1- Previous CAO.IRI Audit				
No	Item	Reference	Compliance	Remarks
1-1	What was the date and purpose of the previous audit or surveillance activity?			
1-2	What were the number of Audit Findings and conclusions from the previous audit?			
1-3	Are there any outstanding Audit Findings from the previous audit and has audit follow-up been completed?			
1-4	Are there indications of high turnover of managerial staff?			
1-5	Are there indications of high turnover of staff, flight crew or maintenance?			
1-6	Have there been any changes in the company's scope, size, aircraft, and type of service since the previous audit?			
1-7	Have there been any additional Operations Specifications authorized since the previous audit?			

2- Air Operator Certificate and Operations Specifications				
No	Item	Reference	Compliance	Remarks
2-1	Has a current copy of the Air Operator Certificate and all Operations Specifications been obtained?			
2-2	What type of Air Operator Certificate does the company hold, i.e., domestic, international?			
2-3	Where are the carrier's main base, sub-bases and schedule points? Do these meet the applicable standards?			
2-4	What types of aircraft are authorized pursuant to the Air Operator Certificate?			
2-5	What type of Operations Specifications is authorized?			
2-6	Is the carrier providing the type of commercial air service as stated on the Air Operator certificate?			
2-7	What changes in facilities or equipment have occurred at the main or sub-base since the previous audit?			

2-8	How are revisions to the Air Operator Certificate and Operations Specifications initiated by the carrier?			
2-9	Who is responsible for maintaining these documents?			
2-10	Is there a current copy of the Air Operator Permit and Operations Specifications in the Company Operations			
2-11	Does the company have proof of liability insurance (if required)?			

3-	Company Manuals			
No	Item	Reference	Compliance	Remarks
3-1	Operations Manual A,B,C,D,AFM,MEL,CDL			

4-	Publications Library			
No	Item	Reference	Compliance	Remarks
4-1	Does the company maintain a library of publications required for its operations?			
4-2	Does the Company Operations Manual detail which publications are to be maintained in the library?			
4-3	Does the library include as a minimum the following approved current publications:			
4-4	CAO.IRI AIROPS			
4-5	AIP			

5-	Management Personnel and Operations Co-ordination			
No	Item	Reference	Compliance	Remarks
5-1	Do management personnel meet the requirements of the applicable S?			
5-2	Is the Operations Manager carrying out his duties in accordance with the applicable Requirements?			
5-3	Is the Chief Pilot carrying out his duties in accordance with the applicable S?			
5-4	Does the organization reflect that shown in the Company Operations Manual?			
5-5	Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual?			
5-6	Does the organization reflect that shown the Ground Handling Manager in the Company Operations Manual			

No	Item	Reference	Compliance	Remarks
5-7	Does the Duty & Responsibility of Ground Handling Manager			
6- Company Check Pilot Program				
No	**Item**	**Reference**	**Compliance**	**Remarks**
6-1	Who are the CCPs and for which aircraft types and authorities have they been approved?			
6-2	How many PPCs have been conducted by the CCPs?			
6-3	Have the PPCs been conducted in accordance with the CCP manual?			
6-4	Have the CCPs been monitored by a CAO.IRI Flight Operations Inspector within the past 12 months?			
6-5	Has the company been notifying CAO.IRI on a monthly basis prior to conducting the checks?			
6-6	Has the CCP maintained his qualification to conduct PPCs?			
6-7	If the CCP is not qualified, has he conducted any PPCs with an invalid authority?			
6-8	Does a review of training records indicate that the CCP has exceeded his terms of reference?			
6-9	Does the company forward PPC forms to the CAO.IRI?			
7- Flight Crew Training Program				
No	**Item**	**Reference**	**Compliance**	**Remarks**
7-1	Review the line indoctrination training program.			
7-2	Review the upgrade training program.			
7-3	Review the initial and annual aircraft type training program			
7-4	Review the initial and annual aircraft servicing and Ground handling training			
7-5	Review the initial and annual emergency procedures training program.			
7-6	Review the crew resource management training program			
7-7	Review the Minimum Equipment List Training Program.			
7-8	Is a synthetic training device used for training or checking?			
7-9	Has the synthetic training device been approved by CAO.IRI?			
8- Flight Crew Training Records				
No	**Item**	**Reference**	**Compliance**	**Remarks**
8-1	Do the records for each crew member include the required data?			

