
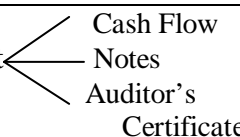



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CHECKLIST – 01 – ASSESSMENT OF GENERAL, LEGAL & ECONOMIC STATUS


Name of the Applicant:

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]


| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | The Legal Status of the Company | | | |
| 1. | Evidence for the registration as a Company / Partnership | | | |
| 2. | The nature and scope of the Memorandum and Articles of Association to engage in the proposed activities | | | |
| B. | The Economic Strength of the Company | | | |
| 1. | Latest consolidated financial statement | | | |
| 2. | Profit and loss statement | | | |
| 3. | Balance sheet  | | | |
| 4. | Group's financial business plan | | | |
| 5. | Forecast revenues | | | |
| 6. | The applicants plans to fund its essential safety related activities | | | |
| 7. | Forecast expenditure | | | |
| C. | Company's Preparedness | | | |
| 1. | Statistics relating to existing air services have been taken in to account | | | |
| 2. | Potential traffic on the proposed routes is analysed | | | |
| 3. | The need for air transport in the area concerned is justified | | | |
| 4. | Feasibility Study Report/Market search analysis | | | |

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| | | | | |
|-----------|---|--|--|--|
| 5. | Provisions in the existing Air Service Agreements to support the proposed Services | | | |
| D. | The degree and nature of each member of the Board of Directors involvement in the Bangladesh civil aviation system | | | |
| 1. | Related experience (if any) within the transport industry | | | |
| 2. | Knowledge of the applicable civil aviation system regulatory requirements | | | |
| 3. | Any history of physical or mental health or serious behavioural problems | | | |
| 4. | Any conviction for any transport safety offence, whether or not | | | |
| | The conviction was in a Bangladesh Court; or | | | |
| | The conviction was in a court of foreign country | | | |
| 5. | Any evidence that any member of the Board has been declared bankrupt or has held a position of a company which is declared bankrupt. | | | |
| 6. | Any evidence that the person has committed a transport safety offence or has contravened or failed to comply with any rule made under the Air Navigation Act or Rule made hereunder | | | |
| 7. | The attitude of the members of the Board of Directors towards adoption of a safety culture | | | |
| E. | Insurance Arrangements: Whether the applicant has organized an adequate Insurance Policy from an Organization acceptable to CAAB in respect of | | | |
| 1. | Aircraft | | | |
| 2. | Passengers & Cargo | | | |
| 3. | Third Party liabilities | | | |
| 4. | Crewmembers | | | |
| 5. | Applicant's staff & general properties | | | |

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| F. | Arrangements in place to ensure regular and efficient air services | | | |
| 1. | Passenger Handling Arrangements | | | |
| 2. | Ground Handling Arrangements | | | |
| 3. | Reservations | | | |
| 4. | Ticketing | | | |
| 5. | Customer Relations | | | |
| 6. | Denied Boarding Procedures | | | |
| 7. | Mishandled Baggage Procedures | | | |
| 8. | Sudden Change of Schedules | | | |
| G. | Fares & Rates | | | |
| 1. | The applicant has submitted proposed fares & rates to CAA for approval | | | |
| 2. | Proposed fares and rates are just and fair | | | |
| H. | Schedules | | | |
| 1. | Applicant has submitted the proposed Schedule of flights for the approval of CAAB | | | |
| 2. | Arrangements in place to obtain subsequent changes to the approved schedule | | | |
| a. | Monthly statistics relating to number of passengers and amount of cargo transported sector wise | | | |
| b. | Annual returns in respect of business turn over including loss/profit and balance sheet | | | |
| c. | Any other information as required by CAAB | | | |
| I. | Statistical Returns | | | |
| 1. | Applicant's knowledge of the regulatory requirements in respect of provision of statistical returns to CAAB | | | |
| 2. | Arrangements in place for provision of Statistical returns to CAAB | | | |
| General Remarks : | | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>..... Name of the Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | | | |


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CHECKLIST – 02 – INSPECTION OF PASSENGER HANDL AND PUBLIC SAFETY


Name of the Applicant: Location

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Passenger Handling in Terminal | | | |
| 1. | Procedures for identification of and seat allocation for handicapped persons | | | |
| 2. | Seat allocation for infants and children | | | |
| 3. | Scales for weighing baggage and cargo | | | |
| 4. | Procedures for identification and prevention of carriage of Dangerous Goods by passengers | | | |
| 5. | Procedures for checking and prevention of passengers Carrying restricted items onboard | | | |
| 6. | Appropriate system for control of loose articles in cabin (carry-on-baggage) | | | |
| B. | Safety Aspects on Tarmac Day /Night | | | |
| 1. | Safety routes available for emergency evacuation | | | |
| 2. | Staff in attendance with passengers | | | |
| 3. | Positioning of steps | | | |
| 4. | Protection from jet blast | | | |
| 5. | Clearance from propellers | | | |
| 6. | Clear of taxiing aircraft | | | |

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| 7. | Clear of moving vehicles | | | |
| 8. | Positioning of tankers/hydrants | | | |
| C. | Cabin Crew Liaison with Load Control | | | |
| 1. | Passengers occupying assigned seats | | | |
| 2. | Head count/load sheet check | | | |
| D. | Ground Handling Arrangements/Procedures | | | |
| 1. | Availability of Ground Handling Procedures | | | |
| 2. | Ticketing procedures | | | |
| 3. | Checking procedures | | | |
| 4. | Checked luggage handling procedures | | | |
| 5. | Unaccompanied luggage handling procedures | | | |
| 6. | Denied Boarding procedures | | | |
| E. | Catering Aspects | | | |
| 1. | Sanitary | | | |
| 2. | Security (including nature of utensils provided) | | | |
| General Remarks: | | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>..... Name of the Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | | | |

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CHECKLIST – 03 OPERATIONS MANUAL

Name of the Applicant: **Location:**.....

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]


Guidelines

This checklist is subdivided in to following five steps;


1. Checking the *Operations Manual* against the Declaration of Conformance for Completeness and acceptability.
2. Checking specific material required by legislation for acceptability.
3. Checking material copied in to the *Operations Manual* for agreement with the Flight Manual.
4. Checking the *Operations Manual* against ANO (Ops) B.1 for completeness and uniformity with the given standard format.
5. Checking that all changes required by CAAB to the *Operations Manual* have been included in the final draft.

[Sat : Satisfactory, Unsat : Unsatisfactory]


| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Relevant items referred to in the Declaration of Conformance have been checked, and the information in the Operations Manual adequately describes an acceptable means of compliance | | | |
| B. | Conformity of the Manual Procedures with legal requirements | | | |
| 1. | Aircraft operating limitations | | | |
| 2. | All normal operating procedures | | | |
| 3. | All abnormal operating procedures | | | |
| 4. | All emergency operating procedures | | | |
| 5. | All aircraft operating checklists are suitably abbreviated | | | |
| 6. | All aircraft operating checklists are suitably abbreviated | | | |
| 7. | Aircraft performance and flight planning data, including specific instructions for the computation of fuel and oil to be carried, having regard to all circumstances of operation including the possibility of failure of one or more power plants, or pressurization failure | | | |

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| 8. | The fuel policy of the company should also be assessed in relation to the types of operations conducted, and should cover the factors detailed ANO. | | | |
| 9. | Instructions for determining that the aircraft performance is adequate under the prevailing conditions in respect of the runway to be used, and that the aircraft will meet all the obstacle clearance and gradient requirements. | | | |
| 10. | Procedures for navigation by means of the navigation equipment provided. | | | |
| 11. | Procedures for navigation in the event of failure of any portion of the navigation equipment provided. | | | |
| 12. | Procedures for maintaining radio communications and conformity with air traffic control instructions. | | | |
| 13. | The operating crew complement for all operations, including the designation for succession of command. | | | |
| 14. | Instructions outlining the responsibilities of all crew members pertaining to the conduct of operations, including in-flight emergency duties assigned to each crew member. | | | |
| 15. | Instructions which ensure that the pilot in command has, for each flight, detailed information about communications, navigation aids, instrument approach procedures, and any other information the operator considers necessary for the routes to be operated. | | | |
| 16. | Instructions for determining that the aircraft weight and distribution of load are within the approved limits. (Standard passenger weights and standard passenger baggage weights policy should also be addressed) | | | |
| 17. | Procedures for operating in severe weather conditions involving ice, hail, thunderstorms, turbulence or potentially hazardous meteorological conditions | | | |

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|-----|---|--|--|--|
| 18. | Information about the conditions under which oxygen must be used | | | |
| 19. | Requirements for the use of oxygen | | | |
| 20. | The Permissible Unserviceability Schedule or Minimum Equipment List | | | |
| 21. | Procedures for the use of emergency equipment and passenger handling in an emergency | | | |
| 22. | Procedures and instructions relating to the handling and carriage of dangerous goods | | | |
| 23. | Such operational specifications as may be prescribed by CAAB from time to time | | | |
| 24. | All the above items have been checked in relation to all aircraft types used by the operator | | | |
| 25. | Organization of the flight operations department | | | |
| 26. | Operations Manual contains separate sections devoted to:- | | | |
| | Directed material (safety operational specifications) | | | |
| | Permissible un-serviceability | | | |
| 27. | The presentation and form of the Operations Manual is such that it: | | | |
| | Can be conveniently carried | | | |
| | Permits quick, clear and accurate reference | | | |
| | Has amendment procedures designed to avoid error | | | |
| | Is durable | | | |
| | Has proper distribution system | | | |
| | Sufficient copies of the Operations Manual have been arranged to allow by the following personnel | | | |
| | Each operating crew member employed by the operator | | | |
| | Each assigned FOI | | | |


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CHECKLIST – 04 – ORGANIZATIONAL STRUCTURE, STAFFING AND ADMINISTRATIVE FACILITIES

Name of the Applicant **Location**

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|------------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Qualified and Competent Employees: Organization has sufficient number of suitably qualified and competent employees to act as; | | | |
| 1. | Flight Crew | | | |
| 2. | Cabin Crew | | | |
| 3. | Instructors | | | |
| 4. | Other technical trainers | | | |
| 5. | Operational Planning | | | |
| 6. | Operational Control | | | |
| 7. | Crew Scheduling | | | |
| 8. | Load Control | | | |
| 9. | Passenger Handling | | | |
| 10. | Administrative Support | | | |
| B. | Administrative Facilities | | | |
| 1. | Office Accommodation size | | | |
| 2. | Office equipment | | | |
| 3. | Office support Staff | | | |
| 4. | Communication/Information System that can communicate efficiently and rapidly with all crew, operational support staff and their managers | | | |
| 5. | Printing and/or distribution facilities | | | |
| 6. | Office Environment | | | |
| 7. | Facilities for Record Keeping | | | |

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|--------------|---|--|--|--|
| 8. | Technical Library | | | |
| a. | Facilities | | | |
| b. | Arrangements | | | |
| c. | Availability of documents such as | | | |
| i. | Air Navigation Regulations | | | |
| ii. | Aviation Safety Notices | | | |
| iii. | Flight Operations Manual | | | |
| iv. | Maintenance Control Manual | | | |
| v. | Minimum Equipment list | | | |
| vi. | State Limitation for Flight Time Limitations | | | |
| vii. | AIP of Bangladesh | | | |
| viii. | Applicable Maps & Charts | | | |
| ix. | Aircraft Manual | | | |
| x. | Other important documents | | | |
| C. | Registered Office | | | |
| 1. | Principal or Designated Officer : Person responsible to the Company as the contact person for communication between CAA and the Company | | | |
| 2. | Emergency Contact numbers | | | |

Remarks:

.....
Name of Inspector

.....
Signature

.....
Date


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|  | Manual on Air Operator Certification | CCL 05 |
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CHECKLIST – 05 – ASSESSMENT OF FLIGHT MANUAL

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|------|--|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Flight manual is available in the English Language | | | |
| | If the Manual is a translation, has the translated copy been approved by the Manufacturer. | | | |
| B. | Information in the Flight Manual is current and up to date. | | | |
| C. | Flight Manual is current and relates to a particular serial numbered aircraft in the applicant's fleet | | | |
| D. | Flight Manual contains: | | | |
| 1. | Identification of the aircraft | | | |
| 2. | Operating procedures including, normal, abnormal and emergency procedures | | | |
| 3. | Aircraft Limitations | | | |
| 4. | Performance and loading information | | | |
| E. | The Flight Manual supplements and appendices are appropriate to the serial numbered aircraft | | | |
| F. | The Flight Manual has performance information appropriate to the aircraft's method of type certification | | | |
| G. | The Flight Manual contains as acceptable Loading System | | | |

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|----|---|--|--|--|
| H. | The Flight Manual contains all relevant amendments – for example, GPS installation etc | | | |
| I. | The Flight Manual has supplements relevant to the applicant's planned operation – for example ETOPS, RVSM, RNP etc. | | | |

General Remarks:

.....
Flight Operations Inspector's Name

.....
Signature

.....
Date

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CHECKLIST – 06 – PROVISION OF OPERATIONAL INFORMATION TO CREW

Name of the Applicant

Operator – generated Information for Crew Use – Tables/Graphs/Diagrams

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Maximum Weight for Take-off and Landing | | | |
| 1. | Has the applicant, where applicable, provided written verification that source performance data and its method of application assures compliance with the ANO | | | |
| 2. | Maximum weight which complies with accelerate / stop, climb performance and obstacle avoidance available: | | | |
| a. | For individual runways | | | |
| b. | For each approved aircraft configuration | | | |
| c. | Correct for runway surface | | | |
| d. | Wet/Standing water/Contamination corrections | | | |
| e. | Simple and understandable presentation | | | |
| f. | Accurate (sample check required) | | | |
| g. | System responsive to changes advised by NOTAM | | | |
| h. | Suitably qualified and experienced persons available to conduct analysis of source data | | | |
| B. | V Speeds for Actual Weight | | | |
| I. | Simple and understandable presentation | | | |

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|-----------|--|--|--|--|
| 2. | Corrections to be applied by crew appropriate | | | |
| 3. | Accurate(sample check required) | | | |
| C. | Power Setting | | | |
| I. | Simple and understandable presentation | | | |
| 2. | Reduced thrust procedures authorised in flight Manual. | | | |
| D. | Obstacle Avoidance | | | |
| 1. | Operator understands requirements to assess engine-out obstacle avoidance during climb and cruise | | | |
| 2. | Suitable staff and facilities to devise obstacle avoidance procedures for take off and climb | | | |
| 3. | Procedures given in a simple and understandable presentation | | | |
| E. | Quality Control | | | |
| 1. | Company-generated information provided for cockpit use is controlled for currency and availability | | | |
| 2. | System responsive to changes in source data | | | |
| 3. | System verified for accuracy on an ongoing basis | | | |
| F. | Provision of other information | | | |
| 1. | Weather information | | | |
| 2. | Aeronautical Information (NOTAMS) of lasting character | | | |
| 3. | Presence of Dangerous Goods on board | | | |
| 4. | Security Sensitive information (carriage of firearms by passengers) | | | |

General Remarks:

.....
Name of the Inspector

.....
Signature

.....
Date


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ARRANGEMENTS FOR MAINTENANCE OF DOCUMENTS/ RECORDS


Name of the Applicant

Note: The items marked with an asterisk (*) are for Airworthiness Inspectors' functions and the items with out an asterisk for Flight Operations Inspectors' functions.


| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|--------------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | FLIGHT CREW RECORDS | | | |
| 1.1 | Licence currency status | | | |
| 1.1.1 | Licence | | | |
| 1.1.2 | Medical | | | |
| 1.1.3 | Ratings | | | |
| 1.1.4 | Special authorizations | | | |
| 1.1.5 | Endorsements/Limitations | | | |
| 1.2. | Recent experience status | | | |
| 1.2.1 | Competency Checks] | | | |
| 1.2.2 | Bi-annual Aircraft Type Proficiency Check | | | |
| 1.2.3 | Recency Check (3-take-offs & landings on type) | | | |
| 1.2.4 | All weather Operations Check | | | |
| 1.2.5 | ETOPS (annual check) | | | |
| 1.3 | Recency of Instrument Rating (12 months) | | | |
| 1.4 | Recency of Route Qualification (12 months) | | | |
| 1.5 | Validity of Licence (age >60 years of age) | | | |
| 2. | FLIGHT AND DUTY TIME LIMITATION RECORDS FOR FLIGHT AND CABIN CREW MEMBERS | | | |
| 2.1 | Check for 30 day limit | | | |
| 2.2 | Check for 365 day limit | | | |

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| 2.3 | Check for minimum days off | | | |
| 2.4 | Check for monthly cumulative duty hours | | | |
| 2.5 | Report on exceeding Flight & Duty Time Limitations | | | |
| 2.6 | Conformance of the flight duty roster to the State Limitations | | | |
| 3. | OPERATING CREW | | | |
| 3.1 | Competency in Safety and Emergency Procedures (12 months) | | | |
| 3.1.1 | Flight Crew | | | |
| 3.1.2 | Cabin Crew | | | |
| 3.2 | Competency in Transport of Dangerous Goods (24 months) | | | |
| 3.2.1 | Cargo Acceptors and supervisors | | | |
| 3.2.2 | Handlers/Loaders and Supervisors | | | |
| 3.2.3 | Flight Crew | | | |
| 3.2.4 | Cabin crew | | | |
| 3.2.5 | Passenger Security Staff | | | |
| 3.3 | Competency in Security Procedures (12months check) | | | |
| 3.3.1 | Cargo Acceptors and Supervisors | | | |
| 3.3.2 | Handlers/Loaders and Supervisors | | | |
| 3.3.3 | Flight Crew | | | |
| 3.3.4 | Cabin crew | | | |
| 3.3.5 | Passenger Security Staff | | | |
| 4. | TRIP RECORDS (Preserved for minimum 02 Years) | | | |
| 4.1 | Entries are made within 24 hours | | | |
| 4.2 | Entries made in ink | | | |
| 4.3 | Contents | | | |
| 4.4 | Navigational Log | | | |
| 4.5 | Flight Dispatch Release | | | |
| 4.6 | Fuel records | | | |

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| 5. | AIRCRAFT LOADING | | | |
| 5.1 | Load sheet | | | |
| 5.2 | NOTOC (Dangerous Goods) | | | |
| 5.3 | Passenger Manifest | | | |
| 5.4 | Cargo Manifest | | | |
| 6. | LOG BOOKS (Preserved for minimum 02 Years) | | | |
| 6.1 | * Aircraft log book * | | | |
| 6.2 | * Engine log book * (for each engine) | | | |
| 6.3 | * Propeller log book * (for each propeller) | | | |
| 6.4 | * Radio maintenance log book * | | | |
| 6.5 | Telecommunication log book | | | |
| 6.6 | Personal Flying log book (for each pilot) | | | |
| 7. | ARRANGEMENT FOR CARRIAGE OF AIRCRAFT DOCUMENTS | | | |
| 7.1 | * Certificate of Registration * | | | |
| 7.2 | * Certificate of Airworthiness * | | | |
| 7.3 | Licences of the Operating Crew | | | |
| 7.4 | Journey Log book | | | |
| 7.5 | Telecommunication Log book | | | |
| 7.6 | * Aircraft Radio Station Licence * | | | |
| 7.7 | Certificate of Safety | | | |
| 7.8 | Load sheet | | | |
| 7.9 | Passenger Manifest | | | |
| 7.10 | Cargo Manifest | | | |
| 7.11 | Air Operator Certificate | | | |
| 7.12 | ICAO Manual on Emergency Response Procedures involving Dangerous Goods. | | | |
| 7.13 | Flight Operations Manual | | | |
| 7.14 | Cabin Safety Manual (Flight Operations Safety Manual) | | | |

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|-------------|--|--|--|--|
| 8. | INCIDENT/ACCIDENT REPORTING FORMS | | | |
| 8.1 | ATC/Near miss(Air prox) Forms | | | |
| 8.2 | Bird Strike Form | | | |
| 8.3 | Notification of Child delivery on board Form | | | |
| 8.4 | Notification of Death on board Form | | | |
| 8.5 | General Incident Reporting Form | | | |
| 8.6 | Report on Unruly Passenger Form | | | |
| 8.7. | Other (Please specify) | | | |

General Remarks:

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Name of the FOI / AW Inspector

.....
Signature

.....
Date


| | | |
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CHECKLIST – 08 – ARRANGEMENTS OF PROPOSED FUEL POLICY

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A | Fuel policy included in <i>Operations Manual</i> | | | |
| B. | Fuel Policy contains: | | | |
| 1. | Uplift instructions | | | |
| 2. | Holding and diversion policy | | | |
| 3. | Tankering policy | | | |
| 4. | Acceptable alternative methods of compliance - that is, use of PNR, etc | | | |
| 5. | System provided to review adequacy of fuel policy based on records | | | |
| C. | Fuel uplift instructions cover the following | | | |
| 1. | Flight fuel departure to destination plus diversion to alternate (if required) calculated at aircraft manufacture's specified rate | | | |
| 2. | Appropriate allowance specified for taxi, takeoff, pre-departure manoeuvring and destination manoeuvring | | | |
| 3. | Appropriate allowances specified for in-flight variations due to: | | | |
| a. | ATC requirements, Variation to cleared flight level and Terminal area holding, | | | |
| b. | Enroute weather, Icing conditions, Thunderstorm avoidance, Variation in forecast wind | | | |
| c. | Stipulates minimum fuel required for landing (fixed reserve) | | | |
| d. | Allowances specified for in-flight emergencies | | | |
| 1. | Pressurization loss | | | |

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|----|--|--|--|--|
| 2. | Engine failure (including departure airfield closed for landing) | | | |
| 3. | Other, (i.e., RAT deployment), Passenger emergencies | | | |
| 4. | Allowances for ETOPS considerations | | | |

General Remarks:

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Name of the Inspector

.....
Signature

.....
Date


| | | |
|---|--------------------------------------|-------------------|
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CHECKLIST – 09 – INSPECTION OF FLIGHT/ CABIN CREW SCHEDULING

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A | Record to be available | | | |
| 1. | Schedulers have access to all operating crew records | | | |
| 2. | Use of these records in the applicant's crew scheduling system is practical | | | |
| B. | Competence of Scheduling Staff | | | |
| 1. | Acceptability of Training | | | |
| 2. | Understand legal implications of scheduling | | | |
| 3. | Effective use of applicant's scheduling system | | | |
| C. | Communication/Information System | | | |
| 1. | Means of advising schedulers of the need for schedule change | | | |
| 2. | Means of advising crew members of schedule Changes | | | |
| D. | Documents Recommended to be available | | | |
| 1. | Operational Manual | | | |
| 2. | Flight & Duty Time Limitation Scheme | | | |
| 3. | State Limitations for Flight & Duty Time Limitations | | | |
| 4. | Approved Flight Schedule | | | |
| 5. | List of Flight crews employed | | | |
| 6. | Flight Crew Duty / flight time records | | | |
| 7. | Approved Leave applications | | | |

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|-----------|---------------------|--|--|--|
| 8. | Change of Schedules | | | |
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Remarks:

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Name of the Inspector

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Signature

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Date

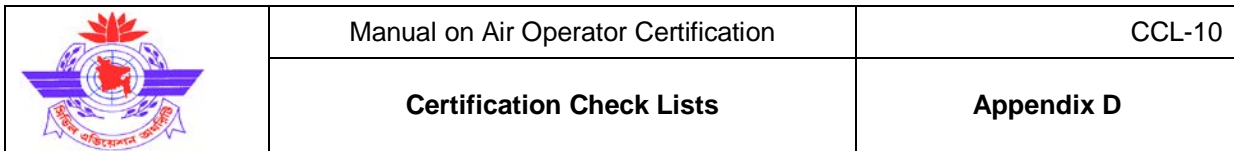
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CHECKLIST – 10 – INSPECTION OF OPERATIONS SUPPORT SERVICES

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|------------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A | Services Provided | | | |
| 1. | Performance Information | | | |
| 2. | Navigation information/route data cards | | | |
| 3. | Instrument approach Minima | | | |
| 4. | Computer flight planning | | | |
| 5. | Obstacle Avoidance Procedures | | | |
| 6. | Operational control support | | | |
| 7. | Staff | | | |
| a. | Qualifications | | | |
| b. | Training | | | |
| c. | Competence | | | |
| d. | Adequacy in strength (number) | | | |
| 8. | Suitability of accommodation | | | |
| 9. | Availability of appropriate information | | | |
| 10. | Reliability of system to convey current information to crew | | | |




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|-----|------------------------------|--|--|--|
| 11. | Responsive to changed inputs | | | |
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Remarks:

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| Name of the Inspector | Signature | Date |


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CHECKLIST – 11 – INSPECTION OF LOADING AND LOAD CONTROL

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|--|--------|-------|---------|
| | | Sat | Unsat | |
| A | Load System | | | |
| 1. | Approved by Weight Control Authority | | | |
| 2. | System appropriate for operations in regard to ease of use, speed of use, appropriate units and divisions used | | | |
| 3. | Instructions given in the Operations Manual | | | |
| 4. | If computer is used: | | | |
| | System checked for accuracy (applicant should demonstrate) | | | |
| | Manual backup system is available | | | |
| B. | Approval Load Controllers | | | |
| 1. | Properly appointed by the Operator and approved by DGCA | | | |
| 2. | Approval process, training syllabus and competency checks contained in a company controlled document | | | |
| 3. | Appropriate training and competency check is provided | | | |
| 4. | Competency checked during inspection | | | |
| 5. | Responsibilities in defined in Operational Manual | | | |
| C. | Load Sheet | | | |
| 1. | Signed by pilot or approved load controller | | | |
| 2. | Contains all information for proper weight and balance control | | | |

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|-----------|--|--|--|--|
| 3. | Copy carried in the aircraft and one left at the place of departure | | | |
| D. | Communications Systems: satisfactory communication system provided between load controller and: | | | |
| 1. | Passenger check-in | | | |
| 2. | Cargo acceptance | | | |
| 3. | Aircraft loaders | | | |
| 4. | Fuel suppliers | | | |
| 5. | Crew | | | |
| E. | Cargo Loading | | | |
| 1. | System to ensure cargo loaded in correct holds | | | |
| 2. | Cargo restraint adequate | | | |

Remarks:

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Name of the Inspector

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Signature

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Date


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INSPECTION OF TRAINING (Flight Crews) FACILITIES

Name of the Applicant

Note: The items marked with an asterisk (*) are for Airworthiness Inspectors' functions and the items with out an asterisk for Flight Operations Inspectors' functions.

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | * CLASS ROOM & TRAINING AREAS * | | | |
| 1.1 | * Number & Size adequate for the purpose | | | |
| 1.2 | * Student accommodation | | | |
| 1.2.1 | * Seating/Writing | | | |
| 1.2.2 | * Visibility | | | |
| 1.2.3 | * Hearing | | | |
| 1.2.4 | *Minimal visual and aural distractions | | | |
| 1.3 | * Heating/Cooling/Ventilation/Lighting | | | |
| 1.4 | * Equipment as specified by syllabus available, such as blackboards, whiteboards, viewgraphs, projectors, video etc. | | | |
| 1.5 | * Special equipment (Syllabus-identified training aids adequate for purpose) | | | |
| 2. | BRIEFING ROOMS (Rooms to conduct briefing for competency/proficiency checks for flight training.) | | | |
| 2.1 | Number/size appropriate to task | | | |
| 2.2 | Adequately furnished / equipped | | | |
| 2.3 | Briefing Room for cabin crew to conduct pre flight briefing | | | |
| 3. | *RECORDING SYSTEM SECURITY* | | | |

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| | | | | |
|------------|---|--|--|--|
| 3.1 | * Controlled access | | | |
| 3.2 | * Privacy / Tampering | | | |
| 3.3 | * Adequate/ effective/ Usable | | | |
| 4. | * COURSE RECORDS (Adequate to monitor effectiveness of training system) | | | |
| 5. | * TRAINING RECORDS RECORDING AT LEAST: (Detailed records kept with respect to each operating crew member/ authorized maintenance personnel) | | | |
| 5.1 | * Each ground training course completed or attempted, including results for each phase or subject and the final assessment of the standard achieved | | | |
| 5.2 | * Each endorsement training course competed or attempted, including results for each phase of training, the number of time each exercise was undertaken and the results of checks or tests | | | |
| 5.3 | Each flight or simulator proficiency check completed or attempted, including the number of times each exercise was undertaken and the results of the tests or checks | | | |
| 5.4 | Any other period of training over and above that prescribed, undertaken in an aircraft or simulator, including the exercises completed or attempted and an assessment of the standard achieved | | | |
| 6. | * EXAMINATION FACILITIES | | | |
| 6.1 | * Exam rooms/area adequate for purpose | | | |
| 6.2 | * Equipment adequate for purpose | | | |
| 6.3 | * Secure storage for exam papers | | | |
| | * Unused papers | | | |
| | * Completed papers | | | |


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| 7. | ADMINISTRATION | | | |
| 7.1 | Adequate accommodation/ Facilities | | | |
| 7.2 | Adequate support services | | | |
| 7.3 | Training schedules co-ordinated with operational | | | |
| 7.4 | Adequate qualified staff available to conduct training courses | | | |
| 7.5 | Facilities available for the production of required training course notes and material | | | |

General Remarks:

Name of the FOI

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Signature

.....
Date

| | | |
|---|---|-------------------|
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CHECKLIST – 12A – INSPECTION OF TRAINING FACILITIES


Name of the Applicant:

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]


| INSPECTION OF TRAINING (Aircraft Maintenance Personnel) FACILITIES | | | | |
|---|---|---------------|--------------|----------------|
| | Item | Status | | Remarks |
| | | Sat | Unsat | |
| CCL-12A | Maintenance Training | | | |
| 1 | Does the organization conduct CAAB approved aircraft type courses ? | | | |
| 2 | Does the organization have and follow a refresher training program. Is it described in the TPM? | | | |
| 3 | Is the person responsible for the program knowledgeable with his/her duties and responsibilities ? | | | |
| 4 | Do new employees receive training on organization policy and procedures ? | | | |
| 5 | Do the files trace training records to individuals present duties and responsibilities ? | | | |
| 6 | Are maintenance personnel assigned to training courses as detailed in the TPM ? | | | |
| 7 | Are non-approved CAAB training courses controlled to ensure their quality ? | | | |
| 8 | Are line station personnel being trained ? | | | |
| 9 | Is the training program for specialists; e. g., shop personnel, NDT, welding being followed as described in the TPM ? | | | |
| 10 | Is contracted out maintenance training being monitored and recorded ? | | | |
| 11 | Is an accurate and current record keeping system used to track all training, as described in the TPM ? | | | |

