



FS-OPS-FRM-010		<b>FOIM (Flight Operations Inspector Manual)</b>	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Inspection of Flight/Cabin Crew Scheduling			
Revision 00	July 2018		

## Inspection of Flight/Cabin Crew Scheduling

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	
<b>A</b>	<b>Record to be available</b>			
1.	Schedulers have access to all operating crew records			
2.	Use of these records in the applicant's crew scheduling system is practical			
<b>B.</b>	<b>Competence of Scheduling Staff</b>			
1.	Acceptability of Training			
2.	Understand legal implications of scheduling			
3.	Effective use of applicant's scheduling system			
<b>C.</b>	<b>Communication/Information System</b>			
1.	Means of advising schedulers of the need for schedule change			
2.	Means of advising crew members of schedule Changes			
<b>D.</b>	<b>Documents Recommended to be available</b>			
1.	Operational Manual			
2.	Flight & Duty Time Limitation Scheme			
3.	State Limitations for Flight & Duty Time Limitations			

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4.	Approved Flight Schedule			
5.	List of Flight crews employed			
6.	Flight Crew Duty / flight time records			
7.	Approved Leave applications			
8.	Change of Schedules			

**Remarks:**

Name of the Inspector	Signature	Date
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