

Station Facilities Audit Checklist

SECTION 1: OPERATOR'S DETAILS

File Reference:		Date:
Operator:		Location:
Aerodrome Operator:		Aircraft Type(s) (List):
Management and Supervisory Personnel (List)	Name:	Title:
	Name:	Title:
	Name:	Title:
Telephone No:		Fax:
Email:		Others:

Instructions

1. Check **Satisfactory (S)** column if you determine the document or individual item conforms to requirements.
2. Check **Unsatisfactory (U/S)** 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. Insert **N/Ckd** if the item was not checked in the Findings/Remarks column.
4. Check **N/A** column if it is not applicable or you do not have adequate information to make a valid comment in the Findings/Remarks column.
5. 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.

References: CAR-OPS 1, 2 & 3

SECTION 2: PERSONNEL, MANUALS, RECORDS, TRAINING AND FACILITIES

S/No.	TITLE	S	U/S	FINDINGS/REMARKS
2.1	PERSONNEL			
2.1.1	Station Organization Chart a. Vacant Post? Yes b. Chain of command? c. Contractual Services? Agreements? If yes, the following to be checked in the contract or agreement. <ol style="list-style-type: none"> a. Statement to indicate that the operator retains the responsibility in maintaining the ground operations standards as outlined in the operators OMA or GOM b. Validity of the contract c. The contract shall list all ground operations areas that are being contracted. d. Statement that the contractor shall be supervised by the operators personnel stationed at the location if required or by other equivalent mean 			

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Form	OPS INSP-002
Revision	02
Date	01 Feb 2024

	<ul style="list-style-type: none"> e. Statement to indicate that all contractors personnel assigned to the contracted activities are trained to the operator’s standard as stipulated in the relevant manual. f. Statement to indicate that all contractors’ personnel assigned to the contracted activities undergo recurrent training as required by the operator. The agreement shall indicate that the contractor will be audited by the operators at least once in every 2 years h. The agreement shall indicate the contractor will allow the operator including the CAA inspectors to have access to all premises, facilities, data, documents, records and staff during the audit or when required. i. Statement to indicate that the contractor shall carry out all ground operations activities as described by the operators OMA and GOM j. Statement to indicate that the contractor must have an SMS system as required by the ICAO k. Statement to indicate that contractor must have a safety reporting system. All flight safety including occupational safety reports that are associated to the operations to be submitted to the operator within the time frame as stipulated in the SMS manual l. The contract must specify the operators safety performance indicators as well as service level performance related to safety issues which includes ground incident. m. The agreement shall indicate the contractor will allow the operator including the CAA inspectors to have access to all premises, facilities, data, documents, records and staff during the audit or when required. n. Statement to indicate that the contractor shall carry out all ground operations activities as described by the operators OMA and GOM o. Statement to indicate that the contractor must have an SMS system as required by the ICAO p. Statement to indicate that contractor must have a safety reporting system. All flight safety including occupational safety reports that are associated to the operations to be 		
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	<p>submitted to the operator within the time frame as stipulated in the SMS manual</p> <p>q. The contract must specify the operators safety performance indicators as well as service level performance related to safety issues which includes ground incident,</p> <p>Note:</p> <p>i. If ground operations are contracted, inspection on the contractor to cover all items except those which are not contracted out or items which are outside the contractor responsibility as in item 5.2 and 5.3.</p> <p>ii. The contractor will be audited by the operators at least once in every 2 years</p>																			
2.1.2	<table border="1"> <thead> <tr> <th>Post Title/Name</th> <th>Number</th> </tr> </thead> <tbody> <tr><td>a.</td><td></td></tr> <tr><td>b.</td><td></td></tr> <tr><td>c.</td><td></td></tr> <tr><td>d.</td><td></td></tr> <tr><td>e.</td><td></td></tr> <tr><td>f.</td><td></td></tr> <tr><td>g.</td><td></td></tr> </tbody> </table>	Post Title/Name	Number	a.		b.		c.		d.		e.		f.		g.				
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2.1.3	<p>Adequacy of Staffing</p> <p>a. Adequacies of staffs depend on No. of flights, size of the ops, etc.</p> <p>b. Check duty periods. Lengthy duties indicate inadequate staff.</p> <p>c. Job Specifications/Job Responsibilities /Term of References?</p>																			
2.1.4	<p>Competence</p> <p>a. Check certificates for appropriateness/currency.</p> <p>b. Observed staff performed duties.</p> <p>c. Review completed job forms for accuracy.</p> <p>d. Evaluates familiarity and competency on routine and emergency procedures.</p>																			
2.2	MANUALS & PROCEDURES	S	U/S	FINDINGS/REMARKS																
2.2.1	<p>Available</p> <p>a. Check necessary manuals on hand, readily available to staff & adequate contents.</p> <p>b. Is it sufficient?</p> <p>c. Any additional information required?</p> <p>d. Familiarity with published manual?</p>																			
2.2.2	<p>Current</p> <p>a. Check amendment list.</p> <p>b. Are revisions accurate?</p>																			
2.2.3	<p>Adequate Information</p> <p>a. Enough information & guidance, procedures for staff to perform duties?</p>																			

