



**AIR OPERATOR CERTIFICATE INSPECTOR MANUAL
VOLUME II**

**APPENDIX 5
BASE AUDIT FOR ISSUANCE OF AOC
FOS FORM CL-118-BA**

Operator:		Operating Base:	
CEO / Accountable Manager:		Aircraft Type(s):	
Date of last audit:		Date of audit:	
ITEM	SAT/ UNSAT	ITEM	SAT/ UNSAT
A. FOLLOW UP OF LAST AUDIT		F. PUBLICATIONS AND DOCUMENT CONTROL	
1. Review of audit findings		1. Effectives of amendment service	
2. Review of audit recommendations		2. Operations Manual	
B. MANAGEMENT AND STAFFING		3. Quality System documentation	
1. Organisation / management structure		4. NOTAMs	
2. Terms of reference of Key Appointment Holders		5. Retention of records	
3. Adequacy / supervision of staff		6. Flight guide / Route Manual	
4. Competency of post holders		7. Crew notices	
5. Quality Assurance System		8. AIC's and information propagation	
6. Service Provider – management structure / responsibilities and authority for ground handling functions		9. AIP and information propagation	
7. Service Provider- Training requirements, subcontracting policies		10. Flight Operations Notices/Circulars	
8. Service Providers- Quality Assurance Process		11. Exemptions / permissions log and record of use	
9. Operational Control		12. Records kept- training / FTL / returned flight documentation	
10. Staffing		G. FLIGHT, DUTY AND REST PERIOD CONTROL	
11. Accommodation (Office Space)		1. Approved Flight Time Limitation Scheme	
C. FLIGHT DESPATCH OPERATIONS		2. Rostering Procedures	
1. Validity and update of Operations Manual		3. Flying and Duty Hours records	
2. Operations Manual Library at Operations Control Centre		4. Commander's discretion report	
3. Preparation of Computerized Flight Plan (CFP)		5. Tracking system for FTL	
4. Flight Dispatcher – Qualifications and Recency		H. SAFETY MANAGEMENT SYSTEM	
D. FLIGHT PLANNING, PERFORMANCE AND LOADING		1. Safety Risk Management	
1. Performance Planning		2. Safety Assurance	
2. Fuel Policy		3. Safety Training and Communications	
3. Loading Procedures, including loadsheet compilation		4. Emergency Management	
E. LOAD CONTROL		I. FLIGHT SAFETY DOCUMENTATION SYSTEM	
1. Loadsheet preparation		1. Organisation	
2. Qualification and Recency of Loader dispatchers		2. Validation	
3. Centralised Load Control (as applicable)		3. Design	
4. Load data Reconciliation		4. Deployment	
		5. Amendment	



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ITEM	SAT/ UNSAT	ITEM	SAT/ UNSAT
J. FLIGHT SAFETY		N. TRAINING - GROUND STAFF	
1.Mandatory Occurrence Reports, including numbers per aircraft type		1.Training Manuals, including approval of training courses	
2.Trends		2.Training Facilities	
3.Rectification Action		3.Training Staff / Qualification and recency	
4.Investigation Reports		4.Recurrent Training, including training records	
5.Flight Data Analysis Program		O. FINANCIAL ASSESSMENT	YES/NO
6.Safety Program (part of SMS)		1.Significant lay-offs or turnover of personnel	
K. TRAINING - PILOTS		2.Reduction of safe operating standards or evidence of “cutting corners”	
1.Training Manuals, including approval of training courses		3.Decreasing standards of training	
2.Flight and Ground Training Facilities		4.Demands for “cash on delivery” by suppliers who formerly granted the operator credit	
3.Training Staff/Instructors/ Qualification and Recency		5.Inadequate maintenance of aircraft	
4.Conversion Training, including training files		6.Shortage of supplies and spare parts	
5.Emergency Procedures Training (SEP)		7.Curtailment or reduced frequency of revenue flights	
6.Route and Airfield Competency		8.Sale or repossession of aircraft or other major equipment items	
L.TRAINING - CABIN CREW		P. DANGEROUS GOODS	
1.Training Manuals, including approval of training courses		1.Training Program	
2.Flight and Ground Training Facilities		2.Training Records	
3.Training Staff/instructors / Qualification and Recency		3.Carriage of Dangerous Goods Documentation	
4.Conversion Training, including training files		4.Dangerous Goods Manual (Update)	
5.Recurrent Training, including training records			
M. TRAINING – FLIGHT DISPATCHERS			
1.Flight and Ground Training Facilities			
2.Training Staff/Instructors / Qualification and Recency			
3.Recurrent Training, including training records			
COMMENTS / ADDITIONAL INFORMATION			
ACTION TAKEN			
_____ CAA Nepal Inspector		_____ Signature & Date	