV (TGL-10) or FAA AC 90-100( ) or equivalent. <i>Note: Approvals in accordance with P-RNAV only or FAA AC 90-100( ) only require additional documentation to meet RNAV 1 and RNAV 2 requirements</i>				
2.	<b>Aircraft modified to meet RNAV 1 and RNAV 2 standards. Documentation on aircraft inspection and/or modification, if applicable.</b> Maintenance records documenting the installation or modification of aircraft systems				
3.	<b>Maintenance programme</b> <ul style="list-style-type: none"> <li>For aircraft with established maintenance procedures for RNAV 1 and RNAV 2 systems, the list of references of the document or programme.</li> <li>For recently installed RNAV 1 and RNAV 2 systems, the maintenance procedures for review.</li> </ul>				

4.	Minimum equipment list (MEL) if applicable showing provisions for RNAV 1 and RNAV 2.				
5.	Training Training programme for flight crews, flight dispatchers, and maintenance personnel as applicable.				
6.	Operating policies and procedures including relevant section of Operations Manuals and checklists attached to the application, applicable to RNAV 1 and RNAV 2				
7.	Navigation database Details of the navigation data validation programme.				

**Guidance for Procedures applicable to RNAV 1 & RNAV 2 aircraft eligibility**

Item No.	Item Description	ICAO Doc 9613 Vol II Part B 3	Operator Reference	FOI/AWIS /US / NA	Comments
1.	<b>System eligibility for RNAV 1 and RNAV 2 operations</b>				
	Aircraft with a statement of compliance with at least one of the following:	3.3.2.6			
	Aircraft approved under TGL-10 and AC 90-100A	3.3.2.7.2 (b)			
	Aircraft approved under TGL-10 (P-RNAV) and additional requirements in Table II-B-3-1	3.3.2.7.3 (b)			
	Aircraft that comply with AC 90-100A and additional requirements in Table II-B-3-2	3.3.2.7.4 (b)			
	Aircraft with a statement by the manufacturer demonstrating compliance with RNAV 1 and RNAV 2 requirements.				
2.	<b>Aircraft and system requirements (as applicable)</b>				
	FMS with TSO-C129() GNSS	3.3.3.2.1.1 (a)			
	FMS with TSO-C145() GNSS	3.3.3.2.1.1 (b)			
	Stand-alone TSO C129 ( ) Class A1 GNSS	3.3.3.2.1.1 (c)			
	Stand-alone TSO C146 ( ) GNSS	3.3.3.2.1.1 (d)			
	DME/DME RNAV equipment	3.3.3.2.2			
	DME/DME/IRU RNAV equipment	3.3.3.2.3			
3	<b>Functional requirements</b>	3.3.3.3			

**Guidance for Procedures applicable to RNAV 1 & RNAV 2 operations**

Item No.	Item Description	ICAO Doc 9613 Vol II Part B 3	Operator Reference	FOI/AWIS /US / NA	Comments
1	<b>Pre-flight planning</b>				
	File appropriate flight plan suffix	3.3.4.1.1			
	Ensure on-board navigation data current and appropriate for the region of intended operation	3.3.4.1.2			
	Use all the information available, to confirm the availability of the required navigation infrastructure for the projected routes, including any non-RNAV contingency, for the intended operation.	3.3.4.1.3			
	Check GNSS integrity prediction (for GNSS equipped aircraft) 3.3.4.1.3	3.3.4.1.4			
	For navigation relying on DME, check NOTAMs to verify the condition of critical DMEs. Assess capability to navigate (potentially to an alternate destination) in case of failure of critical DME while airborne	3.3.4.1.5			
2.	<b>General operating procedures</b>				
	Operator procedures to ensure flight crew do not request, or file a flight plan for RNAV 1 and RNAV 2 routes unless they meet all the criteria in the relevant State documents.	3.3.4.2.2			
	Operator procedures to ensure any manufacturer requirements, to meet the performance requirements of this section are met	3.3.4.2.1			
	At system initialization, pilots must: a) confirm the validity of the navigation database; b) verify the current position of the aircraft; c) verify the proper entry of the assigned ATC route once the initial clearance is received, and of any subsequent route changes; and d) ensure that the WPT sequence displayed on the navigation system coincides with the route shown in the appropriate charts and with the assigned route.	3.3.4.2.3			
	Operator procedures to ensure SID/STARs are retrieved from the on-board navigation database using the procedure name are consistent with the charted procedure and only modified as outlined in the PBN Manual.	3.3.4.2.4			
	RNAV 1 or RNAV 2 routes to be obtained from the database and only modified as per approved procedures	3.3.4.2.5			
	Operator procedures for verifying navigation system text display. 3.3.4.2.6 Operator procedures for confirming reasonableness of navigation. 3.3.4.2.7 For RNAV 2 Routes - recommended procedures for the use of a lateral deviation indicator, flight director or autopilot in lateral navigation mode	3.3.4.2.8			
	For RNAV 1 routes - requirements for the use of a lateral deviation indicator, a FD or an AP in the lateral navigation mode.	3.3.4.2.9			
	Operator procedures for setting lateral deviation scale (where applicable)	3.3.4.2.10			

	Operator procedures for limiting FTE to +/- ½ navigation accuracy	3.3.4.2.11			
	Operator procedures for rejoining route following ATC course assignment	3.3.4.2.12			
	Operator procedures for setting bank angle limitations.	3.3.4.2.13			
	Specific RNAV SID requirements				
	Operator procedures for determining system availability and pre-departure setup	3.3.4.3.1			
	Operator procedures/requirements for equipment use to ensure meeting RNAV 1 performance.	3.3.4.3.3			
	For DME/DME/IRU aircraft. - requirements for position confirmation.	3.3.4.3.5			
	For aircraft utilizing GNSS requirements for acquiring signal and flight plan loading to ensure the appropriate navigation system monitoring and sensitivity	3.3.4.3.6			
4.	<b>Specific RNAV STAR requirements</b>				
	Operator procedures for loading/checking route	3.3.4.4.1			
	Operator procedures related to restriction on waypoint creation	3.3.4.4.2			
	Operator procedures for contingency procedures to revert to a conventional arrival route	3.3.4.4.3			
	Operator procedures for accepting radar headings or “direct to” tracking	3.3.4.4.4			
	Operator procedures for verifying system operation and selection of procedures	3.3.4.4.5			
	Operator procedures for observing published altitude and speed constraints	3.3.4.4.6			
5.	<b>Contingency procedures</b>				
	Operators contingency procedures for loss of navigation capability	3.3.4.5.1			

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Operator is applying for Basic RNP 1 (B-RNAV) Operations Approval</b>					
1.	<p><b>Airworthiness documents showing aircraft eligibility for RNAV 1 &amp; RNAV 2.</b>  AFM, AFM revision, AFM supplement, or Type certificate data sheet (TCDS) showing that the RNAV navigation system is eligible for RNAV 1 &amp; RNAV 2 or RNP 1 or above.  or  Manufacturer statement.- Aircraft with a manufacturer statement documenting compliance with RNAV 1 and RNAV 2, or P-RNAV (TGL-10) or FAA AC 90-100( ) or equivalent.  <i>Note: Approvals in accordance with P-RNAV only or FAA AC 90-100( ) only require additional documentation to meet RNAV 1 and RNAV 2 requirements</i></p>				
2.	<p><b>Aircraft modified to meet RNAV 1 and RNAV 2 standards. Documentation on aircraft inspection and/or modification, if applicable.</b>  Maintenance records documenting the installation or modification of aircraft systems</p>				
3.	<p><b>Maintenance programme</b></p> <ul style="list-style-type: none"> <li>For aircraft with established maintenance procedures for RNAV 1 and RNAV 2 systems, the list of references of the document or programme.</li> <li>For recently installed RNAV 1 and RNAV 2 systems, the maintenance procedures for review.</li> </ul>				
4.	Minimum equipment list (MEL) if applicable showing provisions for RNAV 1 and RNAV 2.				
5.	<p>Training  Training programme for flight crews, flight dispatchers, and maintenance personnel as applicable.</p>				
6.	Operating policies and procedures including relevant section of Operations Manuals and checklists attached to the application, applicable to RNAV 1 and RNAV 2				
7.	<p>Navigation database  Details of the navigation data validation programme.</p>				
<b>Guidance for Procedures applicable to Basic RNP 1 aircraft eligibility</b>					
Item No.	Item Description	ICAO Doc 9613 Vol II Part C 3	Operator Reference	FOI/AWI S/US / NA	Comments
1.	<b>Aircraft and system requirements – one of the following:</b>				