8-2	Has the applicable initial and annual aircraft type training been completed for			
8-3	Has the applicable initial and recurrent aircraft servicing and ground handling training been completed for each flight crew member?			
8-4	Has the applicable initial and recurrent emergency procedures training been completed for each crew member?			
8-5	Has the applicable initial and recurrent aircraft surface contamination training been completed for each crew member?			
8-6	Has the applicable upgrade training been completed for appropriate crew members?			
8-7	Has initial and recurrent Crew Resource Management training been completed for each crew member?			
8-8	Have flight training times recorded in the training records been confirmed by random sample in aircraft journey logs?			
9- **Operational Control System**				
No	Item	Reference	Compliance	Remarks
9-1	Is the air operator's operational control system accurately described in its company operations manual?			
9-2	Has the air operator outlined in its operations manual the responsibilities and authority of its operational control personnel?			
9-3	Does the air operator have in its operations manual the training syllabus?			
9-4	Are company aircraft being dispatched as outlined in the company operations manual?			
9-5	Is the company's operational control system as required by the applicable standard adequate for the operation?			
9-6	How is information passed to an aircraft in flight and can the air operator meeting the applicable requirements			
9-7	Does the air operator provide the minimum operational flight plan requirements?			
9-8	Does the air operators flight release system provide a procedure for, acceptance and disagreement resolution of the operational flight plan?			
9-9	How are Met, NOTAMS, made available for flight planning?			
9-10	Does the air operator's training courses consist of instruction in at least those subjects listed in the standard?			

No	Item	Reference	Compliance	Remarks
9-11	Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file?			
9-12	Does the air operator have an approved recurrent training program in accordance with the applicable standard?			
9-13	Does the air operator have a requalification program as outlined in the applicable standard and are records available for any Flight Dispatchers in this category?			
9-14	Has the air operator provided training and maintained records of any new sector training within the operational control system?			
9-15	Has the air operator provided training and records for any new equipment transition training?			
9-16	Does the Flight Dispatcher maintain current information on the progress of flights?			
9-17	Does the flight watch continue until the completion of the flight?			
9-18	Are in-flight reports directed to the flight dispatcher performing flight watch?			
9-19	Is there adequate personnel available to maintain flight watch during the air operators flight schedule?			
9-20	Is the flight following system adequate for all hours during which aircraft are flown?			
9-21	Does the air operator's dispatch release system follow the procedures as outlined in the standard?			
9-22	Does the air operator maintains on a recurrent basis, the knowledge, skills and qualifications of flight dispatch/ flight operations officers ground instructors?			

10- Flight Documentation

No	Item	Reference	Compliance	Remarks
10-1	Does the operational flight plan meet the requirements of the applicable reference?			
10-2	Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?			
10-3	Do the load manifests and journey logs agree with respect to cargo loads?			
10-4	Does the Weight & Balance system meet the requirements of the applicable reference?			
10-5	Are operational flight plans retained in accordance with the applicable reference?			

