



## Handler's Operational /Traffic Control Facility Inspection Checklist/Report

Handler/Agency	Date	Location	Inspector
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S = Satisfactory;      U = Unsatisfactory;      N = Not Observed

<p><b>A. PERSONNEL</b></p> <ol style="list-style-type: none"> <li>1. Adequacy of Staffing</li> <li>2. Competence</li> </ol> <p><b>B. POLICIES</b></p> <ol style="list-style-type: none"> <li>1. Flight Despatch           <ul style="list-style-type: none"> <li>• Approval for the type of handling               <ul style="list-style-type: none"> <li>• VFR</li> <li>• IFR</li> <li>• ETOPS</li> <li>• RVSM</li> <li>• MNPS</li> <li>• Cat-II</li> <li>• Cat-III</li> </ul> </li> <li>• Validity</li> <li>• Conformance</li> </ul> </li> <li>2. Manuals           <ul style="list-style-type: none"> <li>• Policies of the Handler</li> <li>• FOOs Manual</li> <li>• Performance Manuals</li> <li>• Weight &amp; Balance Manual</li> <li>• Passenger Handling Manual</li> <li>• Manual on other services</li> <li>• Adequacy of Contents</li> <li>• Approval</li> <li>• Validity</li> </ul> </li> </ol> <p><b>C. PROCEDURES</b></p> <ol style="list-style-type: none"> <li>1. Pre-departure Functions           <ul style="list-style-type: none"> <li>• Crew assignment</li> <li>• Load planning co-ordination</li> <li>• Aircraft routing</li> <li>• Flight planning</li> <li>• Release of the aircraft from maintenance</li> <li>• Control of MEL and CDL limitations</li> <li>• Compliance with limitations</li> <li>• Adequate Supervision</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>2. Original Release.           <ul style="list-style-type: none"> <li>• Conditions of Release</li> <li>• Documents of Release</li> <li>• Adequacy of Airport</li> </ul> </li> <li>3. Dispatcher Briefing,</li> <li>4. Dual Responsibility.</li> <li>5. Flight-Following.</li> <li>6. Planned Re-release.</li> <li>7. Inability to Proceed as Released</li> <li>8. Weather Information</li> <li>9. Aerodrome Operating Minima</li> <li>10. Minimum En-route Altitude</li> <li>11. Selection of Alternates</li> <li>12. NOTAMS</li> <li>13. Information</li> <li>14. Fuel</li> <li>15. Engine-Out Performance</li> <li>16. Emergency Procedures</li> <li>17. Changeover Procedures</li> <li>18. Comm. and Reports</li> </ol> <p><b>D. DISPATCHERS</b></p> <ol style="list-style-type: none"> <li>1. Qualification</li> <li>2. Knowledge of Weather</li> <li>3. Knowledge of Area</li> <li>4. Knowledge of Aircraft and Flight Planning</li> <li>5. Knowledge of Duties and Responsibilities</li> <li>6. Knowledge of Policy</li> <li>7. Proficiency</li> <li>8. Duty Time</li> </ol> <p><b>E. PASSENGERS HANDLING</b></p> <ol style="list-style-type: none"> <li>1. Knowledge and Procedure for:           <ul style="list-style-type: none"> <li>• Pax Check- in Briefing</li> <li>• Pax with Reduced Mobility</li> <li>• Wheel Chair cases</li> <li>• Stretcher cases</li> </ul> </li> <li>2. Knowledge of Airline Policy on:           <ul style="list-style-type: none"> <li>• Inadmissible Passengers</li> <li>• Exit Row seat Allocation</li> <li>• Carry-On Baggage</li> <li>• Cabin Baggage Stowage</li> </ul> </li> </ol>	<p><b>F. WEIGHT AND BALANCE</b></p> <ol style="list-style-type: none"> <li>1. Qualification of Trim Assistants</li> <li>2. Training on various types</li> <li>3. Knowledge</li> <li>7. Proficiency</li> <li>8. Duty Time</li> </ol> <p><b>G. TRAINING</b></p> <ol style="list-style-type: none"> <li>1. Duties and Responsibilities</li> <li>2. Hazardous Materials</li> <li>3. Passenger Handling</li> <li>4. Load Planning</li> <li>5. Aircraft Servicing</li> <li>6. First Aid and Emergency Actions</li> <li>7. Communications</li> </ol> <p><b>H. TRIP RECORDS</b></p> <ol style="list-style-type: none"> <li>1. Flight Plan</li> <li>2. Despatch Release</li> <li>3. Load Manifest</li> <li>4. Delayed Departure</li> <li>5. Fuel Requirements</li> <li>6. Other Documents</li> <li>7. Record Forwarding</li> <li>8. System of Record Keeping</li> </ol> <p><b>J. SUPERVISORS</b></p> <ol style="list-style-type: none"> <li>1. Qualification</li> <li>2. Conduct of Competency Checks</li> </ol> <p><b>K FACILITIES AND STAFF</b></p> <ol style="list-style-type: none"> <li>1. Adequacy of Facilities</li> <li>2. Pertinent Information           <ul style="list-style-type: none"> <li>• Comprehensive</li> <li>• Disseminated</li> <li>• Available</li> <li>• Current</li> </ul> </li> <li>3. Communications</li> <li>4. Management</li> <li>5. Workload</li> </ol>
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REMARKS : (Continue on back page if necessary)

OVERALL RESULT:     Satisfactory  
                                Unsatisfactory

INSPECTOR'S SIGNATURE

DFS Remarks