

GOVERNMENT OF INDIA  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
 TECHNICAL CENTRE, OPP. SAFDARJUNG AIRPORT, NEW DELHI-110003

**CHECKLIST FOR PREPAREDNESS MEETING**  
**FOR ISSUANCE OF NON-SCHEDULED**  
**OPERATOR'S PERMITS**

(AS PER AIR TRANSPORT ADVISORY CIRCULAR 1/1997)

S.NO.	PARTICULARS	DETAILS
1.	<b>NAME OF THE OPERATOR</b>	
2.	<b>INITIAL NOC GRANTED (VALID UPTO)</b>	
3.	<b>TYPE AND NO. OF AIRCRAFT PROPOSED TO BE INDUCTED</b>	
4.	<b>MODE OF INDUCTION (OUTRIGHT PURCHASE)</b>	
5.	<b>AGE OF THE AIRCRAFT/DATE OF MANUFACTURE:</b>	
6.	<b><u>MANAGEMENT PERSONNEL EMPLOYED ON FULL TIME BASIS</u> (Details to be submitted to DGCA):</b>	
a.	C.E.O./ACCOUNTABLE MANAGER	
b.	Director/Chief of Operations	
c.	Director of Engineering/Chief Engineer	
d.	Quality Control Manager	
e.	Chief of Flight Safety	
f.	Nodal Officer	
7.	<b><u>MANUALS:</u></b>	
a.	Operations Manual	
b.	Flight Crew/Cabin Crew Training Manual	
c.	Maintenance Organisation Exposition under CAR 145	
d.	Maintenance Control Manual, if outsourced	

e.	MEL/CDL (configuration deviation list)	
f.	Component Operating Storage Limitations (COSL)	
g.	Security Manual	
h.	Flight Safety Manual	
i.	Ground Handling Manual/Procedure	
<b>8.</b>	<b><u>MANPOWER:</u></b>	
a.	Flight Crew	
b.	AMEs - (Category wise)	

c.	Cabin Attendant	
d.	Load and Trim Sheet Personnel	
e.	Flight Dispatcher	
f.	Security Personnel	
9.	<b><u>TRAINING:</u></b>	
a.	Cabin Attendant: As per CAR Sec. 7 Series M Part I and their approval	
b.	Commercial Staff for Load and Trim Sheet as per CAR Sec. 2 Series F Part XXII and their approval	
c.	Flight Dispatcher as per CAR Sec. 7 Series M Part II and their approval	
10.	<b><u>SECURITY CLEARANCE AND APPROVAL OF FOREIGN PILOTS/AME (As per AIC 17/1994)</u></b>	
11.	<b><u>QUALITY CONTROL SET UP OF THE ORGANISATIONS WITH TRAINED MANPOWER ON AIRCRAFT TYPE</u></b>	
a.	Delay, defect and engineering incident investigation and analysis	
b.	Reliability analysis, Engine Performance monitoring and component life control	
c.	Compliance of Service bulletins, modifications, inspection schedules, maintenance of tech. Records, issue of tech. Circulars etc.	
d.	<b>Maintenance Inspection Schedules includes special inspection schedules for aircrafts based on Manufacturer Maintenance Planning Document to be submitted to RAW for approval:</b>	
ii.	List of Major Component indicating the reliability control system of the component – history card/equivalent system	

<b>12.</b>	<b><u>AIRWORTHINESS</u></b> <b><u>REQUIREMENT: MANDATORY</u></b> <b><u>MODIFICATION AS PER CAR</u></b>	
a.	Cockpit door modification (for Sked Operator)	
b.	Installation of EGPWS/TCAS/ACAS I	
<b>c.</b>	<b>Facilities for</b>	
i.	Non Destructive Testing (NDT)	
ii.	Battery Shop	
iii.	Wheel Brake Shop	
iv.	Engine change	
v.	CVR readout (two hours)	
vi.	DFDR readout OR (Arrangement exist with DGCA approved agency)	
d.	Environment controlled bonded store equipped with suitable racks, stands and bis for storing spares and rotables including spare CVR and FDR DFDR	
e.	Tools and Equipments including special tools required for each maintenance inspection schedule to be performed on the aircraft	
f.	Availability of up-to-date copies of Aircraft Flight Manual/Flight Crew Operating Manual, Maintenance Planning Document, maintenance Manual, Illustrated Parts Catalogue, Structural Repair Manual, Wiring Diagram Manual and Weight & Balance Manual and other document etc.	
g.	Availability of Hanger space/arrangements	
<b>13.</b>	<b><u>SECURITY PROGRAMME: AS PER</u></b> <b><u>BCAS</u></b>	
<b>14.</b>	<b><u>SETTING UP OF OPERATIONS</u></b> <b><u>OFFICE AND SAFETY CELL</u></b> <b>HAVING:</b>	
a.	Flight Dispatcher (Trained on the type)	
b.	Operations Officer (For monitoring	

	FDTL, validity of licences, IR, medical checks, refresher courses, updating of operations documents etc.	
c.	Safety Cell for safety audit	
d.	Load and Trim Personnel	
e.	Arrangement for premedical check of cockpit crew and cabin attendant	
f.	Approved cockpit checklist	
g.	Briefing for operating procedures etc. and Flight follow up	

**Rev.1: 17<sup>th</sup> Oct., 06**

**CHECKLIST FOR PREPAREDNESS**  
**FOR IMPORT/INDUCTION OF AIRCRAFT/HELICOPTER**  
**IN THE NON-SCHEDULED OPERATORS PERMITS**  
**(AS PER AIR TRANSPORT ADVISORY CIRCULAR 1/1997)**

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1.	NAME OF THE OPERATOR	
2.	INITIAL NOC GRANTED (VALID UPTO)	
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7.	<b><u>MANUALS:</u></b>	
a.	Operations Manual	
b.	Flight Crew/Cabin Crew Training Manual	
c.	Quality Control Manual	
d.	Maintenance System Manual	
e.	MEL/CDL (configuration deviation list)	
f.	Component Operating Storage Limitations (COSL)	
g.	Security Manual	
h.	Flight Safety Manual	
i.	Ground Handling Manual/Procedure	

<b>8.</b>	<b>MANPOWER:</b>	
a.	Flight Crew	
b.	AMEs - (Category wise)	

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c.	Cabin Attendant	
d.	Load and Trim Sheet Personnel	
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nsop-sop/checklist-preparedness

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