

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 :

14.3.4. 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.	<i>Training Organization</i>			
CC.TRA.215	a) Does the Training Organization hold a GDCA of RA Approval ?			
	b) If Yes, is the Approval valid ?			
A 1.2.	<i>Training Managements Structure</i>			
ORO.AOC.100 ORO.GEN.200.	a) CC Training Management Organization Chart ?			
	b) Is the Structure Sound and Effective ?			
	c) What are the Reporting Lines for the CC Safety Training Department ?			
	d) Are the Duties & Responsibilities for Supervisory Staff defined ?			
A 1.3.	<i>Training Personnel</i>			
ORO.GEN.210 CC.TRA.215	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			
	2) Operator CRM Training			
	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.	<i>Quality of the Training ?</i>			
ORO.GEN.215 CC.TRA.215	a) Is the class room equipped with Audio/Visual aids ?			
	b) Are the practical assessments for the First Aid Training available ?			
	c) Are the training devices to simulate the emergency equipments & the emergency situations available ?			
	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.	<i>Are the following Training Courses Syllabus Available</i>			
CC.TRA.220	1) Initial			
	2) Recurrent			
	3) Refresher			
	4) Conversion Course			
	5) Senior CCM Training			
	6) First Aid			
A 1.6.	<i>Are the following Training Syllabuses Incorporated in the OMD & Approved by the CA Authority ?</i>			
CC.TRA.220	1) Initial			
	2) Recurrent			
	3) Refresher			
	4) Conversion Course			
	5) Senior CCM Training			
	6) First Aid			

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A 1.7.	<i>Training Records</i>			
ORO.GEN.220.	a) Does the Training Department maintain crew Training Records ?			
	b) What is the training records " Storage Period " ?			
	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.	<i>Recurrent Training</i>			
ORO.CC.140	a) Have the Recurrent Training Courses been conducted by Qualified Trainers ?			
	b) Have the trainers been acceptable to the CAA ?			
A 1.9.	<i>Are the Recurrent Training contain the following ?</i>			
ORO.CC.140	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)			
	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).			
k) Training on Security Procedure ?				
A 1.10.	<i>Conversion and Differences Training</i>			
ORO.CC.125 ORO.CC.130	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) <i>practical training in the use of all firefighting equipment including protective clothing representative of that carried in the aeroplane ;</i> 2) <i>the donning & use of protective breathing equipment by each CC in an enclosed, simulated smoke - filled environment.</i>			
	e) Operation of Doors & Exits. 1) <i>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</i> 2) <i>the operation of all other exits, such as flight deck windows is demonstrated</i>			

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A 1. 10.	<i>Conversion and Differences Training</i>			
	<i>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.</i>			
	<i>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 ; - sudden decompression, including the donning of portable oxygen equipment by each CC.</i>			
	<i>h) Crowd Control. Training is provided on the practical aspects of crowd control in various emergency situations, by aeroplane type.</i>			
	<i>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.</i>			
	<i>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.</i>			
	<i>k) Crew Resource Management Training</i>			
A 1. 11.	<i>Refresher Training</i>			
	<i>a) Emergency Procedures + Pilot Incapacitation ;</i>			
	<i>b) Evacuation Procedures including crowd control techniques ;</i>			
ORO.CC.145	<i>c) The operation & actual opening of each type or variant of normal / emergency exit in the normal & emergency modes. This is to include the action and forces required to operate & deploy evacuation slides.</i>			
	<i>d) Demonstration of the operation of all other exits including flight deck windows.</i>			
	<i>e) The location and handling of emergency equipment, oxygen, portable oxygen & protective breathing equipment, donning of lifejackets.</i>			

