

BASE INSPECTION**Purpose**

The purpose of the inspection is to assess the suitability of the operator's organization, management, facilities, equipment, manuals, personnel and operations, maintenance and training records. The base inspection should be performed at the operator's principal base of operations, sub-bases and separate maintenance facilities.

Base Inspections Areas

Before undertaking a base inspection, the inspectors should carefully review the operator's instructions including the operations, maintenance and training manuals.

Upon arrival at the operator's base, the inspector should be introduced to the operations manager or equivalent officer, present credentials and explain the plan to conduct an in- depth inspection of the operator's base facilities and staffing arrangement. During the inspection, inspectors should refer to the appropriate manuals to confirm that established procedures and practices applicable to various areas of the operator's flight activities, maintenance and related training are being adhered to. The accuracy, completeness, accessibility and currency of the related manuals must also be verified. It must also be ascertained that the operator's organization and personnel do in fact function as outlined in the respective manual. Where changes in supervisory personnel or revisions in their duties or responsibilities have occurred, inspectors must determine that these changes are incorporated in the respective manuals. The primary purpose of the manual review is to determine that adequate and current instructions are provided to the operator's staff which enables them to properly perform their duties. The inspection should also verify the timely dissemination of the "need to know" information, including manual information, to appropriate personnel.

When conducting the base inspection, inspectors should determine that the buildings, including hangars, maintenance shops and administrative, operational control, technical and training work areas, are properly equipped, functional and adequate for the purposes intended.

Checklist Inspectors should use the Base Inspection Checklist (see figure 0-25) while conducting these inspections. This checklist contains a list of reminder items for the specific inspection areas that should be observed and evaluated. Items may be evaluated during a base inspection, which are not listed on the checklist. For such items, inspectors should use the remarks section to record these comments and notes during the inspection, which can later be transferred to a Safety Issue Resolution Report.



BASE INSPECTION CHECK-LIST

Record ID:		Inspector :		Type of operation		AC Number-checklist	
Date accomplished :			#issues		Operator		Tracking #
Flight# :		From :		To :		AC Registration	
PIC # : other		Crew#			Heck Pilot#		
				AC Type			

Instructions for Use:

1. Check 'S' column if you reviewed the record, procedure or event and it is 'Satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check **NS** (not **seen**) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA** (not **applicable**) column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

ORGANISATION, BASE FACILITIES AND AIRCRAFT EQUIPMENT					
S/N		S	U	N/S	N/A
1.	Management structure				
2.	Operations department staffing				
3.	Traffic and loading staff				
4.	Systems for provision of information				
	Base facilities	S	U	N/S	N/A
5.	Adequacy of office services				
6.	Accommodation				
7.	Operations library				
8.	Legislation and AIS information				
9.	Flying staff instructions				
10.	Aircraft technical library				
11.	Navigation logs/records				
12.	Pilot's flight briefs				
13.	Voyage reports				
14.	Passenger and cargo handling procedures				
15.	Passenger and cargo handling equipment				
	Safety Programme	S	U	N/S	N/A
16.	Flight data analysis programme				
17.	Accident Prevention and Flight Safety Programme				
18.	Safeguards to protect source of data				
19.	Programme is non-punitive				
	Aircraft equipment	S	U	N/S	N/A
20.	Normal equipment				
21.	Emergency equipment				
22.	Internal and external markings/notices				
23.	Checklist				
24.	Radio/radar navigation equipment				