2.2.4	Refueling Procedures a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.5	Aircraft Towing & Movement a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.6	Weight and Balance a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.7	Operation of GSE a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.8	AFM and Performance a. Available? b. Check amendment list.			
2.2.9	Training Requirements a. Available? b. Check amendment list. c. Specific training for support staff. Initial & recurrent in assigned job functions.			
2.2.10	Emergency Phone List a. Available? b. Is it updated? c. Enough information & guidance, procedures for staff to act?			
2.2.11	Accident/Incident a. Available? b. Is it updated? c. Enough information & guidance, procedures for staff to act? d. Local Authority procedure?			
2.1.12	Procedures a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.13	Security a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties? e. Security Training?			

2.2.14	Severe Weather a. Available? b. Check amendment list. c. How to notify Flight Crew?			
2.2.15	Carry-on Baggage a. Available? b. Check amendment list. c. Enough information & guidance, procedures for staff to perform duties?			
2.2.16	Hazardous Materials a. Available? b. Check amendment list. c. How to notify Flight Crew? d. Enough information & guidance, procedures for staff to perform duties?			
2.2.17	Contract Services a. Available? b. Still Valid? c. Procedure to establish adequate control over contractor?			
2.2.18	Trip Records Disposition a. Available? b. Kept how long? c. Check storage, easily access? Security?			
2.3	RECORDS (Record kept 3/6/12 months)	S	U/S	FINDINGS/REMARKS
2.3.1	Trip a. Check & verify.			
2.3.2	Crew and Duty Time a. Check & verify.			
2.3.3	Communications (aircraft to ground) a. Check & verify.			
2.4	TRAINING	S	U/S	FINDINGS/REMARKS
2.4.1	Duties and Responsibilities a. Available? b. Practical? c. Specific Training/initial/recurrent/who conduct/qualification of instructors?			
2.4.2	Hazardous Materials a. Training program. b. Initial & recurrent. c. Check records			
2.4.3	Passenger Handling a. Training program. b. Initial & recurrent. c. Check records.			
2.4.4	Load Planning a. Training program. b. Initial (approval process & training syllabus) & recurrent (competency checks). c. Check records.			

2.4.5	Aircraft Servicing a. Training program. b. Initial & recurrent. c. Check records.			
2.4.6	First Aid & Emergency Actions a. Training program. b. Initial & recurrent. c. Check records.			
2.4.7	Communications To check satisfactory communication system provided between load controller and: a. Passenger check-in b. Cargo acceptance c. Aircraft loaders d. Fuel supplier e. Check records.			
S/N	2.5 FACILITY EQUIPMENT AND SURFACE		U/S	FINDINGS/REMARKS
2.5.1	Ramp Area a. Clean & clear of FOD, FOD bin? b. Regular program for inspecting & cleaning ramp surface? c. Facilities for snow removal? (if applicable)			
2.5.2	Passenger Movement a. Protection from jet or prop blast. b. Movement of passengers across ramp. c. Procedures for handicapped passengers.			
2.5.3	Lighting a. Sufficient lighting for safe ground ops. (night ops)			
2.5.4	Hazards/Obstructions a. Any surveillance/reporting airport hazards & new obstructions by station managers/supervisors? b. Operator should assign responsibilities and how being discharged.			
SECTION 3: CONFORMANCE				
3.1	REGULATORY & DIRECTIVES	S	U/S	FINDINGS
3.1.1	OMAN CAA CAR's a. Evaluates operator's procedures for compliance with provisions of the applicable regulatory guidance.			
3.1.2	Operator's Directives a. Evaluates operator's employees compliance with the operator's direction & guidance.			
SECTION 4: FLIGHT CONTROL AND SERVICING				
4.1	FLIGHT CONTROL	S	U/S	FINDINGS/REMARKS

