



CIVIL AVIATION AUTHORITY
AIR OPERATOR
BASE INSPECTION – ISSUE/RENEWAL OF AOC
(AERIAL WORK/CHARTER/FLYING SCHOOL)

CAAF-080-FSXX-1.0

Flight Standards Directorate

Operators name/Address	Inspector(s) name	Date and place of Inspection
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Note: For details see relevant chapters of the Manual of AOC (GA).

RE. No	INSPECTION ITEMS	S	U	COMMENTS
1.	STAFFING & ORGANISATION			
1.1	Management Structure			
1.1.1	effective			
1.1.2	status of manning			
1.1.3	qualification/experience of key personnel			
1.2	Administrative Infrastructure			
1.2.1	Offices: CP/CFI/Admin. Etc.			
	- size			
	- staff			
1.2.2	communication/information system			
1.2.3	office support (PPC/typewriters etc).			
1.2.4	safety equipment (general)			
	- fire extinguishers			
	- first aid kits			
	- no smoking signs			
2.	OPERATIONAL FACILITIES			
2.1	Operations room			
2.1.1	communication facilities			
2.1.1	display of a/c state/ NOTAMS etc.			
2.1.3	flight program			
2.2	Flight planning room			
2.2.1	availability of maps/charts			
2.2.2	flight planning table			
2.2.3	materials			
2.3	Briefing rooms			
2.3.1	number			
2.3.2	board/ models/charts			
2.4	Crew room			
2.4.1	size/comfort			
2.4.2	rest/washroom facilities			
2.4.3	lockers			
2.5	Technical/Operations library			
2.5.1	suitable location			
2.5.2	coverage appropriate to operations			
2.5.3	availability & amendment status of:			
	- CARs			
	- AIP			
	- PLM			
	- Flight Manual			
	- Aeronautical Maps/Charts			
	- Manual of AOC-Gen. Aviation			
2.5.4	Other books of interest			





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3.	RECORD KEEPING			
3.1	Flight Crew			
3.1.1	Licence/ratings validity			
3.1.2	recent experience (incl. night)			
3.1.3	instrument time/approaches			
3.1.4	route/aerodrome clearance			
3.1.5	emergency procedures training			
3.1.6	chemical ratings (agricultural pilots)			
3.2	Flight & duty time records			
3.2.1	rostered start/finish time vs actual			
3.2.2	rest periods			
3.2.3	duty free period previous 7 days			
3.2.4	flight time for:			
	- 07 days (35 hrs)			
	- 30 days (100 hrs)			
	- 365 days (1000 hrs)			
3.2.5	daily flying record vs log book			
3.2.6	Flight Authorisation Book (PCAA 609)			
3.3	Training Records			
3.3.1	Record of each crew / student in			
	- theory training			
	- flying / simulator training			
3.3.2	Records of PCAA / company conducted theory examination and checks.			
3.3.3	Records of courses			
3.4	Operational records			
3.4.1	flight preparation (charter only)			
3.4.2	operational flight plan (charter only)			
3.4.3	weight and balance			
3.4.4	fuel and oil			
3.4.5	emergency / survival equipment			
3.5	Aircraft records (as required by AW)			
3.6	Passenger / cargo & crew manifests			
	- accuracy			
	- retention			
3.7	Storage facilities			
3.7.1	adequate and secure			
3.7.2	accessibility / usability			
4.	PASSENGER AND LOAD HANDLING			
4.1	Passenger facilities			
4.1.1	Lounge, size / comfort			
4.1.2	Security check			
4.2	Loading & load control			
4.2.1	determination of load / weight			
4.2.2	adequate facilities / devices			
4.3	Dangerous goods (according to manual)			
5.	MAINTENANCE (Detailed Inspection by AWD)			
5.1	Organisation approved, if not lease agreement with: _____			
5.2.1	hanger			