25.	Automatic systems (auto-land, etc.)				
	OPERATIONS MANUAL	S	U	N/S	N/A
26.	Purpose and scope of manuals				
27.	List of manuals comprising operations manual				
28.	Manuals to be carried on aircraft				
29.	Responsibility for manual content				
30.	Responsibility for manual amendment				
31.	Distribution of manuals and amendments				
	MANAGEMENT ORGANIZATION	S	U	N/S	N/A
32.	Safety Manager				
33.	Operations manager — duties and responsibilities				
34.	Technical manager — duties and responsibilities				
35.	Chief pilot — duties and responsibilities				
36.	Training Manager — duties and responsibilities				
37.	Flying hours for management personnel				
	CREW TO BE CARRIED	S	U	N/S	N/A
38.	Composition of crew				
39.	Minimum flight crew				
40.	Minimum number of cabin attendants				
41.	Carriage of navigator				
42.	Carriage of flight engineer				
43.	Crew licences				
	DUTIES OF FLIGHT CREW AND OTHER OPERATING STAFF	S	U	N/S	N/A
44.	Designation of pilot-in-command				
45.	Authority of pilot-in-command				
46.	Duties of crew members				
47.	Briefing of passengers				
48.	Necessity of pilots to remain at controls				
49.	Co-pilot handling of the aircraft				
50.	Refuelling duties/responsibilities				
51.	Loading by flight crew				
	FLIGHT DECK MANAGEMENT	S	U	N/S	N/A
52.	Preflight action by pilot-in-command				
53.	Succession to command				
54.	Normal duties				
55.	Flight crew - division of IMC duties				
56.	Flight crew - procedures in event of incapacitation				
57.	Flight crew - acknowledgement of calls during take-off and landing				
58.	Flight crew - querying of deviations from flight plan				
59.	Flight crew - briefing before take-off and landing				
60.	Flight crew - consumption of alcohol				
61.	Flight crew - wearing of harness for take-off and landing				
62.	Flight crew - simulation of emergencies not permitted when carrying passengers				
63.	Operation of radio in aircraft				
64.	Radio checking procedure				
65.	Altimeter checking procedure				
66.	Operation of flight data recorder				
67.	Emergency evacuation procedures				
68.	Procedures in event of pressurization failure				
	FLIGHT TIME LIMITATIONS	S	U	N/S	N/A

BASE INSPECTION

DSA.AOC.CHKL.131



CCAA

69.	Definitions of:				
70.	Flight time				
71.	Duty period				
72.	Flying duty period				
73.	Split duty				
74.	positioning				
75.	Standby duty				
76.	Rest period				
77.	Time off				
78.	Day				
79.	Local day/night				
80.	Local time				
81.	Requirement of scheme to regulate flight times				
82.	Maximum duty period — two pilot crew — aeroplane				
83.	Maximum duty period — single pilot crew — aeroplane				
84.	Maximum duty period — two pilot crew — helicopter				
85.	Maximum duty period — single pilot crew — helicopter				
86.	Particular cases:				
87.	Extension of duty period by inflight relief				
88.	Split duty				
89.	Positioning (dead-heading)				
90.	Standby duty				
91.	Traveling time				
92.	Pilot-in-command's discretion to extend flying duty				
93.	period				
94.	Minimum rest periods				
95.	Pilot-in-command's discretion to reduce rest period				
96.	Cumulative duty and flying hours:				
97.	Maximum weekly duty hours				
98.	Maximum monthly duty hours				
99.	Maximum monthly flying hours				
100.	Maximum annual flying hours				
101.	Duty cycles and time-off duty:				
102.	Normal duty cycle				
103.	Short breaks away from base				
104.	Time off at base				
105.	Records to be maintained for each crew member				
106.	Scheme for regulation of flight times for cabin attendants				
107.	Responsibilities of all crew members				
	ADMINISTRATION	S	U	N/S	N/A
108.	General requirement for AOC				
109.	Application for AOC				
110.	Requirement for air transport licence				
111.	Form of certificate				
112.	Renewal of certificate				
113.	Variation of certificate				
114.	Revocation of certificate				
115.	Exits and break-in markings				
116.	Drunkenness in aircraft				
117.	Smoking in aircraft				
118.	Imperiling safety of aircraft				

BASE INSPECTION

DSA.AOC.CHKL.131



CCAA

119.	Stowaways				
120.	Carriage of livestock				
121.	Carriage of dangerous goods				
122.	Carriage of weapons of war				
123.	Carriage of unauthorized persons				
124.	Vehicle ferry operations				
125.	Provision of navigational flight-plan forms				
126.	Provision of pilot-in-command's brief				
127.	Provision of operations library				
128.	Filing airmiss reports				
129.	Filing flight safety/incident reports				
130.	Allowable deficiencies				
131.	Use of flight plans				
132.	Use of technical log				
133.	Method of deferring defects approved by Airworthiness division				
134.	Carriage of CAA inspectors				
	STANDARD AND EMERGENCY CHECKLISTS	S	U	N/S	N/A
135.	Drills and checks to be listed in full in the operations manual				
136.	Checks required prior to take-off				
137.	Checks required prior to landing				
138.	Checking/setting V ref				
139.	Check of safety altitude before descent				
140.	Emergency drill — items to be covered				
141.	Checklists for two pilot crews				
142.	Checklist for flight engineers				
143.	Checklist for single pilot crews				
144.	Instruction that checklist must be used				
145.	Requirement for cabin attendants to be issued with individual copies of emergency evacuation drills				
	FUEL FLIGHT PLANNING AND RECORDS	S	U	N/S	N/A
146.	Flight planning formula				
147.	Island reserve				
148.	Rules for replanning in flight				
149.	Effect on fuel consumption of use of ancillary equipment				
150.	Effect on fuel consumption of engine or system failures				
151.	Fuel consumption records in flight (every hour)				
152.	Records of uplift and fuel states				
153.	Retention of fuel records:				
154.	Technical logs				
155.	In-flight records				
156.	Retention of fuel records on navigation logs				
157.	Refuelling with passengers on board — special instructions				
158.	Fumes in aircraft				
159.	Jettisoning fuel — special precautions				
	ROUTE OPERATING INFORMATION	S	U	N/S	N/A
	Company policy on:				
160.	Flights on and off airways				
161.	Nomination of alternate aerodromes (heliports)				
162.	Operation of VFR flights				
163.	Cancellation of IFR flight plans				
164.	Details of AOC area of operations				