11- Aircraft Inspection

No	Item	Reference	Compliance	Remarks

11-1	Are there adequate restraints available to ensure that any cargo or equipment carried is secured and does not shift in flight?			
11-2	Is cargo loaded so as to not block or restrict the exit of passengers in an emergency?			
11-3	Does each aircraft have an approved safety feature card on board for each passenger?			
11-4	Does each aircraft have operational and emergency equipment which meets the requirements of the applicable reference?			
11-5	Have the requirements for emergency exits and floor proximity emergency escape path lighting systems been met?			
11-6	Have carry-on baggage requirements been met?			
11-7	Does each aircraft have required seatbelts?			
11-8	Does each aircraft have required shoulder harnesses for cabin crew seats?			
11-9	Are aircraft markings and placards in accordance with the Aircraft Flight Manual?			
12- **Aircraft Documentation**				
No	Item	Reference	Compliance	Remarks
12-1	What aircraft type is the company authorized to operate?			
12-2	Has the company been authorized to operate aircraft with operational restrictions?			
12-3	Does the company have authority to operate foreign registered aircraft?			
12-4	Are flight crew reporting aircraft defects in accordance with approved procedures?			
12-5	Do foreign registered aircraft which are operated under a valid lease agreement meet the requirements of the reference?			
12-6	Are aircraft configurations and equipment in accordance with the Aircraft Flight Manual?			
12-7	Is there a current Aircraft Flight Manual in each a/c?			
12-8	Are journey log entries made in accordance with the reference?			
12-9	Is there a current aircraft library on board each aircraft?			
13- **Minimum Equipment List**				
No	Item	MEL	Compliance	Remarks
13-1	Does the company utilize an approved or validated MEL for each aircraft?			
13-2	Does the company dispatch aircraft in accordance with approved procedures?			
14- **Cabin Safety**				
	Item	Operators Manual	Compliance	Remarks

	14-1. Pre-Audit, General Review			
14-1-1	List any outstanding Cabin Safety Audit Findings respecting the previous audit			
14-1-2	List any recurring incidents or concerns noted after reviewing the company Operations file.			
14-1-3	Provide information concerning any additional Operations Specifications authorized since the previous audit that relate to cabin safety			
14-1-4	Describe any changes to the air operator's scope, size/type aircraft used, type of operation since the last audit.			
14-1-5	Indicate the aircraft types operated by the air operator.			
14-1-6	Indicate where the air operator's main, sub and training bases are located.			
14-1-7	Provide examples of any indication that there is a high turnover of Cabin Crew managerial positions and/or Cabin Crew.			
	14-2. Inspection Review			
14-2-1	How many pre-flight inspections were conducted since the previous audit? Of these inspections, how many recurring problems were revealed and specify nature of findings?			
14-2-2	How many in-flight inspections were conducted since the previous audit? Of these inspections, how many recurring problems were revealed and specify nature of findings?			
14-2-3	Have the inspections shown operations to be in accordance with company procedures and regulatory requirements?			
14-2-4	Indicate whether or not the Cabin Crew Manual content is in accordance with the regulatory requirements.			
14-2-5	Is the Cabin crew training program consistent with the Flight Cabin Crew Manual and other company manuals?			
14-2-6	Are flight crew and Cabin Crew emergency procedures and signals compatible? Is similar terminology used?			
14-2-7	Is the safety features card for each aircraft type and model in accordance with the regulatory requirements? List aircraft type, model and approval dates.			
	14-3. Carry-On Baggage Program			
14-3-1	Is the air operator's carry-on baggage control program approved in accordance with the regulatory requirements?			

14-3-2	Describe the system for reporting unserviceable items or cabin snags and the rectification system.			
14-4. Cabin Crew Stations				
14-4-1	Are the cabin crew stations approved in accordance with regulatory requirements?			
14-5. Audit (On Site) Inflight Inspection				
14-5-1. Cabin Safety Inspectors to complete the Cabin Safety Inspection form as required and attach.				
14-5-1-1	Is fuelling with passengers on board carried out in accordance with the regulatory requirements?			
14-5-2. Cabin Crew				
14-5-2-1	Are the correct number of Cabin Crew carried in accordance with the regulatory requirements?			
14-5-2-2	If more than one (1) Cabin Crew is carried, did the air operator designate an in- charge Cabin crew?			
14-5-2-3	Does each cabin crew have their Cabin crew Manual available in flight and is it up to date?			
14-5-3. Crew Briefing				
14-5-3-1	Do the Cabin Crew receive a pre-flight briefing from the pilot in command?			
14-5-3-2	If more than one Cabin Crew is carried, does the in charge provide a pre- flight briefing to the other Cabin Crew?			
14-5-4. Passenger Briefings				
14-5-4-1	Are the safety briefings prior to take-off, after take-off, prior to landing and for in-flight turbulence completed in accordance with the regulatory requirements?			
14-5-4-2	Are passengers with special needs given individual briefings?			
14-5-4-3	Are passengers seated at window exits provided with the standard briefing?			
14-5-4-4	Is the safety features card for that aircraft type and model available at each passenger seat?			
14-5-4-5	Is the information contained on the safety features card reflective of the airplane equipment carried?			
14-5-5. Carry-On Baggage				
14-5-5-1	Does a crew member verify that all carry-on baggage is stowed prior to closure of the passenger entry door?			
14-5-5-2	Is carry-on baggage stowed so that it does not block access to the safety equipment, exits and aisles?			