4.1.1	<p>Flight Planning</p> <p>a. Check whether flight plan from central location (base) or at transit station. If available check record.</p> <p>b. Evaluates staff performance.</p> <p>c. Evaluate for effectiveness the division of responsibilities between central flight control and line station.</p> <p>d. Check records.</p> <p>e. Flight watch/Flight following procedure?</p>			
4.1.2	<p>Load Planning</p> <p>a. Determine who is responsible.</p> <p>b. Verify qualification.</p> <p>c. Verify system of getting, collect & transmit passenger & cargo weights.</p> <p>d. If computerized system used, check for back-up.</p> <p>e. Verify proficiency of staff for manual calculations if computer fail.</p> <p>f. Have adequate procedures for cross - checking & verifying been established?</p> <p>g. Check records (copy carried in aircraft and one left at departure)</p>			
4.1.3	<p>Meteorological facilities/Weather</p> <p>a. Determine official source of weather.</p> <p>b. Check adequacy for type of operations.</p> <p>c. Check records.</p>			
4.1.4	<p>NOTAMs</p> <p>a. Determine the official source.</p> <p>b. Currency of NOTAM.</p> <p>c. Check method of updating.</p>			
4.2	SERVICING	S	U/S	FINDINGS/REMARKS
4.2.1	<p>Loading of Galley</p> <p>a. Check proper procedures followed.</p>			
4.2.2	<p>Logbook/MEL Entries</p> <p>a. Verify.</p> <p>b. Amendment lists.</p>			
4.2.3	<p>Fueling</p> <p>a. Check proper procedures followed.</p> <p>b. Check Bowser's fire extinguisher.</p>			
4.2.4	<p>Oil/Hydraulic Service</p> <p>a. Check proper procedures followed.</p>			
4.2.5	<p>Portable Water Service</p> <p>a. Source of water. Verify certificate.</p> <p>b. Cleanliness of storage facilities.</p> <p>c. Proper handling.</p>			

4.2.6	Deicing a. Procedures followed? b. Check correct Fluid Type. b. Holdover Time? c. All snow & ice removed?			
4.2.7	Marshalling a. Check correct procedures & safe operation.			
4.2.8	Chocks/Mooring a. Ensure chocks in place. b. Parking ramp is level. c. Brakes are set or released.			

SECTION 5: MANAGEMENT, SECURITY AND AERODROME

5.1	MANAGEMENT	S	U/S	FINDINGS/REMARKS
5.1.1	Communications a. Evaluates the effectiveness of vertical & horizontal communications. b. Managers should be aware of subordinate duties & responsibilities.			
5.1.2	Contract Services a. Check how management establishes controls over the contractor performance. b. Did the management assure adequate training to the contractor personnel? c. Copy available and Current.			
5.1.3	Contingency Planning a. Check for availability. b. To have action plan for accidents, injury, illness, fuel spills, bomb threats, hijacking, severe weather & hazardous materials spills. c. Action plan should be easily access. d. Action plan should contain emergency notification checklist & procedures for suspending or canceling operations. d. Check Emergency telephone listing & easy access.			
5.2	SECURITY	S	U/S	FINDINGS/REMARKS
5.2.1	Passenger Screening a. Procedures & integrity. b. Hand baggage inspection. c. Metal detectors.			
5.2.2	Baggage and Cargo Screening a. Procedures for hand baggage. b. X-ray equipment.			
5.2.3	Limited Access Areas a. Access to ramp area. b. Access to other restricted areas. c. Staff passes.			

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5.2.4	Aircraft Security a. Cabin Security Check. b. Turnaround. c. Night Stop.			
5.3	AERODROME	S	U/S	FINDINGS/REMARKS
5.3.1	Fire Fighting Equipment a. Fire Services ICAO Category? b. Observe obvious deficiencies & general conditions.			
5.3.2	Medical Services a. Observe facilities & practicality. b. Paramedics or Medical Doctor? c. Nearest hospital.			
5.3.3	Ramp a. Observe markings, obstructions, cleanliness, fuel hydrants, passenger movement etc. b. FODs? c. Check ramp vehicles parked withinsafety lanes.			
5.3.4	Taxiway a. Observe markings, obstructions, followme vehicles etc.			
5.3.5	Runway/s a. Observe markings, obstructions, navigation facilities, Approach Aids, lightings in accordance to publish charts,etc. b. Runway CAT. c. Runway Length.			

SECTION 6: FINDINGS/REMARKS/OBSERVATIONS

RESULT

Satisfactory:

Unsatisfactory:

Flight Operations Inspector's Name:

Date:

Signature: