GDCA of the REPUBLIC of ARMENIA FLIGHT OPERATION'S DEPARTMENT

BASE INSPECTION CHECK LIST 14. 3.

- 14. 3. 1. INITIAL BASE **INSPECTION** C. L.
- 14. 3. 2. AUDIT C. L. **BASE** INSPECTION
- BASE INSPECTION OPERATIONS & DISPATCH C. L. 14. 3. 3.
- BASE INSPECTION CABIN CREW C. L. 14. 3. 4.
- 14. 3. 5. BASE INSPECTION TRAINING C. L.
- 14. 3. 6. BASE INSPECTION FC & CC RECORD C. L.
- 14. 3. 7. BASE INSPECTION SMS C. L.
- 14. 3. 8. BASE INSPECTION QUALITY ASURANCE C. L.
- 14. 3. 9. BASE INSPECTION FUEL POLICY C. L.

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 :		

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14. 3. 4. BASE INSPECTION CABIN CREW CHECK LIST

(according to ARM - AIR CREW Annex V Part - CC Requirements)

SECTION A: CABIN CREW TRAINING				
ARM - AIR OPS Reference	A. TRAINING ELEMENT	S	U/S	FINDINGS or REMARK
A 1.1.	Training Organization			
	a) Does the Training Organization hold a GDCA			
CC.TRA.215	of RA Approval?			
	b) If Yes, is the Approval valid?			
A 1. 2.	Training Managements Structure			
	a) CC Training Management Organization Chart?			
	b) Is the Structure Sound and Effective?			
ORO.AOC.100	c) What are the Reporting Lines for the			
ORO.GEN.200.	CC Safety Training Department?			
	d) Are the Duties & Responsibilities for Supervisory Staff defined?			
A 1. 3.	Training Personnel			
A 1. 3.	a) Do you have an individual personal			
	Training File for Each Trainer?			
	b) Are the following Courses have been			
	Attended by the Respective Trainers?			
	1) CRM Introductory Course			
ORO.GEN.210	2) Operator CRM Training			
CC.TRA.215	3) Instruction on Human Factors			
	4) Train the Trainer			
	c) Are the Designated Examiners authorized			
	by the GDCA?			
	d) If yes, is the Authorization valid?			
A 1.4.	Quality of the Training?			
	a) Is the class room equipped with Audio/Visual aids?			
	b) Are the practical assessments for the First Aid			
	Training available?			
ORO.GEN.215	c) Are the training devices to simulate the emergency			
CC.TRA.215	equipments & the emergency situations available?			
00.1141.215	d) Trainers Notes – are these "controlled" to			
	ensure standardization of the delivered training?			
	e) Are the record of training facilities / 3 rd party			
	Trainers & Facilities available?			
A 1. 5.	Are the following Training Courses Syllabus Availab	le		
	1) Initial			
	2) Recurrent			
CC.TRA.220	3) Refresher			
	4) Conversion Course			
	5) Senior CCM Training			
	6) First Aid Are the following Training Syllabuses Incorporated			
A 1.6.	in the OMD & Approved by the CA Authority?			
CC.TRA.220	1) Initial			
	2) Recurrent			
	3) Refresher			
	4) Conversion Course			
	5) Senior CCM Training			
	6) First Aid			

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SECTION A: CABIN CREW TRAINING				
ARM - AIR OPS Reference	A. TRAINING ELEMENT	S	U/S	FINDINGS or REMARK
A 1. 7.	Training Records			
	a) Does the Training Department maintain			
	crew Training Records?			
	b) What is the training records "Storage Period"?			
ORO.GEN.220.	c) Are the training records easily accessible?			
	d) Are training records secured in a secured place?			
	e) Do the cabin crew members have access to his			
	training records when needed? f) Who is responsible for updating / monitoring?			
A 1. 8.	Recurrent Training			
11 1. 0.	a) Have the Recurrent Training Courses been			
ORO.CC.140	conducted by Qualified Trainers?			
	b) Have the trainers been acceptable to the CAA?			
A 1.9.	Are the Recurrent Training contain the following?			
	a) Actual donning of Life Jacket?			
	b) Actual donning of PBE?			
	c) Actual handling of fire extinguisher?			
	d) Instruction on all other Emergency & Safety			
	Equipment ?			
	e) Actual Operating of all types of Exits? (3 yrs)			
ORO.CC.140	f) Demonstration of the operation of the Slide			
	Raft? (3 years).			
	g) Actual Fire Fighting? (3 years)			
	h) Smoke Environment Simulation? (3 years).			
	i) Actual Handling of Pyrotechnics (3 years).			
	j) Life Raft Demo (3 years).			
A 1. 10.	k) Training on Security Procedure?			
A 1. 10.	<i>Conversion and Differences Training</i> a) Do Conversions & Differences Training include			
	First-aid Kits & Emergency Medical Equipment?			
	b) Are the First Aid Training contain the Appendix 1			
	to Part-CC & AMC 1.CC.TRA 200 (b) requirements?			
	c) Training is given on the location, removal &			
	use of all safety & survival equipment, as well as			
	all normal & emergency procedures related to the			
	type, variant & configuration to be operated			
	d) Fire & smoke training. Operator shall ensure that:			
	1) practical training in the use of all firefighting			
ORO.CC.125	equipment including protective clothing representative of that carried in the aeroplane;			
ORO.CC.130	2) the donning & use of protective breathing			
	equipment by each CC in an enclosed,			
	simulated smoke - filled environment.			
	e) Operation of Doors & Exits.			
	1) each CC operates & actually opens each type			
	or variant of all Normal & Emergency Exits for			
	passenger evacuation in the normal and emergency			
	modes. This training shall be conducted in an			
	aeroplane or representative training device; and			
	2) the operation of all other exits, such as flight deck windows is demonstrated			
	uech windows is demonstrated			

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SECTION A: CABIN CREW TRAINING				
ARM - AIR OPS Reference	A. TRAINING ELEMENT	S	U/S	FINDINGS or REMARK
A 1. 10.	Conversion and Differences Training			
	f) Evacuation slide training. Operator shall ensure:			
	1) each CC descends an evacuation slide from a height representative of the aeroplane main			
	deck sill height;			
	2) the slide is fitted to an aeroplane or a			
	representative training device.			
	g) Evacuation Procedures & other emergency			
	situations:			
	1) emergency evacuation training for planned or			
	unplanned evacuations on land or water;			
	2) Each CC is trained to deal with the following:			
	- an in-flight fire, with particular emphasis on			
	identifying the actual source of the fire; - severe air turbulence;			
	- severe air turbutence, - sudden decompression, including the donning of			
	portable oxygen equipment by each CC.			
	h) Crowd Control. Training is provided on the			
	practical aspects of crowd control in various			
	emergency situations, by aeroplane type.			
	i) Pilot Incapacitation. Each CC is trained in the			
	procedure & shall operate the seat & harness			
	mechanisms, use of the flight crew Checklists, shall			
	be conducted by a practical demonstration. j) Safety Equipment. Each CC is given realistic			
	training on, & demonstration of, the location and			
	use of safety equipment including the following:			
	1) slides, & where non self-supporting slides are			
	carried, the use of any associated ropes;			
	2) life-rafts & slide-rafts, including the equipment			
	attached to, and/or carried in, the raft;			
	3) lifejackets, infant lifejackets & flotation cots;			
	4) dropout oxygen system;			
	5) first-aid oxygen; 6) fire extinguishers;			
	7) fire axe or crow-bar;			
	8) emergency lights including torches;			
	9) communications equipment, megaphones;			
	10) first-aid kits, emergency medical equipment			
	and its contents.			
	k) Crew Resource Management Training			
A 1. 11.	Refresher Training			
	a) Emergency Procedures + Pilot Incapacitation;b) Evacuation Procedures including crowd control			
	techniques;			
	c) The operation & actual opening of each type or			
OPO CC 145	variant of normal / emergency exit in the normal &			
ORO.CC.145	emergency modes. This is to include the action and			
	forces required to operate & deploy evacuation slides.			
	d) Demonstration of the operation of all other			
	exits including flight deck windows.			
	e) The location and handling of emergency			
	equipment, oxygen, portable oxygen & protective breathing equipment, donning of lifejackets.			
	oreasining equipment, domining of mejackets.			

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SECTION A: CABIN CREW TRAINING				
RM - AIR OPS Reference	B. FLIGHT OPERATIONS	S	U/S	FINDINGS or REMARK
B 1.1.	Pre - flight Safety Briefings			
	a) As per the O.M.			
	b) Content / Style & N ⁰ of questions			
	c) Relevant to a/c & Routes			
	d) N ⁰ of Cabin Crew			
	e) Distribution of CC experience			
B 1.2.	Update of Safety Information			
	a) Latest issue.			
	b) Distribution & system for acknowledgment			
	c) Differentiation between safety & service notices.			
	d) Available at all times			
	e) Monitoring Procedure			
В 1.3.	Operations Manual			
	a) Revision Records – last review / frequency			
	b) CC to carry own copy and or available on			
	board a / c.			
	c) Own copy which format are available?			
B 2. 1.	Cabin Crew Scheduling	_		
	a) Weekly, monthly & yearly hours for cabin crew			
	b) What is the actual Reporting Time for all the fleets?			
	c) Minimum Rest Period calculation			
	d) The warning for the minimum of 07 days off			
	in a 28 days period.			
	e) The mix of the Early Start / Late Finish / Night			
B 2. 2.	Duty warning in the system. Schedulers System Understanding			
D 2, 2,	a) The legal implications associated with roistering?			
	b) The full operation of the scheduling system?			
	c) Do the schedulers have access to all operating			
	crew records?			
	d) Do the schedulers understand legal implications			
	of scheduling?	<u> </u>		
	e) What are the means of advising schedulers of			
D 2 2	the need for schedule change? when & how?	-		
B 2.3.	Additional Items	1		
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SECTION C:	RESULT
C. 1. Comments / Rema	ark's :
C. 2. Satisfactory / Uns	satisfactory " "
C. 3. Flight Operations	Inspector's Name, № & signature
Date:	Signature