

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 SCHEDULED PERMITS**  
 (AS PER AIR TRANSPORT ADVISORY CIRCULAR 1/1997)

S.N O.	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></b> <b>(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 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><u>MANPOWER:</u></b>	
a.	Flight Crew (3 sets for each aircraft)	
b.	AMEs - (Category wise)	
c.	Cabin Attendant (3 sets)	
d.	Load and Trim Sheet Personnel	
e.	Flight Dispatcher	
f.	Security Personnel	
<b>9.</b>	<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	
d.	Training programme for ground handling including Marshellers and their approval	
<b>10.</b>	<b><u>SECURITY CLEARANCE AND APPROVAL OF FOREIGN PILOTS/AME (As per AIC 17/1994)</u></b>	
<b>11.</b>	<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.	
<b>d.</b>	<b>Maintenance Inspection Schedules includes special inspection schedules for aircrafts based on Manufacturer Maintenance Planning Document to be submitted to RAW for approval:</b>	

i.	For Scheduled Operator: Establish his own facilities to carryout inspection schedule at least up to Flight Release Certification of the aircraft	
ii.	List of Major Component indicating the reliability control system of the component – history card/equivalent system	
<b>12.</b>	<b><u>AIRWORTHINESS REQUIREMENT:</u></b> <b>MANDATORY MODIFICATION AS PER CAR</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:</u></b> <b>AS PER BCAS</b>	

<b>14.</b>	<b><u>SETTING UP OF OPERATIONS OFFICE AND SAFETY CELL HAVING:</u></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	
<b>15.</b>	<b>SETTING UP OF COMMERCIAL DEPARTMENT</b>	
a.	Load Control Cell	
b.	Proper baggage trollies, step ladder, cargo container, tractor, towing bar etc.	
c.	Baggage identification procedure with adequate security	
d.	Proper documentation for passenger handling like tickets etc.	
e.	Display signs like CHECK IN etc.	
f.	Citizen Charter	
g.	Computer Reservation System	
<b>16.</b>	<b>CARRIAGE OF DANGEROUS GOODS REQUIREMENTS</b>	
a.	Compliance with the Aircraft (carriage of Dangerous Goods) – rules 2003	
b.	Establishment of Dangerous Goods Training Programmes as required by rule 12 of the Aircraft (Carriage of Dangerous Goods) Rules, 2003 and approved in accordance with CAR Section 3 – Air Transport, Series ‘L’ Part III	
<b>17.</b>	Flight Safety Documentation System as per attachment in CAR Section 2 Series O Part II and CAR Section 5 Series F Part I	

<b>18.</b>	<b><u>ARRANGEMENTS FOR GROUND HANDLING</u></b>	
<b>a.</b>	Ramp Operations	
<b>b.</b>	Passenger Service	
<b>c.</b>	Baggage Service	
<b>d.</b>	Cabin Service	
<b>e.</b>	Weight and Balance Control	
<b>f.</b>	Ground Support Equipment	
<b>g.</b>	Fuel Service	