



CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY

CHECKLIST

CAA: CL-OPS022
June 2017

APPROVAL OF OPERATIONS MANUAL (OM) EVALUATION CHECKLIST

Name of Operator:
Date of Evaluation:
Type of Operation:
Inspector(s): /
Assessment Code: S=Satisfactory; U = Unsatisfactory; N/C= Not Checked; N/A= Not Applicable

Item	Assessment			
	S	U	N/C	N/A
1.0 GENERAL				
1.1 Purpose and scope of manuals				
1.2 A statement that the operations manual complies with applicable laws and AOC conditions and the corresponding operations specifications.				
1.3 An operations manual, may be issued in separate parts corresponding to specific aspects of operations, but shall be organized with the following structure: a) General; b) Aircraft operating information; c) Areas, routes and aerodromes; and d) Training.				
1.4 A list and a summarized description of the different parts of the manual, their contents, applicability and utilization				
1.5 A statement that the operations manual contains operating instructions, which are required to be complied with by all personnel.				
1.6 A registration sheet for the amendments and revisions with the dates of registration and validity.				
1.7 A list of effective pages.				
1.8 Responsibility for manual amendment and manual/amendment distribution..				
1.9 A statement that a certified true copy of the AOC and corresponding OPSPECS including leased aircraft is carried on board at all times.				
1.10 Instructions outlining the responsibilities of operations				

personnel pertaining to the conduct of flight operations.				
1.11 Information and policy relating to fatigue management;				
a) rules pertaining to flight time, flight duty period, duty period limitations and rest requirements for flight and cabin crew members				
b) policy and documentation pertaining to the operator's FRMS				
1.12 A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed				
1.13 Long-range navigation procedures, engine failure procedure for EDTO and the nomination and utilization of diversion aerodromes.				
2.0 MANAGEMENT ORGANIZATION AND RESPONSIBILITIES				
Management Structure and Instructions outlining the responsibilities of management and operations personnel pertaining to the conduct of flight operations ensuring duties, responsibilities, functional tasks, lines of reporting and authorities are clearly defined (covering but not limiting to safety management, quality assurance management and emergency management.				
3.0 TYPES AND KIND OF OPERATIONS				
3.1 Authorized Operations, areas and en-route limitations				
3.2 Restricted suspended operations				
3.3 Flight planning procedures				
3.4 Operating minima for aeroplane/helicopter.				
3.5 A description of the aeronautical charts that shall be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity				
3.6 Performance requirements.				
4.0 AIRCRAFT OPERATING INFORMATION				
4.1 Certification limitations and operating limitations.				
4.1 Composition of crew				
4.2 Minimum flight crew				
4.3 Minimum number of cabin crew				
4.4 Carriage of flight engineer				
4.6 Crew licenses				
4.7 For the flight crew, operation on more than one type rating				
4.8 Observers Seat occupancy.				
4.9 Exit of portable electrical devices.				
4.10 Passenger Briefing procedures				
5.0 ROUTES AND AERODROMES				
5.1 A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, and such other information as the operator may deem necessary for the proper conduct of flight operations.				
5.2 The minimum flight altitudes for each route to be flown				

5.3 Aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended landing or as alternate aerodromes.				
5.4 The increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities.				
5.5 Instructions for determining aerodrome operating minima for instrument approaches using HUD (head-up displays) and EVS (enhanced vision systems)				
5.6 The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of: a) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance; b) take-off climb limitations; c) en-route climb limitations; d) approach climb limitations and landing climb limitations; landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance; and f) supplementary information, such as tire speed limitations.				
6.0 OPERATIONAL CONTROL				
6.1 Responsibilities and authority for operational control and related policies, processes, standards and procedures as defined in the Civil Aviation(Operation of Aircraft) Regulations,				
6.2 An organization and management system for the operational control of all flights in accordance with specific operating regulations applicable to aircraft operations				
6.3 Adequate procedures for the preparation and dissemination of information contained in the NOTAM, AIP, and AIC a to flight crew and operations personnel				
6.4 Adequate procedures for the preparation and dissemination of pre-flight aeronautical information essential for the safety, regularity and efficiency of air navigation.				
6.5 Mass and balance procedures				
7.0 STANDARD OPERATING PROCEDURES (SOPS)				
7.1 Standard operating procedures (SOP) for each phase of flight				
7.2 Checklists as an integral part of its SOPs and has instructed its flight crew on how to use them.				
7.3 Crew briefings as an integral part of the SOPs.				
8.0 IN-FLIGHT PROCEDURES				
8.1 Policy and procedures for flight crew to record and report on routine meteorological observation during departure and en-route and climb-out phases of the flight and special and other non-routine observations during any phase of the flight				
8.2 Policy and procedures for flight crew to record and report on volcanic activity.				
8.3 Policy, instructions, procedures and training requirements for the avoidance collisions and the use of the airborne collision avoidance system (ACAS) are as per PANS-OPS				

