

**G D C A of the REPUBLIC of ARMENIA
FLIGHT OPERATION'S DEPARTMENT**

BASE INSPECTION

SECTION I - *ORGANIZATION, MANAGEMENT and FACILITIES*

SECTION II - *MANUAL's, DOCUMENT's, and RECORD's*

CHECK LIST

BASE INSPECTION CHECK LIST**SECTION I - ORGANIZATION, MANAGEMENT and FACILITIES**

A . OPERATOR's DETAILS					
Organization :		AOC N ^o :			
Date :		Location :			
Accountable Manager :		Telephone N ^o :			
Email :		Fax :			
B : ORGANISATION, MANAGEMENT and FACILITIES					
<i>Note : S - Satisfactory U / S - Unsatisfactory</i>					
S / N	ARM OPS 1 REF :	2.1 ORGANISATION	S	U / S	FINDINGS
B 1.1	Appendix 1 to 1.1045 a.1 & 1.175 (g) (1) & 1.180 (a) (3) (i)	Organisation structure a) <i>General Organisation</i> b) <i>Operations Department organisation</i> c) <i>Safety Department</i> d) <i>Quality Assurance</i> e) <i>Aviation Security</i> f) <i>Relationship with other Departments</i>			
B 1.2	Appendix 2 to 1.175 (a)	Management Structure (a) <i>Sound & Effective</i> (b) <i>Safe conduct of operations</i> (c) <i>Managerial competency</i> (d) <i>Appropriate Technical & Operational Qualifications in Aviation</i>			
B 1.3	1.175 (h), (i)	Approved Appointments			
B 1.4	Appendix 2 to 1.175 (d) (2))	Systems for provision of information (a) <i>Office capable of distributing operational instructions</i>			
B 1.5	1.035	Quality Assurance & control (a) <i>One Quality Management Unit</i>			
2.2 MANAGEMENT					
		Function and Purpose (a) <i>Safe conduct of Operations</i> (b) <i>Complies with set standard</i> (c) <i>Sound & Competent Management</i>			

S / N	ARM OPS 1 REF :	2.2 MANAGEMENT	S	U / S	FINDINGS
B 2.1	1.175 (g) to (o) & IEM OPS 1.175	Responsibilities of Management (d) Determine Operator's Flight Safety Policy (e) Allocation of Duties to Implement Policy and Maintenance of Safety Standards (f) Monitoring Flight Safety Standards (g) Recording and analysis of any Deviations and Corrective Actions (h) Evaluating Safety Records			
B 2.2	1.175 (h)	Accountable Manager (a) Acceptable to Authority (b) Has Corporate Authority (c) Financing Operations & Maintenance activities			
B 2.3	1.175 (i) & ACJ OPS 1.175 (i) & Appendix 2 to 1.175 (b)	Nominated Post Holders Description (a) Functions (b) Responsibilities (c) Names (in OM) (d) Authority (in OM) (e) Continuity of Supervision Post Holders Acceptable by Authority: (f) Flight Operations (g) The Maintenance System (h) Crew Training (i) Ground Operations (j) Aviation Security (k) Aviation Safety (l) Quality Assurance			
B 2.4	1.035 (a) & (e)	Quality Manager (a) At least one QA Manager or ; (b) Two QA Manager (One for Operations and One for Maintenance)			
B 2.5	Appendix 2 to 1.175 (c)	Adequacy and Supervision of Staff Sufficient Crew a) Flight Crew b) Cabin Crew Ground Staff (Ground Operations) a) Traffic staff b) Loading staff			

S / N	ARM OPS 1 REF :	2.2 MANAGEMENT	S	U / S	FINDINGS
B 2.5	Appendix 2 to 1.175 (c)	<i>Adequacy and Supervision of Staff</i> Operations Department staffing (a) <i>Operations personnel</i> (b) <i>Dispatcher</i> Training Department Staffing (c) <i>Training Staff</i> (d) <i>Appointed Examiners</i> (e) <i>Simulator Staffing</i> Supervisory Staff (f) <i>All Operational areas</i> (g) <i>Duties & Responsibilities</i> (h) <i>Experience</i> (i) <i>Personnel Qualities</i> Others			
B 2.6	Appendix 2 to 1.175 (b) (4)	<i>Working Hours</i> (a) <i>Scale & Scope of Operation</i> (b) <i>Sufficient office hours for Post Holders</i>			
B 3 : FACILITIES					
B 3.1	1.175 (q) & Appendix 2 to 1.175 (d)	<i>Main Operating Base</i> Accommodation (a) <i>Operational Support Facilities</i> (b) <i>Sufficient working space</i> (c) <i>Storage</i> (d) <i>Capability of office services</i>			
B 3.2	Appendix 2 to 1.175 (e)	<i>Documentation</i> (a) <i>Production of manuals</i> (b) <i>Amendments</i> (c) <i>Other documentation</i>			
B 3.3	1.175 (m)	<i>Ground Handling facilities</i> (a) <i>Appropriate</i> (b) <i>Safe</i>			
C : RESULT					
Remarks : _____ _____ _____ _____					
C 1 : Satisfactory / Unsatisfactory “ _ _ ”					
C 2 : Flight Operations Inspector’s Name and N^o : _____ _____					
Date :		Signature :			

