



Instructions for Use:

1. Check *OK* column if you determine the document or individual item conforms.
2. Check *Finding* 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 *N/C* if the item was not checked. Reasons should be given in remarks column.
5. Use the remarks column at the end for overall remarks or observations. For detailed findings inspectors may also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Attach to this checklist.
6. For further guidance refer to the relevant sections of the Flight Operations Inspector Handbook.

EVALUATION OF DISPATCH MANUAL			
Activity Tracking Reference	Inspector's Name	Date Manual Submitted	Date of Evaluation
Name of Operator/Applicant	Contact Person and Phone No.		

S/N	OVERALL MANUAL PRESENTATION	
1.	Bound in a secure form (not loose)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Exterior of binder clearly indicates manual content?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Remarks:</i>	
MANUAL CONTROL PROCESS		
3.	Copies numbered for controlled issuance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
4.	Manual Distribution List	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Amendment issuance tracking process?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Statement that the operations manual contains operating instructions which are required to be complied with by all personnel?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Statement of Compliance	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Remarks:</i>	
MANUAL REVISION PROCESS		
8.	Revision instructions including revision page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
9.	List of effective pages provided and correct?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Last revision to individual pages identified?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Remarks:</i>	
MANUAL REFERENCING SYSTEM		
11.	Table of contents easy to find and use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Tabbed as necessary for usability without difficulty?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Page numbered in chronological sequence (by chapter or single document)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
14.	Last revision number/date appears on each page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	Company name (and logo) appears on each page	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Remarks:</i>	

SUPPLEMENTARY CONTENT REFERENCING		
17.	Tables referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Figures referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
19.	Appendices referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		
MANUAL CONTENTS COMFORMANCE		
Organization And Management		N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	Organizational Chart	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Post Holder – Operations (Ground or Flight)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Manager – Operations / Dispatch	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Flight Operations Officer / Dispatcher	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		
General Operational Control Policies		
24.	Dispatcher Safety Responsibilities	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	Standardization of procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
26.	Notification of Violations	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Communications procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	PIC and Dispatcher Disagreement Resolution Policy	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Communication Records	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
30.	Dispatcher Training Records	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Dispatcher Schedules	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	Dispatcher Duty Period Records	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		

Dispatch Policies		
33.	Objectives	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Reporting For Duty	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Shift/Workload Change Over	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Flight Briefing Procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
37.	Operational Control Policy	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Operations officer and Pilot-in-command responsibilities including initiation, continuation, diversion and termination of flights	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Workload Management	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
40.	Operational Tasks	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Operating Procedures	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		
FLIGHT PLANNING		
42.	Operational Flight Plan	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	Filing ATC Flight Plans	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Weather including take-off and landing minima	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
45.	Take-off Alternates	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	Enroute and Destination Alternate Airports	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	Auto or computer Flight Planning and Release Procedures (sample)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
48.	Manual Flight Planning and Release procedures (if applicable)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
49.	Manual Planning Fuel Calculations if applicable (sample)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
50.	NOTAMS	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Information bulletins, Company notices and circulars	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
<i>Remarks:</i>		

Emergency Procedures		
52.	Roles and responsibilities	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
53.	Emergency Call List	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
54.	Dangerous Goods Incidents response (for DG approved operators)	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Remarks:</i>	

RECOMMEND ACCEPTANCE: **YES** **NO**

REMARKS AND OBSERVATIONS

INSPECTOR SIGNATURE and ASI No.

NAME and DATE