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| | Civil Aviation Authority, Bangladesh | |
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|  | Requirements on Air Operator Certification | CCL-12A | | |
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|--|--|--|--|--|
| 12 | Are course syllabi available for all training courses provided by | | | |
| 13 | Do the records reflect: <ul style="list-style-type: none"> - type of training, - location - length or training - recurrent training program, - examination control, - certificates issued, and - failure rate ? | | | |
| 14 | Are course syllabi available for all training courses provided by, or contracted by, the organization ? | | | |
| CLASS ROOM & TRAINING AREAS | | | | |
| 15 | Are all training materials and manuals clearly marked "for training purposes only"? | | | |
| 16 | Number & Size adequate for the purpose | | | |
| 17 | Student accommodation | | | |
| 18 | Seating/Writing | | | |
| 19 | Visibility | | | |
| 20 | Hearing | | | |
| 21 | Minimal visual and aural distractions | | | |
| 22 | Heating/Cooling/Ventilation/Lighting | | | |
| 23 | Equipment as specified by syllabus available, such as blackboards, whiteboards, viewgraphs, projectors, video etc. | | | |
| 24 | Special equipment (Syllabus-identified training aids adequate for purpose) | | | |
| BRIEFING ROOMS | | | | |
| 25 | (Rooms to conduct briefing for competency/proficiency checks for flight training.) | | | |
| 26 | Number/size appropriate to task | | | |

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|----------------------------------|--|--|--|--|
| 27 | Adequately furnished / equipped | | | |
| RECORDING SYSTEM SECURITY | | | | |
| 29 | Controlled access | | | |
| 30 | Privacy / Tampering | | | |
| 31 | Adequate/ effective/ Usable | | | |
| 32 | COURSE RECORDS (Adequate to monitor effectiveness of training system) | | | |
| 33 | Training records recording at least: (Detailed records kept with respect to each operating crew member/ authorized maintenance personnel) | | | |
| 34 | Each ground training course completed or attempted, including results for each phase or subject and the final assessment of the standard achieved | | | |
| 35 | Each endorsement training course competed or attempted, including results for each phase of training, the number of time each exercise was undertaken and the results of checks or tests | | | |
| 36 | Each flight or simulator proficiency check completed or attempted, including the number of times each exercise was undertaken and the results of the tests or checks | | | |
| 37 | Any other period of training over and above that prescribed, undertaken in an aircraft or simulator, including the exercises completed or attempted and an assessment of the standard achieved | | | |
| EXAMINATION FACILITIES | | | | |
| 38 | Exam rooms/area adequate for purpose | | | |

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|----|--------------------------------|--|--|--|
| 39 | Equipment adequate for purpose | | | |
| 40 | Secure storage for exam papers | | | |
| 41 | Unused papers | | | |
| | Completed papers | | | |

ADMINISTRATION

| | | | | |
|----|--|--|--|--|
| 42 | Adequate accommodation/ Facilities | | | |
| 43 | Adequate support services | | | |
| 44 | Training schedules co-ordinated with operational | | | |
| 45 | Adequate qualified staff available to conduct training courses | | | |
| 46 | Facilities available for the production of required training course notes and material | | | |

General Remarks:

| | | |
|-----------------------------------|---------------------------|----------------------|
| Name of the (AWI) | Signature | Date |
|-----------------------------------|---------------------------|----------------------|


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INSPECTION OF AIRCRAFT


Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|------------|--|--------|-------|---------|
| | | Sat | Unsat | |
| A. | COCKPIT ITEMS | | | |
| A.1 | Required radio and navigation equipment | | | |
| A.2 | All equipment required by ANO | | | |
| A.3 | All control switches, indicators and gauges visible and accessible to appropriate crew | | | |
| A.4 | Observer's seat | | | |
| (a) | View of operating crew | | | |
| (b) | Equipped with intercom, oxygen and full harness | | | |
| A.5 | Fleet standard layout of instruments and equipment (changes if any) | | | |
| A.6 | Secure cockpit Door | | | |
| B. | SAFETY AND SECURITY EQUIPMENT | | | |
| B.1 | Life preservers / vest – accessible to crew and passengers | | | |
| B.2 | Life rafts (I applicable) meet stowage requirements | | | |
| B.3 | Signalling equipment (if life raft required) | | | |
| B.4 | Survival equipment carried | | | |
| B.5 | PBEs for cabin crew appropriately located | | | |
| B.6 | PBEs for flight crew appropriately located or smoke goggles and oxygen available | | | |
| B.7 | Torches at each crew station | | | |
| B.8 | PBE accessible throughout cabin | | | |
| B.9 | Oxygen supplies comply with the ANO | | | |

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| B.10 | Safety Briefing Cards | | | |
| B.11 | Fire extinguishers-required number, approved type, location suitable, serviced and certified OK | | | |
| B.12 | First Aid Kits | | | |
| B.13 | Medical Kit | | | |
| B.14 | Megaphones | | | |
| B.15 | Crash Axe | | | |
| B.16 | Lighting (Floor & Safety sign)(Escape path lighting) | | | |
| B.17 | Safety belts/ harness | | | |
| B.18 | Communication Equipment PA/ Interphone | | | |
| B.19 | Passenger Seats | | | |
| B.20 | ELTs (All applicable types) | | | |
| B.21 | Life Jackets , Kangaroo Belts for infants | | | |
| B.22 | Emergency Response Kit (For handling of DG Incidents) | | | |
| C. | CABIN CREWMEMBER SEATING | | | |
| C.1. | Distributed uniformly throughout cabin | | | |
| C.2. | As near as practicable to emergency exists | | | |
| C.3. | Each section of cabin under surveillance | | | |
| C.4. | Seat equipped with shoulder harness | | | |
| C.5. | Access to intercom when seated | | | |
| D. | CREW REST | | | |
| D.1. | Seating rest adequate (comfortable, quiet, private) | | | |
| D.2. | Bunk rest approved (comfortable, quiet, private) | | | |
| E. | CABIN LAYOUT | | | |
| E.1. | Passenger number not more than 5% above that for initial emergency evacuation demonstration | | | |
| E.2. | No major configuration change in place after initial emergency demonstration | | | |

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| E.3. | Passenger seats do not obstruct emergency exits or Aisles/ can be used as a strong hold in case of turbulence , decompression | | | |
| E.4. | Passenger seating does not exceed maximum number approved in type certificate | | | |
| E.5. | Passenger Seats are provided with seats belts | | | |
| E.6. | Lavatory Fire Protection Arrangements (Waste bin extinguisher, Smoke detector) | | | |
| E.7. | Weight Placards/Exit Signs/ Decals for emergency equipment/ No Smoking, Fasten seat belt signs/ Life jacket location | | | |
| E.8. | Carry-on Baggage Restraints | | | |

Remarks:

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Inspector's Name

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Signature

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Date


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CHECKLIST – 14 – DETERMINATION OF LANDING MINIMA

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|---|--|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Operator understands obligations in regard to calculation of “Aircraft Landing “Minima”(see ICAO Annex6, Part1,Chapter 4, Para 4.2.7) | | | |
| B. | Operations Manual contains information on: | | | |
| 1. | Additions to “aerodrome Operating Minima”: Full Annex 6 considerations for precision Approaches OR\Pressure error correction only OR + 50 ft | | | |
| C. | If operations planned to overseas destinations: | | | |
| 1. | Operator has expertise to determine if overseas minima are designed to PANS/Ops (ICAO Doc 8168 Vol II) | | | |
| 2. | Operator will have the services of a delegate to calculate overseas minima in accordance with PANS/OPS | | | |
| D. | If Jeppesen charts are to be used: | | | |
| 1. | Operator has a training package for crew familiarization (for example, Jeppesen video series) | | | |
| 2. | Approved minima shown unambiguously | | | |
| Remarks: | | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>..... Name of the Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | | | |

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CHECKLIST – 15 – INSPECTION OF OPERATIONS PORTS

Name of the Applicant:


Name of the Operating Port:.....

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]


| Item | | Status | | Remarks |
|-----------|--|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Company Documentations | | | |
| 1. | Specific regulated take-off & landing charts | | | |
| 2. | Special obstacle avoidance procedures | | | |
| 3. | Route qualification briefing | | | |
| 4. | Accuracy of <i>Operations Manual</i> information | | | |
| 5. | Reference Library (where crew are based) | | | |
| B. | Aerodromes | | | |
| 1. | Type (Licensed/Military) | | | |
| 2. | Lighting activation | | | |
| 3. | Electric Lighting | | | |
| 4. | Electrical Lighting | | | |
| a. | Runway | | | |
| b. | Taxiway | | | |
| c. | Apron | | | |
| d. | Wind indicator | | | |
| e. | Obstacle lighting | | | |
| 5. | Electronic or visual slope guidance | | | |
| 6. | Navigation aid and instrument procedures | | | |

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|------------|--|--|--|--|
| 7. | Approved QNH source | | | |
| 8. | Approved Met observers | | | |
| 9. | Adequate data on obstacle gradients, movement areas, hazards etc | | | |
| 10. | Runway inspections and bird scaring | | | |
| 11. | Movement areas suitable | | | |
| 12. | Suitability for type of aircraft operated | | | |
| 13. | Movement Area | | | |
| a. | Runway | | | |
| b. | Taxiway | | | |
| c. | Apron | | | |
| d. | Pavement Strength | | | |
| 14. | Runway width | | | |
| 15. | Runways strip | | | |
| C. | Airspace | | | |
| 1. | Controlled Airspace | | | |
| 2. | Terminal Control Area | | | |
| 3. | Obstacle Limiting Areas/Surfaces | | | |
| D. | Dispatch | | | |
| 1. | NOTAM and Weather | | | |
| 2. | Flight notification | | | |
| 3. | Communications | | | |
| 4. | Operational Documents | | | |

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|-----------|--|--|--|--|
| 5. | Suitable “work area” | | | |
| 6. | Crew rest | | | |
| E. | Local Load Control Systems | | | |
| 1. | Pax handling | | | |
| 2. | Freight handling | | | |
| 3. | Load sheet preparation | | | |
| 4. | Trained/approved load controller | | | |
| 5. | Passenger lists | | | |
| 6. | Scales for weighting baggage and cargo at each port or each base | | | |
| 7. | Cargo manifests | | | |
| F. | Marshalling/Parking | | | |
| 1. | Designated marshallers | | | |
| 2. | Standards signals | | | |
| G. | Dangerous Goods | | | |
| 1. | Handling, acceptance, cargo examination | | | |
| 2. | Staff trained & properly authorized | | | |
| H. | Airside | | | |
| 1. | Passenger safety | | | |
| I. | Refuelling | | | |
| 1. | Refuelling Precautions | | | |
| 2. | Aircraft location | | | |
| 3. | Refuelling equipment mobile | | | |
| 4. | Fire extinguishers | | | |

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| J. | Inspection of Passenger Handling and Public Safety | Use the Checklist - 2 |
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Remarks:

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Name of the Inspector

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Signature

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Date


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CHECKLIST – 16 –ASSESSMENT OF TRAINING AND CHECKING MANUAL


Name of the Applicant :.....

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]


| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A. | Does the Manual contain information on the following items and is that information suitable for the proposed operation: | | | |
| | 1. Structure of the training & checking organization | | | |
| | 2. The method of assignment of duties and responsibilities of all ground, flight and other appointment within the training and checking organization | | | |
| | 3. The interrelation of ground and flight training | | | |
| B. | For each Ground Course | | | |
| | 1. Course outline | | | |
| | 2. Detailed syllabus | | | |
| | 3. Examination cover the requirements of DGCA requirements | | | |
| | 4. Completion standards | | | |
| | 5. Specimen record forms | | | |
| | 6. Documents and Certificates | | | |
| C. | For each flight or simulator training program and/or proficiency test | | | |
| | 1. Aircraft Training Programme | | | |
| | a. Course outline | | | |
| | b. Syllabus covers the requirement of DGCA | | | |
| | c. Completion standards | | | |

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| | d. Specimen record forms | | | |
| | e. Document and Certificates | | | |
| | 2. Simulator Training Programme | | | |
| | a. Course outline | | | |
| | b. Syllabus covers the requirement of DGCA | | | |
| | c. Completion standards | | | |
| | d. Specimen record forms | | | |
| | e. Documents and certificates | | | |
| D. | Command responsibility during training and checking flights, including (if applicable) route checks and licences renewal proficiency tests | | | |
| E. | Supervisory, Training and Checking Pilots (Minimum qualification and experience) | | | |
| F. | Training Programme | | | |
| | 1. Course Outline | | | |
| | 2. Detailed syllabus as appropriate | | | |
| | 3. Completion standard | | | |
| | 4. DGCA approval process | | | |
| | 5. Specimen record forms | | | |
| G. | Minimum crew complement and minimum crew qualification for specified types of training | | | |
| H. | Training checklists and occasion on which their use is authorized | | | |
| I. | Maximum numbers and qualification of persons to be carried on training flights comply with | | | |
| J. | General restrictions , limitations , specifications or safety precautions applicable to flight training or checking – for example fuel, load ,minimum weather conditions, persons to be carried onboard, safety pilot etc | | | |

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| | | | | |
|---|---|--|--|--|
| K. | Prescribed methods of conducting various training sequences, including | | | |
| | 1. Techniques and standards to be achieved | | | |
| | 2. Methods, special procedures and limitations relating to practice and simulated emergency and abnormal flight operations | | | |
| L. | Procedure to be followed when a satisfactory standard is not achieved | | | |
| M. | Tests and Checks | | | |
| | 1. At least two checks of competency in each year which will ensure the continued competency of pilots over the complete year | | | |
| | 2. Provision of instrument rating renewal | | | |
| | 3. Route Check | | | |
| | 4. All Weather Operations | | | |
| | 5. Special requirements (ETOPS, RVSM, TCAS etc) | | | |
| | 6. Safety & Emergency procedures | | | |
| | 7. Transport of Dangerous Goods | | | |
| | 8. Security | | | |
| N. | Use of Designated Check Pilot | | | |
| | 1. Selection procedure | | | |
| | 2. Number | | | |
| O | Cabin Crew Training Manual approved by the CAA | | | |
| Remarks: | | | | |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>..... Inspector's Name</div> <div>..... Signature</div> <div>..... Date</div> </div> | | | | |


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CHECKLIST – 17 – FLIGHT CHECK SYSTEM

Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|--|---|--------|-------|---------|
| | | Sat | Unsat | |
| A | Checklists encompass at least those items in <i>Flight Manual/FOIH</i> checklists | | | |
| B. | Any differences from the flight Manual/FOIH justified by the applicant and are satisfactory | | | |
| C. | Checklist accessible to all flight crew during flight | | | |
| D. | Checklist printing is legible under adverse visual conditions | | | |
| E. | Checklist presented in durable form | | | |
| F. | Instructions for the multi-crew use of checklists indicate clearly which duties are to be performed by each crewmember and the appropriate challenges, actions required and responses to be used. | | | |
| G. | Checklists, expanded and abbreviated are published as part of the <i>Operations Manual</i> . | | | |
| H. | Operations Manual instructions provide procedures to ensure the validity of aircraft copies | | | |
| I. | Operations Manual instructions provide adequate procedures in the use of checklists | | | |
| J. | Abbreviated checklists are consistent with expanded checklists | | | |
| Remarks: | | | | |
| <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div>..... Name of Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | | | |


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CHECKLIST – 18 – FLIGHT OPERATIONS INSPECTORS FINAL REPORT


Name of the Applicant

[When an item is marked to be unsatisfactory, indicate reasons under the Remarks column in detail]

| Item | | Status | | Remarks |
|-----------|---|--------|-------|---------|
| | | Sat | Unsat | |
| A | Formal Application | | | |
| B. | Declaration of Conformance to CAR'84 & ANO | | | |
| C. | Key Personnel Satisfactory: | | | |
| 1. | Accountable Manager | | | |
| 2. | Chief Executive Officer | | | |
| 3. | Head of Flight Operations | | | |
| 4. | Head of Training and Checking | | | |
| D. | Document Evaluation | | | |
| 1. | Operations Manual (CL-03) | | | |
| 2. | Aircraft Flight Manual (CL-05) | | | |
| 3. | Dangerous Goods Manual | | | |
| 4. | Cabin Safety Manual | | | |
| 5. | Training & Checking Manual (CL-16) | | | |
| 6. | Other Manuals (ETOPS, CAT I/II/III, MEL, etc) | | | |
| E. | Inspections | | | |
| 1. | Organisational Structure and Staffing Inspection (CL- 04) | | | |
| 2. | Administration Facility Inspection (CL –04) | | | |
| 3. | Records System Inspection (CL-07) | | | |
| 4. | Crew Scheduling Inspection (CL –09) | | | |

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|-----------|--|--|--|--|
| 5. | Inspection o Facilities for provision of Operational Information to crew (CL-06) | | | |
| 6. | Inspection of Operational Support Services (CL-10) | | | |
| 7. | Load Control Inspection (CL-11) | | | |
| 8. | Passenger handling and Public Safety Inspection (CL-02) | | | |
| 9. | Training Facilities Inspection (CL-12) | | | |
| 10. | Inspection of Operating Ports Inspection (CL-15) | | | |
| 11. | Demonstration of emergency Evacuation Procedures | | | |
| 12. | Ditching Demonstration | | | |
| 13. | Fuel Policy Inspection (CL-08) | | | |
| 14 | Aircraft Inspection (CL-13) | | | |
| 15. | Determination of Landing minima (Cl-14) | | | |
| 16. | Proving Flight (CL-19) | | | |
| F. | Approvals / Exemptions / Directions | | | |
| G. | Persons Requiring Approval | | | |
| 1. | Head of Training and Checking | | | |
| 2. | Training and Checking Pilots / Check Flight | | | |
| 3. | Persons Appointed to Conduct Emergency Procedure Tests | | | |
| 4. | Ground Instructors | | | |
| 5. | Approved Load Controllers | | | |
| 6. | Approved Dangerous Goods Course Instructors | | | |
| H. | Organisations Requiring Approval | | | |
| 1. | Training and Checking Organisation | | | |
| | Delegations | | | |
| 2. | | | | |
| | Facilities Requiring Approval | | | |

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|-----------|---|--|--|--|
| I. | | | | |
| 1. | Pilot Engineering Ground Training Facilities | | | |
| 2. | Audio-Visual Briefing Facilities | | | |
| 3. | Accreditation of Flight Simulators | | | |
| J. | Other Approvals | | | |
| 1. | Area Navigation System | | | |
| 2. | Extended Range Operations | | | |
| 3. | All Weather Operations and Auto land | | | |
| 4. | Flight (Cockpit) Check Systems (CL-17) | | | |
| 5. | Dangerous Goods Training Courses | | | |
| K. | Conditions to be included on AOC (Attach list) | | | |
| L. | Aerodromes and Routes Assessed as Satisfactory (Attach list) | | | |

Completion Certificate and Operations Recommendations:


I am satisfied that the applicant has complied with, or is capable of complying with, the provisions of the Air Navigation Orders and the directives/instructions issued by CAAB in respect of matters relating to safety, including provisions about the competence of persons to do anything that is covered by the Airline Licence and I certify that the applicant has satisfied all operations requirements for issue of the AOC.

.....

Signature

Date//

Name of the Team Leader Operations

| | | |
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PROVING FLIGHT

Name of the Applicant


Note: The items marked with an asterisk (*) are for Airworthiness Inspectors' functions and the items with out an asterisk for Flight Operations Inspectors' functions.

| | | | |
|--------------------------------|--|----------------------------------|--|
| Name of the Applicant for AOC: | | Members of the Inspection Team: | |
| Aircraft Regn. Marks: | | 1. 2. 3. 4. 5. 6. | |
| Aircraft Type | | Aircraft Serial No. | |
| Route | | Date | |


| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | FLIGHT TIME LIMITATIONS Crew schedules in accordance with flight and duty limits | | | |
| 2. | PRE/ FLIGHT DOCUMENTS (Available And Correct) | | | |
| 2.1 | Met and NOTAMS..... | | | |
| 2.2 | Flight Plans..... | | | |
| 2.3 | Fuel load in accordance with <i>Operations Manual</i> | | | |
| 2.4 | Aircraft performance data..... | | | |
| 2.5 | Landing / Over flight approvals from States concerned..... | | | |
| 3. | * AIRWORTHINESS DOCUMENTS * (On Board) | | | |
| 3.1 | Certificate of Registration..... | | | |
| 3.2 | Certificate of Airworthiness..... | | | |
| 3.3 | Maintenance Release..... | | | |
| 3.4 | Aircraft Flight Manual (if required).... | | | |
| 3.5 | MEL..... | | | |
| 3.6 | Aircraft radio station licence | | | |
| 4. | OPERATIONAL DOCUMENTS \ (On Board) | | | |
| 4.1 | Flight crew's licences and medical certificates... | | | |
| 4.2 | Cargo manifest..... | | | |

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| | | | | |
|-----------|--|--|--|--|
| 4.3 | Passenger manifest..... | | | |
| 4.4 | Flight Crew Operation Manual | | | |
| 4.5 | Journey Logbooks..... | | | |
| 5. | PASSENGER HANDLING AND LOADING | | | |
| 5.1 | Method of passenger weight calculation in accordance with <i>Operations Manual</i> | | | |
| 5.2 | Handicapped persons not assigned to emergency exit rows..... | | | |
| 5.3 | Procedures for identifying handicapped pax. ... | | | |
| 5.4 | Handicapped, sick or injured persons not hazardous to other occupants | | | |
| 5.5 | Passenger safety on tarmac vehicles, props, jet blast | | | |
| 5.6 | “Carry on” baggage in accordance with <i>Operations Manual</i> | | | |
| 5.7 | Method of baggage weight calculation in accordance with <i>Operations Manual</i> | | | |
| 6. | BAGGAGE AND CARGO LOADING / UNLOADING | | | |
| 6.1 | Baggage / Freight loaded in assigned locker... | | | |
| 6.2 | Cargo restraint..... | | | |
| 6.3 | Handling of Dangerous Goods..... | | | |
| 7. | LOAD CONTROL | | | |
| 7.1 | Communications with: | | | |
| 7.1.1 | Flight deck crew..... | | | |
| 7.1.2 | Baggage loader..... | | | |
| 7.1.3 | Passenger check-in..... | | | |
| 7.1.4 | Refueller..... | | | |
| 7.2 | Compilation of load sheet..... | | | |
| 7.3 | Last Minute Changes (LMCs) to flight crew | | | |

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|-----------|--|--|--|--|
| 8. | * REFUELLING PROCEDURES * | | | |
| 8.1 | Proximity of buildings and aircraft..... | | | |
| 8.2 | Refuelling equipment is mobile..... | | | |
| 8.3 | No-smoking signs on tarmac..... | | | |
| 8.4 | Two or more fire extinguishers available..... | | | |
| 8.5 | Refuelling with Pax on board | | | |
| 8.5.1 | Pax briefing completed..... | | | |
| 8.5.2 | Cabin attendants at designated stations | | | |
| 8.5.3 | prepared for evacuation..... | | | |
| | Seat belt signs off | | | |
| 8.5.4 | Emergency signs armed..... | | | |
| 8.5.5 | Areas outside aircraft exits clear of service vehicles | | | |
| 8.5.6 | Aircraft and refuelling equipment earthed | | | |
| 9. | PRE-FLIGHT PROCEDURES | | | |
| 9.1 | Flight Crew drills and procedures in accordance with <i>Operations Manual</i> | | | |
| 9.1.1 | Use of checklist..... | | | |
| 9.1.2 | Confirmation of load control documents... | | | |
| 9.1.3 | Confirmation of dangerous Goods info... | | | |
| 9.1.4 | Calculation of take-off performance... | | | |
| 9.1.5 | Airways clearance/navigation systems preparation..... | | | |
| 9.2 | Flight deck to cabin communications in accordance with <i>Operations Manual</i> | | | |
| 9.3 | Cabin crew drills and procedures in accordance with <i>Operations Manual</i> | | | |
| 9.3.1 | Check of emergency equipment..... | | | |
| 9.3.2 | Passenger restraints and seats upright.... | | | |
| 9.3.3 | Stowage of loose articles and pax service items..... | | | |
| 9.3.4 | Aisles and exits clear..... | | | |
| 9.3.5 | Briefing of handicapped passengers..... | | | |
| 9.4 | Passenger briefing cards | | | |
| 9.4.1 | Correct..... | | | |
| 9.4.2 | In place..... | | | |

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|-------------|--|--|--|--|
| 10 | TAXI/PRE-TAKE-OFF PROCEDURES | | | |
| 10.1 | Pushback | | | |
| 10.2 | procedures..... | | | |
| 10.3 | Flight deck/ground | | | |
| 10.4 | communication..... | | | |
| 10.5 | Use of checklist..... | | | |
| 10.6 | Crew briefing as per <i>Operations Manual</i> | | | |
| 10.6.1 | Arming of cabin slides..... | | | |
| 10.6.2 | Passenger oral briefing covers | | | |
| 10.6.3 | No smoking (including Toilets)..... | | | |
| 10.6.4 | Seat belts..... | | | |
| 10.6.5 | Emergency exits..... | | | |
| 10.6.6 | Use of Oxygen..... | | | |
| 10.6.7 | Flotation devices..... | | | |
| 10.7 | Survival equipment (if carried)..... | | | |
| 10.8 | Check of passenger seat belts..... | | | |
| 10.9 | Cabin to flight deck communication..... | | | |
| 10.10 | On time departure/Scheduled turnaround time... | | | |
| 11. | FLIGHT PHASE | | | |
| 11.1 | Flight deck drills and procedures in accordance with <i>Operations Manual</i> | | | |
| 11.1.1 | Monitoring of flight path..... | | | |
| 11.1.2 | Adherence to clearances..... | | | |
| 11.1.3 | Crew coordination..... | | | |
| 11.1.4 | Use of checklist..... | | | |
| 11.1.5 | Altimetry/height awareness..... | | | |
| 11.1.6 | Navigation..... | | | |
| 11.1.7 | Communications..... | | | |
| 11.1.8 | Systems Operations..... | | | |
| 11.1.9 | Fuel/Weather/Operational Control | | | |
| 11.1.10 | Monitoring/Human Factors..... | | | |
| 11.1.11 | Turbulence penetration..... | | | |
| 11.1.12 | Descent planning..... | | | |
| 11.1.13 | Approach briefing (inspector to nominate instrument approach procedure)..... | | | |
| 11.1.14 | Approach /speed control..... | | | |
| 11.1.15 | Procedures at minima..... | | | |
| 11.1.16 | Airfield layout knowledge..... | | | |

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|-------------|--|--|--|--|
| 11.1.17 | ATC requirements and procedures..... | | | |
| 11.1.18 | En route knowledge..... | | | |
| 11.2 | Cabin crew duties and procedures in accordance with Operations Manual | | | |
| 11.2.1 | Passenger control..... | | | |
| 11.2.2 | Response to flight deck signals..... | | | |
| 11.2.3 | Handling of service carts..... | | | |
| 11.2.4 | Location of emergency equipment..... | | | |
| 11.2.5 | Limitation of emergency eqpt. ... | | | |
| 11.2.6 | Fire extinguishers..... | | | |
| 11.2.7 | Oxygen..... | | | |
| 11.2.8 | Protective breathing equipment ... | | | |
| 11.2.9 | Response to simulated emergency | | | |
| 11.2.10 | Onboard cabin fire..... | | | |
| 11.2.11 | Bomb threat procedures..... | | | |
| 11.2.12 | Toilet fire..... | | | |
| 11.2.13 | Handling of incapacitated pax..... | | | |
| 11.2.14 | Handling of disorderly pax..... | | | |
| 11.2.15 | Response to turbulence warning (simulate if necessary) | | | |
| 11.2.16 | Knowledge of emergency procedures..... | | | |
| 11.2.17 | Ditching..... | | | |
| 11.2.18 | Crash landing..... | | | |
| 11.2.19 | Emergency evacuation..... | | | |
| 11.2.20 | Stowage of equipment prior to landing | | | |
| 11.2.21 | Slide disarming procedures..... | | | |
| 12. | *AIRCRAFT EQUIPMENT* | | | |
| 12.1 | Belt/no-smoking signs..... | | | |
| 12.2 | Life jackets..... | | | |
| 12.3 | Rafts/emergency beacon (if required)..... | | | |
| 12.4 | Galley equipment/security..... | | | |
| 12.5 | PA/Intercom equipment..... | | | |
| 12.5 | Fixed oxygen system..... | | | |
| 12.6 | Portable oxygen system..... | | | |
| 12.7 | Protective breathing equipment..... | | | |
| 12.8 | Aircraft Document Folder | | | |
| 12.9 | Aircraft Library | | | |


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|------------|---|--|--|--|
| 13. | INTERMEDIATE PORT/TURN-AROUND (Flight Crew Considerations) | | | |
| 13.1 | Airfield layout/Knowledge..... | | | |
| 13.2 | Parking arrangements/Procedures..... | | | |
| 13.3 | Refuelling arrangements/procedures..... | | | |
| 13.4 | Update of operational information | | | |
| 13.4.1 | Meteorological forecast | | | |
| 13.4.2 | NOTAMS..... | | | |
| 13.4.3 | Flight plans..... | | | |
| 13.5 | Use of the MEL (simulated problem) | | | |
| 14. | PORT FACILITIES CAPABLE OF SUPPORTING THE SERVICES | | | |
| 14.1 | Passenger handling..... | | | |
| 14.2 | Baggage and cargo handling..... | | | |
| 14.3 | Tarmac vehicle control..... | | | |
| 15 | SECURITY ARRANGEMENTS | | | |
| 15.1 | Control of access to the cockpit..... | | | |
| 15.2 | Security arrangement in the cabin..... | | | |
| 15.3 | Sterility of passengers..... | | | |
| 15.4 | Sterility of Cargo..... | | | |
| 15.5 | Sterility of Cabin (with reference to items introduced from outside such as catering, newspapers, servicing etc)..... | | | |
| 15.6 | Preventive measures of any onboard unlawful interference..... | | | |
| 16. | MEETS SCHEDULED TURN-AROUND TIMES | | | |
| 17. | EFFECTIVENESS OF COMPANY OPERATIONAL CONTROL | | | |
| 18. | ETOPS PROCEDURES | | | |
| 19. | CAPACITY OF COMPANY TO NOTIFY RELEVANT PERSONS OF OPERATIONAL CHANGES | | | |

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General Remarks:

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|--|--|--|
| <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>..... Name of the FOI / AW Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | |
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| | Certification Check Lists # 20 | Appendix - M |

CHECKLIST - 20 - AMAINTENANCE ORGANISATIONAL STRUCTURE AND STAFFING

Applicant :.....