14-5-5-3	Is carry-on baggage stowed so that no passenger's view to the "seat belt" and "no smoking" signs is obscured?			
14-5-5-4	Is carry-on baggage placed so as to prevent it from shifting during take-off, landing and inflight turbulence?			
14-5-5-5	Is the procedure for handling unusual or fragile items in accordance with the Operations Manual and Cabin Crew Manual?			
14-5-6. Cabin Checks				
14-5-6-1	Are passengers seated and secured in accordance with the regulatory requirements?			
14-5-6-2	Are seat belts fastened in accordance to the regulatory requirements?			
14-5-6-3	Are child restraint systems used in accordance with the regulatory requirements?			
14-5-6-4	Are seats that are located next to an emergency exit and seats not on the main deck of an aircraft occupied by passengers whose presence does not affect the safety of the passengers or crew members in an emergency?			
14-5-6-5	Are passenger service carts stowed in accordance with the regulatory requirements?			
14-5-6-6	Is all equipment on board stowed in accordance with the regulatory requirements? (i.e. galleys, overhead bins, etc.)			
14-5-6-7	Are all video monitors that are suspended from the ceiling in an aisle stowed for take-off and landing?			
14-5-7. Electronic Devices				
14-5-7-1	Is the use of electronic devices in accordance with the regulatory requirements?			
14-5-8. Turbulence Procedures				
14-5-8-1	If turbulence exceeds light turbulence, does the pilot-in-command direct the cabin crew according to regulatory requirements?			
14-5-8-2	If the in-charge considers it necessary, due to turbulence, to fasten seat belts, take jump seats and discontinue service, do they follow the procedures as per regulatory requirements?			
14-6. Audit (On Site) Aircraft Inspection				
14-6-1. Equipment				

14-6-1-1	Is each aircraft type equipped with the appropriate equipment as required by regulatory requirements and as applicable to the air operator's operations?			
14-6-1-2	Does the aircraft have all required emergency equipment on board and is it installed and secured, sealed as necessary, correct amounts, serviceable, accessible and placarded as necessary?			
14-6-2. Exits/Doors				
14-6-2-1	Are all exits serviceable, accessible and correctly placarded with operating instructions and exit locator signs?			
14-6-2-2	Does each door that provides access to a passenger emergency exit have a placard stating that the door must be open for take-off and landing?			
14-6-2-3	Is there a means for the crew, in an emergency, to unlock each lavatory door?			
14-6-3. Placards				
14-6-3-1	Is there a "no smoking" symbol that is readily visible above the door handle on both sides of each lavatory door?			
14-6-3-2	Is there a readily visible symbol adjacent to the opening of each garbage receptacle indicating that cigarette disposal is prohibited?			
14-6-3-3	Is there a placard indicating the location of emergency equipment as per regulatory requirements?			
14-6-3-4	Are there placards indicating the weight restrictions on overhead bins and closets as per regulatory requirements?			
14-6-4. Unserviceable Equipment				
14-6-4-1	Upon review of the log (snag) books, are procedures followed according to the regulatory requirements and company procedures?			
14-7. Audit (On Site) Base Inspection				
14-7-1. Random Spot Checks				
14-7-1-1	If the air operator has a library with necessary publications, are these documents up to date?			
14-7-1-2	Check to see if key management personnel have access to up-to-date copies of the regulatory requirements?			
14-7-1-3	Check random Cabin Crew reports to ensure safety issues are dealt with accordingly and record discrepancies			

