


FS-OPS-FRM-020		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.....			
2.	Aircraft and Operational Documents (on board) A. Certificate of Registration; B. Certificate of Airworthiness; C. Airworthiness Review Certificate (ARC);			

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


Item	Status		Remarks
	Sat	Unsat	
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;			
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;			

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


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	Sat	Unsat	
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 <ul style="list-style-type: none"> ▶ 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..... 			
5. Baggage and Cargo Loading / Unloading <ul style="list-style-type: none"> ▶ Baggage / Freight loaded in assigned locker... ▶ Cargo restraint..... 			

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


	Item	Status		Remarks
		Sat	Unsat	
6.	Load Control ► Communications with Flight deck crew..... Baggage loader..... Passenger check-in..... Refueller.....			
7.	Refueling Procedures ► 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 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.....			
8.	Pre-Flight Procedures Flight Crew drills and procedures in accordance with Operations Manual Walk-around inspection..... Use of checklist..... Confirmation of load control documents.. Confirmation of dangerous Goods info... Calculation of take-off performance... Airways clearance/navigation systems preparation.....			

FS-OPS-FRM-020		 سازمان هواپیمایی کشوری معاونت استاندارد پرواز دفتر عملیات پرواز
AOC Checklist- Proving Flight		
Revision 00	July 2018	


Item	Status		Remarks
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<ul style="list-style-type: none"> ▶ Flight deck to cabin communications in accordance with Operations Manual..... Cabin crew drills and procedures in accordance with Operations Manual Check of emergency equipment..... Passenger restraints and seats upright. Stowage of loose articles and pax service items..... Aisles and exits clear..... Briefing of handicapped passengers..... 			
9. Taxi/Pre-take-off Procedures <ul style="list-style-type: none"> ▶ Pushback procedures..... ▶ Flight deck/ground communication..... ▶ Use of checklist..... ▶ Crew briefing as per Operations Manual..... ▶ Arming of cabin slides..... ▶ Passenger oral briefing covers <ul style="list-style-type: none"> ▶ 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... 			

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


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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..... <ul style="list-style-type: none"> - Approach briefing - Approach /speed control..... - Procedures at minima..... - Airfield layout knowledge..... - ATC requirements and procedures..... - En route knowledge..... 			

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


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▶	Cabin crew duties and procedures in accordance with Operations Manual <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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AOC Checklist- Proving Flight			
Revision 00	July 2018		

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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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AOC Checklist- Proving Flight			
Revision 00	July 2018		

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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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AOC Checklist- Proving Flight			
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