



### BASE INSPECTION CHECKLIST

Reference No _____	Date of inspection _____
Operator _____	AOC No _____
Base location _____	

A	ORGANIZATION , BASE FACILITES AND AIR CRAFT EQUIPMENT	Satisfactory	Unsatisfactory – action to be taken
01	<b>Staffing and organization</b>		
02	Management structure		
03	Operations department staffing		
04	Quality control staff		
05	Safety system staff		
06	Traffic and loading staff		
07	System for provision of information		
08	<b>Base facilities</b>		
09	Adequacy of office services		
10	Accommodation		
11	Operations library		
12	Legislation and AIS information		
13	Flying staff instructions		
14	Aircraft technical library		
15	Navigation logs/records		
16	Pilot's flight briefs		
17	Voyage reports		
18	Passenger and cargo handling procedures		
19	Passenger and cargo handling equipment		
<b>B</b>	<b>MANAGEMENT ORGANIZATION</b>		
01	Operations manager – duties and responsibilities		
02	Technical manager – duties and responsibilities		
03	Quality control manager – duties and responsibilities		
04	Safety officer – duties and responsibilities		
05	Chief pilot – duties and responsibilities		
06	Training captains – duties and responsibilities		
07	Flying hours for management personnel		
<b>C</b>	<b>ADMINISTRATION AND PROCEDURES</b>		
01	General requirement for AOC		
02	Application for AOC		
03	Requirement for air transport licence		
04	Form of certificate		
05	Renewal of certificate		
06	Variation of certificate		
07	Revocation of certificate		
08	Drunkness in aircraft		

		Satisfactory	Unsatisfactory – action to be taken
09	Smoking in air craft		
10	Carriage of dangerous goods		
11	Provision of navigational flight-plan forms		
12	Provision pilot – in- commands brief		
13	Provision of operations library		
14	Filling air miss reports		
15	Filling flight safety/incident reports		
16	Allowable deficiencies		
17	Use of flight plans		
18	Use of technical log		
19	Method of deferring defects approved by Airworthiness division		
20	Carriage of CAO inspectors		
<b>D</b>	<b>OPERATIONS AND TRAINING MANUAL / OTHER DOCUMENTS AND MANUALS</b>		
01	Purpose and scope		
02	Responsibility for content		
03	Responsibility for distribution		
04	Responsibility for amendment		
05	Necessary manual and documents		
06	Training staff duties and responsibilities		
07	Policy statements covering :		
08	Responsibility for appointment and supervision of training staff		
09	Qualifications of training staff		
10	Use and approval of flight simulators		
11	Administration and recording of crew tests		
12	Employment of pilots and engineers on more than one type		
13	Method of simulating engine failure		
14	Method of simulating in- flight conditions		
15	Conversion training		
16	Minimum qualification and experience		
17	Ground technical training		
18	Flight conversion training		
19	Special equipment training		
20	Cabin attendant training		
21	Cabin attendant instructors & inspectors		
22	Route qualification		
23	Records of progress		
24	Certification of completion of each stage		
25	Conversion to aircraft commander (captain)		
26	Periodic Crew Tests		
27	Flights on which training may be conducted		
28	Adequacy of training syllabus		
29	Adequacy of check forms/certificate for crew test		

		Satisfactory	Unsatisfactory – action to be taken
30	Survival tests		
31	Six- month check –pilot –in- command /co-pilot		
32	Line check-pilot-in-command/co-pilot		
33	Rating checks		
34	Instrument approach competence		
35	Pilot – in- command route competence		
36	Flight navigators checks		
37	Flight engineer checks		
38	Pilot- in- command recent type experience		
39	Pilot-in- command aerodrome qualification		
40	Cabin attendant checks		
41	Pilots familiarity with flight engineer panel		
<b>E</b>	<b>CREW TO BE CARRIED</b>		
01	Composition of crew		
02	Minimum flight crew		
03	Minimum number of cabin attendants		
04	Carriage of navigator		
05	Carriage of flight engineer		
06	Crew licenses		
<b>F</b>	<b>FLIGHT TIME LIMITATIONS</b>		
01	Flight time		
02	Duty period		
03	Flying duty period		
04	Stand by duty		
05	Rest period		
06	Time off		
07	Day		
08	Local day/night		
09	Requirement of scheme to regulate flight times		
10	Maximum duty period – two pilot crew- aeroplane		
11	Maximum duty period-single pilot crew-aeroplane		
12	Maximum duty period - two pilot crew-helicopter		
13	Maximum duty period- single pilot crew- helicopter		
	Particular cases:		
14	Extension of duty period in flight relief		
15	Positioning (dead- heading )		
16	Stand by duty		
17	Pilot-in-command discretion to extend flying duty period		
18	Minimum rest periods		
19	Pilot-in-commands discretion to reduce rest period		
	Cumulative duty and flying hours:		
21	Maximum weekly duty hours		
22	Maximum monthly duty hours		