14-7-1-4	Check random cabin crew injury reports to determine if there are safety related trends and record discrepancies			
14-7-1-5	Check random journey/cabin log books that have been closed to ensure repairs are snagged and corrected accordingly. Record discrepancies.			
14-7-2. Audit (On Site) Interviews And Miscellaneous				
14-7-2-1	Are key management personnel familiar with pertinent sections of the regulatory requirements?			
14-7-2-2	Are cabin crew management and training personnel job descriptions accurate and applicable to the current position?			
14-7-2-3	Is the air operator's organization chart current?			
14-7-2-4	What is the usual means of communication between departmental management positions?			
14-7-2-5	What are the signs that the channels of communication are effective and positive?			
14-7-2-6	How many cabin crew does the air operator have? (Include total and total number at each base).			
14-7-2-7	Are there adequate numbers of cabin crew supervisors, in-charges for this operation?			
14-7-2-8	Do aircraft journey logs confirm that minimum crew requirements have been met?			
15- Cabin Crew Training Program				
	Item	**Operators Manual**	**Compliance**	**Remarks**
15-1	What is the most recent approval revision number for?			
15-2	Initial Training			
15-3	Annual Training			
15-4	Requalification Training			
15-5	CRM Training			
15-6	Is the training program still applicable to the air operator's aircraft and type of operation?			
15-7	Are all required items included in approved training programs as per the regulatory requirements?			
15-8	Is required training provided by a training organization or consultant other than an employee of the air carrier? If yes, state who is providing the training. If yes, state approval date and who is providing the training.			

	Item	Operators Manual	Compliance	Remarks
15-9	What are the recurring findings from training courses inspected since the previous audit?			
15-10	Are the cabin crew instructors' qualifications in accordance with regulatory requirements?			
15-11	Is the training program in accordance with the training manual and regulatory requirements?			
15-12	Describe the cabin crew training facilities.			
15-13	Are instructor qualifications maintained and recorded (record of training)?			
15-14	Are emergency evacuation trainers used (doors, tailcone, etc.)? If yes, are they in accordance with the regulatory requirements?			
15-15	Is there adequate portable emergency equipment available for training purposes?			
15-16	Is equipment for training representative of the equipment onboard the air operator's aircraft?			
15-17	Are the following training aids accurate and pertinent:			
	1-Video			
	2-Slides/Tape			
	3-Aircraft Diagrams			
	4-Transparencies			
	5-Handouts			
	6-Other?			
16- Cabin crew Training Records				
	Item	**Operators Manual**	**Compliance**	**Remarks**
16-1	Are cabin crew records maintained as per regulatory requirements?			
16-2	Does the training show the following:			
	1. Name of cabin crew;			
	1. Types of aircraft the cabin crew qualified on			
	2. The date of training and whether or not the cabin crew passed or failed:			
	3. Initial Training			
	4. Annual Training			
	5. Differences Training			
	6. Requalification Training			
	7. First Aid Training			
	8. In-Charge Training			

	9. Dangerous Goods Training			
16-3	Are the training records retained for at least three years?			
16-4	Does the training file contain a copy of the most recent written exam for each aircraft type on which the cabin crew is qualified?			

17- Ground Handling

	Item	Operators Manual	Compliance	Remarks
17-1	Management and supervisory personnel			
17-2	Organization chart			
17-3	Lines of responsibilities			
17-4	Job responsibilities			
17-5	Ground handling facilities			
17-6	Competence			
17-7	Manuals			
17-8	Training requirements			

18- Dangerous Goods

	Item	Operators Manual	Compliance	Remarks
18-1	Identify any outstanding Audit Findings respecting the last audit.			
18-2	Determine the current type of operator service and identify any changes since the last audit.			
18-3	Review prior company records to establish compliance history.			
18-4	Review dangerous occurrence reports, where applicable.			
18-5	Determine if the company currently has any permits and if they received additional permits since the last audit.			
18-6	Review manual and determine if there has been any amendments to the dangerous goods section of the company operations manual.			
18-7	Determine if the company has a CAO.IRI approved dangerous goods training program.			
18-8	Determine if the training program reflects all regulatory or operational amendments.			
18-9	Determine if the Operations Manual is available to company personnel as required.			
18-10	Determine if the company's acceptance procedures are in compliance with the regulations.			
18-11	Determine if the Shipper's Declaration completion procedures are in compliance with the appropriate regulations.			

