

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

14.3. BASE INSPECTION CHECK LIST

- 14.3.1. INITIAL BASE INSPECTION C.L.
- 14.3.2. BASE INSPECTION AUDIT C.L.
- 14.3.3. BASE INSPECTION OPERATIONS & DISPATCH C.L.
- 14.3.4. BASE INSPECTION CABIN CREW C.L.
- 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 :

14.3.1. INITIAL BASE INSPECTION 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	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			
	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 and Maintenance of Safety Standards			
	c) Monitoring Flight Safety Standards			
	d) Recording and Analysis of any Deviations and Corrective Actions			
	e) Evaluating Safety Records			
A 2.3.	Accountable Manager			
	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			
	a) At least one QA Manager, or			
	b) Two QA Manager (1 for Operations & 1 for Maintenance)			
A 2.6.	Safety Manager			

SECTION A : ORGANISATION, MANAGEMENT and FACILITIES				
ARM - AIR OPS Reference	2. MANAGEMENT	S	U / S	FINDINGS or REMARK
A 2.7.	<i>Aviation Security Manager</i>			
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, Café & 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>			
	<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 and 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			
	c) RVSM			
	d) RNP			
	e) Dispatcher Manual			
	f) Quality Manual			
	g) AWO / ICING			
B 1. 11.	<i>Publication</i>			
2. DOCUMENTS				
B 2. 1.	<i>Airplane Flight Manual (each Type)</i>			
	a) Availability			
	b) Approval			
	c) Distributions			
	d) Current			
B 2. 2.	<i>Journey Log</i>			
ORO.MLR.110	a) Contents			
	b) Availability (<i>part of or in other doc.</i>)			
B 2. 3.	<i>Operational Flight Plan</i>			
	a) Availability			
	b) Description in Operations Manual			

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) Approval</i>			
	<i>b) Contents</i>			
	<i>c) Amendments</i>			
3. DOCUMENTS STORAGE PERIOD				
B 3. 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 months</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 3. 2.	<i>Flight Crew Records</i>			
ORO.MLR.115, ORO. Subpart FC & 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>			
B 3. 3.	<i>Operations Personnel (Flight Operations Officer and Dispatcher)</i>			
	<i>a) Training / Qualification - last 2 Training Records</i>			
	<i>b) Certificate Valid while exercising privileges for Operator</i>			
4. FLIGHT / DUTY TIME & REST PERIOD MONITORING				
B 4. 1.	<i>Flight / Duty Time & Rest Period</i>			
ORO. Subpart FTL	<i>a) Nominated Person for FDTL completion & monitoring</i>			
	<i>b) Nominated Deputy Person(s)</i>			
	<i>c) Staff pilots have adequate office time</i>			
	<i>d) Crews work for other operators ? If so records maintained.</i>			
	<i>e) Roster stability</i>			
	<i>f) Flight time entries consistent with FTL records</i>			