Location

| ITEM | STATUS | | REMARKS (Fill in case UNSAT) |
|---|--|-------|---------------------------------|
| | SAT | UNSAT | |
| 1. ORGANISATIONAL STRUCTURE | | | |
| 1.1 | Suitability of the Organisation with regard to the size and scope of the proposed operation | | |
| 1.2 | Chain of command appropriate to ensure airworthiness and maintenance control of aircraft | | |
| 1.3 | Numbers of management positions including Maintenance controller(s) is adequate for the size and scope of the proposed operation | | |
| 2. QUALIFIED AND COMPETENT EMPLOYEES | Organization has sufficient number if suitably qualified and competent employees to control and perform the following functions | | |
| 2.1 | Maintenance planning | | |
| 2.2 | Recording of flight hours and cycles | | |
| 2.3 | Preservation and transfer of maintenance records | | |
| 2.4 | Accomplishment and control of Airworthiness Directives | | |
| 2.5 | Analysis of effectiveness of maintenance program | | |
| 2.6 | Management of MEL/CDL time limits (if applicable) | | |
| 2.7 | Technical Library | | |
| 2.8 | Maintenance training | | |
| 2.9 | Monitoring of maintenance activities carried out by a Contractor | | |

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| 2.10. | Reliability Program (if applicable) | | | |
| 2.11 | Defect reporting and Investigations | | | |
| 2.12 | Stores Control | | | |
| 2.13 | Amendment of MCM (if applicable) | | | |
| 2.14 | Internal audit and administrative support | | | |

General Remarks:

.....
Name of Airworthiness Inspector

.....
Signature


.....
Date

| | | |
|---|--------------------------------------|--------------|
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INSPECTION OF MAINTENANCE PROCEDURES AND CONTROL MANUAL

Applicant:..... **Location**


| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-----------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | GENERAL | | | |
| 1.1 | Does the manual identify itself as <i>Maintenance Procedures and Control Manual</i> ? | | | |
| 1.2 | Does the manual state the operator's name | | | |
| 1.3 | If the operator does not hold the C of R for the aircraft (i.e. Wet Lease), does the manual state the name of its C of R holder? | | | |
| 1.4 | Are all the aircraft to which this manual is applicable identified by their type designations and registration markings? | | | |
| 1.5 | Is the manual in loose-leaf format with each page bearing page identification and revision dated? | | | |
| 1.6 | Does the manual have amendment record sheet? | | | |
| 1.7 | Is there a list of effective pages? | | | |
| 1.8 | Are the manual contents adequately indexed? | | | |
| 1.9 | Are there adequate methods of recording revisions? | | | |
| 1.10 | Is there a Foreword or Introduction indicating that the procedures contained in the manual apply to aircraft engaged in commercial operation and requiring employees and contractors to abide by the contents of the manual? | | | |
| 1.11 | Is there a distribution list for the manual? | | | |
| 1.12 | Does each copy of the manual bear a manual control number? | | | |
| 1.13 | Does the manual include instructions for its amendments, which adequately cover? | | | |

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|------------|--|--|--|--|
| 1.13.1 | Procedures for notifying the Maintenance Controller of the need for amendment and the details of any proposed changes? Note: This procedure should provide for notifications to be made both by the Operator's staff and by the contracting maintenance organization's staff | | | |
| 1.13.2 | Procedures for investigating any proposed changes to verify that are technically sound and in compliance with CARs and ANOs | | | |
| 1.13.3 | Procedures for notifying CAAB regarding amendments | | | |
| 1.13.4 | Procedures for ensuring that all holders of the manual are notified of amendments and that all copies of the manual are amended | | | |
| 2. | ORGANIZATION | | | |
| 2.1 | Does the manual have a section, which provides the details of and describes the duties and responsibilities of the maintenance control organization? | | | |
| 2.2 | Is the organization suitable with regard to the size and scope of the proposed operation? | | | |
| 2.3 | Is the chain of command appropriate to ensure airworthiness and maintenance control of aircraft? | | | |
| 2.4 | Is the numbers of management positions, including maintenance controller(s) is adequate for the size and scope of the proposed operation | | | |
| 2.5 | Is the maintenance controller(s), for each type of aircraft, nominated by the operator and approved by CAAB? | | | |
| 2.5.1 | What other duties does this person have in the operator's organization? | | | |
| 2.5.2 | Taking into account those other duties, is it likely that maintenance controller will be able to satisfactory exercise maintenance control functions? | | | |
| 2.5.3 | Is a copy of maintenance controller's approval included in the manual? | | | |
| 2.5.4 | Are officiating arrangements when the approved Maintenance Controller is not readily available to perform duties, satisfactory? | | | |
| 2.6 | Has the organization sufficient number of suitably qualified and competent employees to perform the following functions | | | |

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|--------------|---|--|--|--|
| 2.6.1 | Maintenance planning? | | | |
| 2.6.2 | Recording of flight hours and cycles? | | | |
| 2.6.3 | Preservation and transfer of maintenance records | | | |
| 2.6.4 | Accomplishment and control of Airworthiness Directives? | | | |
| 2.6.5 | Analysis of effectiveness of maintenance program? | | | |
| 2.6.6 | Management of MEL/CDL time limits (if applicable)? | | | |
| 2.6.7 | Maintenance Training? | | | |
| 2.6.8 | Liaison with maintenance contractor(s) and CAAB? | | | |
| 2.6.9 | Monitoring of maintenance activities carried out by a contractor? | | | |
| 2.6.10 | Reliability program (if applicable)? | | | |
| 2.6.11 | Defect reporting and investigations? | | | |
| 2.6.12 | Amendment of MP & CM? | | | |
| 2.6.13 | Technical library? | | | |
| 2.6.14 | Internal audit and Administrative support? | | | |
| 2.6.15 | Are the persons who will be responsible for the above functions in the absence of the persons normally responsible, named for the function? | | | |
| 3. | PROCEDURES | | | |
| 3.1 | Maintenance Release / Technical Log | | | |
| 3.1.1 | Is the maintenance release identified in the maintenance control manual as such? | | | |
| 3.1.2 | Has the maintenance release been designed to accommodate? | | | |
| 3.1.2.1 | The name of the certificate of approval holder issuing the maintenance release | | | |
| 3.1.2.2 | The identify and signature of the person authorized to sign it | | | |

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| 3.1.2.3 | Place, date and time of issue | | | |
| 3.1.2.4 | The aircraft type and registration | | | |
| 3.1.2.5 | The type of operations for which it is issued | | | |
| 3.1.2.6 | The aircraft's total time in service (TTIS) on a daily basis | | | |
| 3.1.2.7 | The date and TTIS when the maintenance release ceases to remain in force | | | |
| 3.1.2.8 | All requirements and conditions relating to maintenance during the period it remains in force | | | |
| 3.1.2.9 | Endorsements in relation to defects and permissible unserviceabilities? | | | |
| 3.1.2.10 | When the Maintenance release does not make provisions for the endorsement referred above are alternative documents approved | | | |
| 3.2 | Are the procedures for the following included in the MCM, including any persons overseas, for: | | | |
| 3.2.1 | Issue and signing of the maintenance release within Bangladesh and overseas, as applicable | | | |
| 3.2.2 | Specify the persons who may sign it | | | |
| 3.2.3 | Indicate by cross reference to the system of maintenance for particular aircraft type, when it must be issued? | | | |
| 3.2.4 | Specify what certification action must be taken before the Maintenance Release is issued | | | |
| 3.2.5 | Give instructions on the procedures for issuing the Maintenance Release? | | | |
| 3.3 | Recording and clearing of defects on the maintenance release – do the procedures: | | | |
| 3.3.1 | Require all defects and major damage to be recorded | | | |
| 3.3.2 | Procedures for endorsements on Maintenance Release are described in the Maintenance Procedures and Control Manual (MP & CM). | | | |
| 3.3.3 | Ensure that the endorsements will only be cleared in accordance with CARs and ANO | | | |
| 3.3.4 | Provide for cancellation of an endorsement made on MR and provision of recommencement of MR under CARs. | | | |

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| 3.3.5 | Ensure endorsement of the Maintenance Release with details of conditions and other information applicable to defects or damage which are permissible unserviceability | | | |
| 3.3.6 | Ensure that all persons using the Maintenance Release are instructed in its use | | | |
| 3.3.7 | Ensure that, when issued the Maintenance Release is available to the pilot | | | |
| 3.3.8 | Retention of the Maintenance Release required by ANO | | | |
| 3.3.9 | Procedures for amendment of the maintenance release | | | |
| 3.3.10 | Is sample of the Maintenance Release / Aircraft Maintenance Log included in the manual? | | | |
| 3.4 | Time/Cycle Recording and Maintenance Records, Retention and access | | | |
| 3.4.1 | Are the following procedures for flight hours and cycles recording satisfactory/ | | | |
| 3.4.1.1 | How the maintenance control personnel have access to the current flight hours cycle information in general and on a daily basis in particular? | | | |
| 3.4.1.2 | How it is processed? | | | |
| 3.4.1.3 | Does the manual specify the documents (e.g. AML, Work Cards, Aircraft/Engine/Propeller Log Books etc.), on which completion of maintenance are required to be recorded? | | | |
| 3.4.2 | If documents other than Aircraft, Engine, Propeller or Radio Log books are used, does the manual clearly specify? | | | |
| 3.4.2.1. | All of the documents to be used, and include samples of those documents | | | |
| 3.4.2.2 | Adequate procedures for their use | | | |
| 3.4.2.3 | Have all such documents been assessed for suitability? | | | |
| 3.4.2.4 | Does the manual contain procedures to ensure complete, up-to-date and accurate maintenance records keeping? That is, what data or information are required to be recorded and what are the recording period requirement for each of them | | | |
| 3.4.2.5 | Does the manual clearly specify the periods for which records are to be retained and adequate procedures for custody and retention? | | | |

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| 3.4.2.6 | Are procedures to ensure that all records, or copies of those records that contain certifications, are received from the approved maintenance organization(s) satisfactory? | | | |
| 3.4.2.7 | Are procedures for transfer of maintenance records satisfactory- that is ,which records have to be transferred to the C of R holder and who is responsible for the coordination of the transfer? | | | |
| 3.5. | Accomplishment and Control of Airworthiness Directives | | | |
| 3.5.1 | Are the procedures for AD information sources and distribution satisfactory? | | | |
| 3.5.2 | Are the procedures for making decisions on the applicability of, and the planning for compliance with ADs satisfactory? | | | |
| 3.6 | Do the procedures ensure | | | |
| 3.6.1 | All non-recurring ADs will be complied with | | | |
| 3.6.2 | All recurring ADs will be complied with within the initial compliance time | | | |
| 3.6.3 | All recurring ADs will be incorporated into the system of maintenance to ensure recurring compliance | | | |
| 3.6.4 | All required certifications for ADs are made | | | |
| 3.6.5 | AD compliance status can be established from the maintenance records | | | |
| 3.6.6 | AD compliance will not be confirmed prior to the required compliance time | | | |
| 3.6.7 | An aircraft will not be flown if an applicable AD is not complied with | | | |
| 3.6.8 | Where maintenance has been subcontracted, it is clear where responsibility lies for compliance with ADs | | | |
| 3.7 | Aircraft weight and Balance Control | | | |
| 3.7.1. | Has the operator provided an appropriately qualified Weight Control Authority (WCA) holder? | | | |
| 3.7.2 | Are procedures for recording of aircraft mass alternation satisfactory | | | |
| 3.7.3 | Are procedures for aircraft mass control during modification satisfactory? | | | |

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| 3.7.4 | Are procedures for preparation and approval of loading data satisfactory? | | | |
| 3.7.5 | Does the applicant has procedures for issue of aircraft's load data sheet each time: | | | |
| 3.7.5.1 | The aircraft is re-weighed or the weight and balance is validated? | | | |
| 3.7.5.2 | The weight and balance tolerances recorded in the weight and balance record are exceeded | | | |
| 3.7.5.3 | There is a change to the aircraft's fixed equipment which affects the aircraft's weight and balance | | | |
| 3.7.5.4 | Are procedures for ensuring that the current load data sheet to be incorporated in the aircraft's <i>Flight Manual</i> or alternative approved document and aircraft's logbook and is accessible to the pilot in command to assist the correct loading of the aircraft satisfactory? | | | |
| 3.7.5.5 | Are procedures for conducting aircraft weighting in compliance with ANO and satisfactory? | | | |
| 3.8 | Configuration Deviation List (CDL)/Minimum Equipment List(MEL) | | | |
| 3.8.1 | Does the operator have an approved Permissible Unserviceabilities Schedule (PUS or MEL) for each aircraft? | | | |
| 3.8.2 | If so, is the PUS or MEL incorporated into the approved system of maintenance for each aircraft? | | | |
| 3.8.3 | Where the operator uses one document to include the MELs for a number of aircraft, does the MEL refer to individual aircraft differences, if any? | | | |
| 3.8.4 | Is the procedure for using the MEL satisfactory? | | | |
| 3.8.5 | Is the procedure for using the CDL satisfactory? | | | |
| 3.8.6 | Is the procedure for acceptance of aircraft, with permissible unserviceabilities covered by the MEL, by the flight crew satisfactory? | | | |
| 3.8.7 | Is procedure for management of the MEL time limits satisfactory? | | | |
| 3.9 | Defect Reporting | | | |
| 3.9.1 | Does the manual provide a system for investigation and reporting of defects? | | | |

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| 3.9.2 | Does the manual adequately cover? | | | |
| 3.9.2.1 | Procedures for notifying the Maintenance Controller of the occurrence of a defect? | | | |
| 3.9.2.2 | Procedures and responsibilities for analysing the defect reports? | | | |
| 3.9.2.3 | Procedures for investigation of a defect | | | |
| 3.9.2.4 | Procedures for notification of the defects to CAAB? | | | |
| 3.9.2.5 | Maximum time period for notification to the Maintenance controller and to CAAB of the occurrence of a defect? | | | |
| 3.9.2.6 | Has the operator defined deferred defect policy? | | | |
| 3.9.2.7 | Has the operator established procedures to be followed in order to be sure that the deferment of any defect will not lead to any safety concern? | | | |
| 3.9.2.8 | Are specimens of all documents used, are include in the manual? | | | |
| 3.10. | System of Maintenance (SOM) | | | |
| 3.10.1 | If the operator is not the holder of the C of R, is a satisfactory agreement in place to ensure the C of R holder's responsibilities are met? | | | |
| 3.10.2 | For each aircraft type operated, does the manual contain a page stating the inspection schedule to be observed? | | | |
| 3.10.3 | Does the manual include (or reference to) an approved System of Maintenance (SOM) appropriate to the aircraft's configuration for each type of aircraft? | | | |
| 3.10.4 | Does the SOM take into account | | | |
| 3.10.4.1 | The equipment currently fitted to the aircraft? | | | |
| 3.10.4.2 | The manufacturer's recommendations for the type of operation? | | | |
| 3.10.5 | Does the SOM include procedures for performing routine and non-routine maintenance, inspections, repairs, modifications and servicing at base and line stations or a reference to that system such as: | | | |