18-12	Determine if the Pilot Notification System procedures are in compliance with the appropriate regulations.			
18-13	Determine if exemptions to the use of, Shipper's Declarations and Pilot Notification documents are properly applied.			
18-14	Determine if a reporting system exists to identify undeclared or miss declared dangerous goods.			
18-15	Verify the company has the proper dangerous occurrence procedures in place.			
18-16	Verify the company's storage and loading procedures are in compliance with the regulations.			
18-17	Determine that cargo personnel are complying with the regulations.			
18-18	Determine that pilots have been supplied with appropriate information regarding emergency response and dangerous occurrence reporting.			
18-19	Determine that passenger check-in procedures are in compliance with the regulation.			
18-20	Determine that copies of the applicable regulations are available.			
18-21	Determine the capability of the carrier to replace lost or stolen safety marks.			
18-22	Does the company's dangerous goods training program match the CAO.IRI approved program?			
18-23	Determine that the certificates of training contain the required information.			
18-24	Determine that the company has a record of training for trained employees on file.			
19- **Flight Inspection And Route Check**				
Item		**Reference**	**Compliance**	**Remarks**
19-1	Have in-flight inspections or route checks been completed using the appropriate forms?			
20- **Aircraft Performance Operating Limitation.**				
20-1	Does the carrier utilize aircraft performance operating limitations for airports from which they operate?			
20-2	Do the aircraft performance operating limitations conform to the appropriate Aircraft Flight Manual?			
21- **Air Operator Flight Safety Program**				
Item		**Reference**	**Compliance**	**Remarks**
21-1. Flight Safety Program Elements				

21-1-1	Has the operator established and maintained a flight data analysis programme?			
21-1-2	Does the person responsible for running the flight safety program have extensive operational experience (normally achieved as a flight deck crew member or equivalent experience in aviation management);			
21-1-3	Is a detailed description of the flight safety program incorporated into the appropriate company manuals?			
21-1-4	Does the reporting system provide for a timely and free flow of flight safety related information?			
21-1-5	Is the flight data analysis programme non-punitive and contains safeguards to protect the sources of the data?			
21-1-6	Are flight safety improvement suggestions solicited and processed?			
21-1-7	Has a safety awareness program been developed and maintained?			
21-1-8	Are industry flight safety concerns (which may have an impact on the operation) monitored?			
21-1-9	Are incidents/accidents investigated and are recommendations to preclude a recurrence reported?			
21-1-10	Has a flight safety database been developed to monitor and analyze trends?			
21-1-11	Are responses to flight safety initiatives monitored and are the results measured?			
21-2. Incident Management				
21-2-1	Has an incident reporting system been developed and is it maintained?			
21-2-2	Does it provide a process of reporting incidents; investigation of incidents; the means to inform management; and information feedback to employees?			
21-3. Flight Safety Committee				
21-3-1	Has a Flight Safety Committee been established to identify safety concerns and deficiencies and to make recommendations for corrective measures to senior management?			
21-3-2	Are members from all operating departments represented?			
21-4. Emergency Response Planning				
21-4-1	Has an Emergency Response Plan been developed and is it maintained?			
21-4-2	Does it include the following elements:			
	1. air operator policy;			

2. passenger and crew welfare;			
3. accident investigation on behalf of the air operator;			
4. air operator team's response to the accident site			
5. preservation of evidence			
6. Emergency response training?			
Name of The Operator			
Name & signatures of Audit Team	**Date**		