

**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	
<b>Organization :</b>	<b>AOC N° :</b>
<b>Registered Name :</b>	
<b>Registered Office :</b>	<b>Phone :</b>
<b>Location :</b>	<b>Fax :</b>
<b>Accountable Manager :</b>	
<b>Postholder Flight Operations :</b>	
<b>Postholder Training :</b>	
<b>Postholder of Ground Operations :</b>	
<b>Identification of Aircraft to be Operated :</b>	
<b>Name of the responsible Technical Coordinator</b>	
<b>E-mail :</b>	<b>Date :</b>

### 14.3.3. BASE INSPECTION OPERATIONS & DISPATCH CHECK LIST

SECTION A : OPERATIONS & DISPATCH				
ARM - AIR OPS Reference	1. ACCOMODATION & FACILITIES	S	U/S	FINDINGS or REMARK
<b>A 1.1.</b>	<b>Accommodations &amp; Operational Facilities</b>			
ORO.AOC.100 ORO.GEN.200.	a) Suitability of Operations Department Accommodations / Facilities			
	b) Suitability of Dispatch / Flight Watch Accommodations / Facilities			
	c) Working Space			
	d) Storage & Display of essential Records			
	e) Flight Planning Area for Crews			
<b>A 1.2.</b>	<b>Adequacy &amp; Supervision of Staff</b>			
ORO.AOC.100 ORO.GEN.200.	a) Adequate numbers of OPS Staff			
	b) Adequate numbers of Dispatch Staff			
<b>A 1.3.</b>	<b>Understanding &amp; Knowledge of Tasking &amp; Requirements</b>			
	Staff Responsibilities			
<b>A 1.4.</b>	<b>Office Services</b>			
	a) Secretarial Services			
	b) Photo - copying Facilities & IT			
<b>A 1.5.</b>	<b>Must be capable of Distributing Operational Instructions &amp; Information to all concerned</b>			
<b>A 1.6.</b>	<b>Communications &amp; Equipment</b>			
	a) Adequate Capability			
	b) Contact applicable ATC Facilities En-route			
	c) Adequate facilities for Flight Watch Procedures, Weather & NOTAM Warnings			
<b>A 1.7.</b>	<b>Communications Capabilities for the conduct of all Flights, including ETOPs (Contact Aircraft in Flight)</b>			
SECTION A.2. OPERATIONAL CONTROL				
<b>A 2.1.</b>	<b>Operational Control</b>			
	a) Established & Maintain Method of Exercising Operational Control			
	b) Exercise Operational Control over any Flight			
	c) Authorization of Flights			
<b>A 2.2.</b>	<b>Flight Preparation</b>			
<b>A 2.3.</b>	<b>Crew Briefing Folder Contents (necessary information for the safe planning, control, &amp; conduct of all flights)</b>			
ORO.GEN.210. ORO.AOC.135	a) Operational Flight Plan (CFP) or any other approved Flight Plan including NavLogs			
	b) Load / Trim Sheet			
	c) Fuel Chit			
	d) NOTAMs, NOTOC			
	e) Meteo. Data (from approved source )			
	f) Documents, Additional Information & Forms			
	g) Technical Logbook			
	h) Captain's Briefing			

<b>SECTION A : ORGANISATION, MANAGEMENT and FACILITIES</b>				
<b>ARM - AIR OPS Reference</b>	<b>2. OPERATIONAL CONTROL</b>	<b>S</b>	<b>U/S</b>	<b>FINDINGS or REMARK</b>
<b>A 2.3.</b>	<b><i>Crew Briefing Folder Contents</i></b>			
ORO.GEN.210 ORO.AOC.135	<i>i) Journey Log / Duty Time Reports</i>			
	<i>j) Current Maps, Charts &amp; Associated Documentation or Equivalent Data</i>			
	<i>k) Any Operational Limitations</i>			
<b>A 2.4.</b>	<b><i>Competence of Operations Personnel</i></b>			
	<b><i>Operations Personnel :</i></b>			
	<i>a) Trained</i>			
	<i>b) Qualified Operational Control Personnel</i>			
	<i>c) Qualified Dispatcher</i>			
	<i>d) License / Certificate Validity</i>			
	<i>e) Recurrent Training</i>			
	<i>f) Duties &amp; Responsibilities</i>			
	<i>g) A Mechanism to Check Proficiency</i>			
<b>A 2.5.</b>	<b><i>Adequacy &amp; Supervision of Staff</i></b>			
	<b><i>Operations Supervisors :</i></b>			
ORO.GEN.215. ORO.AOC.140.	<i>a) Adequate Number of Supervisor</i>			
	<i>b) Trained</i>			
ORO.GEN.215. ORO.AOC.140.	<i>c) Qualified Operational Control Personnel</i>			
	<i>d) Qualified Dispatcher</i>			
	<i>e) License / Certificate Validity</i>			
	<i>f) Recurrent Training</i>			
	<i>g) Duties &amp; Responsibilities</i>			
	<i>h) Experience &amp; Qualities</i>			

**SECTION C :**

**RESULT**

**C. 1. Comments / Remark's :**

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**C. 2. Satisfactory / Unsatisfactory “ \_ \_ ”**

**C. 3. Flight Operations Inspector's Name, № & signature**

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<b>Date :</b>		<b>Signature</b>	
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