

FS-OPS-FRM-020		FOIM (Flight Operations Inspector Manual)	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز - دفتر عملیات پرواز
AOC Checklist- Proving Flight			
Revision 00	July 2018		

Proving Flight

Name of the Applicant:

Members of the Inspection Team		1.	
		2.	
Aircraft Type		Aircraft Regn. No.	
Sector		Date	

Note: This Checklist is required to be filled separately for each sector

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

Item		Status		Remarks
		Sat	Unsat	
1.	Pre/ Flight Documents (available and correct)			
▶	Met and NOTAMS..... Flight Plans.....			
▶	Fuel load in accordance with Operations			
▶	Manual.....			
▶	Aircraft performance data.....			
▶	Landing / Over flight approvals from States concerned.....			
2.	Aircraft and Operational Documents (on board)			
	A.Certificate of Registration;			
	B. Certificate of Airworthiness;			
	C.Airworthiness Review Certificate (ARC);			
	D.A document attesting Noise Certification of the aeroplane/ helicopter;			
	E. Licences for each member of the flight crew;			
	F. Journey Log Book or equivalent documents approved by the DGCA;			
	G.Operations Manual;			

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	H. Minimum Equipment List;			
	I. Flight Manual ;			
	J .Cabin Crew Manual;			
	K.Cockpit and Emergency Check List unless these form part of Flight Manual, carried on board..			
	L.Aeroplane search procedure checklist;			
	M.Maintenance Release/Certificate to release to service;			
	N. LOPA (Layout of Passenger Arrangement);			
	O.Emergency and Safety Equipment Layout;			
	P. Route guides;			
	Q. Current and suitable navigation charts/maps for the planned flight route and all other routes along which it is reasonable to expect that the flight may be diverted;			
	R.Weight Schedule ;			
	S. Load and Trim Sheet;			
	T. If carrying dangerous goods, a list of such goods. This list must be specifically brought to the notice of Pilot-in-Command, before the flight.			
4.	Passenger Handling and Loading			
	▶ Method of passenger weight calculation in accordance with Operations Manual.....			
	▶ Handicapped persons not assigned to emergency exit rows..... Procedures for identifying			
	▶ handicapped passenger.....			
	▶ Handicapped, sick or injured persons not hazardous to other occupants.....			
	▶ Passenger safety on tarmac vehicles, props, jet blast “Carry on” baggage in accordance with Operations Manual.....			
	▶ Method of baggage weight calculation in accordance with Operations Manual.....			

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5.	Baggage and Cargo Loading / Unloading <ul style="list-style-type: none"> ▶ Baggage / Freight loaded in assigned locker... ▶ Cargo restraint..... ▶ Handling of Dangerous Goods..... 			
6.	Load Control <ul style="list-style-type: none"> ▶ Communications with <ul style="list-style-type: none"> Flight deck crew..... Baggage loader..... Passenger check-in..... Refueller..... ▶ Compilation of load sheet..... ▶ Last Minute Changes (LMCs) to flight crew..... 			
7.	Refueling Procedures <ul style="list-style-type: none"> ▶ Proximity of buildings and aircraft..... ▶ Refueling equipment is mobile..... ▶ No-smoking signs on tarmac..... ▶ Two or more fire extinguishers available..... ▶ Refueling with Pax on board <ul style="list-style-type: none"> Pax briefing completed..... Cabin attendant at designated station s prepared for evacuation..... Seat belt signs off..... Emergency signs armed..... Areas outside aircraft exits clear of service vehicles..... <ul style="list-style-type: none"> Aircraft and refueling equipment earthed..... 			

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8.	<p>Pre-Flight Procedures</p> <p>Flight Crew drills and procedures in accordance with Operations Manual</p> <p style="padding-left: 20px;">Walk-around inspection.....</p> <p style="padding-left: 20px;">Use of checklist.....</p> <p style="padding-left: 20px;">Confirmation of load control documents..</p> <p style="padding-left: 20px;">Confirmation of dangerous Goods info...</p> <p style="padding-left: 20px;">Calculation of take-off performance...</p> <p style="padding-left: 40px;">Airways clearance/navigation systems preparation.....</p>			
<ul style="list-style-type: none"> ▶ ▶ 	<p>Flight deck to cabin communications in accordance with Operations Manual.....</p> <p>Cabin crew drills and procedures in accordance with Operations Manual</p> <p style="padding-left: 20px;">Check of emergency equipment.....</p> <p style="padding-left: 20px;">Passenger restraints and seats upright.</p> <p style="padding-left: 40px;">Stowage of loose articles and pax service items.....</p> <p style="padding-left: 20px;">Aisles and exits clear.....</p> <p style="padding-left: 20px;">Briefing of handicapped passengers.....</p> <p>Passenger briefing cards</p> <p><input type="checkbox"/> Correct.....</p> <p><input type="checkbox"/> In place.....</p>			

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9.	Taxi/Pre-take-off Procedures			
▶	Pushback procedures.....			
▶	Flight deck/ground communication.....			
▶	Use of checklist.....			
▶	Crew briefing as per Operations Manual.....			
▶	Arming of cabin slides.....			
▶	Passenger oral briefing covers			
	No smoking (including Toilets).....			
	Seat belts.....			
	Emergency exits.....			
	Use of Oxygen.....			
	Flotation devices.....			
	Survival equipment (if carried).....			
▶	Check of passenger seat belts.....			
▶	Cabin to flight deck communication.....			
▶	On time departure/Scheduled turnaround time...			

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10.	Flight Phase ► Flight deck drills and procedures in accordance with Operations Manual <ul style="list-style-type: none"> - Monitoring of flight path..... - Adherence to clearances..... - Crew coordination..... - Use of checklist..... - Altimetry/height awareness..... - Navigation..... - Communications..... - Aircraft Systems Operations..... - Fuel Management and recording..... - Weather considerations..... - Operational Control Considerations..... - Monitoring/Human Factors..... - Turbulence penetration..... - Descent planning..... - Approach briefing - Approach /speed control..... - Procedures at minima..... - Airfield layout knowledge..... - ATC requirements and procedures..... - En route knowledge..... 			
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▶	<p>Cabin crew duties and procedures in accordance with Operations Manual</p> <ul style="list-style-type: none"> - Passenger control..... - Response to flight deck signals..... - Handling of service carts..... - Location of emergency equipment..... - Limitation of emergency equipment..... - Fire extinguishers..... - Oxygen..... - Protective breathing equipment (PBE)... - Response to simulated emergency..... - Onboard cabin fire..... - Bomb threat procedures..... - Toilet fire..... - Handling of incapacitated pax..... - Handling of disorderly pax..... - Response to turbulence warning (simulate if necessary)..... - Knowledge of emergency procedures... - Ditching..... - Crash landing..... - Emergency evacuation..... - Stowage of equipment prior to landing... - Slide disarming procedures..... 			
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11.	Aircraft and Equipment			
	<ul style="list-style-type: none"> ▶ Belt/no-smoking signs..... ▶ Life jackets..... ▶ Rafts/emergency beacon (if required)..... ▶ Galley equipment/security..... ▶ PA/Intercom equipment..... ▶ Fixed oxygen system..... ▶ Portable oxygen system..... ▶ Protective breathing equipment..... 			
12.	Intermediate airport/Turn-around (Flight crew considerations)			
	<ul style="list-style-type: none"> ▶ Airfield layout/Knowledge..... ▶ Parking arrangements/Procedures..... ▶ Refueling arrangements/procedures..... ▶ Update of operational information <ul style="list-style-type: none"> - Met..... - NOTAMS..... - Flight plans..... ▶ Recording/ rectification of defects..... ▶ Use of the MEL (simulated problem)..... ▶ Maintenance arrangements..... 			
13.	Airport Facilities Capable of Supporting the Services			
	<ul style="list-style-type: none"> ▶ Passenger handling..... ▶ Baggage and cargo handling..... ▶ Tarmac vehicle control..... ▶ Maintenance arrangements..... 			

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14.	Security Arrangements			
▶	Control of access to the cockpit.....			
▶	Security arrangement in the cabin.....			
▶	Sterility of passengers.....			
▶	Sterility of Cargo.....			
▶	Sterility of Cabin (with reference to items introduced from outside such as catering, newspapers, servicing etc.).....			
▶	Preventive measures of any onboard unlawful interference.....			
15.	Capacity to notify relevant persons of operational changes			
16.	Overall operational control including support from contracting parties			

Remarks:

Inspector's Name	Signature	Date
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