

**GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**

BASE INSPECTION		
Reference No.	Date of inspection	
Operator	AOC No.	
Base location		
ORGANIZATION, BASE FACILITIES AND AIRCRAFT EQUIPMENT	Satisfactory	Unsatisfactory — action to be taken
Staffing and organization		
Management structure		
Operations department staffing		
Traffic and loading staff		
Systems for provision of information		
Base facilities		
Adequacy of office services		
Accommodation		
Operations library		
Legislation and AIS information		
Flying staff instructions		
Aircraft technical library		
Navigation logs/records		
Pilot's flight briefs		
Voyage reports		
Passenger and cargo handling procedures		
Passenger and cargo handling equipment		
Aircraft equipment*		
Normal equipment		
Emergency equipment		
Internal and external markings/notices		
Checklists		
Radio/radar navigation equipment		
Automatic systems (auto-land, etc.)		
OPERATIONS MANUAL		
Purpose and scope of manuals		
List of manuals comprising operations manual		
Manuals to be carried on aircraft		
Responsibility for manual content		
Responsibility for manual amendment		
Distribution of manuals and amendments		

* See ICAO Manual of Procedures for an Airworthiness Organization (Doc 9389) for maintenance inspection forms.

	Satisfactory	Unsatisfactory — action to be taken
MANAGEMENT ORGANIZATION		
Operations manager — duties and responsibilities		
Technical manager — duties and responsibilities		
Chief pilot — duties and responsibilities		
Training captains — duties and responsibilities		
Flying hours for management personnel		
CREW TO BE CARRIED		
Composition of crew		
Minimum flight crew		
Minimum number of cabin attendants		
Carriage of navigator		
Carriage of flight engineer		
Crew licences		
DUTIES OF FLIGHT CREW AND OTHER OPERATING STAFF		
Designation of pilot-in-command		
Authority of pilot-in-command		
Duties of crew members		
Briefing of passengers		
Necessity of pilots to remain at controls		
Co-pilot handling of the aircraft		
Refuelling duties/responsibilities		
Loading by flight crew		
FLIGHT DECK MANAGEMENT		
Preflight action by pilot-in-command		
Succession to command		
Normal duties		
Flight crew — division of IMC duties		
Flight crew — procedures in event of incapacitation		
Flight crew — acknowledgement of calls during takeoff and landing		
Flight crew — querying of deviations from flight plan		
Flight crew — briefing before take-off and landing		
Flight crew — consumption of alcohol		
Flight crew — wearing of harness for take-off and landing		
Flight crew — simulation of emergencies not permitted when carrying passengers		
Operation of radio in aircraft		
Radio checking procedure		
Altimeter checking procedure		
Operation of flight data recorder		

	Satisfactory	Unsatisfactory — action to be taken
Emergency evacuation procedures		
Procedures in event of pressurization failure		
FLIGHT TIME LIMITATIONS		
Definitions of:		
Flight time		
Duty period		
Flying duty period		
Split duty		
Positioning		
Standby duty		
Rest period		
Time off		
Day		
Local day/night		
Local time		
Requirement of scheme to regulate flight times		
Maximum duty period — two pilot crew — aeroplane		
Maximum duty period — single pilot crew — aeroplane		
Maximum duty period — two pilot crew — helicopter		
Maximum duty period — single pilot crew — helicopter		
Particular cases:		
Extension of duty period by inflight relief		
Split duty		
Positioning (dead-heading)		
Standby duty		
Travelling time		
Pilot-in-command's discretion to extend flying duty period		
Minimum rest periods		
Pilot-in-command's discretion to reduce rest period		
Cumulative duty and flying hours:		
Maximum weekly duty hours		
Maximum monthly duty hours		
Maximum monthly flying hours		
Maximum annual flying hours		
Duty cycles and time-off duty:		
Normal duty cycle		
Short breaks away from base		
Time off at base		
Records to be maintained for each crew member		

