



BASE INSPECTION CHECKLIST – OPERATIONS

Ref:.....

Operator:..... Location:.....

AOC No:..... Date:.....

Aircraft Details:.....

	STAFFING AND ORGANISATION	REMARKS
1.	Does the Operator hold an AOC appropriate to the type of operations being conducted?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
2.	Is a current list of aircraft operated in scheduled air transport maintained?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
3.	Does the operator have an Operations Base?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
4.	Is the office accommodation adequate?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
5.	Are the office services adequate?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
6.	Does the operator have an Accountable Manager?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
7.	Is there a clear management structure in place?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
8.	Does the organisation reflect that shown in the Operations Manual?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
9.	Is there a quality system in place to monitor compliance, which includes a feedback system to the Accountable Manager?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
10.	Has a quality manager been designated?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
11.	Are there adequate traffic and loading staff	OK <input type="checkbox"/> Finding <input type="checkbox"/>
12.	Are training programmes established for staff?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
13.	Is a system for flight dispatch and monitoring of the progress of flights in place?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
14.	For charter operations: is there a system in place for providing flight documents and determining departure and arrival times of flights at designated airports?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
15.	Is the AOC holder capable of maintaining rapid and reliable radio communications with all flights?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
16.	Is there a system for provision/ dissemination of information to pertinent staff?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
	FACILITIES	
17.	Is the Operations Department adequately staffed?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
18.	Is there an operations library?	OK <input type="checkbox"/> Finding <input type="checkbox"/>



19.	Does the library contain all approved current company manuals and other required publications?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
20.	Are copies of relevant legislation and AIS information available?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
21.	Are there available explicit flying staff instructions?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
22.	Are voyage reports properly filled and maintained?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
23.	Are in-flight fuel consumption records properly recorded and maintained?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
24.	Are records of fuel uplifts retained?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
25.	Are there adequate passenger and cargo handling equipment?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
OPERATIONS MANUAL			
26.	Is the scope of operations manual adequate?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
27.	Does the Operations Manual provide guidance to personnel for use in the execution of their duties?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
28.	Is there a system in place for the distribution and amendment of manuals?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
29.	Is the person responsibility for manual amendment identified?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
30.	Is the person responsible for the distribution of manuals/amendments identified?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
31.	Have the manuals to be carried onboard the aircraft been specified? Are they carried onboard?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
32.	Do applicable crewmembers and ground operations personnel have current copies of the Operations Manual?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
33.	Is there a current copy of the AOC and the applicable SOPs in the Operations Manual?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
34.	Does the operations manual include the following? <ul style="list-style-type: none"> • Aircraft operating manual • MEL & CDL • Training programme • Aircraft performance planning manual • Route guide • Dangerous goods procedures • Accident reporting procedures • Security procedures • Aircraft loading & handling manual • Cabin crew manual • Mass and balance 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
35.	Are the following included? <ul style="list-style-type: none"> • Duties of crewmembers • Briefing of passengers • Necessity of pilots to remain at controls • Co-pilot handling of aircraft • Refuelling duties/responsibilities • Loading by flight crew 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
36.	Has the operator's policy/authorization for the following been spelt out? <ul style="list-style-type: none"> • Carriage of livestock • Carriage of dangerous goods • Carriage of weapons of war 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>



	<ul style="list-style-type: none"> • Carriage of unauthorised persons • Ferry flight operations • Carriage of GCAA inspectors 		
37.	Are the procedures for the carriage of special situation passengers stipulated?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
38.	Are passenger and cargo handling procedures adequate?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
39.	Are guidelines for fuel jettisoning developed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
MANAGEMENT ORGANIZATION			
40.	Is there an Operations Manager?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
41.	Is the Operations Manager appropriately qualified for the job? <ul style="list-style-type: none"> • Holds an ATPL; and • Have 3 years experience as PIC of large aircraft. 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
42.	Have the duties and responsibilities of the Operations Manager been spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
43.	Is the Operations Manager carrying out his/her duties in accordance with the applicable requirements?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
44.	Is there a Chief Pilot?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
45.	Is the Chief Pilot appropriately qualified for the job? <ul style="list-style-type: none"> • Holds an ATPL and rated on one of the aircraft on the AOC; and • Have 3 years experience as PIC of large aircraft. 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
46.	Have the duties and responsibilities of the Chief Pilot been spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
47.	Is the Chief Pilot carrying out his/her duties in accordance with the applicable requirements?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
48.	Is there a Director of Safety or Safety Officer?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
49.	Have the duties and responsibilities of Safety Officer been established?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
50.	Is the Safety Officer carrying out his/her duties in accordance with the applicable requirements?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
51.	Is there a quality system for implementation by the Safety Officer?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
52.	Have Training Captains been appointed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
53.	Have the duties and responsibilities of Training Captains been established?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
54.	Are guidelines regarding the flying hours for management personnel available?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
CREW TO BE CARRIED			
55.	Are there procedures in place for determining the crew composition?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
56.	Are the procedures for designating the pilot-in-command spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
57.	Are there procedures in place for determining the minimum cabin crew required?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
58.	Are the requirements for the carriage of crew licences spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>



FLIGHT DECK MANAGEMENT			
59.	Are the duties and responsibilities of each required crewmember spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
60.	Are the pre-flight actions by pilot-in-command clearly defined?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
61.	Are the flight crew procedures in event of incapacitation spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
62.	Are the procedures in event of pressurization failure spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
63.	Have the emergency evacuation procedures been spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
64.	Has the flight deck condensed checklist procedures been published for each aircraft type?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
FLIGHT TIME LIMITATIONS			
65.	Are clear definitions of the following provided? <ul style="list-style-type: none"> • Flight time • Duty period • Flight duty period • Rest period • Split duty • Positioning • Standby duty • Day / Night • Local day / night 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
66.	Are the circumstances under which a pilot-in-command can use his/her discretion to extend flying duty periods spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
67.	Are the minimum rest period requirements spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
68.	Are the circumstances under which a pilot-in-command can use his/her discretion to reduce rest period spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
69.	Are the required records regarding flight, duty and rest periods maintained for each crewmember?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
70.	Are the following maximum cumulative duty and flying hours adhered to? See I.S. 9.29 <ul style="list-style-type: none"> • Maximum 7 con. days duty hours • Maximum monthly duty hours • Maximum 7 con. Days flying hours • Maximum monthly flying hours • Maximum annual flying hours 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
71.	Is a scheme for regulating flight times for cabin crew in place?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
ADMINISTRATION			
72.	Are the procedures for dealing with Drunken passengers spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
73.	Have the procedures for dealing with stowaways been developed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
74.	Have provision for pilot-in-command's brief before flight been established?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>



75.	Has the procedures for deferring defects been established?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
76.	Has procedures been established for the reporting/filing of incident reports?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
77.	Is there an aircraft search procedure checklist for searching for concealed weapons/explosives/ dangerous devices for each aircraft series?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
78.	Have passenger-briefing cards been developed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
AERODROME OPERATING MINIMA			
79.	Are operating minima for every airfield used regularly in respect of take-off, landing and visual manoeuvring developed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
80.	Have runways NOT to be used clearly indicated?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
81.	Are the conditions to be met for commencing a flight stated?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
82.	Are the conditions for commencing/continuing an approach specified?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
83.	Have minima for pilots-in-command with limited experience on type specified?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
TRAINING MANUAL			
84.	Does the operator have a training manual?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
85.	Does the training manual include the following trainings? <ul style="list-style-type: none"> • Initial hire • Recurrent • Conversion • Re-qualification 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
86.	Does the training manual cover the following? <ul style="list-style-type: none"> • Company Indoctrination • Crew resource management • Security • Dangerous goods • Emergency drills • Specific equipment training 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
87.	Are the training syllabi adequate?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
88.	Are comprehensive check forms/certificates for crew tests developed?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
89.	Is a list of the operator's checking and training personnel available?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
90.	Are the duties and responsibility of training staff included?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
91.	Are the procedures for administration and recording of crew test spelt out?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
92.	Are guidelines for use of and approval of flight simulators included?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
93.	Are flights on which training may/may not be conducted specified?	OK <input type="checkbox"/>	Finding <input type="checkbox"/>
94.	Does the training syllabus for pilots include the following? <ul style="list-style-type: none"> • Ratings check • 6 monthly checks and line check for captain/co-pilot 	OK <input type="checkbox"/>	Finding <input type="checkbox"/>



	<ul style="list-style-type: none"> Instrument Approach competence PIC route competence PIC Aerodrome qualification Flight Engineer Checks Cabin crew training, qualification & periodic checks 	
CREW RECORDS		
95.	Are current records detailing out the qualifications and training of employees maintained?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
96.	Are the records for crewmembers and FOOs detail enough to determine whether they meet the experience and qualification requirements?	OK <input type="checkbox"/> Finding <input type="checkbox"/>
97.	Are the Following records properly maintained? <ul style="list-style-type: none"> Flight crew records? Flight, duty and rest period records? Fuel and oil records? 	OK <input type="checkbox"/> Finding <input type="checkbox"/>

REMARKS:.....

DISCREPANCIES OBSERVED:.....

NAME OF PERSONNEL BRIEFED:.....

CORRECTIVE ACTION REQUIRED:.....

LETTER OF CORRECTION SENT:.....

OPERATOR'S RESPONSE RECEIVED/ACCEPTED:.....

CORRECTIVE ACTION ACCOMPLISHED:.....

FOLLOW-UP INSPECTION DATE:.....

CLOSE-OUT DATE:..... OR PURSUE VIOLATION ACTION:.....

Inspector's Name & ASI #

Signature

Date