	Aircraft with E/TSO-C129a GNSS sensor (Class B or C) installed in an FMS	3.3.3 a)			
	Aircraft with E/TSO-C145 () GNSS sensor installed in an FMS	3.3.3 a)			
	Aircraft with E/TSO-C129a Class A1 system or E/TSO-C146 () stand-alone GNSS system	3.3.3 b)			
	Aircraft with RNP capability certified or approved with equivalent standards.	3.3.3 c)			
	Positioning data from other types of navigation sensors can be integrated with GNSS data provided they do not cause position errors that exceed the total system error (TSE)). Otherwise, means must be provided to deselect or cancel the other types of navigation sensors.	3.3.3.2			
2.	<b>Aircraft and System eligibility for Basic-RNP 1 operations</b>				
	Aircraft with an approved statement of compliance	3.3.2.4			
	Aircraft with a statement by the manufacturer	3.3.2.4			
	Modified aircraft	3.3.2.4			
	Functional requirements				
	Note: Aircraft with RNAV 1 and RNAV 2 approval or equivalent (e.g. PRNAV and FAA AC 90-100) based on GNSS capability meet the functional requirements of this AC for Basic-RNP 1 operations.	3.3.3			

**Guidance for Procedures applicable to Basic RNP 1 operations**

Item No.	Item Description	ICAO Doc 9613 Vol II Part C 3	Operator Reference	FOI/AWIS /US / NA	Comments
1.	<b>Pre-flight planning</b>				
	File appropriate flight plan suffix	3.3.4.1.1			
	Ensure on-board navigation data current and appropriate for the region of intended operation	3.3.4.1.2			
	Use all the information available, to confirm the availability of the required navigation infrastructure for the projected routes, including any non-RNAV contingency, for the intended operation.	3.3.4.1.3			
	Check GNSS integrity prediction	3.3.4.2			
2.	<b>General Operating Procedures</b>				
	Operator procedures comply with any instruction or procedure identified by the manufacturer, as necessary, to meet the performance requirements of this section.	3.3.4.3.1			
	Operator procedures to ensure flight crew do not request, or file a flight plan for RNP 1 routes unless they meet all the criteria in the relevant State documents.	3.3.4.3.2			
	At system initialization, pilots must:	3.3.4.3.3			




	a) confirm the validity of the navigation database; b) verify the current position of the aircraft; c) verify the proper entry of the assigned ATC route once the initial clearance is received, and of any subsequent route changes; and d) ensure that the WPT sequence displayed on the navigation system coincides with the route shown in the appropriate charts and with the assigned route.				
	Operator procedures to ensure a basic RNP 1 SID/STARs is retrieved from the onboard navigation database using the procedure name, is consistent with the charted procedure and only modified as outlined in the PBN Manual	3.3.4.3.4			
	Operator procedures for verifying navigation system text display.	3.3.4.3.5			
	Operator procedures for confirming reasonableness of navigation.	3.3.4.3.6			
	For Basic-RNP 1 routes procedures requiring the use of a lateral deviation indicator, flight director or autopilot in lateral navigation mode	3.3.4.3.7			
	Operator procedures for limiting FTE to +/- ½ navigation accuracy	3.3.4.3.8			
	Operator procedures for rejoining route following ATC course assignment	3.3.4.3.9			
	Operator procedures for setting bank angle limitations.	3.3.4.3.10			
3.	<b>Aircraft with RNP selection capability</b>				
	Pilots of aircraft capable of selecting RNP input must select RNP 1 or lower for Basic-RNP 1 SIDs, STARs or procedures.	3.3.4.4			
4.	<b>Basic-RNP 1 SID specific requirements</b>				
	Operator procedures for determining system availability and pre-departure setup	3.3.4.5.1			
	Operator procedures/requirement for equipment use to ensure meeting basic RNP 1 performance	3.3.4.5.3			
	GNSS requirements for acquiring signal and flight plan loading to ensure the appropriate navigation system monitoring and sensitivity	3.3.4.5.4			
	Procedures for setting lateral deviation display scale for aircraft using a lateral deviation display (e.g., a navigation map display), and use of FD or autopilot	3.3.4.5.5			
5.	<b>Basic-RNP 1 STAR specific requirements</b>				
	Operator procedures for loading/checking route	3.3.4.6.1			
	Operator procedures related to restriction on waypoint creation.	3.3.4.6.2			
	Operator procedures for contingency procedures to revert to a conventional arrival route (where required).	3.3.4.6.3			

	Operator procedures for accepting radar headings or “direct to” tracking	3.3.4.6.4			
	Operator procedures for verifying system operation and selection of procedures	3.3.4.6.5			
	Operator procedures for observing published altitude and speed constraints.	3.3.4.6.6			
	For aircraft using stand-alone GNSS systems, operator procedures/requirements for equipment setup/flight planning to ensure basic RNP 1 lateral deviation display scale sensitivity.	3.3.4.6.7			
6.	<b>Contingency procedures</b>				
	Operator contingency procedures for loss of navigation capability	3.3.4.7.1			
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
<b>Operator is applying for RNP APCH (LNAV) Operations</b>					
1.	Airworthiness documents showing aircraft eligibility for RNP APCH. AFM, AFM revision, AFM supplement, or Type certificate data sheet (TCDS) showing that the RNP navigation system is eligible for RNP APCH. or; Manufacturer statement. - Aircraft with a manufacturer statement documenting compliance				
2.	Aircraft modified to meet RNP APCH standards. Documentation on aircraft inspection and/or modification, if applicable. Maintenance records documenting the installation or modification of aircraft systems				
3.	Maintenance programme <ul style="list-style-type: none"> <li>For aircraft with established maintenance procedures for RNP APCH systems, the list of references of the document or programme.</li> <li>For recently installed RNP APCH systems, the maintenance procedures for their review.</li> </ul>				
4.	Minimum equipment list (MEL) if applicable showing provisions for RNP APCH systems.				
5.	Training Training programme for flight crews, flight dispatchers, and maintenance personnel as applicable.				
6.	Operating policies and procedures Operations manual (OM) and checklists or sections to be attached to the				





### 3.10 Statement of Compliance – Electronic Flight Bag (EFB)

	<b>Statement of Compliance – ELECTRONIC FLIGHT BAG (EFB)</b>	Form	OPS-AWR – <b>AOC-114</b> – EFB
		Revision	01
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Electronic Flight Bag (EFB) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Electronic Flight Bag (EFB) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an Electronic Flight Bag (EFB) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C.</b> Organisation Details,</p> <p>(3) Column <b>I.</b> Operator's Manual Ref No.,</p> <p>(4) Sign and date column <b>N.</b> to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>J.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>K.</b> S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the Electronic Flight Bag (EFB) Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>Q.</b> not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>D. Organisation Details</b>			
Name:		AOC Number:	