* N / A - Not applicable

* N / C - Not Checked

BASE INSPECTION CHECK LIST**SECTION II - MANUAL's, DOCUMENT's and RECORD's**

SECTION A. OPERATOR's DETAILS (see Section I)					
SECTION B. MANUALS, DOCUMENTS and RECORDS					
<i>Note : S – Satisfactory U/S – Unsatisfactory</i>					
S / N	ARM OPS 1 REF :	2.1 MANUALS	S	U/S	Findings
B. 1.1	1.150	Production of documentations and records a) GDCA authorized person b) Produce all documents & records to GDCA			
B. 1.2	1.155	Preservation of documentation a) Original or copies b) Available to new operator (<i>Subpart Q – FDTL</i>)			
B. 1.3	1.1045 (c)	Operations Manual Structure Part A - General / Basic Part B - Airplane Operating Matters - Type related Part C - Route and Aerodrome Instructions and Information Part D - Training			
B.1.4	1.1045	Operations Manual Contents			
B.1.5	1.1040 (c)	Operations Manual Language a) Mandatory English Language			
B.1.6		Operations Manual Approval (a) Control page			
B.1.7	1.1040 (f)	Distribution a) All operations personnel			
B.1.8	1.1040 (j)	Amendments and Revision (a) Up to date			
B. 1.9	1.1040 (m)	Operations Manual Quality (a) Printed papers (<i>Hard Copy</i>) b) Electronic (<i>CD / VCD / DVD</i>) c) Accessibility Usability Reliability			
B. 1.10	1.1040 (d), (e)	Other Manuals (<i>if applicable</i>) (a) ETOPS / LROPS (b) RVSM (c) MNPS / RVSM / RNP (d) Dispatcher Manual (e) Quality Manual (f) AWO / ICING			
B. 1.11	1.020	Publication			

S / N	ARM OPS 1 REF:	2. 2 DOCUMENTS	S	U/S	Findings
B. 2.1	1.1050	Airplane Flight Manual (each Type) (a) Availability (b) Approval (c) Distributions (d) Current			
B. 2.2	1.1055 & 1.415	Journey Log <i>Contents</i> Availability (part of or in other document) Entries are made concurrently & permanent in nature Completed by Commander			
B. 2.3	1.1060	Operational Flight Plan (a) Availability (b) Contents (c) Description in Operations Manual (d) Entries are made concurrently & permanent in nature			
B. 2.4	1.1071	Airplane Technical Log (Refer also ARM OPS 1.915) (a) Availability/Usage (b) Contents (c) Current Certificate of Release to service (d) Current Maintenance statement (e) Outstanding deferred defects (f) Guidance instructions on maintenance support. (g) Approval (h) Amendments			
B. 2.5		Other Documentations (a) Flight warning / Flight data (b) Flight guide (if available) (c) Notices to Aircrew (d) Cat B/ C airfield briefs			
S / N	ARM OPS 1 REF :	2. 3 RECORD'S	S	U/S	Findings
B. 3.1	1.140	Information retained on the ground : (For duration of each flight or series of each flight) a) One copy preserved on ground and ; Retained until duplicated and stored (Refer ARM OPS 1.1065) or ; If impracticable – carried in fireproof container in airplane List of information: (a) Copy of operational flight plan ; (b) Copies of relevant part(s) of Technical Log ; (c) NOTAM (specific route) ; (d) Mass & Balance (e) Specials Load notification			

S / N	ARM OPS 1 REF	2. 3 RECORD's	S	U/S	Findings
B. 3.2	Subpart P	<p>Returned Flight Documentation</p> <p>(a) Records complete and available for required period</p> <p>(b) Records monitored by nominated person</p> <p>(c) Records up - to - date</p> <p>(d) Tech logs pre - serialized</p> <p>(e) Fuel / oil replenishment entries complete and consistent</p> <p>(f) Fuel loads appropriate for sectors and weather conditions - departure and arrival</p> <p>(g) A / C operated within performance limits for airfields</p> <p>(h) Aircraft routine maintenance statements correct</p> <p>(i) Defects routinely recorded and processed</p> <p>(j) Weather within minima for departure and arrival (<i>a / c – crew qualification</i>)</p> <p>(k) Alternate fuel / weather appropriate</p> <p>(l) Load plan / C of G correct and in limits</p> <p>(m) Pilots logs / CFP's – required data completed</p> <p>(n) Additional documentation e.g. NOTOC</p>			
B. 3.3	1.1065	<p>Documents Storage Period (Refer Appendix 1 to ARM OPS 1.1065)</p> <p>Preparation & Execution of a flight :</p> <p>(a) Operational Flight Plan - 3 months</p> <p>(b) Airplane Technical Log - 24 months after last entry</p> <p>(c) Route Specific: NOTAM / AIS- 3 months</p> <p>(d) Mass and Balance (<i>Load Sheet</i>) - 3 m</p> <p>(o) NOTOC (<i>Dangerous goods</i>) - 3 months</p> <p>(e) Journey Log- 3 months</p> <p>(f) Any Occurrence as per ARM OPS 1.420 - 3 months</p> <p>(g) FDTL – Exceedances and / or Reducing rest periods - 3 months</p>			
B. 3.4	1.1071	<p>Airplane Technical Log (Refer ARM - OPS 1.915)</p> <p>(a) Outstanding deferred defects</p>			

S/ N	ARM OPS 1 REF	2.3 RECORD's	S	U/S	Findings
B. 3.5	Appendix 1 To ARM OPS 1.1065	Flight Crew Records (a) Flight, Duty and Rest Time - <i>15 months</i> (b) License Valid while exercising privileges for operator (c) Conversion Training and Checking - <i>3 years</i> (d) Command Course (including checking - <i>3 years</i> (e) Recurrent Training and Checking - <i>3 year</i> (f) Training & Checking (<i>Operate either Pilot's seat) - 3 years</i> (g) Recent Experience (<i>refer ARM OPS 1.970) - 15 months</i> (h) Route and Aerodrome Competence (<i>refer ARM OPS 1.970) - 3 years</i> (i) Training and Qualification for Specific / Special Operations (<i>e.g. ETOPS, AWO CAT II / III) - 3 years</i> (j) Dangerous Goods Training - <i>3 years</i>			
B. 3.6	Appendix 1 To ARM OPS 1.1065	Operations Personnel (<i>Flight Operations Officer and Dispatcher</i>) (a) Training / Qualification (<i>last 2 Training records</i>) (b) License Valid while exercising privileges for operator			
S / N	ARM OPS 1 REF	2.4 FLIGHT / DUTY TIME AND REST PERIOD	S	U/S	Findings
B. 4.1	Subpart Q	Flight / Duty Time and Rest (a) Nominated person for FDTL completion and monitoring (b) Nominated Deputy (c) Records up-to-date (d) Records for all crews including management (e) Records law approval FDTL scheme – including commencement date (f) Management pilots have adequate office time (g) Use of standby, contactable and available accord with scheme (h) Excessive amendments/missing or incomplete entries (i) Previous 28 day records for new or freelance pilots (j) Crews work for other operators? If so records maintained (k) Roster stability (l) Flight times recorded realistic for route (m) Flight time entries consistent with FTL records			

S / N	ARM OPS 1 REF	2.4 FLIGHT / DUTY TIME AND REST PERIOD	S	U/S	Findings
B. 4.2	1.1145	<p>Records to be maintained</p> <p>FDTL Records</p> <p>For each crew member : (<i>Flight crew & Cabin Crew</i>)</p> <p>(a) Beginning, end and duration of each duty or FDP</p> <p>(b) Duration of each rest period prior to FDP or standby duty</p> <p>(c) Dates of days off</p> <p>(d) Weekly totals of duty</p> <p>For each Flight crew member:</p> <p>(e) Daily flying hours</p> <p>(f) Weekly flying hours</p> <p>Specific Areas :</p> <p>(g) 28 day flying / totals flying</p> <p>(h) 7 and 3 day flying totals (<i>if applicable</i>)</p> <p>(i) 1 / 2 / 4 week duty hour totals</p> <p>(j) Days off for noting definitions in scheme</p> <p>(k) Cumulative days off correct</p> <p>(l) Minimum rest achieved</p> <p>(m) Consecutive late / night / early duties law approved scheme</p> <p>(n) Ground duties correctly recorded</p> <p>(o) Cumulative days off correct</p> <p>(p) At least minimum pre-flight time recorded</p> <p>(q) At least minimum post-flight duty time recorded</p> <p>(r) Positioning (<i>travel</i>) time recorded</p> <p>(s) Flying training time recorded</p> <p>(t) Ground training time recorded</p> <p>Additional Records :</p> <p>Commander's Discretion Reports (DR) 6 months after the events</p> <p>(u) Extended FDP</p> <p>(v) Extended Flying Hours</p> <p>(w) Reduced Rest Periods</p> <p>(x) Excessive use of, or trends in DR</p>			
S / N	ARM OPS 1 REF	2.5 OTHER RECORDS	S	U/S	Findings
B 5.1	Appendix 1 to ARM OPS 1.1065	<p>Other Records</p> <p>(a) Cosmic and Solar Radiation dosage - Until 12 months after crew member has left the operator</p> <p>(b) Quality System records - 5 years</p> <p>(c) Dangerous Goods Transport Document - 3 months after flight completion</p> <p>(d) Dangerous goods Acceptance Checklist - 3 months after flight completion</p>			

SECTION C :	RESULT
C.1 Remark's :	----- ----- ----- ----- ----- -----
C.2 Satisfactory / Unsatisfactory “ _ _ ”	_____ _____
C.3 Flight Operations Inspector's Name and	----- ----- -----
Date :	Signature