




FS-OPS-FRM-018		Flight Operations Inspector Manual	 سازمان هواپیمایی کشوری معاونت استاندارد پرواز دفتر عملیات پرواز
AOC Checklist- Document Evaluation			
Revision 00	July 2018		

Document Evaluation


Subject	Date approved/Accepted	Reference Document	Flight Operations Inspector Name & Signature
A. Evaluate Applicable Training Manuals			
1.Crew member training			
a)Basic company indoctrination			
b)Emergency equipment training			
C) Ground training			
d) Flight training			
e) Recurrent training			
f) Transition/upgrade training			
g) Difference training			
h) security training			
i) Dangerous goods			
j) Instructor qualification			
k) human performance training			

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2.Dispatcher training			
a) Initial training			
b) recurrent training			
c)Instructor qualification			
d) Human performance training			
3.Cabin crew training			
a) Initial training			
b) recurrent training			
c)Difference training			
d) Instructor qualifications			
e)Human performance training			

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4.			
Other ground personnel training			
a) Ground handling/servicing personnel training			
B) station personnel training			
c) Instructor qualification			
B. Evaluate management qualifications			
1-Accountable manager			
2-Director of flight operations			
3-Director of maintenance			
4-Director of safety			
5-chief pilot			
6-Director of Compliance Monitoring			
7-Director of training			
8-Director Cabin Safety – if applicable			
9-Director Ground Operations			
10-Director of Security			

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C. Evaluate applicable company manuals/operation procedures			
1-Completed flight operation manual (part A, B, C and D)			
2-Approved aircraft flight manual			
3-Aircraft checklist			
a) Normal			
b) Abnormal			
c) Emergency			
4.Dangerous goods manual			
5.Security manual			
6.Passenger briefing card			
7.Maintenance Control Manual			
8.Ground handling manual			
9.Mass and balance control manual			
10. Loading maual			
11.Minimum equipment list			
12.Configuration deviation list			

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OTHER EVALUATION			
1.Aircraft lease			
2.SMS manual			
2.1 Emergency response plan			
3.Maintenance contracts/agreements			
4.Ground handling contracts/agreements			
5. training contracts (if applicable)			
6.final compliance statement			
7. financial assessment			