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

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| ***Instructions*** 1. Check ***(YES)*** column if you determine the document or individual item complies with 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/C*** *(Not Checked)*if the item was not checked. Reasons should be given in the ***Remarks*** column.
4. Coordination is required between FOPS and PEL as necessary. The respective inspector shall sign on the last column after reviewing the item.
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.

***Note: The following checklist 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.*** |

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| **SECTION 1: Description SMS** |
| **S/N** | **Item** | **YES** | **NO** | **N/C** | **Remarks/Ops Manual Reference** |
|  | 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.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 |  |  |  |  |
|  | Do operator’s guidelines of a Flight Safety Documents System development process, ensure compliance with the AOC Requirements for a Flight Safety Document System? |  |  |  |  |
|  | 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? |  |  |  |  |
|  | Is the manual and documents consistent with each other, and consistent with regulations, manufacturer requirements and Human Factors Principles? |  |  |  |  |

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| **S/N** | **Item** | **YES** | **NO** | **N/C** | **Remarks/Ops Manual Reference** |
|  | Does the Operator ensure consistency across departments as well as consistency in application, integrated approach of the operational documents as a complete system? |  |  |  |  |
|  | Is the Flight Safety Documents System organized according to criteria which ensure easy access to information required for flight and ground operations?  |  |  |  |  |
| Does the system facilitate management of the distribution and revision of operational documents? |  |  |  |  |
|  | Is the information contained in the Flight Safety Documents System grouped according to importance and use of the information, as follows |  |  |  |  |
|  | 1. Time critical information, e.g., information that can jeopardize the safety of operation if not immediately available.
 |  |  |  |  |
|  | 1. 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.
 |  |  |  |  |
|  | 1. Frequently used information
 |  |  |  |  |
|  | 1. Reference information, e.g., information that is required for the operation but does not fall under i or iii, above
 |  |  |  |  |
|  | 1. Information that can be grouped based on the phase of operation in which it is used.
 |  |  |  |  |
|  | Is the time critical information placed early and prominently in the Flight Safety Documents System? |  |  |  |  |
|  | Is the Flight Safety Documents System maintain consistency in Terminology and in the use of Standard Terms for common items and actions? |  |  |  |  |
|  | 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?  |  |  |  |  |
| Are all significant terms, acronyms and abbreviations included in the Flight Safety Documents System defined? |  |  |  |  |
|  | 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. |  |  |  |  |

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| **S/N** | **Item** | **YES** | **NO** | **N/C** | **Remarks/Ops Manual Reference** |
|  | Does the Flighty Safety Documents System include a MASTER INDEX to locate, in a timely manner, information reflected in more than one operational document? |  |  |  |  |
|  | Is the MASTER INDEX 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. |  |  |  |  |
|  | Is the Flight Safety Documents System complying with the requirements of the Operator’s **Quality System**, if applicable? |  |  |  |  |
|  | Does the Operator **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? |  |  |  |  |
|  | Does **MONITORING** include a formal feedback system for obtaining input from Operational Personnel? |  |  |  |  |
|  | Has the Operator developed 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, Manufacturer’s and equipment vendors. |  |  |  |  |
|  | Does the Manufacturer provide information for the operation of specific aircraft systems and procedures under conditions that may not fully match the aircraft systems and procedures 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. |  |
|  | Do the Operators develop information gathering, review and distribution system to process information resulting from changes that originate within the Operator, Management of Change (MOC):  |  |  |  |  |
|  | 1. Changes resulting from the installation of new equipment
 |  |  |  |  |
|  | 1. Changes in response to operating experience
 |  |  |  |  |
|  | 1. Changes in an operator’s policies and procedures
 |  |  |  |  |
|  | 1. Changes in Air Operator Certificate
 |  |  |  |  |
|  | 1. Changes for the purposes of Maintaining cross fleet Standardization.
 |  |  |  |  |
|  | 1. After Technology changes (Introduction of new equipment)
 |  |  |  |  |
| **S/N** | **Item** | **YES** | **NO** | **N/C** | **Remarks/Ops Manual Reference** |
|  | 1. After changes in safety regulations
 |  |  |  |  |
|  | 1. After Major Events (Mergers, acquisitions, rapid growth, downsizing, etc.)
 |  |  |  |  |
|  | Do the Operators develop methods of communicating new information? The specific methods should be responsive to the degree of communication urgency.? |  |  |  |  |
|  | Is the New information reviewed and validated considering its effects on the entire Flight Safety Documents System? |  |  |  |  |
|  | Is the method of communicating new information complemented by a tracking system to ensure currency by Operational Personnel included? |  |  |  |  |
|  | Is the Tracking System including a procedure to verify that Operational Personnel have the most recent updates? |  |  |  |  |

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| **SECTION 3: RESULT**  |
| ***S*atisfactory ☐** | **Unsatisfactory ☐**  |
| ***NOTE: Inspector must fill Base Inspection Audit / Inspection Report Form BASE INSP–004*** |
| **Inspector Name:** |  |
| **Signature:** |  |
| **Date:** |  |