

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

14. 1. 3. AOC REVALIDATION AUDIT C. L.

Check List, to - do during Audit Inspection for AOC revalidation

OPERATOR'S DETAILS	
Organization :	AOC N° :
Registered Name :	
Registered Office :	Phone :
Location :	Fax :
Accountable Manager :	
Postholder Flight Operations :	
Postholder Training :	
Postholder of Ground Operations :	
Identification of Aircraft to be Operated :	
Name of the responsible Technical Coordinator	
E-mail :	Date :

14. 1. 3. AOC REVALIDATION AUDIT CHECK LIST

SECTION A : ORGANISATION, MANAGEMENT and FACILITIES				
ARM - AIR OPS Reference	1. ORGANISATION	S	U / S	FINDINGS or REMARK
A 1.1.	Organization Structure			
ORO.AOC.100 ORO.GEN.200.	a) General Organization			
	b) Operations Department Organization			
	c) Safety Department			
	d) Quality Assurance			
	e) Aviation Security			
	f) Relationship with other Departments			
A 1.2.	Management Structure			
ORO.AOC.100 ORO.GEN.200.	a) Sound & Effective			
	b) Safe Conduct of Operations			
	c) Managerial Competency			
A 1.3.	Approved Appointments			
A 1.4.	Systems for Provision of Information			
	capable of distributing operational instructions			
A 1.5.	Quality Assurance & Control			
	One Quality Management unit per Department			
2. MANAGEMENT				
A 2.1.	Function and Purpose			
ORO.GEN.200. ORO.AOC.135	a) Safe Conduct of Operations			
	b) Complies with set Standard			
	c) Sound & Competent Management			
A 2.2.	Responsibilities of Management			
ORO.GEN.110, 135, 150, 155, 160.	a) Determine Operators Flight Safety Policy			
	b) Allocation of Duties to Implement Policy & Maintenance of Safety Standards			
	c) Monitoring Flight Safety Standards			
	d) Recording & Analysis of any Deviations & Corrective Actions			
	e) Evaluating Safety Records			
A 2.3.	Accountable Manager			
ORO.GEN.210. ORO.AOC.100	a) Acceptable to Authority			
	b) Has Corporate Authority			
	c) Financing Ops & Maintenance Activities			
A 2.4.	Nominated Post Holders - Description			
ORO.GEN.210. ORO.AOC.135	a) Functions			
	b) Responsibilities			
	c) Names (in OM)			
	d) Authority (in OM)			
	e) Flight Operations			
	f) Crew Training			
	g) Ground Operations			
A 2.5.	Quality Manager			
ORO.GEN.210.	a) At least one QA Manager, or			
	b) Two QA Manager (1 for Operations & for Maintenance)			
A 2.6.	Safety Manager			
A 2.7.	Aviation Security Manager			
	Sufficient Security Personnel			

SECTION A : ORGANISATION, MANAGEMENT and FACILITIES				
ARM - AIR OPS Reference	2. MANAGEMENT	S	U / S	FINDINGS or REMARK
A 2.8.	<i>Adequacy and Supervision of Staff</i>			
ORO.GEN.210. ORO.AOC.135	<i>a) Sufficient Crew :</i>			
	<i>1) Flight Crew</i>			
	<i>2) Cabin Crew</i>			
	<i>b) Operations Department Staffing :</i>			
	<i>1) Operations Personnel</i>			
	<i>2) Dispatcher</i>			
	<i>c) Training Department Staffing :</i>			
	<i>1) Training Staff</i>			
	<i>2) Appointed Examiners</i>			
	<i>3) Simulator Staffing</i>			
	<i>d) Supervisory Staff :</i>			
	<i>1) All Operational Areas</i>			
	<i>2) Duties & Responsibilities</i>			
	<i>3) Experience</i>			
<i>4) Personnel Qualities</i>				
<i>e) Ground Staff (Ground Operations)</i>				
<i>1) Traffic Staff</i>				
<i>2) Loading Staff</i>				
<i>f) Others</i>				
A 2.9.	<i>Working Hours</i>			
	<i>a) Scale & Scope of Operation</i>			
	<i>b) Sufficient Office hours for Post Holders</i>			
3. FACILITIES				
A 3.1.	<i>Main Company Office</i>			
ORO.GEN.215.	<i>a) Office Accommodation</i>			
	<i>b) Office Equipment</i>			
	<i>c) Capability of Office Services</i>			
A 3.2.	<i>Company Operating Office</i>			
ORO.AOC.140.	<i>a) Office Accommodation :</i>			
	<i>1) Operational Support Facilities</i>			
	<i>2) Sufficient Working Space</i>			
	<i>b) Office Equipment :</i>			
	<i>1) Computers, Printers, Copiers, Scan</i>			
	<i>2) Telephone, Fax, Internet</i>			
	<i>c) Capability of Office Services :</i>			
	<i>1) Heaters & Conditions</i>			
	<i>2) Waters, Caf� & Tea Room</i>			
<i>3) Storage</i>				
A 3.3.	<i>Ground Handling Facilities</i>			
	<i>a) Appropriate for Operations Purpose</i>			
	<i>b) Safe</i>			
A 3.4.	<i>Documentation</i>			
ORO.AOC.150	<i>a) Production of Manuals</i>			
	<i>b) Amendments & Revisions</i>			
	<i>c) Other Documentation</i>			

