|  |  |  |  |
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| Organization:  |  | AOC No.:  |  |
| Date:  |  | Location:  |  |
| Post Holder Operations: |  | Telephone No: |  |
| Email: |  |  |  |

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| ***Instructions*** 1. Check ***(S) (****Satisfactory)* column if you determine the document or individual item conforms to requirements.
2. Check ***U/S*** *(Unsatisfactory)* 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- conforming item).
3. Check ***N/C*** *(Not Checked)*if the item was not checked. Reasons should be given in the ***Remarks*** column.
4. Check ***N/A*** *(Not Applicable)**in the* ***Remarks*** 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 findings or observations. For detailed findings inspectors should also use the Audit Inspection Report Form Base-Insp-004.

Reference: CAR-OPS 1.165 |

|  |  |  |  |  |  |  |
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| **A** | **Pre-Audit** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | 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? |  |  |  |  |  |
|  | Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual? |  |  |  |  |  |
|  | Are procedures to ensure that flight crew members on home reserve or standby comply with the standards specified in the Company Operations Manual? |  |  |  |  |  |
|  | Does the operator keep records for each crew member of the start, duration and end of each flight duty period? |  |  |  |  |  |
|  | For each crew member the rest periods? |  |  |  |  |  |
|  | For each flight crew member daily, weekly and 28-day flight time? |  |  |  |  |  |
|  | Are the records kept for a minimum of 12 calendar months from the date of the last relevant entry? |  |  |  |  |  |
|  | Do all flight crew member flight times fall within the operator’s limits and the following maximum total flight times? |  |  |  |  |  |
| **B** | **Flight Time Limitations** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | 1,000 hours in any consecutive 365 days |  |  |  |  |  |
|  | 300 hours in any 90 consecutive days |  |  |  |  |  |
|  | 100 hours in any 30 consecutive days |  |  |  |  |  |
| **(Contd.) Flight Time Limitations** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | 60 hours in any 7 consecutive days |  |  |  |  |  |
|  | Single pilot IFR-8 hours in any consecutive 24 hours |  |  |  |  |  |
| **9** | **Helicopter flight time (if Applicable)** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | 120 hours in any consecutive 30 days |  |  |  |  |  |
|  | 150 hours in any 30 consecutive days for two pilot helicopters |  |  |  |  |  |
|  | 1. hours in any consecutive 365 days
 |  |  |  |  |  |
| 10.  | Do any flight crew member flight duty times exceed 14 consecutive hours within one duty period for acclimatized crew and 13 hours for non-acclimatized crew? |  |  |  |  |  |
|  | Are the operators recorded flight duty times within the Oman CAA Regulations duty period tables and the operator’s duty period scheme? |  |  |  |  |  |
|  | 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? |  |  |  |  |  |
|  | Split duty day - flight duty time may be extended by one-half the length of the rest period to a maximum of three hours,Did the operator provide the flight crew member with advance? |  |  |  |  |  |
| Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations? |  |  |  |  |  |
| Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time? |  |  |  |  |  |
| **C** | **FDP Extension** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | Any event recorded of Flight Duty Period extension by PIC does not exceed 3 hours of the permitted time? |  |  |  |  |  |
|  | 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? |  |  |  |  |  |
|  | Where the maximum flight duty time was extended for a split flight duty assignment were the following conditions met?Extended period did not exceed half of the consecutive hours of rest taken? |  |  |  |  |  |
|  | **Flight Time Limitations** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | Consecutive hours of rest were between 3 to 10 hours? |  |  |  |  |  |
|  | Where the rest period was more than 6 consecutive hours a bed was provided? |  |  |  |  |  |
|  | Were the following Duty Period limits exceeded? |  |  |  |  |  |
|  | Standby duty – maximum 12 hours in a 24 hour period |  |  |  |  |  |
| **(Contd.) Flight Time Limitations** | **S** | **U/S** | N/C | N/A | **Remarks** |
|  | Standby plus FDP – 20 hours |  |  |  |  |  |
|  | Are the duty hours taken into account, the added cumulative totals as required by the applicable Oman CAA regulations  |  |  |  |  |  |
|  | Were the following requirements met in the recorded flight crew members rest periods? |  |  |  |  |  |
|  | Not work more than seven (7) consecutive days between days off |  |  |  |  |  |
|  | Have two (2) consecutive days off in any consecutive fourteen (14) days; and |  |  |  |  |  |
|  | Have a minimum of six (6) days off in any consecutive four (4) weeks at home base. |  |  |  |  |  |
|  | Have an average of at least eight (8) days off in each consecutive (4) four-week period, averaged over three such periods.*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* |  |  |  |  |  |
|  | 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? |  |  |  |  |  |
|  | Where the PIC reduced a rest period, was the rest period at least 10 hours at the accommodation where the rest was taken? |  |  |  |  |  |
|  | Did the PIC make a report made to the operator, and where the reduction exceeded 1 hour, to the Director within 14 days? |  |  |  |  |  |
| **Findings & Observations:** |
| **Flight Operations Inspector’s Name:** |  |
| **Signature:** |  |
| **Date:** |  |