23	Maximum monthly duty hours		
24	Maximum annual flying hours		
25	Duty cycles and time-off duty:		
26	Normal duty cycle		
27	Short breaks away from base		
28	Time off at base		
29	Records to be maintained for each crew member		
30	Scheme for regulation of flight times cabin attendants		
31	Responsibilities of all crew members		
<b>G</b>	<b>DISPATCH/FLIGHT RELEASE</b>		
1	Dispatch/flight release procedures		
2	Determination of runway conditions		
3	NOTAM		
4	Flight planning		
5	Mass/balance		
6	Equipment/space		
7	Communications		
8	Emergency procedures		
9	Hours of operation		
10	Aerodrome inspection procedure		
11	Standby power: communications		
12	Flight following procedures		
13	Procedures for suspending/restricting operations		
14	Duty time limitations		
15	Dispatch area of responsibility		
16	Dispatcher recurrent training		
17	Weather reporting facility		
<b>H</b>	<b>FUEL FLIGHT PLANNING AND RECORDS</b>		
01	Flight planning formula		
02	Island reserve		
03	Rules for replanning in flight		
04	Effect on fuel consumption of use of ancillary equipment		
05	Effect on fuel consumption of engine or system failures		
06	Fuel consumption records in flight (every hour)		
07	Records of uplift and fuel states		
08	Retention of fuel records:		
09	Technical logs		
10	In- flight records		
11	Retention of fuel records on navigation logs		
12	Refueling with passengers on board- special Instructions		
13	Fumes in aircraft		
14	Jettisoning fuel – special instructions		

		Satisfactory	Unsatisfactory – action to be taken
<b>I</b>	<b>ROUTE OPERATING INFORMATION</b>		
01	Company policy on:		
02	Flights on and off airways		
03	Nomination of alternate aerodromes (heliports)		
04	Operation of VFR flights		
05	Cancellation of IFR flight plans		
06	Details of CAO inspectors		
07	Details of navigation area restrictions		
08	Details of radio area restrictions		
09	Definition of public transport		
10	Flight plan/nav forms ___ items to be provided for:		
11	To be retained for ___ months		
12	Exceptions to above requirement		
13	Use of prepared navigational flight plans		
14	Nav log forms for use by navigators		
15	Radio equipment to be carried		
16	Operation of radio in aircraft		
17	Radio failure procedures		
18	Minimum safe altitudes		
19	Terrain clearance following loss of engine (s)		
20	Minimum aerodrome facilities for approach and landing		
21	Document to be carried on public transport aircraft		
22	Details of aircraft library and nav bag		
23	Flying staff instructions or notices:		
24	Operational		
25	Technical		
26	Administration		
27	Time limit after issue		
28	Requirement to carry life rafts		
29	Provision and use of oxygen		
30	Briefing of passengers in use of oxygen		
31	Noise abatement procedures		
32	Allowable deficiencies – guidance to pilots-in-command		
<b>J</b>	<b>AERODROME OPERATING MINIMA</b>		
01	Operation minima to be included for every airfield used regularly in respect of take -off , landing and visual maneuvering		
02	Runways NOT to be used to be		
03	Conditions for commencing a flight		
04	Conditions for commencing /continuing an approach		
	Definition of :		
05	Decision Height		

		Satisfactory	Unsatisfactory – action to be taken
06	Approach to landing		
07	Circling approach procedures		
08	RVR, etc.		
09	Minima for pilots –in- command with limited experience on type		
10	Take –off and landing when an RVR reported		
11	Take – off landing when RVR is reported from more than one position on the runway		
12	Instructions concerning landing in shallow fog		
13	Alternate for each intended destination to be specified		
14	General guidance concerning selection of alternate aerodrome		
15	Guidance concerning selection of "return " alternate		
16	Instruction concerning use of return alternate – weather below landing minima		
17	Minima for aerodromes without approach aids		
18	Special minima for non- public transport flights		
19	Special rules for aircraft with performance category C,D or E		
20	Calculation of in- flight visibility for maneuvering		
21	Relationship between RVR and DH		
22	Con version of reported MET visibility to RVR		
<b>K</b>	<b>TECHNICAL RECORDS</b>		
01	Validity of maintenance certifications		
02	Maintenance release properly executed		
03	Technical logs correctly completed		
04	Fuel ,oil and methanol quantities sufficient for flight		
05	Flight times correctly entered:		
06	Technical log		
07	Flight log		
08	Engine log		
09	Propeller (if applicable ) log		
10	Defect correction properly covered by signature		
11	Significant defects entered as they occur		
12	Deferred defects log		
13	Recurring defects and any shortage of spares		
<b>L</b>	<b>RECORDS</b>		
01	Pilot reports		
02	Safety reports		
03	Cabin crew reports		
04	Records of flying duty, duty and rest periods		
05	Discretionary reports		
06	Records of periodic crew tests:		

		Satisfactory	Unsatisfactory – action to be taken
07	All crew- emergency/survival		
08	All pilots:		
09	Annual instrument rating renewal		
10	Line checks		
11	Six- month checks		
12	Instrument approach proficiency		
13	Recency checks		
14	Pilot –in- command – area/route checks		
15	Flight engineers-six-month /line checks		
16	Flight navigator –annual checks		
17	Induction and conversion training		
18	List of operator’s check and training pilots		
19	CVR,FDR records		

**REMARKS:**



Inspector’s signature: \_\_\_\_\_

Inspector’s name: \_\_\_\_\_