BASE INSPECTION

DSA.AOC.CHKL.131



CCAA

165.	Details of navigation area restrictions				
166.	Details of radio area restrictions				
167.	Definition of public transport				
168.	Flight plan/nav forms — items to be provided for:				
169.	to be retained for _____ months				
170.	exceptions to above requirement				
171.	Use of prepared navigational flight plans				
172.	Nav log forms for use by navigators				
173.	Radio equipment to be carried				
174.	Operation of radio in aircraft				
175.	Radio failure procedures				
176.	Minimum safe altitudes				
177.	Terrain clearance following loss of engine(s)				
178.	Minimum aerodrome facilities for approach and landing				
179.	Documents to be carried on public transport aircraft				
180.	Details of aircraft library and nav bag				
181.	Flying staff instructions or notices:				
182.	Operational				
183.	Technical				
184.	Administration				
185.	Time limit after issue				
186.	Requirement to carry life rafts				
187.	Provision and use of oxygen				
188.	Briefing of passengers in use of oxygen				
189.	Noise abatement procedures				
190.	Allowable deficiencies — guidance to pilots-in- command				
	AERODROME OPERATING MINIMA	S	U	N/S	N/A
191.	Operating minima to be included for every airfield used regularly in respect of take-off, landing and visual manoeuvring				
192.	Runways NOT to be used to be clearly indicated				
193.	Conditions for commencing a flight				
194.	Conditions for commencing/continuing an approach				
	Definitions of:				
195.	Decision Height				
196.	Approach to landing				
197.	Circling approach procedures				
198.	RVR, etc.				
199.	Minima for pilots-in-command with limited experience on type				
200.	Take-off and landing when an RVR reported				
201.	Take-off and landing when RVR is reported from more than one position on the runway				
202.	Instructions concerning landing in shallow fog				
203.	Alternate for each intended destination to be specified				
204.	General guidance concerning selection of alternate aerodrome				
205.	Guidance concerning selection of “return” alternate				
206.	Instructions concerning use of return alternate — weather below landing minima				
207.	Minima for aerodromes without approach aids				
208.	Special minima for non-public transport flights				
209.	Special rules for aircraft with performance category C, D or E				
210.	Calculation of in-flight visibility for manoeuvring				

BASE INSPECTION

DSA.AOC.CHKL.131



CCAA

211.	Relationship between RVR and DH				
212.	Conversion of reported MET visibility to RVR				
	PERFORMANCE DATA	S	U	N/S	N/A
213.	Simplified RTOW/landing mass data				
214.	Calculation of V _{NO} , V _{NE} , etc.				
215.	Calculation of V ₁ , V ₂ , and V _{ref}				
216.	En-route performance, limitations				
217.	Flights over water				
218.	Effect on performance of take-off procedures at particular aerodromes				
219.	Effect of noise abatement requirements				
220.	Abnormal pressurization affecting performance				
221.	Definitions of:				
222.	Landing distance				
223.	Take-off distance				
224.	Emergency distance, etc.				
225.	Factors arising from runway surface conditions:				
226.	Water				
227.	Snow and slush				
228.	ICE				
229.	Grass				
230.	Minimum strip width after snow clearance				
231.	Cross-wind limitations				
232.	Maximum wind velocity — light aircraft				
233.	Airworthiness or flight manual approval for above				
234.	Flight manual performance figures				
235.	Compliance with any special handling instructions not specified in Certificate of Airworthiness or flight manual				
236.	Ferry flights with one engine inoperative				
237.	Handling techniques — one engine inoperative				
238.	Weather and route limitations				
239.	Fuel consumption				
	TECHNICAL INFORMATION	S	U	N/S	N/A
240.	Airframe leading particulars				
241.	Simplified description of systems				
242.	System pressures				
243.	Fuel system				
244.	Flying controls, etc.				
245.	Airframe limitations:				
246.	V _{NO}				
247.	V _{NE}				
248.	V _{MO} /MMO, etc				
249.	Engine — basic details				
250.	Engine limitations				
251.	Certification and Continued Surveillance				
252.	Engine handling procedures				
	Approved types of:				
253.	Fuel				
254.	Oil				
255.	Coolant				
256.	Hydraulic fluid				
257.	Water/methanol				

BASE INSPECTION

DSA.AOC.CHL.131



CCAA

258.	Anti-icing fluid, etc.				
259.	Replenishment of all systems				
260.	Refuelling or de-fuelling				
261.	Operating instructions — all systems				
262.	Electrical				
263.	Hydraulic				
264.	Brakes				
265.	Anty-icing				
266.	Oxygen, etc.				
267.	Radio equipment — general description				
268.	Radio equipment — operating instructions				
269.	Operating instructions for:				
270.	Auto-pilot				
271.	Flight director system				
272.	Flight recorder				
273.	Special navigation equipment, etc.				
274.	Preflight inspection by crew				
275.	Abnormal drills:				
276.	Invertor failure				
277.	Flight systems failures, etc.				
	Aircraft handling techniques:				
278.	following loss of engine in turbulence				
279.	on slippery surfaces, etc.				
280.	Safety precautions (no smoking)				
281.	Operation with defective fuel tank				
282.	Method of use of oxygen				
	CHECK — OPERATIONS MANUAL AND TRAINING MANUAL	S	U	N/S	N/A
283.	Purpose and scope				
284.	Responsibility for content				
285.	Responsibility for distribution				
286.	Responsibility for amendment				
287.	Training staff duties and responsibilities				
288.	Policy statements covering:				
289.	Responsibility for appointment and supervision of training staff				
290.	Qualifications of training staff				
291.	Use and approval of flight simulators				
292.	Administration and recording of crew tests				
293.	Employment of pilots and flight engineers on more than one type				
294.	Method of simulating engine failure				
295.	Method of simulating in-flight conditions				
296.	Conversion training				
297.	Minimum qualification and experience				
298.	Ground technical training				
299.	Flight conversion training				
300.	Special equipment training				
301.	Cabin attendant training				
302.	Route qualification				
303.	Records of progress				
304.	Certification of completion of each stage				
305.	Conversion to aircraft commander (captain)				
306.	Periodic Crew Tests				

BASE INSPECTION

DSA.AOC.CHL.131




CCAA

307.	Flights on which training may be conducted				
308.	Adequacy of training syllabus				
309.	Adequacy of check forms/certificate for crew test				
310.	Survival tests				
311.	Six-month check — pilot-in-command/co-pilot				
312.	Line check — pilot-in-command/co-pilot				
313.	Rating checks				
314.	Instrument approach competence				
315.	Pilot-in-command route competence				
316.	Flight navigators checks				
317.	Flight engineer checks				
318.	Pilot-in-command recent type experience				
319.	Pilot-in-command aerodrome qualification				
320.	Cabin attendant checks				
321.	Pilots' familiarity with flight engineer panel				
	TECHNICAL RECORDS	S	U	N/S	N/A
322.	Validity of maintenance certifications				
323.	Maintenance release properly executed				
324.	Technical logs correctly complet				
325.	Fuel, oil and methanol quantities sufficient for flight				
326.	Flight times correctly entered:				
327.	Technical log				
328.	Flight log				
329.	Engine log				
330.	Propeller (if applicable) log				
331.	Defect correction properly covered by signature				
332.	Significant defects entered as they occur				
333.	Deferred defects log				
334.	Recurring defects and any shortage of spares				
335.	Records of FDR parameter allocation, conversion equations, periodic calibration and serviceability/maintenance information				
336.	Retention of flight recorders in safe custody pending their disposition				
	CREW RECORDS				
337.	Records of flying duty, duty and rest periods				
338.	Discretionary reports				
339.	Records of periodic crew tests:				
340.	All crew — emergency/survival				
341.	All pilots:				
342.	Annual instrument rating renewal				
343.	Line checks				
344.	Six-month checks				
345.	Instrument approach proficiency				
346.	Recency checks				
347.	Pilot-in-command — area/route checks				
348.	Flight engineers — six-month/line checks				
349.	Flight navigator — annual checks				
350.	Induction and conversion training				
351.	List of operator's check and training pilots				



REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE: _____

Director of Air Safety


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