




FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		

Name of the Operator:


PART A. GENERAL		Status		Remarks
		Sat	Unsat	
A1	A statement that the operations manual complies with applicable laws and AOC conditions and the corresponding operations specifications.			
A2	A list and a summarized description of the different parts of the manual, their contents, applicability and utilization.			
A3	A statement that the operations manual contains operating instructions, which are required to be complied with by all personnel.			
A4	A registration sheet for the amendments and revisions with the dates of registration and validity.			
A5	A list of effective pages.			
A6	Amendment and revision changes indicated by marks or signals in text, graphics and diagrams.			
A7	Implementing changes made in the Flight Manual.			
A8	Instructions outlining the responsibilities of management and operations personnel pertaining to the conduct of flight operations ensuring duties, responsibilities, functional tasks, lines of reporting and authorities are clearly defined .			
A9	Provision of duty, flight time limits, flight duty periods, duty period and rest periods.			

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		


A10	Responsibilities and authority for operational control and related policies, processes, standards and procedures.			
A11	Require that a certified true copy of the AOC and corresponding Ops Specs including leased aircraft is carried on board at all times.			
A12	Aircraft operating information contains an approved MEL/CDL for the aeroplane types operated and specific operations authorized.			
A13	An organization and management system for the operational control of all flights in accordance with specific operating regulations applicable to aircraft operations.			
A14	Adequate procedures for the preparation and dissemination of pre-flight aeronautical information essential for the safety, regularity and efficiency of air navigation.			
A15	Adequate procedures for the preparation and dissemination of information contained in the NOTAM, AIP, AIC and AIRAC to flight crew and operations personnel.			
A16	The methods for determining aerodrome operating minima			
A17	Standard operating procedures (SOP) for each phase of flight.			
A18	Checklists as an integral part of its SOPs and has instructed its flight crew and cabin crew on how to use them.			
A19	Crew briefings as an integral part of the SOPs.			
A20	Policy and procedures for flight crew to record and report on routine meteorological observation during departure and en-route and climb-out phases of the flight and special and other non-routine observations during any phase of the flight.			
A21	Policy and procedures for flight crew to record and report on volcanic activity.			

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		


A22	Instructions on the clarification and acceptance of air traffic control (ATC) clearances, particularly where terrain clearance is involved.			
A23	Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS) are as per PANS-OPS (Doc 8168), Volume I and in PANS- ATM (Doc 4444), Chapters 12 and 15.			
A24	Establishment of a Safety Management System.			
A25	A post holder responsible for the development and establishment of the safety management system are clearly defined and documented in the flight safety documents system.			
A26	Establishment and maintenance of a flight data analysis programme as part of the safety management system.			
A27	Flight data analysis programme is non punitive and contains adequate safeguards to protect the source(s) of the data.			
A28	Procedures for the retention of flight recorder records and flight recorders in safe custody pending their disposition in accordance with Annex 13.			
A29	Instructions for the preservation of flight recorder records and, if necessary, associated flight recorders to the extent possible, in the event that the aeroplane becomes involved in accident or incident.			
A30	Procedures to enable cabin crew to discreetly communicate to flight crew in the event of suspicious activity or security breaches in the passenger cabin.			
A31	Procedures in relation to the flight crew compartment access.			

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		

A32	Procedures in relation to a bomb threat or warning, when the aircraft is on the ground or in flight.			
A33	Developed a procedure checklist for searching a bomb and/or inspecting an aircraft for concealed weapons, explosives and other dangerous devices.			
A34	<ul style="list-style-type: none"> -Security training programme has been established. -Security of the flight crew compartment -Aircraft search procedure checklist -Determination of the seriousness of any occurrences -Crew communication and coordination -Appropriate self-defense responses -Use of authorized non lethal protective devices assigned to crew members -Understanding of behavior of terrorists -Live situational training exercises regarding various threat conditions -Post-flight concerns for the crew 			
A35	Training requirements, subcontracting policies, handling processes, procedures and practices for all ground handling operations.			
A36	Organizational structure which includes the responsibilities and authority for the management of all ground handling functions.			
A37	<p>The line of responsibilities is clearly defined for ground handling functions and associated with the following, when applicable:</p> <ol style="list-style-type: none"> 1. Ramp operations 2. Passenger services 3. Baggage services 4. Cabin services 5. Weight and balance control 6. Ground support equipment 7. Fuel services 			


FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		

A38	Air operator ground handling responsibility is permanently maintained, when all or part of the functions and tasks related to ground handling services have been contracted to a service provider.			
A39	Procedures for cabin crew to evaluate with a suspected communicable disease, based on the Presence of a fever and certain other signs or symptoms.			
A40	Procedures for the pilot-in-command to report promptly to ATC a suspected communicable disease, with transmission of the following information: a) Aircraft identification b) Departure aerodrome; c) Destination aerodrome; d) Estimated time of arrival; e) Number of persons on board; f) Number of suspected case(s) on board; and g) Name of the public health risk,if known?			
	Name of The Inspector:	Signature		Date:

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		


Name of the Operator:

PART B. AIRCRAFT OPERATING INFORMATION		Status		Remarks
		Sat	Unsat	
B1	General information and units of measurement			
B2	Certification and operating limitations			
B3	Normal procedures			
B4	Specific flight deck procedures			
B5	Abnormal and emergency procedures and duties			
B6	Performance data			
B7	Supplementary performance data			
B8	Other acceptable performance data			
B9	Additional performance data			
B10	Flight planning data			
B11	Fuel calculation			
B12	Mass and balance calculation			
B13	Survival and emergency equipment including oxygen List of survival equipment Oxygen usage Emergency equipment usage			
B14	Emergency evacuation procedures			
B15	Aircraft systems			
	Name of The Inspector:	Signature		Date:

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		


Name of the Operator:

PART C . Routes and aerodromes		Status		Remarks
		Sat	Unsat	
C1	Minimum flight altitudes			
C2	Aerodrome operating minima			
C3	Increase of aerodrome operating minima			
C4	Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS.			
	<p>The necessary information for compliance with all flight profiles required by regulations , including but not limited to , the determination of;</p> <p>a) take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance;</p> <p>b) take-off climb limitations;</p> <p>c) en-route climb limitations;</p> <p>d) approach climb limitations and landing climb limitations;</p> <p>e) landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance;</p> <p>and</p> <p>f) Supplementary information, such as tire speed limitations.</p>			
	Name of The Inspector :	Signature		Date:

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		

Name of the Operator:

PART D. TRAINING		Status		Remarks
		Sat	Unsat	
1	Training Programme (Flight Crew)			
D1	The training manual covering training programmes and syllabi for initial, recurrent, transition (conversion), re-qualification, upgrade, recency of experience, familiarization, differences, safety management and/or other specialized training.			
D2	Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the ground proximity warning system (GPWS).			
D3	Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.			
D4	Address the following, as applicable: 1. Training policies and directives. 2. Administrative support of air operator. 3. List of designated instructors and line check examiners. 4. Comprehensive syllabi, including lesson plans for approved training. 5. Procedures for the conduct of examinations and maneuvers tolerances. 6. Procedures to require that flight crew members are properly trained and examined on abnormal and emergency conditions. 7. Procedures for remedial training and subsequent examination of flight crew unable to achieve or maintain required standards.			
D5	Training provided and flight documentation used are correctly reflected in the operators' flight safety documents system.			
D6	Adequate ground and flight training facilities, simulators And/or cockpit procedure training devices (fixed-based simulator [FBS], computer based training [CBT], etc.) and syllabus materials.			

FS-OPS-FRM-004		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Operations Manual Checklist			
Revision 00	July 2018		

Training Program (Cabin Crew)				
D7	Details of the cabin crew's safety duties and functions training programme.			
D8	1. Basic indoctrination in the different functions, duties and responsibilities of cabin crew members. 2. Introduction to aircraft systems and limitations. 3. Aircraft emergency evacuation, life-safety equipment and related information to passengers. 4. Cabin crew members' assignment, coordination and two-way communication. 5. Knowledge and skills related to the transport of dangerous goods. 6. Security procedures. 7. Recurrent training programme including an examination to determine competence.			
2 Training Programme (Flight Dispatcher)				
D10	Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.			
D11	Recurrent training of the knowledge, skills and qualifications of flight dispatch/flight operations officers and ground instructors.			
D12	Training programmes to include: 1. Civil air law and regulations; 2. Aviation instruction; 3. Use of operations manual 4. Aircraft performance 5. Navigation 6. Flight planning and monitoring 7. Rules of the air, communication and air traffic management 8. Meteorology 9. Mass and balance control 10. Use of MEL/CDL 11. Transport of dangerous goods by air 12. Security procedures 13. Emergency response plan 14. Flight observation 15. Recurrent training programme			
	Name of The Inspector:	Signature		Date: