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GOVERNMENT OF INDIA

OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

OPP SAFDURJUNG AIRPORT, New Delhi

CIVIL AVIATION REQUIREMENTS
SECTION 8 – AIRCRAFT OPERATIONS
SERIES 'L', PART II
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File No. AV.22024/05/2011-FSD

Subject:- Preparation and use of Cockpit and Emergency Check List.

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1. PURPOSE :

Aircraft Rule 7B requires every aircraft, registered in India, to carry on board "Cockpit check List" and "Emergency Check List" as specified by the Director General of Civil Aviation for the particular type of aircraft. This part of the CAR Series '_' specifies the procedure to be followed for preparation and use of check lists.

2. DEFINITION :

(i) "Cockpit Check list" means a list containing items of inspection/action to be performed by the flight crew, in the order as listed, and in the circumstances as indicated for ensuring safe operation of aircraft.

(ii) "Emergency Check List" means a list containing items of action to be performed by the flight crew in the order as listed, whenever emergent situations develop in flight on account of failure/malfunction of aircraft systems/components and requiring extra alertness on the part of flight crew, for ensuring safe operation of aircraft.

(iii) “Electronic Checklist (ECL)” means checklist that is displayed to the flight crew by means of some electronic device. Cockpit and emergency checklists may be presented in an ECL.

3. SCOPE :

Each operator of an aircraft including private aircraft operators, shall establish a system, for each type of aircraft operated by them, for visual inspection of the aircraft externally and internally before flight and for safe manipulation of controls of aircraft systems, during every flight by the members of the flight crew. The system shall entail

listing of procedures, in brief, to be followed by the flight crew during the various phases of operation of aircraft like before, during and after take off as well as before and after landing and during emergent situations. Normal procedures shall be listed and called "Cockpit Check List" and emergency procedures shall be listed and called "Emergency Check List". The design and utilization of paper and electronic checklists shall observe Human Factors principles.

Note. - *Guidance material on the application of Human Factors principles can be found in the* Human Factors Training Manual *(ICAO Doc 9683)*

4. Paper check lists in the laminated form shall be so carried in the cockpit of each aircraft as to be readily accessible to the flight crew in flight.

5. Normally the cockpit check system and the emergency procedures to be followed are given by the aircraft manufacturers in their Operations Manual/Crew Operating Manual/Flight Manual. The operators shall use the check lists provided by the manufacturers, under intimation to the Flight Standards Directorate. Any deviations from the manufacturer's procedures shall be followed only after obtaining approval of DGCA and such deviations with proper justification shall be forwarded to the DGCA. Such Check Lists shall have the concurrence of FSD, DGCA before acceptance and adoption.

6. Operators who do not have such information in respect of their aircraft should contact the aircraft manufacturers for the purpose. However, pending receipts of such a list from the manufacturers, they should prepare their own list, which shall be submitted to the DGCA, who will intimate to the operator the acceptance of the same.

7. Aircraft requiring two or more crew members must follow the procedure of "challenge and response" while using the "Cockpit Check List" and the check list shall also indicate the function of each flight crew member vis-a-vis each item of the list, to avoid confusion.

8. Alterations to the Check List on the basis of operator's own experience must be carried out only after obtaining concurrence of the DGCA.

9. DGCA may require alterations to check lists, based on operational experience, which shall be carried out by concerned operators.

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