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| SECTION 1: OPERATOR’S DETAILS |

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| Organization:  | AOC No.:  |
| Date:  | Location:  |
| Personnel In-charge:  | Telephone No: |
| Email: | Fax: |

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| **SECTION 2: MANUALS, DOCUMENTS AND RECORDS** |
| **Note: S – Satisfactory U/S – Unsatisfactory** |
| **S/N** | **CAR OPS 1 REF:** | **2.1 MANUALS** | **S** | U/S | FINDINGS |
| 2.1.1 | 1.150 | Production of documentations and records1. GCAA authorized person
2. Produce all documents & records to GCAA
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| 2.1.2 | 1.155 | Preservation of documentation1. Original or copies
2. Available to new operator

 (Sub part Q – FDTL) |  |  |  |
| 2.1.3 | 1.1045 (c) | Operations Manual Structure1. Part A - General/Basic
2. Part B - Airplane Operating Matters - Type related
3. Part C - Route and Aerodrome Instructions and Information
4. Part D - Training
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| 2.1.4 | 1.1045 | Operations Manual Contents |  |  |  |
| 2.1.5 | 1.1040 (c) | Operations Manual Language1. Mandatory English Language
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| 2.1.6 |  | Operations Manual Approval1. Control page
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| 2.1.7 | 1.1040 (f) | Distribution1. All operations personnel
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| 2.1.8 | 1.1040 (j) | Amendments and Revision1. Up to date
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| 2.1.9 | 1.1040 (m) | Operations Manual Quality1. Printed papers (Hard Copy)
2. Electronic (Diskette/CD/VCD/DVD)
3. Accessibility
4. Usability
5. Reliability
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| 2.1.10 | 1.1040 (d), (e) | Other Manuals (if applicable)1. ETOPS/LROPS
2. RVSM
3. MNPS/RVSM/RNP
4. Dispatcher Manual
5. Quality Manual
6. AWO/ICING
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| 2.1.11 | 1.020 | Publications1. ACs
2. AIP
3. CAAP
4. U.A.E. Civil Aviation Act
5. U.A.E. CAR-OPS 1 & 3 (as appropriate)
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| 2.1.12 | CAR PART III subpart 9 GEN.020 | Ensure that AOC Holders comply with GCAA Publication Notification and Safety Alert.A subscription to the GCAA e-Publication subscription notification in order to receive and comply with the latest regulatory requirements, in which:i. the recipient of the information shall forward it to the concerned personnel.ii. A generic email may be used to receive the notifications. (Preferred Option).  |  |  |  |

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| **S/N** | **CAR OPS 1 REF:** |  **2.2 DOCUMENTS**  | **S** |  U/S | FINDINGS |
| 2.2.1 | 1.1050 | **Airplane Flight Manual (Each Type)**1. Availability
2. Approval
3. Distributions
4. Current
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| 2.2.2 | 1.1055&1.415 | Journey Log1. Contents
2. Availability (part of or in other document)
3. Entries are made concurrently & permanent in nature
4. Completed by Commander
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| 2.2.3 | 1.1060 | Operational Flight Plan1. Availability
2. Contents
3. Description in Operations Manual
4. Entries are made concurrently & permanent in nature
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| 2.2.4 | 1.1071 | Airplane Technical Log(Refer also CAR OPS 1.915)1. Availability/Usage
2. Contents
3. Current Certificate of Release to service
4. Current Maintenance statement
5. Outstanding deferred defects
6. Guidance instructions on maintenance support.
7. Approval
8. Amendments
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| 2.2.5. |  | Other Documentations1. Flight warning/Flight data
2. Flight guide (if available)
3. Notices to Aircrew
4. Cat B/C airfield briefs

Exemptions/Waivers current (Refer CAR OPS 1.010) |  |  |  |

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| S/N | **CAR OPS 1 REF** | **2. 3 RECORDS** | **S** |  U/S | FINDINGS |
| 2.3.1. | 1.140 | **Information retained on the ground:**(For duration of each flight or series of each flight)1. One copy preserved on ground and;
2. Retained until duplicated and stored (Refer CAR OPS 1.1065) or;
3. If impracticable – carried in fireproof container in airplane

List of information:1. Copy of operational flight plan
2. Copies of relevant part(s) of Technical Log
3. NOTAM (specific route)
4. Mass & Balance (Refer 1.625)
5. Specials Load notification
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| 2.3.2 | Subpart P | Returned Flight Documentation1. Records complete and available for required period
2. Records monitored by nominated person
3. Records up-to-date
4. Tech logs pre-serialized
5. Fuel/oil replenishment entries complete and consistent
6. Fuel loads appropriate for sectors and weather conditions - departure and arrival
7. A/C operated within performance limits for airfields
8. Aircraft routine maintenance statements correct
9. Defects routinely recorded and processed
10. Weather within minima for departure and arrival (a/c – crew qualification)
11. Alternate fuel/weather appropriate
12. Load plan/C of G correct and in limits
13. Pilots logs/ CFP’s – required data completed

Additional documentation e.g. NOTOC |  |  |  |
| 2.3.3 | 1.1065 | **Documents Storage Period****(Refer Appendix 1 to CAR OPS 1.1065)****Preparation & Execution of a flight:**1. Operational Flight Plan- 3 months
2. Airplane Technical Log- 24 months after last entry
3. Route Specific: NOTAM/AIS briefing documentation if edited by the operator- 3 months
4. Mass and Balance (Load Sheet) - ~~3~~ 6 months
5. NOTOC (Dangerous goods)- 3 months

(p) Completed Flight Preparations Forms- 3 Months**Reports:**1. Journey Log- 3 months
2. Any Occurrence as per CAR OPS 1.420- 3 months
3. FDTL – Exceedances and/or Reducing rest periods- 3 months
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| 2.3.4 | 1.1071 | Airplane Technical Log(Refer CAR OPS 1.915)1. Availability/Usage
2. Contents
3. Current Certificate of Release to service
4. Current Maintenance statement
5. Outstanding deferred defects
6. Guidance instructions on maintenance support.
7. Approval
8. Amendments
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| 2.3.5 | Appendix 1ToCAR OPS 1.1065 | Flight Crew Records1. Flight, Duty and Rest Time- 15 months
2. License- Valid while exercising privileges for operator
3. Conversion Training and Checking- 3 years
4. Command Course (including checking)- 3 years
5. Recurrent Training and Checking- 3 years
6. Training & Checking (Operate either Pilot’s seat)- 3 years
7. Recent Experience (refer CAR OPS 1.970)- 15 months
8. Route and Aerodrome Competence (refer CAR OPS 1.970)- 3 years
9. Training and Qualification for Specific/ Special Operations (e.g. ETOPS, AWO CAT II/III)- 3 years
10. Dangerous Goods Training- 3 years
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| 2.3.6 | Appendix 1ToCAR OPS 1.1065 | Operations Personnel (Flight Operations Officer and Dispatcher 1. Training/ Qualification

Last 2 Training records1. License

 Valid while exercising  privileges for operator |  |  |  |

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| S/N  | **CAR OPS 1 REF** | 2. 4 FLIGHT/ DUTY TIME AND REST | **S** | U/S | FINDINGS |
| 2.4.1 | Subpart Q | Flight/ Duty Time and Rest 1. Nominated person for FDTL completion and monitoring
2. Nominated Deputy
3. Records up-to-date
4. Records for all crews including management
5. Records iaw approval FDTL scheme – including commencement date
6. Management pilots have adequate office time
7. Use of standby, contactable and available accord with scheme
8. Excessive amendments/missing or incomplete entries
9. Previous 28 day records for new or freelance pilots
10. Crews work for other operators? If so records maintained
11. Roster stability
12. Flight times recorded realistic for route
13. Flight time entries consistent with FTL records
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| 2.4.2 | 1.1145 | Records to be maintainedFDTL RecordsFor each crew member: (Flight crew & Cabin Crew)1. Beginning, end and duration of each duty or FDP
2. Duration of each rest period prior to FDP or standby duty
3. Dates of days off
4. Weekly totals of duty

For each Flight crew member:1. Daily flying hours
2. Weekly flying hours

**Specific Areas:**1. 28 day flying/totals flying
2. 7 and 3 day flying totals (if applicable)
3. 1/2/4 week duty hour totals
4. Days off for noting definitions in scheme
5. Cumulative days off correct
6. Minimum rest achieved
7. Consecutive late/night/early duties law approved scheme
8. Ground duties correctly recorded
9. Cumulative days off correct
10. At least minimum pre-flight time recorded
11. At least minimum post-flight duty time recorded
12. Positioning (travel) time recorded
13. Flying training time recorded
14. Ground training time recorded

**Additional Records:****Commander’s Discretion Reports** **(DR)** 6 months after the events(u) Extended FDP1. Extended Flying Hours
2. Reduced Rest Periods
3. Excessive use of, or trends in DR
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| S/N | **CAR OPS 1 REF** | **2.5 OTHER RECORDS** | **S** |  U/S | FINDINGS |
| 2.5.1 | Appendix 1ToCAR OPS 1.1065 | Other Records1. Cosmic and Solar Radiation dosage- Until 12 months after crew member has left the operator
2. Quality System records- 5 years
3. Safety Management System records- 5 years
4. Dangerous Goods Transport Document- 3 months after flight completion
5. Dangerous goods Acceptance Checklist- 3 months after flight completion
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| **SECTION 3: RESULT** |
| **3.1 Satisfactory/ Unsatisfactory** |
| **3.2 Flight Operations Inspector’s Name** |  | **Signature** |  |
| **Date:**  |