(Doc 8168), Volume 1, Part VIII, Chapter 3, and in PANS-ATM (Doc 4444), Chapters 12 and 15.				
8.4 Instructions on the clarification and acceptance of air traffic control (ATC) clearances, particularly where terrain clearance is involved				
9.0 AIR OPERATOR SAFETY MANAGEMENT SYSTEM (SMS)				
9.1 Establishment of a Safety Management System				
9.2 A post holder responsible for the development and establishment of the safety management system are clearly defined and documented in the flight safety documents system				
9.3 Establishment and maintenance of a flight data analysis programme as part of the safety management system.				
9.5 Procedures for the retention of flight recorder records and flight recorders in safe custody pending their disposition in accordance with the Civil Aviation(Aircraft Accident and Incident Investigation) Regulation,				
9.6 Instructions for the preservation of flight recorder records and, if necessary, associated flight recorders to the extent possible, in the event that the aeroplane becomes involved in accident or incident.				
10.0 DANGEROUS GOODS MANAGEMENT				
10.1 Information and instructions on the carriage of dangerous goods, including action to be taken in the event of an emergency				
11.0 TRAINING PROGRAMME (FLIGHT CREW)				
11.1 The training manual covering training programmes and syllabi for initial, recurrent, transition (conversion), re-qualification, upgrade, recency of experience, familiarisation, differences, safety management and/or other specialized training				
11.2 Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the ground proximity warning system (GPWS).				
11.3 Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.				
11.4 Address the following, as applicable:				
a) Training policies and directives.				
b) Administrative support of air operator				
c) List of designated instructors and line check airmen.				
d) Comprehensive syllabi, including lesson plans for approved training.				
e) Procedures for the conduct of examinations and manoeuvre tolerances.				
f) Procedures to require that flight crew members are properly trained and examined on abnormal and emergency conditions				
g) Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.				

h) The training syllabi and checking programmes for flight crew members shall include:				
(i) a written training programme acceptable to the Authority that provides for initial, transition, difference, and recurrent training, as appropriate, for cockpit crew members for each type of aircraft flown by that crew member. This written training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crew member.				
(ii) a record system acceptable to the Authority to show compliance with appropriate training and currency requirements				
(iii) Training provided and flight documentation used are correctly reflected in the operators' flight safety documents system. <u>Note:</u> If a separate training organization is approved to provide crew training, the training provided and flight documentation used correctly reflect the operator's flight safety documents system.				
(iv) Adequate ground and flight training facilities, simulators and/or cockpit procedure training devices (fixed-based simulator [FBS], computer based training [CBT], etc.) and syllabus materials.				
12.0 TRAINING PROGRAM (CABIN CREW)				
12.1 Basic indoctrination in the different functions, duties and responsibilities of cabin crew members to cover				
a) Introduction to aircraft systems and limitations				
a) Aircraft emergency evacuation, life-safety equipment. and related information to passengers.				
b) Cabin crew members' assignment, coordination and two-way communication.				
c) Knowledge and skills related to the transport of dangerous goods				
d) Security procedures.				
12.2. Annual training and testing on the awareness of the different types of dangerous goods must be carried out for cabin crew.				
12.3 Automated External Defibrillator (AED) –if carried by the operator, training must be provided.				
13.0 TRAINING PROGRAMME (FLIGHT DISPATCHER)				
13.1 Training programmes to include:				
a) Flight dispatch/flight operations officer				
b) Aviation indoctrination				
c) Use of operations manual				
d) Aircraft performance				
e) Navigation				
f) Flight planning and monitoring				
g) Rules of the air, communication and air traffic management				

h) Meteorology				
i) Mass and balance control				
j) Use of MEL/CDL				
k) Transport of dangerous goods by air				
l) . Security procedures				
m) Emergency response plan				
n) Flight observation				
13.2 Recurrent training of the knowledge, skills and qualifications of flight dispatch/flight operations officers and ground instructors.				
13.3 Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision				
14.0 SECURITY				
14.1 A description of security policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking.				
14.2 Security instructions and guidance of a non-confidential nature which shall include the authority and responsibilities of operations personnel.				
14.3 Security training programme has been established				
a) Security of the flight crew compartment				
b) Aircraft search procedure checklist				
c) Determination of the seriousness of any occurrences				
d) Crew communication and coordination				
e) Use of authorized non-lethal protective devices assigned to crew members				
f) Understanding of behaviour of terrorists				
g) Live situational training exercises regarding various threat conditions				
h) Post-flight concerns for the crew.				
14.4 Procedures to enable cabin crew to discreetly communicate to flight crew in the event of suspicious activity or security breaches in the passenger cabin. Recurrent training				
14.5 Procedures to enable cabin crew to discreetly communicate to flight crew in the event of suspicious activity or security breaches in the passenger cabin				
14.6 Procedures in relation to the flight crew compartments access.				
14.7 Procedures in relation to a bomb threat or warnings, when the aircraft is on the ground or in flight.				
14.8 Developed a procedure checklist for searching a bomb and/or inspecting an aircraft for concealed weapons, explosives and other dangerous devices.				
15.0 GROUND HANDLING				
15.1 Training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling				