<b>Address:</b>						
<b>Tel:</b>						
<b>Contact person:</b>				<b>Tel:</b>		<b>Date:</b>
<b>Email:</b>						
<b>G. Aircraft fleet (Use continuation sheet if required)</b>						
<b>Aircraft Type</b>	<b>Registration</b>	<b>Aircraft S/N</b>	<b>Manufacturer's STC Portable system</b>	<b>Installed system</b>		
<b>H. Type of Approval Requested:</b>						
<b>Installed EFB system</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Portable EFB system integrated into the cockpit/aircraft</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>New aircraft operator</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Upgraded equipment on existing aircraft</b>		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>I. Application is based on the following Published Manuals:</b>						
<b>MMEL Revision Number:</b>				<b>Revision Date:</b>		
<b>MEL Revision Number:</b>				<b>Revision Date:</b>		
<b>OM Revision Number:</b>				<b>Revision Date:</b>		
<b>AFM Revision Number:</b>				<b>Revision Date:</b>		
<b>H. CAA REFERENCE</b>	<b>N. CAR OPS-1</b>		<b>O. MANUAL REF NO:</b>	<b>P.FOI S/ US/ NA</b>	<b>Q. AWI S / US/ NA</b>	<b>R. Required Correction</b>
CAR OPS-1.135 para (b)	Additional information and forms to be carried					
AMC to CAR OPS-1.135(b)	Additional information and forms to be carried					
CAR OPS-1.137	Electronic Flight Bag Approval					
CAR OPS-1.138	Electronic Flight Bag					

H. CAA REFERENCE	N. CAR OPS-1	O. MANUAL REF NO:	P.FOI S/ US/ NA	Q. AWI S / US/ NA	R. Required Correction	S. Comments
AMC to CAR OPS-1.138	Electronic Flight Bag					
AMC Appendix 1 to CAR OPS-1.625(a)	Mass & Balance Documentation for Class B Aeroplanes					
CAR-100	Safety Management Systems					
G. CAA Reference	H. CAR M & CAR-21	I. Manual Ref No.		K. AWI S/ US/ NA	L. Required Correction	M. Comments
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
<b>BB. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						
Name of Accountable Manager:		Signature				Date
<b>CC. CAA USE ONLY</b>						
Title and Name of CAA Inspector		Signature			Date	
FOI						
AWI						
<b>DD. Review No:</b>						
		EE. Results		Approved	Not Approved	

**Guidance for Electronic Flight Bags (EFB) – Job Aid for Inspectors**

The following has been prepared as a means of providing guidance to the inspectors (and operators) when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.

Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
1.	<p><b>Definition of Electronic Flight Bags (EFB).</b> EFB is an information system for flight deck crew members which allows storing, updating, delivering, displaying, and/or computing digital data to support flight operations or duties.</p>				
2.	<p><b>System Description and Classification of EFB Systems.</b> This section is divided into two parts. The first part deals with the host platform (e.g. the hardware and operating system) used to run the EFB software suite.</p> <p>(a) EFB Systems hardware – this can be further divided into portable and installed:</p> <p>(b) A Portable EFB – is a portable EFB host platform, used on the flight deck, which is not part of the certified aircraft configuration.</p> <ul style="list-style-type: none"> <li>➤ A portable EFB can be operated inside and outside the aircraft.</li> <li>➤ A portable EFB hosts type A and/or type B EFB software applications. In addition, it may host miscellaneous (non-EFB) software applications.</li> <li>➤ A portable EFB is a portable electronic device (PED).</li> </ul> <p><i>Note: PEDs are defined as being any kind of electronic device, typically but not limited to consumer electronics, brought on board the aircraft by crew members, passengers, or as part of the cargo and that are not included in the approved aircraft configuration. All equipment that is able to consume electrical energy falls under this definition. The electrical energy can be provided from internal sources as batteries (chargeable or non-rechargeable) or the devices may also be connected to specific aircraft power sources.</i></p> <ul style="list-style-type: none"> <li>➤ The mass, dimensions, shape, and position of the portable EFB should not compromise flight safety.</li> <li>➤ A portable EFB may be provided with aircraft power through a certified power source.</li> <li>➤ If mounted, the portable EFB is easily removable from its mounting device or attached to it, without the use of tools by the flight crew. If mounted, the attachment or removal does not constitute a maintenance action.</li> <li>➤ A portable EFB may be part of a system containing EFB installed resources which are part of the certified aircraft configuration.</li> </ul>				



	<ul style="list-style-type: none"> <li>➤ The installed EFB components are part of the certified aircraft configuration with the intended function to mount the EFB to the aircraft and/or connect to other systems.</li> <li>➤ When a portable EFB is a T-PED, the conditions for use of its transmitting capability are established in the approved Aircraft Flight Manual (AFM). In absence of information in the AFM, the EFB transmitting capability may be allowed during non-critical phases of the flight.</li> <li>➤ Portable EFBs may be used in all phases of the flight if secured to a certified mount or securely attached to a viewable stowage device in a manner which allows its normal use.</li> </ul> <p>(c) Portable EFBs not meeting the above characteristic, should be stowed during critical phases of the flight.</p> <p>(d) Portable EFBs are controlled PEDs.</p> <p>(e) Any EFB component that is either not accessible in the flight crew compartment by the flight crew members or not removable by the flight crew, should be installed as 'certificated equipment' covered by a Type Certificate (TC), changed TC or Supplemental (S)TC.</p> <p>The second part deals with this software suite which includes the EFB applications installed to provide the relevant functionality.</p>				
2a.	<p><b>Installed EFB.</b> An EFB host platform installed in the aircraft and considered as an aircraft part, covered, thus, by the aircraft airworthiness approval. An installed EFB is managed under the aircraft type design configuration. In addition to hosting Type A and B applications, an installed EFB may host certified applications, provided the EFB meets the certification requirements for hosting such applications, including assurance that the non-certified software applications do not adversely affect the certified application(s). e.g. a robust partitioning mechanism is one possible means to ensure the independence between certified applications and the other types of applications.</p>				
2b..	<p><b>Software applications for EFB.</b> The functionality associated with the EFB system depends, in part, upon the applications loaded on the host platform. The classification of the applications, based on respective safety effects, is intended to provide clear divisions among such applications and, therefore, the assessment process applied to each.</p> <p>If an application is not listed below, or it presents a high degree of novelty, the classification should be established using the provided definitions. For the purpose of the following definitions, 'malfunction or misuse' means any failure, malfunction of a "Type B" application, or design-related human errors that can be reasonably expected in service.</p> <p>(a) A non-exhaustive list of possible Type B software applications, that are to be evaluated, is provided below:</p>				