	Satisfactory	Unsatisfactory — action to be taken
Scheme for regulation of flight times for cabin attendants		
Responsibilities of all crew members		
ADMINISTRATION		
General requirement for AOC		
Application for AOC		
Requirement for air transport licence		
Form of certificate		
Renewal of certificate		
Variation of certificate		
Revocation of certificate		
Exits and break-in markings		
Drunkenness in aircraft		
Smoking in aircraft		
Imperiling safety of aircraft		
Stowaways		
Carriage of livestock		
Carriage of dangerous goods		
Carriage of weapons of war		
Carriage of unauthorized persons		
Vehicle ferry operations		
Provision of navigational flight-plan forms		
Provision of pilot-in-command's brief		
Provision of operations library		
Filing airmiss reports		
Filing flight safety/incident reports		
Allowable deficiencies		
Use of flight plans		
Use of technical log		
Method of deferring defects approved by Airworthiness division		
Carriage of CAA inspectors		
STANDARD AND EMERGENCY CHECKLISTS		
Drills and checks to be listed in full in the operations manual		
Checks required prior to take-off		
Checks required prior to landing		
Checking/setting Vref		
Check of safety altitude before descent		
Emergency drill — items to be covered		
Checklists for two pilot crews		
Checklist for flight engineers		

	Satisfactory	Unsatisfactory — action to be taken
Checklist for single pilot crews		
Instruction that checklist must be used		
Requirement for cabin attendants to be issued with individual copies of emergency evacuation drills		
FUEL FLIGHT PLANNING AND RECORDS		
Flight planning formula		
Island reserve		
Rules for replanning in flight		
Effect on fuel consumption of use of ancillary equipment		
Effect on fuel consumption of engine or system failures		
Fuel consumption records in flight (every hour)		
Records of uplift and fuel states		
Retention of fuel records:		
Technical logs		
In-flight records		
Retention of fuel records on navigation logs		
Refuelling with passengers on board — special instructions		
Fumes in aircraft		
Jettisoning fuel — special precautions		
ROUTE OPERATING INFORMATION		
Company policy on:		
Flights on and off airways		
Nomination of alternate aerodromes (heliports)		
Operation of VFR flights		
Cancellation of IFR flight plans		
Details of AOC area of operations		
Details of navigation area restrictions		
Details of radio area restrictions		
Definition of public transport		
Flight plan/nav forms — items to be provided for:		
to be retained for _____ months		
exceptions to above requirement		
Use of prepared navigational flight plans		
Nav log forms for use by navigators		
Radio equipment to be carried		
Operation of radio in aircraft		
Radio failure procedures		
Minimum safe altitudes		
Terrain clearance following loss of engine(s)		
Minimum aerodrome facilities for approach and landing		

	Satisfactory	Unsatisfactory — action to be taken
Documents to be carried on public transport aircraft		
Details of aircraft library and nav bag		
Flying staff instructions or notices:		
Operational		
Technical		
Administration		
Time limit after issue		
Requirement to carry life rafts		
Provision and use of oxygen		
Briefing of passengers in use of oxygen		
Noise abatement procedures		
Allowable deficiencies — guidance to pilots-in-command		
AERODROME OPERATING MINIMA		
Operating minima to be included for every airfield used regularly in respect of take-off, landing and visual manoeuvring		
Runways NOT to be used to be clearly indicated		
Conditions for commencing a flight		
Conditions for commencing/continuing an approach		
Definitions of:		
Decision Height		
Approach to landing		
Circling approach procedures		
RVR, etc.		
Minima for pilots-in-command with limited experience on type		
Take-off and landing when an RVR reported		
Take-off and landing when RVR is reported from more than one position on the runway		
Instructions concerning landing in shallow fog		
Alternate for each intended destination to be specified		
General guidance concerning selection of alternate aerodrome		
Guidance concerning selection of “return” alternate		
Instructions concerning use of return alternate — weather below landing minima		
Minima for aerodromes without approach aids		
Special minima for non-public transport flights		
Special rules for aircraft with performance category C, D or E		
Calculation of in-flight visibility for manoeuvring		
Relationship between RVR and DH		
Conversion of reported MET visibility to RVR		

