



**AIR OPERATOR CERTIFICATE INSPECTOR MANUAL
VOLUME II**

**APPENDIX 10
FLIGHT OPERATIONS OFFICER MANUAL INSPECTION CHECKLIST**

FOS-FORM-CL-204-FOOM

AIR OPERATOR:

S. No.	INTRODUCTION		
0.1	<p>Annex 6, Part I, and Part III, Section II, requires an operator to establish and maintain a method of control and supervision of flight operations that is approved by CAA Nepal.</p> <p>Responsibility for operational control can be delegated only to the pilot-in-command, and to a flight operations officer/flight dispatcher if the approved method of control and supervision of flight operations requires the use of flight operations officer/flight dispatcher personnel. Because of the nature and extent of the duties and responsibilities involved in the supervision of flight operations, the CAA Nepal and the operator should consider the advantages of an approved method of control and supervision of flight operations requiring the services of a flight operations officer/flight dispatcher.</p> <p>In such a system, the flight operations officer/flight dispatcher is assigned to duty in the company operations control centre and is responsible, while on duty, for carrying out the operational control procedures and policies specified in the operations manual. The flight operations officer/flight dispatcher may be licensed or not depending upon the requirements of CAA Nepal.</p>		
0.2	<p>The operations manual should specify the responsibilities and functions assigned to flight operations officers/flight dispatchers. The actual responsibilities assigned are part of the approved method of control and supervision of flight operations. Annex 6, Part I, and Part III, Section II, gives information on the duties of flight operations officers/flight dispatchers. The duties assigned will be very similar for all such operations personnel, whether licensed or unlicensed.</p>		
0.3	<p>The responsibilities of a flight operations officer/flight dispatcher include the provision of assistance to the pilot-in-command in flight preparation; completion of operational and ATS flight plans; liaison with the air traffic, meteorological and communication services; and the provision to the pilot-in-command during flight of information necessary for the safe and efficient conduct of the flight.</p> <p>Flight operations officers/flight dispatchers should also be responsible for monitoring the progress of each flight under their jurisdiction and for advising the pilot-in-command of company requirements for cancellation, re-routing or re-planning, should it not be possible to operate as originally planned. In connection with the foregoing, it should be understood that the pilot-in-command is the person ultimately responsible for the safety of the flight.</p>		
0.4	<p>Operators may mark as “Not Applicable” in those areas which are not relevant to the type of operations currently being conducted.</p>		
1.0	AUTHORISED OPERATIONS	OPERATOR DOC. REF.	FOR CAA Nepal USE SAT/UNSAT
1.1	Are the operations that may and may not be conducted according to the Ops. Specs. (including areas of operation) clearly specified?		
1.2	Are there clear definitions of domestic, international and supplemental operations? Are there clear definitions of the rules under which each of these operations is conducted?		
1.3	Are the applicable regulations identified and the operator’s policies applicable to each type of operation clearly stated?		
2	MANUALS		
2.1	Is there a section of the Ops Manual, Part A in which the policy and guidance for operational control has been		



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	collected for the guidance of flight crews and dispatchers?		
2.2	Are the topics listed on this job aid adequately covered?		
2.3	(Is the applicable section of the Ops Manual, Part A readily available to dispatchers and flight crews while they perform their duties?		
2.4	Is the copy of the operator's Ops Manual, Part A that is available to dispatchers or flight crews current?		
3	ORIGINAL RELEASE		
3.1	Are the conditions clearly stated under which a flight may and may not be dispatched?		
3.2	Are the conditions stated under which a flight must be re-routed, delayed, or cancelled?		
3.3	Does the flight release contain all required elements?		
3.4	Are limitations required in the remarks of the release?		
3.5	Is a written copy of weather reports and forecasts (including PIREPs) and NOTAMs attached to the release and provided to the flight crew?		
4	RESPONSIBILITY FOR PRE-DEPARTURE FUNCTIONS		
4.1	Are the responsibility and procedures for accomplishing the following functions clearly specified?		
4.2	Crew assignment?		
4.3	Load planning		
4.4	Flight planning		
4.5	Release of the aircraft from maintenance		
4.6	Control of MEL and CDL limitations		
4.7	Weight and balance		
4.8	Have adequate procedures for crosschecking and verifying these activities been established?		
4.9	Is each of these procedures effective?		
4.10	What means has the operator established for the PIC and dispatcher to ensure that each of these functions has been satisfactorily accomplished before the aircraft departs?		
5	DISPATCHER BRIEFING		
5.1	How do the operator's procedures provide for briefing of the PIC by the dispatcher?		
5.2	Is the minimum content of the briefing specified and adequate?		
6	DUAL RESPONSIBILITY		
6.1	How are the signatures of both the PIC and the dispatcher on the dispatch release accomplished?		
6.2	Is the PIC's obligation to operate the flight according to the release, or to obtain an amended release, clearly stated?		
7	FLIGHT-FOLLOWING		