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	Flight Standards Directorate		
	- cleanliness, lighting		
	- fire pre-cautions/first aid kit		
5.2.2	tarmac /parking area		
	- traffic control		
	- fire hazards		
5.2.3	workshops		
5.2.4	storage		
	- spares		
	- fuel and oil		
6.	TRAINING FACILITIES (TCO & SCHOOL)	NOTE: in addition to the requirement given in earlier paras.	
6.1	Instructional staff (flying & ground trg.)		
6.1.1	adequate		
6.1.2	qualifications / experience		
6.1.3	knowledgeable		
6.2	Class rooms & assembly / conference hall		
6.2.1	number / size adequate		
6.2.2	student accommodation		
	- seating / writing desks		
	- visibility / hearing		
6.2.3	lighting reflections		
6.2.4	heating, cooling & ventilation		
6.3	Training Aids		
6.3.1	equipment as per syllabus		
6.3.2	black / white boards / view graphs		
6.3.3	projectors / video / screens / TV		
6.3.4	FRTO language labs		
6.3.5	aircraft models		
6.3.6	sectioned aircraft components, instruments & diagrams		
6.3.7	demonstration equipment room		
6.4	Maps and Charts		
6.4.1	training areas / route		
6.4.2	local / general lost procedures		
6.4.3	emergency procedures		
6.4.4	circuit patterns		
6.4.5	airfield layout		
6.5	Special equipment : list items e.g. simulators, CPTs etc. these also require specific assessment and approval		
6.6	Books and Publications		
6.6.1	Syllabus and related materials		
6.6.2	Books on flying and related topics		
6.6.3	News papers and magazines		
6.6.4	General knowledge books		
6.7	Recording System		
6.7.1	Security		
	- controlled access		
	- privacy / temporary		
6.7.2	Adequate / effective		
6.8	Training Records of Students		
6.8.1	Theory training / courses		
6.8.2	Flight / simulator		

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6.8.3	Endorsement route training						
6.8.4	Assessment in each course / exams						
6.8.5	PCAA conducted flight check & tests						
6.8.6	Record of courses conducted						
6.9	Printing and copying facilities						
7.0	AGRICULTURAL OPERATOR (ADDITIONAL)						
7.1	Organisation						
7.1.1	CP or approved agricultural pilot						
7.1.2	Entomologist availability						
7.2	Equipment						
7.2.1	Pesticide filling system (leak proof)						
7.2.2	Fire extinguishers						
7.2.3	First aid kit include pesticide antidotes						
7.2.4	Oxygen kit						
7.2.5	Blood cholinesterase check kit / staff						
7.2.6	Loading devices						
7.2.7	Storage devices						
7.3	Protective equipment & clothing						
7.3.1	Flight crew						
	- helmet with R/T						
	- cover all (fire resistant), gloves						
	- respirators (according to pesticide)						
7.3.2	Ground crew						
	- overall apron face shield						
	- respirators (according to pesticides)						
	- rubber gloves & boots (leak proof)						
7.4	Documentation						
7.4.1	Agricultural pilot manual						
7.4.2	Chemical rating manual						
7.4.3	“Peskin” manual						
7.5	Records						
7.5.1	Dates of cholinesterase check						
	- pilots (20 days intervals)						
	- engineering / ground staff (30 days)						
7.5.2	Pesticide dispensation						
7.5.3	Deployment of pilots & ground crew						
8.	AIRCRAFT INSPECTION						
	(Note Aircraft are to be pre-flighted and may be flown for check)						
8.1	AIRCRAFT DETAILS	Aircraft 1	Aircraft 2	Aircraft 3	Aircraft 4	Aircraft 5	
8.1.1	Type						
8.1.2	Registration						
8.2	Navigation aids						
8.2.1	VOR/ILS						
8.2.2	NDB/ADF						
8.2.3	Other (GPS, DME, RNAV, RADAR)						
8.2	Communication						
8.2.1	Intercom						
8.2.2	VHF/HF						
8.2.3	Transponder						
8.3	Safety equipment						

8.3.1	Seat belts & harnesses					
8.3.2	Fire extinguishers					
8.3.3	Oxygen for crew, pax					
8.3.4	Signalling equipment					
8.3.5	First aid kit					
8.3.6	Emergency exits					
8.3.7	Cargo / baggage storage					
8.3.8	Damp mechanism (Agriculture Aircraft)					
8.4	Documents					
8.4.1	Certificate of Registration					
8.4.2	Certificate of Airworthiness					
8.4.3	Certificate of Maintenance					
8.4.4	Journey log book					
8.4.5	Radio licence					
8.4.6	Flight / ops. manual					
8.4.7	Insurance documents					
8.4.8	MMEL / MEL					

COMMENTS OF CP/CFI:

Date: _____

Signature: _____

COMMENTS OF PCAA INSPECTOR / ADGA (South):

Date: _____

Signature: _____

COMMENTS OF DFS:

Date: _____

Signature: _____