



FS-OPS-FRM-017		Flight Operations Inspector Manual	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز دفتر عملیات پرواز
AOC Checklist- Arrangements for Maintenance of Documents/Records			
Revision 00	July 2018		

Arrangements for Maintenance of Documents/Records


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	Flight Crew Records			
1.	License currency status			
a.	License			
b.	Medical			
c.	Ratings			
d.	Special authorizations			
e.	Endorsements/Limitations			
2.	Recent experience status			
a.	Competency Checks			
b.	Bi-annual Aircraft Type Proficiency Check			
c.	Recency Check (3-take-offs & landings on type)			
d.	All weather Operations Check (as applicable)			
e.	EDTO (as applicable)			
f.	Validity of License (age >60 years of age)			

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	Item	Status		Remarks
		Sat	Unsat	
3.	Recency of Instrument Rating (12 months)			
4.	Recency of Route Qualification (12 months)			
B.	Flight and Duty time limitation records for Flight and Cabin Crewmembers			
1.	Check for 30 day limit			
2.	Check for 365 day limit			
3.	Check for minimum days off			
4.	Check for monthly cumulative duty hours			
5.	Report on exceeding Flight & Duty Time Limitations			
6.	Conformance of the flight duty roster to the State Limitations			
C.	Operating Crew			
1.	Competency in Safety and Emergency Procedures			
a.	Flight Crew			
b.	Cabin Crew			
2.	Competency in Transport of Dangerous Goods			
a.	Cargo Acceptors and supervisors			
b.	Handlers/Loaders and Supervisors			
c.	Flight Crew			
d.	Cabin crew			
e.	Passenger Security Staff			

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	Item	Status		Remarks
		Sat	Unsat	
3.	Competency in Security Procedures			
a.	Cargo Acceptors and Supervisors			
b.	Handlers/Loaders and Supervisors			
c.	Flight Crew			
d.	Cabin Crew			
e.	Passenger Security Staff			
D.	Trip Records (Journey Logbook) -			
E.	Navigational Log			
F.	Flight Dispatch Release			
G.	Fuel and Oil records			
H.	Aircraft Loading			
1.	Load Sheet			
2.	NOTOC (Dangerous Goods)			
3.	Passenger Manifest			
4.	Cargo Manifest			
I.	Log Books and their preservation			
1.	Aircraft Log Book			
2.	Engine Log Book (for each engine)			
3.	Propeller log book (for each propeller)			
4.	Radio Maintenance Log Book			

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	Item	Status		Remarks
		Sat	Unsat	
5.	Personal Flying log book (for each pilot)			
J.	Arrangement for carriage of Aircraft documents			
	i. Certificate of Registration; ii. Certificate of Airworthiness; iii. Airworthiness Review Certificate (ARC); iv. A document attesting Noise Certification of the aeroplane/ helicopter; v. Air Operator's Certificate; vi. Licenses for each member of the flight crew; vii. Radio operation License for Radio Communication apparatus; viii. Journey Log Book or equivalent documents approved by the CAO.IRI; ix. Operations Manual; x. Minimum Equipment List; xi. Flight Manual ; xii. SEP Manual; xiii. Cockpit and Emergency Check List unless these form part of Flight Manual			

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	Item	Status		Remarks
		Sat	Unsat	
	xiv. Aeroplane search procedure checklist; xv. Maintenance Release/Certificate to release to service; xvi. LOPA (Layout of Passenger Arrangement); xvii. Emergency and Safety Equipment Layout; xviii. Route guides xix. 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; xx. Weight Schedule; xxi. Load and Trim Sheet; xxii. If carrying passengers, a list of their names and places of embarkation and destination; xxiii. If carrying cargo, a manifest and detailed declarations of the cargo; and xxiv. 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.			
K.	Reporting			

