

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 :

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

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

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 and Dispatcher</i>)			
	a) Training / Qualification - <i>last 2 Training Records</i>			
	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 Scheme			
	h) At least Minimum Pre-flight Time Recorded			
	i) At least Min. Post-flight Time Recorded			
	j) Positioning (<i>Travel</i>) Time Recorded			
	k) Training Time Recorded			
	l) Commander's Discretion Reports (DR) 6 months after the events : 1) <i>Extended FDP</i> 2) <i>Extended Flying Hours</i> 3) <i>Reduced Rest Periods</i> 4) <i>Excessive use of, or Trends in DR</i>			
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			

