

  **CHECKLIST**

 **CIVIL AVIATION SAFETY AND**  **CL-O-OPS026**

**SECURITY OVERSIGHT AGENCY October 2017**

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**EVALUATION OF AOC MANAGEMENT PERSONNEL**

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| **GENERAL INFORMATION**  |
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| **Name of Operator**  |
|  |
| **Physical Address (Location)**  |
|  |
| **Postal Address**  |
|  |
| **Date of Evaluation:**  |
| **Type of Operation & Aircraft:**  |
| **Inspector(s):**  |
| **This Activity References the AOC Management Personnel Qualifications Requirements Regulation.** |
| **Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable**  |

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| **This Activity is coordinated between the Certification Team**  | **YES** | **NO** | **N/C** | **N/A** |
| **ACCOUNTABLE MANAGER**  |  |  |  |  |
| 1. Has knowledge of Commercial Air Transport Operations |  |  |  |  |
| 2. Is knowledgeable about the CAR’s; In particular the AOC Regulations |  |  |  |  |
| 3. Is aware and familiar with Aircraft Operations & Maintenance Procedures |  |  |  |  |
| 4. Is aware and familiar with the AOC Operations TGM.  |  |  |  |  |
| 5. Has Financial Management Authority in the Organization  |  |  |  |  |
| 6. Inspectors Assessment |  |  |  |  |
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| **DIRECTOR OPERATIONS** |  |  |  |  |
| 1. Holds (Held) an Airline Transport Pilot License (ATPL)  |  |  |  |  |
| 2. Holds (Held) a Commercial Pilots License (CPL)  |  |  |  |  |
| 3. Has had three years’ experience as PIC on aircraft that commensurate with the operators type of aircraft |  |  |  |  |
| 4. Does not Serve as Director Operations for another AOC holder |  |  |  |  |
| 5. Contracted to work sufficient hours with the organization |  |  |  |  |
| 6. Where all qualification requirements are not fully meet, Operator has requested for exemption and nominee has verifiable knowledge and experience to perform the functions of Director Operations  |  |  |  |  |
| 7. Inspectors Assessment |  |  |  |  |
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| **DIRECTOR OF MAINTENANCE** |  |  |  |  |
| 1. Holds (Held) an appropriately Aircraft Maintenance Engineers License |  |  |  |  |
| 2. Has at-least three (3) year aircraft maintenance engineering experience  |  |  |  |  |
| 3. Has had & exercised Aircraft Release to Service Privileges before.  |  |  |  |  |
| 4. Does not Serve as Director of Maintenance for another AOC holder  |  |  |  |  |
| 5. Contracted to work sufficient hours with the organization |  |  |  |  |
| 6. Inspectors Assessment |  |  |  |  |
| 7. Where all qualification requirements are not fully meet, Operator has requested for exemption and nominee has verifiable knowledge and experience to perform the functions of Director Maintenance.  |  |  |  |  |
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| **QUALITY MANAGER** |  |  |  |  |
| 1. Has knowledge and is Qualified as Aircraft: Flight Operations or Maintenance or Ground Operations.  |  |  |  |  |
| 2. Is experienced (at-least 3 years) as Aircraft: Maintenance or Flight Operations or Ground Operations  |  |  |  |  |
| 3. Has attended acceptable Quality Management training  |  |  |  |  |
| 4. Does not Serve as Quality Manager for another AOC holder |  |  |  |  |
| 5. Contracted to work sufficient hours with the organization |  |  |  |  |
| 6. Where all qualification requirements are not fully meet, Operator has requested for exemption and nominee has verifiable knowledge and experience to perform the functions of Quality Manager  |  |  |  |  |
| 7. Inspectors Assessment |  |  |  |  |
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| **SAFETY MANAGER** |  |  |  |  |
| 1. Has knowledge and is Qualified as Aircraft: Flight Operations or Maintenance or Ground Operations.  |  |  |  |  |
| 2. Is experienced (at-least 5 years) in the field of Aircraft: Flight Operations or Maintenance or Ground Operations |  |  |  |  |
| 3. Has attended acceptable Safety Management System Training  |  |  |  |  |
| 4. All references to “by AFM” converted to remarks format? |  |  |  |  |
| 5. Does not Serve as Safety Manager for another AOC holder |  |  |  |  |
| 6. Contracted to work sufficient hours with the organization  |  |  |  |  |
| 6. Inspectors Assessment |  |  |  |  |
| 7. Where all qualification requirements are not fully meet, Operator has requested for exemption and nominee has verifiable knowledge and experience to perform the functions of Safety Manager  |  |  |  |  |
|  |  |  |  |  |
| **THE CHIEF PILOT** |  |  |  |  |
| 1. Holds a current and appropriately rated Airline Transport Pilot License (ATPL) and/or Commercial Pilots License (CPL) as applicable.  |  |  |  |  |
| 2. Contracted to work sufficient hours with the organization  |  |  |  |  |
| 3. Does not Serve as Chief Pilot for another AOC holder |  |  |  |  |
| 4. Inspectors Assessment |  |  |  |  |
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| **Inspectors Evaluation Remarks & Observations:** |
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| Evaluation Recommendations: |
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| Inspectors Signature: FOI …………………………. AWS: ………………………... DATE: ………...…………… |

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| **MFSS Remarks / Approval Recommendation:**   |
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| Remarks: |
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| I hereby **Recommend** the Approval of the Management Personnel  |
|  *Signature …………………………………………* Manager Flight Safety Standards |