	Satisfactory	Unsatisfactory — action to be taken
PERFORMANCE DATA		
Simplified RTOW/landing mass data		
Calculation of V_{NO} , V_{NE} , etc.		
Calculation of V_1 , V_2 , and V_{ref}		
En-route performance, limitations		
Flights over water		
Effect on performance of take-off procedures at particular aerodromes		
Effect of noise abatement requirements		
Abnormal pressurization affecting performance		
Definitions of:		
Landing distance		
Take-off distance		
Emergency distance, etc.		
Factors arising from runway surface conditions:		
Water		
Snow and slush		
Ice		
Grass		
Minimum strip width after snow clearance		
Cross-wind limitations		
Maximum wind velocity — light aircraft		
Airworthiness or flight manual approval for above		
Flight manual performance figures		
Compliance with any special handling instructions not specified in Certificate of Airworthiness or flight manual		
Ferry flights with one engine inoperative		
Handling techniques — one engine inoperative		
Weather and route limitations		
Fuel consumption		
TECHNICAL INFORMATION		
Airframe leading particulars		
Simplified description of systems		
System pressures		
Fuel system		
Flying controls, etc.		
Airframe limitations:		
V_{NO}		
V_{NE}		
V_{MO} , etc.		
Engine — basic details		
Engine limitations		

	Satisfactory	Unsatisfactory — action to be taken
Engine handling procedures		
Approved types of:		
Fuel		
Oil		
Coolant		
Hydraulic fluid		
Water/methanol		
Anti-icing fluid, etc.		
Replenishment of all systems		
Refuelling or de-fuelling		
Operating instructions — all systems		
Electrical		
Hydraulic		
Brakes		
Anti-icing		
Oxygen, etc.		
Radio equipment — general description		
Radio equipment — operating instructions		
Operating instructions for:		
Auto-pilot		
Flight director system		
Flight recorder		
Special navigation equipment, etc.		
Preflight inspection by crew		
Abnormal drills:		
Inverter failure		
Flight systems failures, etc.		
Aircraft handling techniques:		
following loss of engine		
in turbulence		
on slippery surfaces, etc.		
Safety precautions (no smoking)		
Operation with defective fuel tank		
Method of use of oxygen		
CHECK — OPERATIONS MANUAL AND TRAINING MANUAL		
Purpose and scope		
Responsibility for content		
Responsibility for distribution		
Responsibility for amendment		
Training staff duties and responsibilities		

	Satisfactory	Unsatisfactory — action to be taken
Policy statements covering:		
Responsibility for appointment and supervision of training staff		
Qualifications of training staff		
Use and approval of flight simulators		
Administration and recording of crew tests		
Employment of pilots and flight engineers on more than one type		
Method of simulating engine failure		
Method of simulating in-flight conditions		
Conversion training		
Minimum qualification and experience		
Ground technical training		
Flight conversion training		
Special equipment training		
Cabin attendant training		
Route qualification		
Records of progress		
Certification of completion of each stage		
Conversion to aircraft commander (captain)		
Periodic Crew Tests		
Flights on which training may be conducted		
Adequacy of training syllabus		
Adequacy of check forms/certificate for crew test		
Survival tests		
Six-month check — pilot-in-command/co-pilot		
Line check — pilot-in-command/co-pilot		
Rating checks		
Instrument approach competence		
Pilot-in-command route competence		
Flight navigators checks		
Flight engineer checks		
Pilot-in-command recent type experience		
Pilot-in-command aerodrome qualification		
Cabin attendant checks		
Pilots' familiarity with flight engineer panel		
TECHNICAL RECORDS		
Validity of maintenance certifications		
Maintenance release properly executed		
Technical logs correctly completed		
Fuel, oil and methanol quantities sufficient for flight		

	Satisfactory	Unsatisfactory — action to be taken
Flight times correctly entered:		
Technical log		
Flight log		
Engine log		
Propeller (if applicable) log		
Defect correction properly covered by signature		
Significant defects entered as they occur		
Deferred defects log		
Recurring defects and any shortage of spares		
CREW RECORDS		
Records of flying duty, duty and rest periods		
Discretionary reports		
Records of periodic crew tests:		
All crew — emergency/survival		
All pilots:		
Annual instrument rating renewal		
Line checks		
Six-month checks		
Instrument approach proficiency		
Recency checks		
Pilot-in-command — area/route checks		
Flight engineers — six-month/line checks		
Flight navigator — annual checks		
Induction and conversion training		
List of operator's check and training pilots		
REMARKS:		
Flight Operations Inspector's / DGCA Nominated Examiner's signature _____		
Flight Operations Inspector's /DGCA Nominated Examiner's name _____		