



FLIGHT STANDARDS DIRECTORATE CIVIL AVIATION AUTHORITY

AOC Issue/Renewal Inspection — Checklist

This checklist shall be used to assess an Operator for issue and/or Renewal of an AOC. Parts of the Checklist that are applicable to the operator being inspected may be marked. The Symbols to be used for each item are as follows:

S - Satisfactory U - Unsatisfactory N - Not applicable or not observed

Operator _____ Place _____ Date _____

1. Formal Application				
	S	U	N	Remarks
a) Attachments to Application				
b) Compliance Statement				
c) Proposed Operation Specs.				
2. Correspondence Files				
a) Aircraft Lease Agreement(s)				
b) Third Party Insurance				
c) Transfer Agreement (Schedule-1)				
d) Contractual Agreement(s)				
e) Latest Organ-o-gram				
f) Any outstanding Issue				
g) Surveillance record				
3. Key Personnel S = Appointed/Approved				
a) Chief Executive Officer				
b) Head of Flt. Ops.(DFO/GM Ops)				
c) Head of Training and Checking Org.				
d) Chief Pilot				
e) Head of the Safety Department				
f) Director/GM Engineering				
g) Manager Cabin Crew (if applicable)				
h) Trg. & Checking Flt. Crew, Cabin Crew and FOO (as applicable)				
4. Flt. Safety Document System				
Operations Manual Part A				
a) General				
b) Cabin Crew SEP Manual				
c) Flight Dispatcher Manual				
d) Dangerous Goods Manual				
e) SMS Manual				
f) Security Manual				
Operations Manual Part B				
a) FCOM/AOM				
b) MEL,CDL &DDPG (if applicable)				
c) Mass and Balance Manual				
d) QRH/Checklists				
e) Maintenance Control Manual				
f) Maintenance Manuals				

Operations Manual Part C				
a) Route Manuals				
b) Maps & Charts				
Operations Manual Part D				
a) Training Policy				
b) Training Programmes				
5. Inspections:				
a) Organizational Structure and Staffing				
b) Administration Facilities				
c) Records & Record Keeping				
d) Crew Scheduling				
e) Operations Library				
f) Crew Facilities & Communications				
g) Flight Dispatch and Support Services				
h) Load Control				
i) Traffic/Passenger Handling (Safety aspect)				
j) Training and Checking Organization				
k) Flight Safety Department				
l) Inspection of Aircraft				
m) Proving Tests/Flights (if required)				
n) Partial Evacuation (if required).				
o) Ditching Demonstration (if required)				
p) Ramp Facilities				
q) Grd. Handling (Safety aspect)				
q) Inspection of Operating Ports				
6. Aviation Training Centre				
a) Training Programmes				
b) Training Facilities				
c) Ground Instructors				
d) Dangerous Goods Course Instructors				
e) CRM Facilitator				
f) Security Facilitator				
g) Training Records				
7. Operator's De-Brief S = Carried out/Completed				
a) De- brief on outstanding matters				
b) Issuance of ONCRs				
c) Re-inspection Schedule (if required)				
d) Any Additional Charges				

8. Reports S = Received				
a) Financial Auditor Report				
b) A.W Surveyor Report				
c) CMO's Report				
d) Licensing Office Report				
9. AOC Report S= Prepared and Submitted				
10. AOC Inspection Team				
Name	Department	Signature	Date	

11. Remarks:

Date:

Signature of the Team Leader/POI
Name:
Designation: