



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

OVERALL RESULT: Satisfactory
 Unsatisfactory

INSPECTOR'S SIGNATURE

DFS Remarks