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| 3.10.5.1 | Parking aircraft in high winds | | | |
| 3.10.5.2 | Short-term storage | | | |
| 3.10.5.3 | Long-term storage | | | |
| 3.10.5.4 | Towing | | | |
| 3.10.5.5 | Emergency procedures | | | |
| 3.10.5.6 | Run-up/taxi personnel authorisations | | | |
| 3.10.5.7 | Aircraft ground run-up | | | |
| 3.10.5.8 | Taxing aircraft | | | |
| 3.10.5.9 | Jacking, lifting and hoisting | | | |
| 3.10.5.10 | Use of landing gear ground lock | | | |
| 3.10.5.11 | Aircraft cleaning, including material used for cleaning and flame-proofing materials after dry cleaning | | | |
| 3.10.5.12 | Engine change | | | |
| 3.10.5.13 | Propeller change | | | |
| 3.10.5.14 | Cylinder change | | | |
| 3.10.5.15 | High oil consumption | | | |
| 3.10.5.16 | Oxygen and nitrogen servicing | | | |
| 3.10.5.17 | Are procedures to keep the SOM current, in relation to the manufacturer's and CAAB's requirements satisfactory? | | | |
| 3.10.5.18 | Are procedures to ensure that certain aircraft systems and navigation equipment are fully serviceable for appropriate categories of approach and landing operations, satisfactory? | | | |
| 3.10.5.19 | Does the operator receive the manufacturer's service information? | | | |
| 3.10.5.20 | Does the operator have adequate procedures to assess and act promptly upon the manufacturer's service information? | | | |

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| 3.10.5.21 | Does the SOM allow Certification of limited Maintenance by Flight Crews for each aircraft type and the procedures is included in the MCM? | | | |
| 3.10.5.22 | Does the SOM identify authorised pilots for Certification of Maintenance and the extent of each authorisation? | | | |
| 3.10.5.23 | Does the manual contain satisfactory procedures for analysis of effectiveness of the system of maintenance? | | | |
| 3.11 | Technical Data | | | |
| 3.11.1. | Are there satisfactory procedures in the manual that amendments to manuals that must be approved by CAAB are approved prior to incorporation in to manuals | | | |
| 3.11.2 | Does the manual include procedures for : | | | |
| 3.11.2.1 | The supply of amendments | | | |
| 3.11.2.2 | Maintenance personnel to be notified of amendments? | | | |
| 3.11.2.3 | Supply of additional technical information relevant to the work undertaken? | | | |
| 3.11.2.4 | Are there procedures to ensure maintenance manual information recorded on microfilm, microfiche or disk is checked at regular intervals and at all locations for amendment status and legibility? | | | |
| 3.11.2.5 | Does the manual contain procedures to ensure maintenance personnel are made aware of and have access to temporary amendments? | | | |
| 3.11.2.6 | Have arrangements been made for all technical drawings to be suitably stored and for procedures to ensure that only correct issues are released? | | | |
| 3.11.2.7 | Has a person been made responsible for maintaining a drawing register and for notifying departments of superseded issues? | | | |
| 3.11.2.8 | Are there provisions for the supply of manuals/sections of manuals, schedules, service information etc. at each location, and procedures to ensure such information is kept up to date? | | | |
| 3.11.2.9 | Are facilities available for microfiche and compact disc viewing and printing available at each location | | | |

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| 3.11.2.10 | Have adequate arrangements been made for regular servicing and repair of the equipment? | | | |
| 3.11.2.11 | Are arrangements in place to ensure that all relevant service information is received in a timely manner? | | | |
| 3.12 | Monitoring of maintenance Control Activities | | | |
| 3.12.1. | Does the manual sets out procedures for: | | | |
| 3.12.1.1 | Ensuring the Maintenance Controller is kept informed of the aircraft current time in service, defects, unscheduled component changes, unscheduled maintenance and the operations planned for the aircraft? | | | |
| 3.12.1.2 | Monitoring that all maintenance is carried out by an appropriately approved maintenance organization | | | |
| 3.12.1.3 | The maintenance controller to ensure all requested maintenance has been completed by the maintenance contractor using the current edition of approved maintenance data? | | | |
| 3.12.1.4 | Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor? | | | |
| 3.12.1.5 | Liaison between the aircraft's maintenance controller and the maintenance contractor where the operator has contracted out maintenance? | | | |
| 3.12.1.6 | Where a number of aircraft types are operated, with some type(s) under the control of one Maintenance Controller and others, a different Maintenance Controller, and the MCM has been sub-divided, provisions should be made to ensure that each Maintenance Controller receives all applicable parts and amendments when issued | | | |
| 3.13 | Aircraft Servicing, Spares Holding and Stores Control | | | |
| 3.13.1 | Does the manual provide a system to ensure materials used in servicing of the aircraft at all locations: | | | |
| 3.13.1.1 | Conform to the appropriate specification? | | | |
| 3.13.1.2 | Are protected from damage, deterioration and contamination? | | | |

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| 3.13.1.3 | Are controlled to ensue shelf-life limits are observed? | | | |
| 3.13.1.4 | Are procedures to ensure that superseded parts are obtained from acceptable sources within the criteria of CARs and ANO satisfactory? | | | |
| 3.13.1.5 | Are procedures to ensure that superseded spares, or those without or of unknown modifications status, are removed from | | | |
| 3.13.1.6 | Are procedures to ensure compliance with ADs and other mandatory requirements while parts are in storage, satisfactory? | | | |
| 3.14 | Training Policy | | | |
| 3.14.1 | Does the manual contain a satisfactory training policy for all staff engaged in aircraft maintenance or maintenance control including pilots authorised for maintenance, as required by CARs and ANO? | | | |
| 3.14.2 | Is the operator's training program approved by CAAB? (If yes please note details otherwise advise operator to get the same approved by CAAB) | | | |
| 3.15. | Contractual Arrangements | | | |
| 3.15.1 | Does the manual describe contractual arrangements for maintenance of aircraft between the operator and holder(s) of certificate(s) of approval in a manner which covers the following functions: | | | |
| 3.15.2 | Custody and maintenance of aircraft records | | | |
| 3.15.3 | Planning of maintenance | | | |
| 3.15.4 | Conduct and certification of maintenance | | | |
| 3.15.5 | Provision of maintenance facilities and maintenance data? | | | |
| 3.15.6 | Defect reporting and investigations | | | |
| 3.15.7 | Amendment of the manuals | | | |
| 3.15.8 | Clearly indicates which party to the contract is primarily responsible for the particular functions | | | |

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| 3.15.9 | Indicates the duties of the parties in respect of functions for which they are not primarily responsible? | | | |
| 3.15.10 | Are the responsibilities of the person who is to control maintenance specified in the manual in a detailed and comprehensive manner which adequately cover the following responsibilities | | | |
| 3.15.11 | Satisfactory functioning of the control, certification and recording systems specified in the manual? | | | |
| 3.15.12 | Ensuring that maintenance contractors continue to provide adequate facilities and equipment and to hold adequate and current edition of data for maintenance of the operator's aircraft | | | |
| 3.15.13 | Ensuring that the conditions of maintenance contracts are adhered to? | | | |
| 3.15.14 | Liaison with CAAB | | | |
| 3.16 | Recommendations | | | |
| 3.16.1 | Is the manual presented in a logical, well edited and readily comprehensible format? | | | |
| 3.16.2 | Does the manual adequately describe the organizational arrangements for control and conduct of aircraft maintenance? | | | |
| 3.16.3 | Would any of the procedures specified in the manual conflict with the requirements of the CARs and ANO? | | | |
| 3.16.4 | Are there any procedures in the manual not covered by this checklist? (If yes, describe the system in the attached <i>Remarks Sheet</i> , and advice the Operator to take steps for incorporation in the MP & CM.) | | | |

General Remarks:


| | | |
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| Name of the AW Inspector | Signature | Date |
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TECHNICAL DATA

Applicant: Location


| ITEMS | | STATUS | | REMARKS (Fill if UNSAT) |
|--------------|--|---------------|--------------|------------------------------------|
| | | SAT | UNSAT | |
| 1. | Are there procedures in place to ensure that amendments to Manuals that must be approved by CAA are approved prior to incorporation into manuals? | | | |
| 2. | Is the technical library easily accessible to personnel? | | | |
| 3. | Has a person been appointed to be responsible for the technical library? | | | |
| 4. | Are arrangements in place for | | | |
| 4.1. | The supply of amendments of all manuals? | | | |
| 4.2. | Maintenance personnel to be notified of amendments? | | | |
| 4.3. | Supply of addition technical information (e.g. SBs, SILs, STCs etc.) relevant to the work undertaken? | | | |
| 5 | Is there a system in place to ensure maintenance manual information recorded on microfilm, microfiche or disk is checked at regular intervals and at all locations for amendment state and legibility? | | | |
| 6. | Are procedures in place to ensure maintenance personnel are made aware of and have access to temporary amendments? | | | |
| 7. | Have arrangements been made for all technical drawings to be suitably stored and for procedures to ensure that only correct issue are released? | | | |
| 8. | Has a person been made responsible for maintaining a drawing register and for notifying departments of superseded issues? | | | |
| 9. | Are there provisions for the supply of manuals/sections of manuals, schedules, service information etc. at each location, and procedures to ensure information is kept up to date? | | | |

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| 10. | Are facilities available for microfilm, microfiche and compact disc viewing and printing available at each location? | | | |
| 11. | Have adequate arrangements been made for regular servicing and repair of the equipment? | | | |
| 12. | Are arrangements in place to ensure that all relevant service information is received in a timely manner? | | | |

General Remarks:


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|-------------------------------|--------------------|---------------|
| Name of AW Inspector | Signature | Date |
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FUELLING OF AIRCRAFT

Applicant: **Location**

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|------------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | DOES THE OPERATOR HAVE PROCEDURES TO ENSURE COMPLIANCE WITH THE ANO (AW), IF APPLICABLE INCLUDING? | | | |
| 1.1 | The location of aircraft during fuelling and de-fuelling | | | |
| 1.2 | Passenger safety and precautions | | | |
| 1.3 | Aircraft electrical system safety precautions | | | |
| 1.4 | Safety precautions external to the aircraft | | | |
| 1.5 | Action to be taken in the event of a fire hazard | | | |
| 1.6 | Ground Operation of aircraft radar equipment | | | |
| 1.7 | Fuel spillage precautions during starting and ground operations | | | |
| 2. | FUEL QUALITY CONTROL | | | |
| 2.1 | Does the operator have provisions in place to : | | | |
| 2.1.1 | Ensure fuel quality and quantity are correct | | | |
| 2.1.2 | Check fuel supplier audit reports or audit fuel quality | | | |
| 2.1.3 | Prevent contamination of dispensed fuel | | | |
| 2.1.4 | Record the fuelling at each refuelling location where fuel is uplifted indicating company and person responsible for monitoring the fuel supplier | | | |
| 2.1.5 | Institute a fuel sampling programme | | | |
| 2.1.6 | Guide and train flight crew, fuel distributor and ground staff | | | |

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| 2.1.7 | Conduct the fuel quality audit programme | | | |
| 2.1.8 | Have the fuel servicing procedures been incorporated into operator's ground handling and servicing procedures manual or similar document which is available to flight and ground staff | | | |
| 3. | FUELLING OVERSEAS OR IN REMOTE AREAS | | | |
| 3.1 | Where the operator is likely to refuel overseas or in remote areas are adequate measures in place to ensure that the quality and quantity of fuel uplifted is correct? | | | |
| 3.2. | Do these measures lake into account | | | |
| 3.2.1 | Since hydrant system re-fuelling in locations subject to monsoonal flooding may not be a safe practice, is re-fuelling restricted to tanker re-fuelling only? (Where the normal filtering system can be closely monitored) | | | |
| 3.2.2 | Other operator's experience? | | | |
| 3.2.3 | If testing shows that fuel does not contain an antistatic additive, are procedures in place to ensure that passengers are disembarked before re-fuelling? | | | |
| 3.2.4 | The need for any special precautions? | | | |

General Remarks:

.....
Name of the AW Inspector

.....
Signature


.....
Date

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MAINTENANCE FACILITIES

Applicant :..... Location

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|--------------|--|---------------|--------------|---|
| | | SAT | UNSAT | |
| 1. | BASE FACILITIES | | | |
| 1.1 | Do the facilities include | | | |
| 1.1.1 | Suitable premises to provide protective cover for largest type of aircraft proposed? | | | |
| 1.1.2 | Suitable premises, tooling, equipment, test apparatus and technical data/ | | | |
| 1.1.3 | Storage facilities which ensure segregation of aircraft components and materials , including protection against deterioration, contamination or damage? | | | |
| 1.1.4 | A person or position appointed to coordinate and control all activities carried out at the base or port? | | | |
| 1.1.5 | A system to control the quality of work? | | | |
| 1.1.6 | A record and maintenance planning system? | | | |
| 1.1.7 | Sufficient qualified employees at each base or out-station to perform and certify for the maintenance? | | | |
| 1.1.8 | An engineering organisation for the control of design, modification and repair to aircraft and aircraft components? (This may be met through the operator's main base or by contract with another organisation.) | | | |
| 2. | OUT-STATION FACILITIES | | | |
| 2.1. | Are there sufficient numbers of suitably qualified staff at each out-station to perform the tasks allocated to it? | | | |
| 2.2 | Are shift arrangements in place? | | | |
| 2.3 | Are arrangements in place to ensure on-coming shifts are made fully aware of any outstanding or incomplete task(s)? | | | |
| 2.4 | Are instructions included so that scheduled or planned maintenance is only allocated to stations with sufficient staff, aircraft down-time, facilities and suitable conditions? | | | |

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| 2.5 | Are arrangements in place to ensure that each out-station will be provided with | | | |
| 2.5.1 | A list of the technical data provided for the station? | | | |
| 2.5.2 | An amendment service and periodic check of currency? | | | |
| 2.5.3 | A list of station spares holding with an indication of which items are held for priority purposes? | | | |
| 2.5.4 | Company procedures and technical instruction appropriate to the aircraft type? | | | |
| 2.5.5 | Extracts from the maintenance instructions covering the maintenance to be performed at each station? | | | |
| 2.5.6 | Access to deferred and repetitive defect information and trouble-shooting information? | | | |
| 2.5.7 | Details of any subcontracts for out-station support, fuel supply, loading and ground handling? | | | |
| 2.6. | Are maintenance facilities and working accommodation appropriate to the scale of work and undertakings of the station, including unscheduled maintenance? | | | |
| 2.7. | Is ground support equipment appropriate, including equipment for ground de-icing and anti-icing of aircraft as necessary? | | | |
| 2.8. | Are all procedures related to facilities documented and available to those who need to know? | | | |
| 3. | OVERSEAS MAINTENANCE FACILITIES | | | |
| 3.1 | Where the operator anticipates operations outside Bangladesh territory, are procedures in place to ensure | | | |
| 3.1.1 | That all maintenance performed on the aircraft outside Bangladesh territory | | | |
| 3.1.2 | Will be carried out by persons specified in ANO ? | | | |
| 3.1.3 | Will be carried out in accordance with the aircraft's approved system of maintenance or, if an approved SOM is not required for the aircraft, in accordance with ANO? | | | |
| 3.1.4 | Will be certified in accordance with ANO? | | | |

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| 3.1.5 | That maintenance releases will be issued only by a person authorised by CAAB? | | | |
| 3.1.6 | Provisions for overseas maintenance are documented and available to those who need to know including flight crew? | | | |

General Remarks.

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| Name of the AW Inspector | Signature | Date |
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WEIGHT & BALANCE CONTROL


Applicant :..... Location

Note: All the items are common to Airworthiness Inspectors' functions and Flight Operations Inspectors' functions.

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | HAS AN APPROPRIATELY QUALIFIED PERSON BEEN DESIGNATED AS WEIGHT CONTROL AUTHORITY (WCA)? | | | |
| 1.1 | Are procedures for recording of aircraft mass alteration satisfactory? | | | |
| 1.2 | Are procedures for aircraft mass control during modification satisfactory? | | | |
| 1.3 | Are procedures for preparation and approval of loading data satisfactory? | | | |
| 2. | DOES THE APPLICANT HAVE PROCEDURES FOR THE ISSUE OF AN AIRCRAFT'S LOAD DATA SHEET EACH TIME? | | | |
| 2.1 | The aircraft is re-weighted or the weight and balance is validated? | | | |
| 2.2 | The weight and balance tolerances recorded in the weight and balance records are exceeded? | | | |
| 2.3 | There is a change to the aircraft's fixed equipment, which affects the aircraft's weight and balance? | | | |
| 2.4 | Are there satisfactory procedures for ensuring that the current load data sheet will be incorporated on to the aircraft's flight manual or alternative approved document, and are these procedures accessible to the pilot in command to assist with correct loading of the aircraft? | | | |
| 2.5 | Are procedures for conducting aircraft weighing satisfactory and do they comply with ANO (AW). | | | |

General Remarks:

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| Name of the FOI / AW Inspector | Signature | Date |
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AIRCRAFT SERVICING, SPARES HOLDING & STORES CONTROL

Applicant :.....

Location

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | AIRCRAFT SERVICING | | | |
| 1.1 | Are procedures in place and available to those who need to know to ensure that materials used in servicing of the aircraft at all locations | | | |
| 1.1.1 | Conform to the appropriate specifications? | | | |
| 1.1.2 | Are protected from damage, deterioration and contamination? | | | |
| 1.1.3 | Are controlled to ensure shelf-life limits are observed? | | | |
| 2. | SPARES HOLDING | | | |
| 2.1. | Are provisions in place for sufficient spares to be available at each location? | | | |
| 2.2. | Has account been taken of the operator's MEL (if applicable)? | | | |
| 2.3. | Are numbers of spares adequate for support in relation to routes, frequency of flights and numbers of aircraft? | | | |
| 2.4. | Are procedures in place to ensure that all spares are obtained from acceptable sources. | | | |
| 2.5. | Are procedures in place for review of spares holdings at regular intervals at all locations? | | | |
| 3. | STORES CONTROL PROCEDURES | | | |
| 3.1. | Are procedures in place to ensure: | | | |
| 3.1.1 | That all spares are stored so that they remain airworthy? | | | |
| 3.1.2. | Those parts are used in rotation? i.e. First In First Out (FIFO) | | | |
| 3.1.3. | Control of return to stores of items which are no longer needed, especially where the item has been installed in the aircraft and subsequently removed? | | | |


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| 3.1.4 | The removal of components from completed assemblies is rigidly controlled? | | | |
| 3.1.5 | Control of shelf life of spares, materials and consumable products? | | | |
| 3.1.6 | Traceability of parts? | | | |
| 3.2. | Are procedures in place at all locations to ensure? | | | |
| 3.2.1 | Redundant items are removed? | | | |
| 3.2.2 | Superseded parts, or those without or of unknown modification status, are removed for replacement or updating? | | | |
| 3.2.3. | Are procedures in place to ensure compliance with Airworthiness Directives and other mandatory requirements, while parts are in storage, before affected parts are installed on an aircraft? | | | |

General Remarks:

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| Name of the AW Inspector | Signature | Date |
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MINIMUM EQUIPMENT LIST / CONFIGURATION DEVIATION LIST

Applicant :..... Location

Note: All the items are common to Airworthiness Inspectors' functions and Flight Operations Inspectors' functions.


| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | MINIMUM EQUIPMENT LIST (MEL) AND CONFIGURATION DEVIATION LIST (CDL) | | | |
| 1.1 | Does the operator have an approved MEL for each aircraft type? | | | |
| 1.2. | If so, is the MEL incorporated into the operator's <i>Operations Manual</i> , documented and available to those who need to know, and also included in the <i>Maintenance Procedures and Control Manual</i> where required? | | | |
| 1.3. | Where the operator uses one document to include the MELs for a number of aircraft, does the MEL refer to individual aircraft differences, if any? | | | |
| 1.4. | Is the procedure for using the MEL satisfactory? | | | |
| 1.5. | Is the procedure for using the CDL satisfactory? | | | |
| 1.6. | Is the procedure for acceptance of aircraft with inoperative item(s) covered under the MEL/CDL by the crew satisfactory? | | | |
| 1.7. | Is the procedure for management of the MEL/CDL time limits satisfactory? | | | |

General Remarks:

.....
Name of the FOI / AW Inspector

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Signature

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Date

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MAINTENANCE RELEASE AND AIRCRAFT MAINT. LOG

Applicant :

Location :

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| ITEMS | | STATUS | | REMARKS |
|-------|--|--------|-------|---------|
| | | SAT | UNSAT | |
| 1. | Has the operator published a Maintenance Release (MR) for aircraft and Authorised Release Certificate (ARC) for Aircraft Parts? | | | |
| 2. | Are the MR and ARC identified in the Operator's <i>Maintenance Procedures and Control Manual</i> as such? | | | |
| 3. | Have the MR and ARC been designed to accommodate: | | | |
| 3.1 | The name of the certificate of approval holder issuing the MR and ARC? | | | |
| 3.2 | The signature of the person authorised to sign it? | | | |
| 3.3 | Place, date and time of issue? | | | |
| 3.4 | The aircraft type and registration? | | | |
| 3.5 | The aircraft's TTIS | | | |
| 3.6 | The date and TTIS when the maintenance release ceases to remain in force? | | | |
| 3.7 | All requirements and conditions relating to maintenance during the period it remains in force? | | | |
| 4. | Are the procedures included in the <i>Maintenance Procedures and Control Manual</i> and available to those who need to know, including any persons overseas, for: | | | |
| 4.1 | Issue and signing of the MR and ARC? | | | |
| 4.2 | Use of the MR and ARC? | | | |
| 4.3 | Ensuring all persons using the MR and ARC are instructed in its use and has ready access to a copy of the procedures for its use? | | | |
| 4.4 | Ensuring that, when issued, MR is available to the pilot and a copy retained by the person issuing it? | | | |
| 4.5 | Retention of the MR and ARC required by ANO? | | | |

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| 4.6 | Defect endorsement on the valid MR as per the CARs. | | | |
| 5. | Is AML of each type of aircraft meets the requirement of the CARs and ANOs? | | | |

General Remarks:

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|-----------------------------------|--------------------|---------------|
| Name of the AW Inspector | Signature | Date |
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ACCOMPLISHMENT AND CONTROL OF AIRWORTHINESS DIRECTIVES

Applicant :..... **Locality**

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | Are the procedures for AD information sources and distribution satisfactory? | | | |
| 2. | Are the procedures for making decisions on the applicability of, and the planning for, compliance with Ads satisfactory? | | | |
| 3. | Are procedures in place to ensure that all applicable Airworthiness Directives (ADs) are complied with and certified within the compliance times specified in the AD? | | | |
| 4. | Are the necessary technical personnel available? | | | |
| 5. | Do the procedures ensure: | | | |
| 5.1 | All non-recurring ADs will be complied with? | | | |
| 5.2 | All recurring ADs will be complied with within the initial compliance time? | | | |
| 5.3 | All recurring ADs will be incorporated into the System of Maintenance to ensure recurring compliance? | | | |
| 5.4 | All required certifications for ADs are made? | | | |
| 5.5 | AD compliance status can be established from the maintenance records? | | | |
| 5.6 | AD compliance will be confirmed prior to the required compliance time? | | | |
| 5.7 | An aircraft will not be flown if an applicable AD is not complied with? | | | |
| 5.8 | Where maintenance has been subcontracted, it is clear where responsibility lies for compliance with ADs? | | | |

General Remarks:

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|-----------------------------------|--------------------|---------------|
| Name of the AW Inspector | Signature | Date |
|-----------------------------------|--------------------|---------------|


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AIRWORTHINESS INSPECTION OF AIRCRAFT


Applicant:

Aircraft Registration Aircraft Serial Number.....

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | GENERAL | | | |
| 1.1 | Aircraft has a Type Certificate | | | |
| 1.2. | Serial Number of the aircraft matches with the documents | | | |
| 1.3. | Compliance with the Conditions of Certificate of Airworthiness | | | |
| 1.3.1 | Aircraft registration marking is correctly applied | | | |
| 1.3.2. | Fire-proof plate is correctly installed | | | |
| 1.3.3 | Aircraft documents/Library folder containing list, location and quantity of ON-BOARD documents and Emergency equipment per JAR/FAR 121.309 and ANO (AW). | | | |
| 1.4 | Placarding for correctness and legibility in accordance with | | | |
| 1.4.1 | Applicable ADs | | | |
| 1.4.2 | Applicable TCDS/ Certificate of Type Approval (CTA) | | | |
| 1.4.3 | <i>Flight Manual</i> | | | |
| 1.4.4 | Modifications etc | | | |
| 1.4.5 | Aircraft data plate and aircraft records align | | | |
| 1.4.6 | Correct installation of role equipment i.a.w. the approved data for the equipment | | | |
| 1.4.7 | General condition of the aircraft | | | |
| 1.5 | Operational Equipment and Avionics | | | |
| 1.5.1 | Basic operational requirements for the type of Operation | | | |
| 1.5.2 | Provision for oxygen (if applicable) | | | |

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| 1.5.3 | Emergency and lifesaving equipment (As per JAR/FAR 121.309) | | | |
| 1.5.4 | Basic Operational equipment | | | |
| 1.6 | Check that the following avionics equipment as fitted on the aircraft as specified in the ANO (AW) and i.a.w. the approved data for the equipment | | | |
| 1.6.1 | IFR operations systems | | | |
| 1.6.2 | Radio communication system | | | |
| 1.6.3 | Survival radio equipment | | | |
| 1.6.4 | Radio Navigation System | | | |
| 1.6.5 | Traffic Alert and Collision Advance System | | | |
| 1.6.6 | Airborne weather radar | | | |
| 1.6.7 | SSR (transponder) | | | |
| 1.6.8 | GPWS/EGPWS | | | |
| 1.6.9 | GPS | | | |
| 1.6.10 | RVSM equipments | | | |
| 1.6.11 | CAT II Landing equipments | | | |
| | | | | |
| 1.7 | Aircraft Configuration, Interior and Exterior | | | |
| 1.7.1 | Passenger seats do not obstruct emergency exits or Aisles | | | |
| 1.7.2 | Passenger seating does not exceed maximum number approved in type certificate | | | |
| 1.7.3 | Aircraft configuration is in accordance with weight and balance report(s) | | | |
| 1.7.4 | Exits outlined externally | | | |
| 1.7.5 | Slip resistant route on wing | | | |
| 1.7.6 | Operating instructions are placarded on door | | | |
| 1.7.7 | Escape tape/rope and attachment points are secure | | | |
| 1.7.8 | Exit locator sign present and operable | | | |
| 1.7.9 | Exit can be opened from inside and outside | | | |
| 1.7.10 | Visual means to inspect locking mechanism | | | |

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| 1.7.11 | Unobstructed passageway between compartments | | | |
| 1.7.12 | On one aisle aircraft, no more than three seats abreast on each side | | | |
| 1.7.13 | Seat backs are locked upright where they may obstruct to an exit | | | |
| 1.7.14 | Seat back provides a firm handhold | | | |
| 1.7.15. | Self stowing mechanism of shoulder harness is operable, if installed | | | |
| 1.7.16. | Inertia type shoulder harness operate and lock engage | | | |
| 1.7.17. | Slip resistant surface on galley floor | | | |
| 1.7.18. | Lavatory floor has a slip resistant surface | | | |
| 1.7.19 | Slide-inflatable | | | |
| 1.7.19.1 | Floor brackets and girt bar are serviceable | | | |
| 1.7.19.2 | Pressure gauge or other means, is visible and reading indicates serviceable | | | |
| 1.7.19.3 | Slide cover/ stowage is secure | | | |
| 1.7.20 | Slide Rafts | | | |
| 1.7.20.1 | Correct capacity with respect to persons on board | | | |
| 1.7.20.2 | Pressure is visible and reading indicates serviceable | | | |
| 1.7.20.3 | Slide cover / stowage is secure | | | |
| 1.7.20.4 | Floor brackets and girt bar are serviceable | | | |
| 1.8 | Maintenance Release is valid for the operation | | | |


General Remarks:

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| <p>.....</p> <p>Name of the AW Inspector</p> | <p>.....</p> <p>Signature</p> | <p>.....</p> <p>Date</p> |
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| 1.7.10 | Is documentation covering these procedures available to those who need to know? | | | |
| 1.8 | Role Equipment (i.e. Full cargo, Ambulance/Stretcher etc.) | | | |
| 1.8.1 | Does the operator have procedures in place to ensure: | | | |
| 1.8.1.1 | That equipment attached to the aircraft for role equipment is Maintained as aircraft components? | | | |
| 1.8.1.2 | Compliance with the maintenance requirements of role equipment? | | | |
| 1.8.1.3 | That installation and removal of role equipment is carried out in accordance with approved data? | | | |
| 1.8.1.4 | Maintenance control of role equipment? | | | |
| 1.8.1.5 | Does the role equipment require flight manual supplement? | | | |
| 1.8.1.5 | Does the operator have procedures to ensure all conditions for flight manual supplement(s) (if any) are complied with? | | | |
| 1.8.1.5 | Is documentation available, to those who need to know? | | | |

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General Remarks:

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| Name of the AW Inspector | Signature | Date |
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TIME-IN-SERVICE AND MAINTENANCE RECORDS

Applicant:

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-------------|---|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | ARE THE FOLLOWING PROCEDURES FOR HOURS AND CYCLES RECORDING SATISFACTORY? | | | |
| 1.1 | How the maintenance control personnel have access to the current flight hours and cycle information | | | |
| 1.2 | How it is processed and is the procedures laid down in the <i>Maintenance Procedures and Control Manual</i> ? | | | |
| 1.3 | Does the operator have procedures and documentation in place to ensure complete, up-to-date and accurate maintenance records are kept by responsible person in accordance with the applicable ANO (AW)? | | | |
| 1.4 | Are procedures to ensure that all records, or copies of those records that contain certifications, are received from the approved maintenance organization(s) satisfactory? | | | |
| 1.5 | Are procedures for maintenance records preservation satisfactory, including protection and guarantee procedures that the records will not be altered during the retention period? | | | |
| 1.6. | Are there satisfactory procedures for the transfer of maintenance records to the Lessor / C of R holder, including which records are to be transferred, and the specific official responsible for the coordination of the transfer? | | | |
| 1.7. | Are these procedures adequately documented and available to those who need to know? | | | |

General Remarks:


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| <div style="display: flex; justify-content: space-between;"> <div>..... Name of the AW Inspector</div> <div>..... Signature</div> <div>..... Date</div> </div> | | |
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CONTRACTUAL ARRANGEMENTS

Applicant:

| ITEMS | | STATUS | | REMARK (Fill in case UNSAT) |
|------------|---|--------|-------|--------------------------------|
| | | SAT | UNSAT | |
| 1. | GENERAL | | | |
| 1.1 | Are contractual arrangements in place for engineering support and maintenance? | | | |
| 1.2 | Are full details of the division of responsibilities included in the agreement between the two parties? | | | |
| 1.3 | Are the following matters addressed in the agreement? | | | |
| 1.3.1 | General arrangements for the support of the operation by the maintenance organization? | | | |
| 1.3.2 | Arrangements for liaison between the operator and the maintenance organization? | | | |
| 1.3.3 | How maintenance is to be performed at the approved location of the maintenance organization? | | | |
| 1.3.4 | Provision of sufficient appropriately licensed maintenance personnel? | | | |
| 1.3.5 | Training of maintenance personnel including, where necessary, the operator's personnel? | | | |
| 1.3.6 | Arrangements for maintenance and ground handling at the operator's out-stations, including major unscheduled maintenance? | | | |
| 1.3.7 | Control and development of the System of Maintenance or maintenance schedule as appropriate? | | | |
| 1.3.8 | The management and operation of reliability programs? | | | |
| 1.3.9 | The preparation of documentation needed to implement the maintenance schedule? | | | |
| 1.3.10 | Arrangements for approval of changes to the maintenance schedule? | | | |
| 1.3.11 | Defect reporting to the manufacturer and CAA? | | | |
| 1.3.12 | Airworthiness control, including the control of deferred and repetitive defects? | | | |
| 1.3.13 | Maintenance of log books and other records? | | | |

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| 1.3.14 | The transmission of daily flight information, or equivalent, from the operator to the maintenance controller | | | |
| 1.3.15 | Procedures for the receipt, assessment and incorporation of manufacturer's service bulletins/information, modifications and manufacturer's technical data in to the aircraft's System of Maintenance? | | | |
| 1.3.16 | Compliance with mandatory requirements? | | | |
| 1.3.17 | Provision for acceptance and storage of spares, materials and consumable products? | | | |
| 1.3.18 | Availability of tools and equipment? | | | |
| 1.3.19 | Provision for suitable maintenance facilities where maintenance is to take place? | | | |
| 1.3.20 | Quality auditing of the maintenance arrangements? | | | |
| 1.3.21 | Are the following matters addressed? | | | |
| 1.3.21.1 | Person in the maintenance organization to be contacted for maintenance control purposes? | | | |
| 1.3.21.2 | Where a maintenance controller is not required, the person in the operator's organization responsible for liaison with the maintenance organization? | | | |
| 1.3.21.3 | The responsibilities of each organization if more than one maintenance organization is contracted? | | | |
| 1.3.21.4 | Has the contract been examined? | | | |
| 2. | CONTRACTING OUT-STATION SUPPORT | | | |
| 2.1. | Is there an agreement between the operator and the contract maintenance organization for out-station support? | | | |
| 2.2 | Are arrangements documented by the operator and the maintenance organizations, so that responsibilities, procedures and communication paths are made clear to all personnel concerned? | | | |
| 2.3 | Are these included in the operator's MCM and the maintenance organization's procedures manual as applicable? | | | |
| 2.4 | Does the organization contracting the maintenance hold a certificate of approval or equivalent approval for the maintenance in an ICAO Contracting State? | | | |

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| 2.5 | Do the qualifications of the maintenance personnel employed by the line maintenance contractor conform to the requirements of ANO, as applicable? | | | |
| 2.6 | Are there procedures to ensure continuing satisfactory performance by contracted organization(s)? | | | |
| 2.7 | Are there arrangements for the training of maintenance staff? | | | |
| 3. | CONTRACTING GROUND HANDLING | | | |
| 3.1 | Has the operator entered into a ground handling agreement? | | | |
| 3.2 | If yes, does an agreement exist detailing the tasks to be performed on behalf of the operator? | | | |
| 3.3 | Are there provisions to be maintenance and flight crew are aware of terms of the agreement that affect their responsibilities? | | | |
| 3.4 | Are there arrangements to ensure continuing satisfactory performance by contracted organization(s)? | | | |
| 3.5 | Are there arrangements for the training of ground handling staff? | | | |

General Remarks:

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| <p>.....</p> <p>Name of the AW Inspector</p> | <p>.....</p> <p>Signature</p> | <p>.....</p> <p>Date</p> |
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ASSESSMENT OF HEAD OF MAINTENANCE

Applicant:

| ITEMS | | STATUS | | REMARKS (Fill in case UNSAT) |
|-----------|--|--------|-------|---------------------------------|
| | | SAT | UNSAT | |
| 1. | IS THE APPLICANT CAPABLE OF ESTABLISHING AN OPERATOR'S ENGINEERING SUPPORT STRUCTURE FOR AIRCRAFT MAINTENANCE CONTROL? | | | |
| 1.1 | Is the applicant able to demonstrate a working knowledge of the Act, the pertinent CARs and airworthiness requirements governing continued airworthiness of the aircraft or aircraft fleet? | | | |
| 1.2 | Is the applicant able to demonstrate adequate technical understanding of the maintenance control requirements of aircraft operated by the operator, including the ability to assess Instructions for Continued Airworthiness issued by the aircraft, engine and component manufacturers? | | | |
| 1.3 | Does the applicant have knowledge and understanding of the operator's <i>Maintenance Control Manual</i> ? | | | |
| 1.4 | Does the applicant have a proven working knowledge of aircraft maintenance planning/scheduling? | | | |
| 1.5 | Does the applicant have a sound knowledge and understanding of the legislative framework relating to aircraft engineering and maintenance? | | | |
| 1.6 | Does the applicant have the ability and experience to liaison within the operator's organization, and with contracting maintenance organization(s), manufacturers of aircraft, engine, components and with CAA on matters governing airworthiness? | | | |

General Remarks:

| | | |
|-------------------------------------|--------------------|---------------|
| Name of the AW Team Leader | Signature | Date |
|-------------------------------------|--------------------|---------------|

| | | |
|---|---|---------------------|
|  | MANUAL ON AIR OPERATOR CERTIFICATION | CCL-35 |
| | Certification Check Lists # 35 | Appendix - M |

INSPECTION OF DEFECT REPORTING SYSTEM

Applicant: **Location**

| ITEMS | | STATUS | | REMARKS |
|-------|---|--------|-------|---------|
| | | SAT | UNSAT | |
| 1. | Are procedures for defect reporting satisfactory? | | | |
| 2. | Are procedures and responsibilities for analysing the defect reports satisfactory? | | | |
| 3. | Does the operator have procedures for liaison with manufacturers and CAA? | | | |
| 4. | Has the operator defined a deferred defect policy? | | | |
| 5. | Has the operator established a procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern? | | | |
| 6. | Are these procedures adequately documented and availability to those who need to know? | | | |

General Remarks:

.....
Name of the AW Inspector

.....
Signature

.....
Date

| | | |
|--|---|---------------------|
|  | MANUAL ON AIR OPERATOR CERTIFICATION | CCL-36 |
| | Certification Check Lists # 36 | Appendix - M |

AIRWORTHINESS TEAM LEADER'S FINAL REPORT

Name of AOC Applicant:

| ITEMS | TICK | INITIALS |
|---|-------------|-----------------|
| 1. Formal application Complete | | |
| 2. Compliance Statement Complete | | |
| 3. Document Evaluation Inspection of Maintenance Procedures and Control Manual [CCL-21] | | |
| 4. Inspections <ul style="list-style-type: none"> ○ Arrangements for Maintenance of Documents/ Records [CCL-07] ○ Inspection of Training Facilities (Maintenance) [CCL-12] ○ Proving Flight [CCL-19] ○ Maintenance Organizational Structure and Staffing [CL-20] ○ Technical Data [CCL-22] ○ Fuelling of Aircraft [CCL-23] ○ Maintenance facilities [CCL-24] ○ Weight and Balance Control [CCL-25] ○ Aircraft Servicing, Spares Holding and Stores Control [CCL-26] ○ Configuration Deviation List/ Minimum Equipment List [CCL-27] ○ Maintenance Release and Aircraft Maintenance Log [CCL-28] ○ Accomplishment and Control of Airworthiness Directives[CCL-29] ○ Airworthiness Inspection of aircraft [CCL-30] ○ Inspection of Maintenance Systems [CCL-31] ○ Time-in-Service and Maintenance Records [CCL-32] ○ Contractual Arrangements [CCL-33] ○ Assessment of Head of Aircraft Maintenance [CCL-34] ○ Inspection of Defect Reporting System [CCL-35] | | |
| 5. Final Report Airworthiness Team leader's Final Report [CCL-36] | | |
| 6. Certification <ul style="list-style-type: none"> ○ Maintenance Controller / Head of Maintenance ○ Operator's Maintenance Personnel Training Program | | |
| 7. Conditions (if any) to be included on AOC (Attach list) | | |

| | | |
|--|---|---------------------|
|  | MANUAL ON AIR OPERATOR CERTIFICATION | CCL-36 |
| | Certification Check Lists # 36 | Appendix - M |

8. General Remarks:


9. Completion Certificate and Airworthiness Recommendations:

I am satisfied that the applicant has complied with, or is capable of complying with, the provisions of the Air Navigation Orders and the directives/instructions issued by CAAB in respect of matters relating to safety, including provisions about the competence of persons to do anything that is covered by the Airline Licence and I certify that the applicant has satisfied all airworthiness requirements for issue of the AOC.

Signature..... Date:

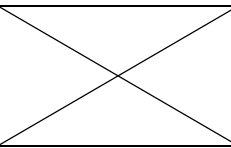
Name:

Team Leader Airworthiness

| | | |
|---|--|------------|
|  | Requirements on Air Operator Certification | CCL 37 |
| | Certification Check Lists | Appendix M |

CHECKLIST – 37 – APPROVAL/AMENDMENT OF SPECIAL AUTHORISATIONS


Name of the Applicant/AOC holder.....

| Authorisations | | Inspector recommends and signs based on the relevant checklist | | Comments of Project Manager |
|----------------|---|--|---|--|
| | | OPS | AIR | |
| 1. | Dangerous Goods | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | Not applicable | Forwarded for approval Signature: Date: |
| 2. | Low visibility operations Approach & landing Take-off | Specifications: CAT RVR m DH: ft Signature: | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | |
| 3. | RVSM | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | |
| 4. | ETOPS | Maximum Diversion time minutes <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | |
| 5. | Navigation Specifications for PBN Operations | Specifications: RNP GNSS FMS Signature: | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | |
| 6. | Continuing Airworthiness |  | <input type="checkbox"/> Recommended: <input type="checkbox"/> Not Recommended Signature: | |
| 7. | Any other authorisation (specify) | | | |

Project Director:

☐ Approved
 ☐ Not Approved


Signature: _____ Date: _____

| | | |
|---|---|-------------------|
|  | Requirements on Air Operator Certification | CCL 38 |
| | Certification Check Lists | Appendix M |

Coordination Chart

Name of Airlines:

| Steps | Description | Action Office | AT | OPS | AW | Remarks |
|-------|--|----------------|-----------|-----------|-----------|---|
| 01 | Examine the application for issue of NOC in the Pre-application phase | PM/AT | Signature | Signature | Signature | |
| 02 | Meeting with applicant | PM/AT | Signature | Signature | Signature | |
| 03 | Verification of Legal/Financial Information's | PM/AT | Signature | N/A | N/A | |
| 04 | Examine the feasibility report: Check with the available Air Route and financial viability | PM/AT | Signature | Signature | Signature | |
| 05 | Recommendation for issue of NOC | PM/AT | Signature | Signature | Signature | Issue of NOC Signature Project Director/DFSR Date: |
| 06 | Examine application for Renewal of NOC as per para-3.3.1 of ANO (AT) A2. | PM/AT, AW, OPS | Signature | Signature | Signature | Renewal of NOC Signature Project Director/DFSR Date: |
| 07 | Assessment of Schedule of events for AOC | PM/AT, AW, OPS | Signature | Signature | Signature | |
| 08 | Acceptance/Suitability of Management Personnel Competence as per section 4 & 5 of ANO (AT) A2 | AW & OPS | Signature | Signature | Signature | |
| 09 | Examine the legal aspects of the Lease/purchase Agreement | PM/AT | Signature | N/A | N/A | |
| 10 | Examine the technical aspects of the Lease Agreement | AW | N/A | Signature | Signature | |
| 11 | Acceptance of the Lease/purchase Agreement | PM/AT | Signature | N/A | N/A | |
| 12 | Examination Technical documents & Airworthiness Manuals as per para 3.3.3.1 (a) of ANO (AT) A2 | AW | N/A | N/A | Signature | |

| | | |
|---|---|-------------------|
|  | Requirements on Air Operator Certification | CCL 38 |
| | Certification Check Lists | Appendix M |

| | | | | | | |
|----|--|----------------------------|-----------|-----------|-----------|--|
| 13 | Examine Operational documents and Operations Manuals as per para-3.3.3.1(b) of ANO (AT) A2 | OPS | N/A | Signature | N/A | |
| 14 | Inspection of facilities as per para-4.7 & 5.7 of ANO (AT) A2 | Inspectors of AT, OPS & AW | Signature | Signature | Signature | |
| 15 | Training & Checking Organization | OPS & AW | N/A | Signature | Signature | |
| 16 | Inspection of Aircraft | Inspectors of AW, OPS | N/A | Signature | Signature | |
| 17 | Technical Clearance | AW | N/A | Signature | Signature | |
| 18 | Demonstration of Emergency Evacuation, Ditching & Proving/Test Flights | OPS , AW | N/A | Signature | Signature | |
| 19 | Final AOC Inspection & aircraft | AT, AW & OPS | Signature | Signature | Signature | |
| 20 | Final Examination of the application for AOC as per Appendix-C of ANO (AT) A2 | PM/AT | Signature | Signature | Signature | |
| 21 | AOC Fee | PM/AT | Signature | N/A | N/A | |
| 22 | Examine and Preparation of AOC with Operations Specification | PM/AT | Signature | Signature | Signature | |
| 23 | Recommendation for Issue of AOC | PM/AT | Signature | N/A | N/A | |

Project Director:


☐ Approved & Forwarded the AOC for signature of Chairman.

Signature:

Date:

The file for the entire process will be generated and completed from AOC Cell of Flight Safety Directorate. For each case of certification and is required for induction of new type of aircraft of an existing AOC holders, a committee comprising of AT & Fin, Ops and AW shall be formed.

Note: DFS&R will act as Project Director, PM: Project Manager, DD/AELD: Deputy Director, Airworthiness & Engineering Licensing Division, DD/AT: Deputy Director, Air Transport, DD/FI: Deputy Director, Flight Inspection.

| | | |
|---|---|-------------------|
|  | Requirements on Air Operator Certification | |
| | Certification Check Lists (CCL) - M | Appendix M |

APPENDIX – M

Certification Check Lists (CCL)

In the process of certification a total of 38 Certification Checklist (CCL) required to be consulted which will require to be completed prior to certification of applicant for AOC. Certification Checklists are to be completed as mentioned below:

| To be completed by | CCL Numbers |
|--|--|
| Team Leader (Airworthiness Inspectors) | 12A, 20, 21, 22, 23, 24, 26, 28, 29, 30, 31, 32, 33, 34, 35, 36 |
| Team Leader (Operation Inspectors) | 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 37 & 38 |
| Airworthiness and Operation Inspector(s) | 7, 12, 19, 25, 27, 37 & 38 |
| Project manager | 1, 37 & 38 |

Final report will be completed by the Project Manager at the completion of the Certification Process.

The inspector concerned will determine the standards (assessment criteria) against which an item in the checklist should be assessed commensurate with the type of operation. Items will require to be checked against the requirements in (a) the ANO or any Directive issued by Civil Aviation Authority, Bangladesh and in the absence of such, (b) the Chicago Convention or any Annex thereto.

The guidance in these Checklists may change from time of to comply with requirements published by ICAO and as stipulated by the CAAB.

The Checklist is provided only for the guidance of the Civil Aviation Inspectors. However, if an applicant is desirous of knowing the result of an assessment in respect of a particular area, the inspector concerned may issue a copy to the applicant.