	<p>(b) Document Browser displaying the following documents, interactive or not, or not in pre-composed format, and not driven by sensed aircraft parameters:</p> <ul style="list-style-type: none"> <li>• The manuals and additional information and forms required to be carried by Regulations such as:</li> <li>• The Operations Manual (including the MEL and CDL)</li> <li>• The Aircraft Flight Manual;</li> <li>• The Operational Flight Plan;</li> <li>• The aircraft continuing airworthiness records, including the technical Log;</li> <li>• Meteorological information including with graphical interpretation;</li> <li>• ATS Flight Plan;</li> <li>• notices to airmen (NOTAMs) and aeronautical information service (AIS) briefing documentation;</li> </ul> <p>(c) Electronic aeronautical chart applications including en route, area, approach, and airport surface maps; these applications may offer features such as panning, zooming, scrolling, and rotation, centring and page turning, but without display of aircraft/own-ship position.</p> <p>(d) Use of Airport Moving Map Displays (AMMD) applications that are compliant with the Approval processes.</p> <p>(e) Applications that make use of the internet and/or other aircraft operational communications (AAC) or company maintenance-specific data links to collect, process, and then disseminate data for uses such as spare parts and budget management, spares/inventory control, unscheduled maintenance scheduling, etc.</p> <p>(f) Cabin-mounted video and aircraft exterior surveillance camera displays;</p> <p>(g) Aircraft performance calculation application that uses algorithmic data or calculates using software algorithms to provide:</p> <ul style="list-style-type: none"> <li>• take-off, en-route, approach and landing, missed approach, etc. performance calculations providing limiting masses, distances, times and/or speeds;</li> <li>• power settings, including reduced take-off thrust settings;</li> <li>• mass and balance calculation application used to establish the mass and centre of gravity of the aircraft and to determine that the load and its distribution is such that the mass and balance limits of the aircraft are not exceeded.</li> </ul> <p>(h) Airport Moving Map Displays (AMMD) applications not covered by an approval</p>				
3.	<p><b>EFB Policy and Procedures Manual.</b> These are the typical contents of an EFB policy and procedures manual that can be part of the Operation Manual. The proposed outline is very extensive. It may be adapted to the</p>				

	<p>specific EFBs system and to the size and complexity of the operations in which the operator is involved.</p> <p>(a) Revision history</p> <p>(b) List of effective pages or paragraphs</p> <p>(c) Table of contents</p> <p>(d) Introduction</p> <ol style="list-style-type: none"> <li>(1) Glossary of terms and acronyms</li> <li>(2) EFB general philosophy, environment and dataflow</li> <li>(3) EFB system architecture</li> <li>(4) Limitations of the EFB system</li> <li>(5) Hardware description</li> <li>(6) Operating system description</li> <li>(7) Detailed presentation of the EFB applications</li> <li>(8) EFB application customisation</li> <li>(9) Data management: <ul style="list-style-type: none"> <li>➤ Data administration</li> <li>➤ Organisation &amp; workflows</li> <li>➤ Data loading</li> <li>➤ Data revision mechanisms</li> <li>➤ Approval workflow</li> <li>➤ Data publishing &amp; dispatch</li> <li>➤ Customisation</li> <li>➤ How to manage the airline specific documents</li> <li>➤ Airport data management</li> <li>➤ Aircraft fleet definition</li> </ul> </li> <li>(10) Data authoring <ul style="list-style-type: none"> <li>➤ Navigation and customization</li> </ul> </li> </ol> <p>(e) Hardware and operating system control and configuration</p> <ol style="list-style-type: none"> <li>(1) Purpose and scope</li> <li>(2) Description of the following processes: <ul style="list-style-type: none"> <li>➤ Hardware configuration and part No control</li> <li>➤ Operating system configuration and control</li> <li>➤ Accessibility control</li> <li>➤ Hardware maintenance</li> <li>➤ Operating system updating</li> </ul> </li> <li>(3) Responsibilities and accountabilities</li> <li>(4) Records and filing</li> <li>(5) Documentary references</li> </ol> <p>(f) Software application control and configuration</p> <ol style="list-style-type: none"> <li>(1) Purpose and scope</li> <li>(2) Description of the following processes: <ul style="list-style-type: none"> <li>➤ Part No control</li> <li>➤ Software configuration management</li> <li>➤ Application updating process</li> </ul> </li> </ol>				
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	<ul style="list-style-type: none"> <li>(3) Responsibilities and accountabilities</li> <li>(4) Records and filing</li> <li>(5) Documentary references</li> <li>(g) Flight crew <ul style="list-style-type: none"> <li>(1) Training</li> <li>(2) Operating procedures (normal, abnormal, and emergency)</li> </ul> </li> <li>(h) Maintenance considerations</li> <li>(i) EFB security policy <ul style="list-style-type: none"> <li>(1) Security solutions and procedures</li> </ul> </li> </ul>				
4.	<p><b>Final Operational Report.</b></p> <p><b>System description and classification of EFB system</b></p> <ul style="list-style-type: none"> <li>(a) A general description of the proposed EFB system.</li> <li>(b) EFB system (hardware and software applications) proposed.</li> </ul> <p><b>Software applications</b></p> <ul style="list-style-type: none"> <li>(a) List of Type A applications installed</li> <li>(b) List of Type B applications installed</li> <li>(c) List of miscellaneous (non-EFB) software applications installed</li> </ul> <p><b>Hardware (relevant information or references)</b></p> <ul style="list-style-type: none"> <li>(a) For portable EFB used without installed resources: <ul style="list-style-type: none"> <li>(1) EMI compliance demonstration (paragraph</li> <li>(2) Lithium battery compliance demonstration</li> <li>(3) Depressurisation compliance demonstration</li> <li>(4) Details of the power source for portable EFB served by installed resources: <ul style="list-style-type: none"> <li>(5) Details of the airworthiness approval for the mounting device</li> <li>(6) Description of the placement of the EFB display</li> <li>(7) Details of the use of installed resources</li> <li>(8) EMI compliance demonstration</li> <li>(9) Lithium battery compliance demonstration</li> <li>(10) Depressurisation compliance demonstration</li> <li>(11) Details of the power source</li> <li>(12) Details of any data connectivity for installed EFB:</li> <li>(13) Details of the airworthiness approval as installed equipment</li> </ul> </li> </ul> </li> </ul> <p><b>Certification documentation</b></p> <ul style="list-style-type: none"> <li>(a) Limitations contained within the AFM</li> <li>(b) Guidelines for EFB application developers</li> <li>(c) Guidelines for EFB system suppliers</li> </ul> <p><b>Specific considerations for performance applications</b></p> <ul style="list-style-type: none"> <li>(a) Details of performance data validation conducted</li> </ul> <p><b>Operational assessment</b></p> <ul style="list-style-type: none"> <li>(a) Details of the EFB risk assessment conducted</li> <li>(b) Details of the human machine interface assessment conducted for Type A and B Software applications <ul style="list-style-type: none"> <li>(1) Details of flight crew operating procedures:</li> </ul> </li> </ul>				

	<ul style="list-style-type: none"> <li>➤ Procedures for using EFB systems with other flight crew compartment systems</li> <li>➤ Flight crew awareness of EFB software/database revisions</li> <li>➤ Procedures to mitigate and/or control workload</li> <li>➤ Flight crew responsibilities for performance calculations</li> </ul> <p>(2) Details of proposed compliance monitoring oversight of the EFB system</p> <p>(3) Details of EFB system security measures</p> <p>(4) Details of EFB administration procedures including provision of the EFB policy and procedures manual</p> <p>(5) Details of the electronic signatures procedure</p> <p>(6) Details of the system for routine EFB System maintenance</p> <p>(7) Details of flight crew training:</p> <ul style="list-style-type: none"> <li>➤ Initial training</li> <li>➤ Differences training</li> <li>➤ Recurrent training</li> </ul> <p>(c) Report of the operational evaluation test:</p> <ul style="list-style-type: none"> <li>➤ Proposals for the initial retention of paper backup</li> <li>➤ Proposals for the commencement of operations without paper backup</li> </ul> <p>(d) EFB platform/hardware description;</p> <p>(e) Description of each software application to be included in the assessment;</p> <p>(f) Risk assessment summary for each application and mitigation means put in place;</p> <p>(g) Human factors assessment for the complete EFB system, human machine interface and all software applications;</p> <ul style="list-style-type: none"> <li>➤ Pilot workload in both single-pilot and multi-crew flown aircraft</li> <li>➤ Size, resolution, and legibility of symbols and text</li> <li>➤ For navigation chart display: access to desired charts, access to information within a chart, grouping of information, general layout, orientation (e.g., track-up, north-up), depiction of scale information</li> </ul> <p>(h) Operator training;</p> <p>(i) EFB administrator qualification.</p> <p><i>Note: An EFB administrator is a person appointed by the operator, held responsible for the administration of the EFB system within the company. The EFB administrator is the primary link between the operator and the EFB system and software suppliers. (Who is the Accountable Manager or Administrator and if is included in the organization structure and manuals?)</i></p>				
5.	<p><b>Additional Safety Considerations</b></p> <p>(a) An operational approval allows an operator to use an EFB to replace traditional paper sources of information if, “an acceptable level of accessibility, usability and reliability can be assured”. Implicit in this rule is the need to provide adequate levels of cross-checking and a methodology that ensures the identification of gross errors when using</p>				

	<p>an electronic system, which is comparable to the industry best practice established for manual systems.</p> <p>(b) Crew procedures for the use of traditional paper performance charts often include practices that recognize basic human factors principles associated with the influence of decisions and acceptance of the validity of information and these should be carried over to the use of electronic calculation and the presentation of this kind of data.</p> <p>(c) The use of a single EFB on the flight deck poses the same risks with regard to the acceptance of data output as do those posed by having only one pilot on a multi-crew aeroplane determining performance data from a paper chart. Standard Operating Procedures for the use of an EFB should include procedures that utilize independent calculation by each crew member, provide for effective cross-checking and facilitate the trapping of gross errors.</p> <p><b>RECOMMENDATION</b></p> <p>(a) Operators are recommended to modify EFB software so as to prevent:</p> <ol style="list-style-type: none"> <li>(1) Other applications from inputting data into any field on the performance application feature when this is used to derive operational performance for a critical phase of flight, and</li> <li>(2) Any field in the performance application which is used to derive operational performance for a critical phase of flight from remaining populated after the EFB is shut down.</li> </ol> <p>(b) Where these actions cannot be achieved by means of software modification, operators should ensure that crew procedures include the requirement, before any calculation is conducted, to enter or re-enter data manually in any fields in the performance application that are used to derive operational performance for a critical phase of flight,</p> <ol style="list-style-type: none"> <li>(1) Operators are recommended to establish and provide training on EFB operating procedures.</li> <li>(2) Crew procedures should ensure that calculations are conducted independently by each crew member before data outputs are accepted for use.</li> </ol> <p>(c) Crew procedures should ensure that a formal cross-check is made before data outputs are accepted for use. Such cross-checks should utilize the independent calculations, together with the output of the same data from other sources on the aircraft.</p> <p>(d) Crew procedures should ensure that a gross-error check is conducted before data outputs are accepted for use. Such a gross-error check may use either a “rule of thumb” or the output of the same data from other sources on the aircraft.</p> <p>(e) Crew procedures should ensure that, in the event of loss of functionality by an EFB through either the loss of a single application, or the failure of the device hosting the application, an equivalent level of security of data output can be maintained by the use of alternative procedures.</p>				
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**Note 1:** - The CAA will permit (in writing) a paper back-up trial and conduct an observation during the trial. The final approval will be issued after a successful trial and submission of the Final Operational Report.

### 3.11 Statement of Compliance – Minimum Navigation Performance Specifications (MNPS)

	<b>Statement of Compliance – Minimum Navigation Performance Specifications (MNPS)</b>	Form	OPS-AWR – <b>AOC-115</b> – MNPS
		Revision	03
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Minimum Navigation Performance Specifications (MNPS) approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Minimum Navigation Performance Specifications (MNPS) requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for a Minimum Navigation Performance Specifications (MNPS) Approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with ICAO Doc 001 (July 2015), ICAO Doc 7030 MNPS, CAR OPS, CAR-MEL and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			

- (1) Operator (Accountable Manager) is required to fill The Following:  
 (2) Column **C**. Organisation Details,  
 (3) Column **I**. Operator's Manual Ref No.,  
 (4) Sign and date column **X**. to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).  
 (5) Operations Inspector(s) to fill column **J & O**. S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**).  
 (6) Airworthiness Inspector(S) to fill column **K & T**. S/US column (**S - satisfactory; US - \*unsatisfactory; N/A-Not applicable**) for CAR MEL and CAR OPS.  
 (7) For the NAT HLA Approval fee please refer to CAN 1-06.  
*\*Note-1: If unsatisfactory, Inspector(s) shall mark the box **AA**. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.*  
*\*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).*

**C. Organisation Details**

<b>Name:</b>		<b>AOC Number:</b>	
<b>Address:</b>			
<b>Tel:</b>			
<b>Contact person:</b>		<b>Tel:</b>	<b>Date:</b>
<b>Email:</b>			

**D. Aircraft fleet (Use continuation sheet if required)**

Aircraft Type	Registration	Aircraft S/N	GNSS		IRS		INS	
			GNSS 1	GNSS2	IRS 1	IRS 2	INS 1	INS 2

**E. Type of Approval Requested:**

<b>Unrestricted MNPS</b>	<b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>	<b>Restricted MNPS</b>	<b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>
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**F. Application is based on the following Published Manuals:**

<b>MMEL Revision Number:</b>		<b>Revision Date:</b>	
<b>MEL Revision Number:</b>		<b>Revision Date:</b>	




<b>OM Revision Number:</b>		<b>Revision Date:</b>				
<b>AFM Revision Number:</b>		<b>Revision Date:</b>				
<b>RVSM Approval:</b>		<b>Revision Date:</b>				
<b>ADS-B Approval:</b>		<b>Revision Date:</b>				
<b>PBCS Approval:</b>		<b>Revision Date:</b>				
<b>G. CAA REFERENCE</b>	<b>H. CAR OPS-1</b>	<b>I. MANUAL REF NO:</b>	<b>J. FOI S/ US/ NA</b>	<b>K. AWI S / US/ NA</b>	<b>L. Required Correction</b>	<b>M. Comments</b>
CAR OPS-1.243 Plus AMC-1 OPS-1.243(1)	Operations in areas with specified navigation performance requirements					
CAR OPS-1.653	GNSS					
CAR OPS-1.865	Communications and Navigation Equipment					
CAR OPS-1.870 & AC OPS-1.870	Additional Navigation equipment required for MNPS airspace (See ICAO Doc 7030 Compliance checklist below)					
CAR OPS-1.872	Equipment required for RVSM airspace					
CAR-100	Safety Management Systems					
<b>ICAO Ref</b>	<b>ICAO Doc 7030</b> <i>The below checklist structure is based upon ICAO Doc 7030</i>	<b>N. Manual Ref No.</b>	<b>O. FOI S/ US/ NA</b>		<b>P. Required Correction</b>	<b>Q. Comments</b>
NAT 1	Flight Rules					
NAT 2	Flight plans					
NAT 3	Communications					
NAT 4	Navigation					
NAT 5	Surveillance					
NAT 6	Air Traffic Services					
NAT 7	Safety Monitoring					
NAT 8	Air Traffic Flow Management					
NAT 9	Special Procedures					
NAT 10	Phraseology					

NAT 11	Search and Rescue					
NAT 12	Meteorology					
NAT 13	Aeronautical Information Services (Management)					
<b>ICAO Ref</b>	<b>ICAO Doc 007</b> <i>The below checklist structure is based upon ICAO Doc 007</i>	<b>N. Manual Ref No.</b>	<b>O. FOI S/ US/ NA</b>		<b>P. Required Correction</b>	<b>Q. Comments</b>
Chapter 1	Operational approval and aircraft system requirements for flight in the NAT HLA					
Chapter 2	The Organised Track System (OTS)					
Chapter 3	Other routes and route structures within or adjacent to the NAT HLA					
Chapter 4	Flight Planning					
Chapter 5	Oceanic ATC clearances					
Chapter 6	Communications and position reporting procedures					
Chapter 7	Application of MACH number technique					
Chapter 8	NAT HLA/MNPS flight operation & navigation procedures					
Chapter 9	RVSM flight in the NAT HLA					
Chapter 10	ATS surveillance services in the NAT HLA					
Chapter 11	Monitoring of aircraft systems and crew performance					
Chapter 12	Procedures in the event of navigation system degradation or failure					
Chapter 13	Special procedures for in-flight contingencies					
Chapter 14	Guarding against common areas					
Chapter 15	The prevention of deviations from track as a result of waypoint insertion errors					
Chapter 16	Guidance for dispatchers					
Chapter 17	Flight operations below the NAT HLA					
<b>R. CAA Reference</b>	<b>S. CAR M &amp; CAR-21</b>	<b>T. Manual Ref No.</b>		<b>U. AWI S/ US/ NA</b>	<b>V. Required Correction</b>	<b>W. Comments</b>
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					

<b>X. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>				
<b>Name of Accountable Manager:</b>		<b>Signature</b>	<b>Date</b>	
<b>Y. CAA USE ONLY</b>				
<b>Title and Name of CAA Inspector</b>		<b>Signature</b>		<b>Date</b>
<b>FOI</b>				
<b>AWI</b>				
<b>Z. Review No:</b>				
	<b>AA. Results</b>		<b>Approved</b>	<b>Not Approved</b>
<b>For CAA Staff ONLY</b> <b>**Guidance for NAT HLA – Job Aid for Inspectors</b> <i>For Inspectors Guidance please refer to Chapter 3, Joint Procedures and Specific Approval/Certification Manual for further guidance material.</i>				

### 3.12 Statement of Compliance – Aircraft Tracking

	<b>Statement of Compliance – Aircraft Tracking</b>	Form	OPS-AWR – <b>AOC-116</b> – AT
		Revision	01
		Date	01 Dec 2021
<b>A. Introduction</b>			
<p>The AOC Applicant /Operator’s Aircraft Tracking approval is a key safety assurance document and shall be submitted to the Authority together with the completed Statement of Compliance Checklist during the initial certification and subsequent amendments of the Aircraft Tracking requirements/approvals whenever there is a change, in States Laws and Regulations, management, operations specific approvals, change in facilities, Airworthiness Directives (AD), services or equipment, technology or procedures of an Operator in compliance with the requirements.</p> <p>The statement is in a form of a complete listing of all parts of the Civil Aviation Authority applicable CAR OPS, CAR M regulations and any other CAA directives. In the case of new Applicant for an Aircraft Tracking approval, the Statement of Compliance Checklist shall be completed and submitted together with the formal application for operators’ manual approvals. The Statement of Compliance Checklist completed by the operator shall indicate in the Manuals how the relevant applicable Regulations to the proposed operations have been addressed. All supporting documents related to Application for statement of compliance with CAR OPS, shall be submitted to CAA Flight Safety Department/ Airworthiness Section.</p> <p>The operator in compliance with other provisions promulgated in the regulations may require additional compliance with other regulations or specific approvals (e.g. ETOPS/EDTO, RVSM, CAR-100 Safety Management System, Quality Management System etc.). It is therefore the CAA requirement for an applicant of an AOC or AOC holders to complete and sign the relevant comprehensive sets of compliance checklists and forms.</p> <p>All supporting documents related to Application for statement of compliance with CAR OPS, CAR-MEL and CAR-M shall be submitted to CAA Flight Safety Department/ Airworthiness Section including a copy of the latest versions of the applicable documents and manuals.</p>			
<b>B. Instructions:</b>			
<p>(1) Operator (Accountable Manager) is required to fill The Following:</p> <p>(2) Column <b>C</b>. Organisation Details,</p> <p>(3) Column <b>I</b>. Operator's Manual Ref No.,</p> <p>(4) Sign and date column <b>K</b>. to Certify that Operation Manuals are in compliance with Civil Aviation Laws and Regulations (CARs).</p> <p>(5) Operations Inspector(s) to fill column <b>G</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>).</p> <p>(6) Airworthiness Inspector(S) to fill column <b>H</b>. S/US column (<b>S - satisfactory; US - *unsatisfactory; N/A-Not applicable</b>) for CAR MEL and CAR OPS.</p> <p>(7) For the NAT HLA Approval fee please refer to CAN 1-06.</p> <p><i>*Note-1: If unsatisfactory, Inspector(s) shall mark the box <b>AA</b>. not approved and fill and sign the Deficiency Tracking and Review form (AOC-109), and send to the operator for corrective action. A signed copy Must be retained by the FSD for the records with a review number/Version.</i></p> <p><i>*Note 2: For reference and guidance Refer to CAR OPS-1 Commercial Air Transportation (Aeroplanes).</i></p>			
<b>C. ORGANISATION DETAILS</b>			

<b>Organisation &amp; Trading Name (If any)</b>					<b>Tel.: +968</b>	
<b>Accountable Manager</b>					<b>Email:</b>	
<b>Aircraft Registration</b>						
<b>Aircraft Type and Model(s)</b>						
<b>Year of Manufacture</b>						
<b>Aircraft MSN or Variant</b>						
<b>New MMEL issued</b>		<b>MMEL revision:</b>			<b>Date:</b>	
<b>D. CAA REFERENCE</b>	<b>E. CAR OPS-1</b>	<b>F. MANUAL REF NO:</b>	<b>G. FOI S/ US/ NA</b>	<b>H. AWI S/ US/ NA</b>	<b>I. Required Correction</b>	<b>J. Comments</b>
CAR OPS-1.003	Terminology					
CAR OPS-1.080	Duties of FOO/FD					
CAR OPS-1.196	Aircraft Tracking Systems – Aeroplanes					
AMC-1 OPS-1.196	Aircraft Tracking Systems – Aeroplanes					
AMC-2 OPS-1.196	Aircraft Tracking Systems – Aeroplanes					
AMC-3 OPS-1.196	Aircraft Tracking Systems					
CAR OPS-1.197	Retention of Aircraft Tracking Data					
CAR OPS-1.1045	Operations Manual Content – OM-A					
<b>D. CAA Reference</b>	<b>E. CAR MEL, CAR M &amp; CAR-21</b>	<b>F. Manual Ref No.</b>		<b>H. AWI S/ US/ NA</b>	<b>I. Required Correction</b>	<b>J. Comments</b>
CAR-M.A.301	Continuing Airworthiness Tasks					
CAR-21.012	Airworthiness Standards					
CAR MEL	Applicability					
<b>K. This is to certify that the company manual(s) have addressed all Sultanate of Oman relevant applicable Regulations (CARs) to the proposed operations.</b>						

Name of Accountable Manager		Signature		Date
<b>L. CAA USE ONLY</b>				
Title and Name of CAA Inspector		Signature		Date
FOI				
AWI				
<b>M. Review No:</b>				
		<b>N. Results</b>		
		<b>Approved</b>		<b>Not Approved</b>

<b>Guidance for Aircraft Tracking (AT) – Job Aid for Inspectors</b>					
The following has been prepared as a means of providing guidance to the inspectors (and operators) when reviewing the submitted documentation in relation to contents of CAR OPS-1, CAR-MEL, CAR-M, and CAR-21 and in relation to the operator providing additional evidence when required to show how compliance is being met.					
Item No.	Item Description	Manual Reference	CAA Use only		
			FOI S/ US/ NA	AWI S/ US/NA	Comments
1.	Describe the aircraft equipment. What Supplemental Type Certificates (STC's) are available?				
2.	What service standards do you operate to (availability, integrity, latency)?				
3.	Can the operator receive ATC messages? If yes, how?				
4.	Describe the process used to monitor 15-minute position reports (manual, automated, alarms)?				
5.	How much training is required by operator (pilots, dispatch) to use the system?				
6.	What capacity constraints are there on this system?				
7.	What is the highest frequency of position reporting that can be achieved?				
8.	How is data security accomplished?				