SECTION B. MANUALS, DOCUMENTS & RECORDS				
ARM - AIR OPS Reference	1. MANUALS	S	U / S	FINDINGS or REMARK
B 1. 1.	<i>Production of Documentations and Records</i>			
ORO.AOC.150	a) GDCA Authorized Person			
	b) Produce all Documents & Records to GDCA			
B 1. 2.	<i>Preservation of Documentation</i>			
ORO.AOC.150	a) Original or Copies			
	b) Available to new Operator			
B 1. 3.	<i>Operations Manual Structure</i>			
ORO.MLR.100, 101	a) Part A - General / Basic			
	b) Part B - Airplane Operating Matters - Type Related			
	c) Part C - Route & Aerodrome Instructions & Information			
	d) Part D - Training			
B 1. 4.	<i>Operations Manual Contents</i>			
B 1. 5.	<i>Operations Manual Language - English</i>			
B 1. 6.	<i>Operations Manual Approval</i>			
	a) Control Page			
	b) Revisions Page(s)			
B 1. 7.	<i>Distribution</i>			
B 1. 8.	<i>Amendments and Revision</i>			
	a) Normal Revision N ⁰ - Up to Date			
	b) List of Effective Page - Up to Date			
B 1. 9.	<i>Operations Manual Quality</i>			
	a) Printed Papers (<i>Hard Copy</i>)			
	b) Electronic (<i>CD / VCD / DVD</i>)			
	c) Accessibility			
	d) Usability			
	e) Reliability			
B 1. 10.	<i>Other Manuals (if applicable)</i>			
	a) ETOPS / LROPS			
	b) MNPS / HLA			
	c) RVSM			
	d) RNP			
	e) Dispatcher Manual			
	f) Quality Manual			
B 1. 11.	<i>Publication</i>			
2. DOCUMENTS				
B 2. 1.	<i>Airplane Flight Manual (each Type)</i>			
	a) Approval			
	b) Distributions			
	c) Current			
ORO.MLR.110	<i>Journey Log</i>			
	a) Contents			
	b) Availability (<i>part of or in other doc.</i>)			
	c) Entries are made correctly & permanent in nature			
	d) Completed by Commander			
B 2. 3.	<i>Operational Flight Plan</i>			
	a) Availability			
	b) Contents			
	c) Description in Operations Manual			
	d) Entries are made concurrently & permanent in nature			

SECTION B. MANUALS, DOCUMENTS & RECORDS				
ARM - AIR OPS Reference	2. DOCUMENTS	S	U / S	FINDINGS or REMARK
B 2.4.	<i>Airplane Technical Log</i>			
	<i>a) Availability / Usage</i>			
	<i>b) Contents</i>			
	<i>c) Approval</i>			
	<i>d) Amendments</i>			
3. RECORD's				
B 3.1.	<i>Information Retained on the Ground</i>			
ORO.GEN.220 ORO.MLR.115	<i>a) Copy of Operational Flight Plan</i>			
	<i>b) Copies of Relevant part of Tech. Log</i>			
	<i>c) NOTAM (Specific Route)</i>			
	<i>d) Mass & Balance</i>			
	<i>e) Specials Load Notification (NOTOC)</i>			
B 3.2.	<i>Returned Flight Documentation</i>			
	<i>a) Fuel / Oil replenishment entries complete & consistent</i>			
	<i>b) Fuel loads appropriate for sectors & weather</i>			
	<i>c) Alternate fuel / weather appropriate</i>			
	<i>d) Loadsheets / CG Correct & in Limits</i>			
4. DOCUMENTS STORAGE PERIOD				
B 4.1.	<i>Preparation & Execution of a Flight</i>			
ORO.MLR.115	<i>a) Operational Flight Plan - 3 months</i>			
	<i>b) Airplane Tech. Log - 24 months</i>			
	<i>c) NOTAM / AIS - 3 months</i>			
	<i>d) Mass & Balance (Load Sheet) - 3 m</i>			
	<i>e) NOTOC (Dangerous Goods) - 3 months</i>			
	<i>f) Journey Log - 3 months</i>			
	<i>g) Any Occurrence - 3 months</i>			
	<i>h) FDTL – Exceedances and / or Reducing Rest Periods - 3 months</i>			
B 4.2.	<i>Flight Crew Records</i>			
ORO.MLR.115 Subpart FC, Subpart CC.	<i>a) License Valid while exercising privileges for operator</i>			
	<i>b) Conversion Training & Checking - 3 years</i>			
	<i>c) Recurrent Training & Checking - 3 year</i>			
	<i>d) Operate either Seat (Tr & Ch) - 3 years</i>			
	<i>e) Recent Experience - 15 months</i>			
	<i>f) Route & Aerodrome Competence - 3 years</i>			
	<i>g) Command Course (Tr & Ch) - 3 years</i>			
	<i>h) Flight, Duty & Rest Time - 15 months</i>			
	<i>i) Training & Qualification for Specific / Spec Operations (ETOPS, AWO CAT II/III) - 3 years</i>			
	<i>j) Dangerous Goods Training - 3 years</i>			

SECTION B. MANUALS, DOCUMENTS & RECORDS				
ARM - AIR OPS Reference	4. DOCUMENTS STORAGE PERIOD	S	U / S	FINDINGS or REMARK
B 4.3.	Operations Personnel (<i>Flight Operations Officer/ Dispatcher</i>)			
	a) Training / Qualification - last 2 Training Records			
	b) Certificate Valid while exercising privileges for Operator			
5. FLIGHT / DUTY TIME & REST PERIOD MONITORING				
B 5.1.	Flight / Duty Time & Rest Period			
ORO. Subpart FTL	a) Nominated Person for FDTL completion & monitoring			
	b) Nominated Deputy Person(s)			
	c) Records Up - to - Date			
	d) Records for all crews including staff			
	e) Staff pilots have adequate office time			
	f) Excessive amendments / missing or incomplete entries			
	g) Previous 28 day records for new or freelance pilots / CC			
	h) Crews work for other operators ? If so records maintained.			
	i) Roster stability			
	j) Flight time entries consistent with FTL records			
B 5.2.	<i>FDTL Records to be Maintained for each crew member</i>			
ORO. Subpart FTL	a) Beginning, End & Duration of each Duty or FDP			
	b) Duration of each Rest Period			
	c) Daily & Weekly Flying Hours			
	d) 28 Day Flying Hours			
	e) Cumulative Days - off Correct			
	f) Minimum Rest Achieved			
	g) Consecutive Late / Night / Early Duties Law Approved Sc			
	h) At least Minimum Pre-flight Time Recorded			
	i) At least Min. Post-flight Time Recorded			
	j) Positioning (Travel) Time Recorded			
	k) Training Time Recorded			
	l) Commanders Discretion Reports 6 months after the events : 1) Extended FDP 2) Extended Flying Hours 3) Reduced Rest Periods 4) Excessive use of, or Trends in DR			
	6. OTHER RECORDS			
	a) Cosmic & Solar Radiation Dosage - until 12 months after crew member has left the operator			
	b) Quality System Records			
	c) Dangerous Goods Transport Document			
	d) Tenancy(lease)Agreement for Station Facilities & Services			
	e) Leasing Contracts or Letter of Intent for all Aircraft			
	f) Agreement with Aeronautical Charts & related Publications Provider (or Lease)			
	g) Agreement with Navigation Data Base Provider			
	h) Take-off & Landing Performance Tables related to individual RWs			
	i) Contract Training & Training Facilities			
	j) Certificate for Crew Member Legal Liability Insurance			
	k) Certificate for Passenger Legal Liability Insurance			