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7.1	Are the dispatcher's flight-following requirements and procedures clearly stated?		
7.2	Is policy and guidance provided to flight crews and dispatchers for monitoring fuel en route?		
7.3	Are flightcrew reporting requirements and procedures clearly stated?		
7.4	Are there specified procedures for dispatchers to follow when a required report is not received?		
7.5	Is a record of communication made and retained?		
8	INABILITY TO PROCEED AS RELEASED		
8.1	Is a policy stated concerning the PIC's latitude to deviate from a dispatch release without obtaining a new release?		
8.2	Is there specific and adequate direction and guidance to PICs and dispatchers for the actions to take when a flight cannot be completed as planned (such as destinations or alternates below minimums, runways closed or restricted)?		
8.3	Are there procedures to follow in case of diversion or holding specifically and clearly stated?		
9	Weather		
9.1	Does the operator obtain weather reports from an approved source?		
9.2	Are procedures for making flight movement forecasts clearly specified? Are those individuals authorized to make a flight movement forecast clearly specified? Are other individuals specifically prohibited from making flight movement forecasts?		
9.3	Does the operator have an adverse weather system?		
9.4	Does the operator have adequate procedures for providing the latest available weather reports and forecasts to flight crews while the flight is en route?		
9.5	Does the operator have adequate procedures for updating weather information when the aircraft is delayed on the ground?		
10	WEATHER MINIMUMS		
10.1	Is release under VFR authorized by CAA Nepal?		
10.2	If so, has the forecast and actual weather allowed VFR flight to destination on those flights so released?		
10.3	Have turbojet aircraft been released under VFR?		
10.4	Are IFR departure minimums authorized by CAA Nepal?		
10.5	When flights are released with the departure airport below landing minimums, are takeoff alternates named on the dispatch release?		
10.6	Are destination weather minimums authorized by CAA		



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	Nepal?		
10.7	Weather minimums for “high minimums” captains followed?		
10.8	When a flight is released to a destination below CAT I minimums, is that aeroplane type authorized at CAT II or CAT III operations at that location?		
10.9	When destination alternates are required, are they named on the dispatch release?		
10.10	Is the weather at the named alternate airport equal or better than that required by regulation?		
10.11	Is “marginal” defined for the designation of two alternates on the dispatch release?		
10.12	Are two alternates designated when required?		
10.13	Are dispatchers made aware of these limitations before dispatching a flight?		
10.14	Do weather forecasts from the trip records show that these limits have been complied with for dispatch?		
11	SELECTION OF ALTERNATES		
11.2	Is policy, direction, and guidance provided for the selection of alternates?		
11.3	Is terrain and engine-out performance considered in the alternate selection?		
12	NOTAMs		
12.1	Is the required NOTAM information provided (Class I, Class II, and Local)?		
13	INFORMATION		
13.1	What provisions does the operator make for supplying airport and navigation information?		
13.2	What means does the operator use to comply with the requirement for an airport data system? Is it adequate?		
13.3	Are flight crews provided with written flight plans for monitoring flight progress and fuel burn?		
13.4	How does the operator provide data to dispatchers on takeoff and landing minimums at each airport?		
13.5	Do dispatchers have immediate access to such data?		
13.6	Are provisions made for nonstandard operations, such as inoperative centerline lighting?		
14	FUEL		
14.1	Are all the required increments of fuel provided (start and taxi, takeoff to arrival at destination, approach and landing, missed approach, alternate fuel, 45 minutes of reserve, and contingency fuel)?		
14.2	Are the operator’s policies concerning contingency fuel adequate for the environment in which operations are		



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	conducted?		
14.3	Are there minimum fuel procedures specified for both dispatchers and PICs?		
14.4	When aircraft are dispatched without an alternate, is adequate contingency fuel carried for unforecast winds, terminal area delays, runway closures, and contingencies?		
15	EMERGENCY PROCEDURES		
15.1	Are emergency action procedures and checklists published and readily available for the following emergencies?		
15.2	In-flight Emergency		
15.3	Crash		
15.4	Overdue or missing aircraft		
15.5	Bomb threat		
15.6	Hijacking		
16	CHANGEOVER PROCEDURES		
16.1	Is an adequate overlap provided for the dispatcher being released to brief the oncoming dispatcher on the situation?		
17	TRIP RECORDS		
17.1	Are the required trip records carried to destination?		
17.2	Are trip records retained for 30 days?		
Overall assessment – SAT/ UNSAT			
_____		_____	
Inspector’s Name and Signature		Date	