### 3.13 LEASING DUE DILIGENCE INSPECTION CHECK LIST

 هيئة الطيران المدني	<b>LEASING DUE DILIGENCE INSPECTION CHECK LIST</b>	<b>Form</b>	<b>OPS-AWR – LSEANIG-116</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>

#### SECTION 1: OPERATOR'S DETAILS

<b>Organization:</b>	<b>AOC No.:</b>
<b>Date:</b>	<b>Location:</b>
<b>Operator's Representative:</b>	<b>Telephone No:</b>
<b>Email:</b>	<b>Fax:</b>

#### SECTION 2: GENERAL

#### 2.1 Operations Facilities Visited:

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#### 2.2 Maintenance facilities

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[Empty rectangular box]

**2.3 Training Facilities:**

[Empty rectangular box]

[Empty rectangular box]

**SECTION 3: INTRODUCTION AND INBRIEFING**

**3.1 Description of the airline - General**

[Empty rectangular box]

**3.2 History**

[Empty rectangular box]

**3.3 Member of Industry Groups**

[Empty rectangular box]

**3.4 Operating Certificate (AOC)-Operating Specifications (OPS SPECS)**

**3.4.1 Scope of operations – Route and Airport authorizations**

**3.4.2 Which authority or Agency is responsible for oversight and operational control?**

**3.4.3 Types of Operations conducted**

**3.5 Controlling Regulations**

**3.6 Exemptions, deviations, waivers**

**3.7 Corporate organization and/or Flight Operations organization**

**3.7.1 Management & Communication Structure**

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**3.7.2 Management background and experience**

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**3.7.3 Management Responsibilities**

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S/N	4. AUDIT CONTENTS	S	U/S	FINDINGS
4.1	<b>INTRODUCTION</b>			
	This due diligence check shall covers into 6 main areas:			
	a) Introduction and Briefing			
	b) Flight Operations			
	c) Airworthiness			
	d) En-route Checks			

	e) Inspection of Training Facilities			
	f) Meeting with other Authorities and Counterparts (Other PACA, CAA, DCA, FAA, JAA etc...)			
<b>4.2</b>	<b>BRIEFING</b>			
	a) Introduction and purpose of the audit			
	b) Description and History of the Air Carrier/Airline			
	c) Corporate Organisation and Management Structure (Flight Operations and Airworthiness/Engineering)			
	i. Management background and experience			
	ii. Management workload			
	d) Airline Operator's Certificate (AOC) and Operations Specifications			
	i. Scope of operations.			
	ii. Route and Airport Authorisations.			
	Which Authority is responsible for operational oversight and control?			
	iii. Specific and Special Operations			
	iv. Exemptions, Deviations, Dispensation, Waivers			
	Equivalent standards as per PACA OMAN. CAR OPS/JAR OPS.			
	v. Existing Contract.			
	vi. Other Air Carrier/Airlines.			
	vii. Air Carrier/Airlines undergoing audit.			
	<b>FLIGHT OPERATIONS</b>			
	a) Fleet Equipment and Composition			
	b) Flight Equipment			
	i. CVR			
	ii. DFDR			

	iii. TCAS (ACAS II)			
	iv. TAWS (GPWS)			
	v. W/S DETECT/WARNING SYSTEM			
	vi. GPS			
	vii. VOR/DME			
	c) Aircraft Equipment			
	i. Fleet Types			
	ii. Numbers.			
	d) Future Developments/Expansion Program			
	e) Technical/Cabin Crew/Attendants			
	Number of crew members			
	i. Captains			
	ii. Co-pilots			
	iii. Flight Engineers			
	iv. Cabin Crew/Attendants			
	f) Selection of Initial Cockpit and Cabin Crew/ Attendants			
	i. New Recruit/New Hire Qualification.			
	ii. Minimum Experience.			
	iii. Academic Qualification.			
	iv. Performance Based Evaluation			
	v. Psychological Screening			
	vi. Practical Skill Test			
	g) Pilot in Command Qualification and Screening process for Initial PIC			
	h) PACA regulations/JAR OPS equivalent on Aircrew and Licensing			
	i. Age Limit.			

	ii. Medical Equivalent			
	i) Flight Time Limitations			
	i. Maximum 28 Consecutive days - 100 hours			
	ii. Maximum Annually - 900 hours			
	j) Management and Pilots Relations			
	i. Union/Non-Union			
	ii. Contract in place			
	k) Morale of Crew Members			
	l) Training for cockpit crew and cabin crew/attendants			
	i. Ground School			
	ii. Simulator Training			
	iii. Safety and Emergency Training (SEP)			
	iv. Special Operations Training			
	ETOPS			
	RVSM/MNPS			
	CRM			
	CAT III etc...			
	v. Security Training.			
	vi. Dangerous Goods Training.			
	m) Initial Operating Experience/Route Training hours			
	n) Company Base Checks and IR Flight Test			
	i. Company Authorised Pilot Examiners/Check Airmen			
	ii. Pilot Incumbent for Training			
	o) Procedures			
	p) Policies			

	i. Weather Policy			
	ii. Fuel Policy			
	iii. IFR/VFR Policy			
	iv. TAWS (GPWS) Policy			
	v. Stabilised Approach Criteria			
	q) Operations Manual			
	i. Up-to-date			
	ii. Controlled Document.			
	iii. Crew Members Scheduling Policies			
	Licences or Equivalent			
	Average Flight Time per month			
	Continuous Duty Overnight			
	Training conducted prior or after scheduled flying			
	Low time crew pairing policy			
	iv. Technical Publications			
	Policies for incorporating external source information			
	Policies for incorporating internal source information			
	v. Manual holder revision control and tracking			
	r) Accident/Emergency Response Plan			
	i. Formal plan used			
	ii. Manual current and available			
	Drills conducted			
	s) Flight Safety Program			
	i. Formal Safety Program used			
	ii. Designated flight safety person			

	iii. Experience			
	iv. Background			
	v. Full time or part time position			
	vi. Safety reporting system			
	vii. Safety tracking system			
	viii. Immunity for reporting policy			
	ix. Means of Employee education/communication			
	t) Dispatch/Flight Following/Operations Control			
	i. Dispatch Centre			
	ii. Licensed Dispatcher			
	Weather sources, reporting and dissemination system			
	Weather reports/forecasts available at all stations			
	Air to Ground communication system			
	Flight Following			
	u) Quality Assurance/Management			
	i. Policy & Personnel			
	Internal Audit Reports and Records			
	v) Regulatory Compliance			
	i. Internal Audit program			
	ii. Self-disclosure program			
	iii. Evaluation of systems			
	Audit program reporting structure/interdependence.			
	w) Audit program/full time or part time.			
	Authorities and other enforcement history by PACA/CAA/ DCA/ FAA/JAA etc...			
	i. Pending enforcement			



	Last two years certificate action or civil penalty			
	x) Mass and Balance Control Program			
	i. Mass and Balance Procedure			
	ii. Manual Back up Procedures			
	y) Others			
	i. Historical pilot attrition			
	ii. Projected pilot attrition			
	iii. Plans for expansion			
	iv. Plans for equipment changes and additions			
	v. Industry groups			
	vi. After Flight Voyage Report			
	<b>AIRWORTHINESS</b>			
	(Refer to the airworthiness requirements from Airworthiness Division)			
	<b>EN-ROUTE CHECKS</b>			
	To be carried out by PACA Flight Operations Inspector. (if ACMI more than 3 months). (Refer to the Cockpit and Cabin Crew Inspection Checklists)			
	<b>INSPECTION OF TRAINING FACILITIES AND SIMULATORS</b>			
	a) Approved Syllabus.			
	b) Types of training conducted.			
	c) Simulator or other training devices			
	i. Types			
	ii. Conditions			


	iii. Levels			
	iv. Serviceability state			
	v. Maintenance			
	Approved Accreditation Test Guide or Simulator Evaluation and procedures.			
	<b>MEETING WITH OTHER AUTHORITIES AND COUNTERPART</b>			
	a) Established rapport and contact			
	b) Briefing on the Audit's Observations, Findings and Recommendations			
	c) Letter of Approval or Government to Government (G to G) Agreement or Memorandum of Understanding (MOU) with the Authorities concerned			
	d) State of Operational Control and the requirement of Safety Oversight			
	e) Program (Surveillance) by PACA/CAA/DCA/FAA..etc.			
	f) Confirmation on Accidents/Incidents and Violations			
	g) Reciprocal Notification of Accidents/Incidents and Violations			
	h) Addition to Operations Specifications			
	<b>SUMMARY OF OBSERVATIONS, FINDINGS AND RECOMMENDATIONS</b>			
	The Due Diligence Audit result covering the above shall be forwarded to the Air Carrier/Airlines Management concerned for further action if the audit is carry out by PACA Flight Operations Inspector. In the circumstances of short term ACMI (less than 3 months) provided the operator (lessee) has been authorised or directed by PACA OMAN. to conduct audit, the report shall be submitted to PACA for review before issuance of the Operations Specifications and has to be signed by Director General, PACA.			
	<b>Note: The MOU between PACA and the relevant Authority of the Lessor and has to be signed before issuance of Operations Specifications.</b>			

**SECTION 3: RESULT**

3.1 Satisfactory/Unsatisfactory			
3.2 Flight Operations Inspector's Name		Signature:	
Date:			

**SECTION 4 – Approvals**

### 3.1 EVALUATION OF ROUTE AND AERODROME NOT IN OM-C AS DESTINATION

	<b>EVALUATION OF ROUTE AND AERODROME NOT IN OM-C AS DESTINATION</b>	<b>Form</b>	<b>APPROVAL-001</b>
		<b>Revision</b>	<b>01</b>
		<b>Date</b>	<b>01 Dec 2021</b>

**Instructions for use:**

- Check **S** Column if you determine the document or individual item conforms to requirements
- Check **U/S** column if you determine that the document or individual line item does not comply (put a marker tab in the document with a short note opposite the non-complying item.
- Use **Remarks** column for overall remarks and observation. For detailed findings issue a report and forward the findings to the operator and attach a copy to this checklist.
- Use **Ref.** column to insert relevant reference

Name of Operator	Inspector Name	Date Started	Date Completed		
Choose an item.	Choose an item.				
Aerodrome/Category	Contact Person/Phone No.	Regulatory Ref.	Inspector Manual Ref.		
CAT A <input type="checkbox"/> CAT B <input type="checkbox"/> CAT C <input type="checkbox"/>		CAR OPS 1-CAR 145	OPM/AOCM		
S/NO	REQUIREMENTS (CAA OMAN)	S	U/S	REMARKS	Ref.
	Operator application letter to new aerodromes	<input type="checkbox"/>	<input type="checkbox"/>		operator
1.	Is the Aerodrome Certified	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Are the <b>Areas of operations</b> covered in the OpSpecs.	<input type="checkbox"/>	<input type="checkbox"/>		operator
3.	<b>Risk Assessment</b> conducted	<input type="checkbox"/>	<input type="checkbox"/>		Operator/CAR 100
4.	Operator <b>Audit report</b> to the new aerodrome	<input type="checkbox"/>	<input type="checkbox"/>		operator
5.	Ground handling arrangements and its assessment.	<input type="checkbox"/>	<input type="checkbox"/>		operator
6.	Aviation security Audit/inspection report	<input type="checkbox"/>	<input type="checkbox"/>		operator
7.	COVID-19 Procedures to avoid infection and spread.	<input type="checkbox"/>	<input type="checkbox"/>		Operator/CAA PROTOCOL
8.	Operations <b>Manuals/documents</b> changes for approval/acceptance	<input type="checkbox"/>	<input type="checkbox"/>		operator

9.	Does the <b>operator</b> consider the aerodrome to be <b>satisfactory</b> ?	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS1.192
10.	Does the Aerodrome meet the applicable performance requirements and runway characteristics?	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS1.192
11.	Is the aerodrome equipped with <b>necessary ancillary services</b> such as ATS, sufficient lighting, Communications, Weather reporting, Nav-Aids and emergency services?	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS1.192
12.	Is the Aerodrome authorized by the Operator that is adequate for the types of aeroplane and operations concerned?	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS 1.220
13.	Are the Aerodrome <b>Operating Minima</b> specified by the Operator for each departure, destination or alternate aerodrome authorized (ref CAR-OPS 1.220)?	<input type="checkbox"/>	<input type="checkbox"/>		Car-Ops 1.225
14.	The operator to ensure routes and areas of operation: a) Are the ground facilities and services, MET services provided adequate for the planned operation b) The a/c performance is adequate to comply with the minimum altitude requirements c) The a/c equipment to be used meets the minimum requirements for the planned operation d) Two –engine a/c adequate aerodromes are available within time/distance limitations of CAR-OPS 1.245 e) To comply with any restriction imposed by the Authority	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS 1.240
15.	An operator to ensure additional information and forms are carried on each flight relevant to the type and area of operation: e.g. current maps and charts and associated documents as prescribed in CAR-OPS 1.290(b)(7) or any other requirements.	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS 1.135(a)(9)
16.	An Operator Aerodrome Operating Minima established for each planned to be used must be acceptable to the Authority	<input type="checkbox"/>	<input type="checkbox"/>		CAR-OPS 1.430
17.	Operator Proving Flight tests when required by the Authority.	<input type="checkbox"/>	<input type="checkbox"/>		OPM
18.	Operators Maintenance Approval	<input type="checkbox"/>	<input type="checkbox"/>		CAR 145

\* **General Procedures** may be addressed in other operator manuals e.g. Operations Manual. Inspectors should verify accordingly.

**FOR OFFICIAL USE ONLY:**

**Recommendation:**

**APPROVED/ACCEPTED**

**NOT APPROVED/ACCEPTED**

**FOI Name & Stamp** Choose an item.

**Signature:**

**Date:** Click or tap to enter a date.

**FOI REMARKS:**

Choose an item.

**GOI Name & Stamp**

Choose an item.

**Signature:**

**Date:** Click or tap to enter a date.

**GOI REMARKS:**

Choose an item.

**AWI Name & Stamp**

Choose an item.

**Signature:**

**Date:** Click or tap to enter a date.

**AWI REMARKS:**

Choose an item.

