



FS-OPS-FRM-010		FOIM (Flight Operations Inspector Manual)	 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	
A	Record to be available			
1.	Schedulers have access to all operating crew records			
2.	Use of these records in the applicant's crew scheduling system is practical			
B.	Competence of Scheduling Staff			
1.	Acceptability of Training			
2.	Understand legal implications of scheduling			
3.	Effective use of applicant's scheduling system			
C.	Communication/Information System			
1.	Means of advising schedulers of the need for schedule change			
2.	Means of advising crew members of schedule Changes			
D.	Documents Recommended to be available			
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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