



FS-OPS-FRM-008		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Organization ,Staffing and Administrative Facilities			
Revision 00	July 2018		

Organization ,Staffing and Administrative Facilities

Name of the Applicant:

(when an item is marked to be unsatisfactory, indicate reasons under the remarks column in detail)

Item		Status		Remarks
		Sat	Unsat	
A.	Qualified and Competent Employees: Organization has sufficient number of suitably qualified and competent employees to act as;			
1.	Flight Crew			
2.	Cabin Crew			
3.	Instructors			
4.	Other technical trainers			
5.	Operational Planning			
6.	Operational Control			
7.	Crew Scheduling			
8.	Load Control			
9.	Passenger Handling			
10.	Administrative Support			
B.	Administrative Facilities			
1.	Office Accommodation size			
2.	Office equipment			
3.	Office support Staff			
4.	Communication/Information System that can communicate efficiently and rapidly with all crew, operational support staff and their managers			
5.	Printing and/or distribution facilities			
6.	Office Environment			

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7.	Facilities for Record Keeping			
8.	Technical Library			
a.	Facilities			
b.	Availability of documents such as			
i.	Civil Aviation Regulations			
ii	Operations Manual			
iii	Maintenance Control Manual (CAME)			
iv	Minimum Equipment List			
v	State Limitation for Flight Time Limitations			
vi	Aeronautical Information Publications			
vii.	Applicable Maps & Charts			
xiii	Aircraft Flight Manual			
xi	Other important documents			
C.	Registered Office			
1.	Principal or Designated Officer : Person responsible to the Company as the contact person for communication between CAO.IRI and the Company			
2.	Contact Numbers			

Remarks:

Name of Inspector	Signature	Date
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