



## Air Operator Operations Manual Inspection Checklist

Operator	Date	Location	Inspector
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S= Satisfactory; U= Unsatisfactory; P= Potential; I= Information; E= Exceeds; N= Not Observed

<p><b>A. GENERAL</b></p> <ol style="list-style-type: none"> <li>1. Organization and Readability               <ul style="list-style-type: none"> <li>• Clear</li> <li>• Concise</li> <li>• Information easily located</li> <li>• Print Quality</li> </ul> </li> <li>2. Validity and Accuracy</li> <li>3. Continuity</li> <li>4. Currency and Conformity</li> <li>5. Distribution and Availability</li> <li>6. Approvals</li> </ol> <p><b>B. CONTENTS</b></p> <ol style="list-style-type: none"> <li>1. Description of Operations Organization</li> <li>2. Duties and Responsibilities of Operations Management</li> <li>3. Duties and Responsibilities of Crewmembers and Dispatchers</li> <li>4. Succession to Command</li> <li>5. Minimum Crew</li> <li>6. Flight and Duty Time Limits</li> <li>7. Report for Duty Policy</li> <li>8. Conformance with State's Regulations Including List of Applicable Regulations</li> <li>9. Compliance with Foreign Regulations</li> <li>10. Operational Control Responsibilities and Procedures</li> <li>11. Flight Planning and Content of Flight Plans</li> <li>12. Cold Weather Op.</li> <li>13. High Temperature Ops.</li> <li>14. High Altitude Op.</li> <li>15. Turbulent Air Procedures</li> <li>16. Configuration Deviations</li> <li>17. Minimum Equipment List and Policies</li> <li>18. Fuel and OII Policy and Procedures</li> <li>19. Operating Weather Minima Policy</li> </ol>	<ol style="list-style-type: none"> <li>20. Maximum Flight Altitudes</li> <li>21. Oxygen Requirements and Use of Oxygen</li> <li>22. Crew Coordination and Callouts</li> <li>23. Communications including Public Address Systems</li> <li>24. Altimeter Settings</li> <li>25. Interception of Civil Aircraft</li> <li>26. Route, Navigation, and Aerodrome information</li> <li>27. Overweight Landings</li> <li>28. Flight Diversion</li> <li>29. Severe Weather</li> <li>30. Passenger Handling               <ul style="list-style-type: none"> <li>• Briefings and Announcements</li> <li>• Unruly Passengers</li> <li>• Alcoholic Beverages</li> <li>• Medical Emergencies</li> </ul> </li> <li>31. Security</li> <li>32. Hijacking</li> <li>33. Hazardous Materials</li> <li>34. Cabin Baggage Policy</li> <li>35. Loading and Weight and Balance Control</li> <li>36. Search and Rescue</li> <li>37. Cockpit and Cabin Emergency Equipment               <ul style="list-style-type: none"> <li>• Description</li> <li>• Location</li> <li>• Use</li> </ul> </li> <li>39. Reports Notification               <ul style="list-style-type: none"> <li>• Accidents and Incidents</li> <li>• Emergences</li> <li>• Deviations</li> <li>• Hazardous Conditions</li> <li>• Meteorological</li> <li>• In-flight irregularities</li> <li>• Near Misses</li> <li>• pireps</li> </ul> </li> <li>39. Cabin Emergency Procedures</li> <li>40. Flight Crew Incapacitation</li> <li>41. Ozone and Solar Radiation</li> <li>42. Emergency Evacuation</li> <li>43. Ditching</li> </ol>	<ol style="list-style-type: none"> <li>44. Ground to Air Visual Codes</li> <li>45. Refueling with Passengers on Board</li> <li>46. Long Range Nav. Procedures</li> <li>47. Requirement for Flight Crew members to Remain at Controls</li> <li>48. Records Management               <ul style="list-style-type: none"> <li>• Flight and Duty Time</li> <li>• Disposition of Flight</li> <li>• Papers</li> <li>• Training and Qual</li> </ul> </li> <li>49. Admission to Cockpit</li> <li>50. Maintenance of Logbooks               <ul style="list-style-type: none"> <li>• Aircraft</li> <li>• Cabin Discrepancies</li> </ul> </li> <li>51. Limited Experience PIC's</li> <li>52. Aircraft Operating Limitations</li> <li>53. Aircraft System Descriptions and Operating Instructions</li> <li>54. Aircraft Performance Data               <ul style="list-style-type: none"> <li>• Runway Performance Analysis</li> <li>• Phase of Flight</li> <li>• Performance Information</li> <li>• Buffet Boundaries</li> </ul> </li> <li>55. Aircraft Normal, Abnormal, and Emergency Operating Procedures</li> <li>56. Aircraft Normal, Abnormal and Emergency Checklists</li> <li>57. Operator Certificate and Operating Specifications</li> <li>58. Simulated Emergency Procedures with Passengers</li> <li>59. Flight Safety Program</li> </ol> <p>(See back for comments.)</p>
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REMARKS:

OVERALL RESULT:

- Satisfactory
- Unsatisfactory

INSPECTOR'S SIGNATURE

DFS Remarks: