

**NAME OF ORGANIZATION:**

Naziv organizacije:

**APPROVAL REFERENCE:**

Reference odobrenja:

**ADDRESS OF THE FACILITY SURVEYED:**

Adresa na kojoj je obavljen audit:

**AUDIT PERIOD:**

Vrijeme audita:

**CCAA AUDIT STAFF NAMES:**

Imena auditora:

**ORGANIZATION'S MANAGERS AT AUDIT**

Odgovorne osobe operatora

**AUDIT / INSPECTION CHECK LIST JAR OPS 1**

**Compliance within each Area of Audit may be:**

<b>Mark</b>	<b>Description</b>
<b>OK</b>	<b>1. Fully Compliant</b> ( <i>no significant non-compliances</i> )
<b>+ / -</b>	<b>2. Partially Compliant</b> ( <i>non-compliant in not more than one significant subject</i> )
<b>-</b>	<b>3. Non Compliant</b> ( <i>non-compliant in most or all subjects</i> )
<b>N / A</b>	<b>4. Not Applicable</b>

## Audit / Inspection Check List

### Part A GENERAL/BASIC

	Mark	JAR-OPS reference
<b>0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL</b>		
<b>0.1. Introduction</b>		
(a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate.		
(b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.		
(c) A list and brief description of the various parts, their contents, applicability and use		
(d) Explanations and definitions of terms and words needed for the use of the manual.		
<b>0.2. System of amendment and revision</b>		
(a) Who is responsible for the issuance and insertion of amendments and revisions.		
(b) A record of amendments and revisions with insertion dates and effective dates.		
(c) A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety.		
(d) A description of the system for the annotation of pages and their effective dates.		
(e) A list of effective pages.		
(f) Annotation of changes (on text pages and, as far as practicable, on charts and diagrams).		
(g) Temporary revisions		
(h) A description of the distribution system for the manuals, amendments and revisions.		
<b>1 ORGANISATION AND RESPONSIBILITIES</b>		
1.1 Organisational structure		
1.2 Names of nominated postholders		
1.3 Responsibilities and duties of operations management personnel		
1.4 Authority, duties and responsibilities of the commander		
1.5. Duties and responsibilities of crew members other than the commander		
<b>2 OPERATIONAL CONTROL AND SUPERVISION</b>		
<b>2.1 Supervision of the operation by the operator</b>		
(a) Licence and qualification validity;		
(b) Competence of operations personnel; and		
(c) Control, analysis and storage of records, flight documents, additional information and data.		
2.2 System of promulgation of additional operational instructions and information		
2.3 Accident prevention and flight safety programme		
2.4 Operational control		
2.5 Powers of the Authority		
<b>3 QUALITY SYSTEM</b>		
(a) Quality policy;		
(b) A description of the organisation of the Quality System; and		
(c) Allocation of duties and responsibilities		
<b>4 CREW COMPOSITION</b>		
<b>4.1 Crew Composition</b>		
(a) The type of Aircraft being used;		
(b) The area and type of operation being undertaken;		
(c) The phase of the flight;		
(d) The minimum crew requirement and flight duty period planned;		
(e) Experience (total and on type), recency and qualification of the crew members;		
(f) The designation of the commander.		
(g) The designation of the senior cabin crew member.		
4.2 Intentionally blank		
4.3 Flight crew incapacitation		
<b>4.4 Operation on more than one type</b>		
(a) Flight crew scheduling; and		
(b) Cabin crew scheduling.		

	Mark	JAR-OPS reference
<b>5 QUALIFICATION REQUIREMENTS</b>		
5.1 Description of licence, qualification/competency, training, checking etc.		
<b>5.2 Flight crew</b>		
(a) Commander.		
(b) Pilot relieving the commander.		
(c) Co-pilot.		
(d) Pilot under supervision.		
(e) System panel operator.		
(f) Operation on more than one type or variant.		
<b>5.3 Cabin crew</b>		
(a) Senior cabin crew member.		
(b) Cabin crew member.		
(i) Required cabin crew member		
(ii) Additional cabin crew member and cabin crew member during familiarization flights		
(c) Operation on more than one type or variant.		
<b>5.4 Training, checking and supervisory personnel</b>		
(a) For flight crew.		
(b) For cabin crew.		
<b>5.5 Other operations personnel</b>		
<b>6 CREW HEALTH PRECAUTIONS</b>		
6.1 Crew health precautions		
(a) Alcohol and other intoxicating liquer		
(b) Narcotics		
(c) Drugs		
(d) Sleeping tablets		
(e) Pharmaceutical preparations		
(f) Immunisation		
(g) Deep diving		
(h) Blood donation		
(i) Meal precautions prior to and during flight		
(k) Sleep and rest; and		
(j) Surgical operations		
<b>7 FLIGHT TIME LIMITATIONS</b>		
7.1 Flight and Duty Time limitations and Rest requirements		
7.2 Exceedances of flight and duty time limitations and/or reduction of rest periods		
<b>8 OPERATING PROCEDURES</b>		
<b>8.1 Flight Preparation Instructions</b>		
8.1.1 Minimum Flight Altitudes		
(a) A procedure to establish the minimum altitudes/flight levels for VFR flights;		
(b) A procedure to establish the minimum altitudes/flight levels for IFR flights.		
8.1.2 Criteria for determining the usability of aerodromes		
8.1.3 Methods for the determination of Airport Operating Minima		
8.1.4 En-route Operating Minima for VFR flights or VFR portions of a flight		
8.1.5 Presentation and Application of Airport and En-route Operating Minima		
8.1.6 Interpretation of meteorological information		
8.1.7 Determination of the quantities of fuel, oil and water methanol carried		
8.1.8 Mass and Centre of Gravity		
(a) Definitions;		
(b) Methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations;		
(c) The policy for using either standard and/or actual masses;		
(d) The method for determining the applicable passenger, baggage and cargo mass;		
(e) The applicable passenger and baggage masses for various types of operations and Aircraft type;		
(f) General instruction and information necessary for verification of the various types of mass and balance documentation in use;		

	Mark	JAR-OPS reference
(g) Last Minute Changes procedures;		
(h) Specific gravity of fuel, oil and water methanol;		
(i) Seating policy/procedures; and		
<b>8.1.9 ATS Flight Plan</b>		
<b>8.1.10 Operational Flight Plan</b>		
<b>8.1.11 Operator's Aircraft Technical Log</b>		
<b>8.1.12 List of documents, forms and additional information to be carried</b>		
<b>8.2 Ground Handling Instructions</b>		
<b>8.2.1 Fuelling procedures</b>		
(a) Safety precautions during refuelling and defuelling including rotors running, engine(s) running and when an APU is in operation;		
(b) Refuelling and defuelling when passengers are embarking, on board or disembarking; and		
(c) Precautions to be taken to avoid mixing fuels.		
<b>8.2.2 Aircraft, passengers and cargo handling procedures related to safety</b>		
(a) Children/infants, sick passengers and Persons with Reduced Mobility;		
(b) Transportation of inadmissible passengers, deportees or persons in custody;		
(c) Permissible size and weight of hand baggage;		
(d) Loading and securing of items in the Aircraft		
(e) Special loads and classification of load compartments;		
(f) Positioning of ground equipment;		
(g) Operation of Aircraft doors;		
(h) Safety on the ramp, including fire prevention, blast and suction areas;		
(i) Start-up, ramp departure and arrival procedures;		
(j) Servicing of Aircrafts; and		
(k) Documents and forms for Aircraft handling;		
(l) Multiple occupancy of Aircraft seats.		
<b>8.2.3 Procedures for the refusal of embarkation</b>		
<b>8.2.4 De-icing and Anti-icing on the Ground</b>		
(a) Proprietary or commercial names;		
(b) Characteristics;		
(c) Effects on Aircraft performance;		
(d) Hold-over times; and		
(e) Precautions during usage.		
<b>8.3 Flight Procedures</b>		
<b>8.3.1 VFR/IFR policy</b>		
<b>8.3.2 Navigation Procedures</b>		
(a) Standard navigational procedures including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the Aircraft;		
(b) MNPS and POLAR navigation and navigation in other designated areas;		
(c) RNAV. A description of the relevant RNAV procedures specified in Part C;		
(d) In-flight replanning; and		
(e) Procedures in the event of system degradation.		
(f) RVSM		
<b>8.3.3 Altimeter setting procedures</b>		
<b>8.3.4 Altitude alerting system procedures</b>		
<b>8.3.5 GPWS procedures</b>		
<b>8.3.6 Policy and procedures for the use of TCAS/ACAS</b>		
<b>8.3.7 Policy and procedures for in-flight fuel management</b>		
<b>8.3.8 Adverse and potentially hazardous atmospheric conditions</b>		
(a) Thunderstorms;		
(b) Icing conditions;		
(c) Turbulence;		
(d) Windshear;		
(e) Jet stream;		
(f) Volcanic ash clouds;		
(g) Heavy precipitation;		
(h) Sand storms;		
(i) Mountain waves; and		

	Mark	JAR-OPS reference
(j) Significant Temperature inversions		
<b>8.3.9 Wake Turbulence and Rotor Downwash</b>		
<b>8.3.10 Crew members at their stations</b>		
<b>8.3.11 Use of safety belts for crew and passengers</b>		
<b>8.3.12 Admission to Cockpit</b>		
<b>8.3.13 Use of vacant crew seats</b>		
<b>8.3.14 Incapacitation of crew members</b>		
<b>8.3.15 Cabin Safety Requirements</b>		
(a) Cabin preparation for flight, in-flight requirements and preparation for landing including procedures for securing cabin and galleys;		
(b) Procedures to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the Aircraft		
(c) Procedures to be followed during passenger embarkation and disembarkation		
(d) Procedures in the event of fuelling with passengers on board or embarking and disembarking		
(e) Smoking on board.		
<b>8.3.16 Passenger briefing procedures</b>		
<b>8.3.17 Procedure for aeroplanes operated whenever required cosmic or solar radiation</b>		
<b>8.4 All Weather Operations</b>		
<b>8.5 ETOPS</b>		
<b>8.6 Use of the Minimum Equipment and Configuration Deviation List(s)</b>		
<b>8.7 Non revenue flights</b>		
(a) Training flights;		
(b) Test flights;		
(c) Delivery flights;		
(d) Ferry flights;		
(e) Demonstration flights; and		
(f) Positioning flights, including the kind of persons who may be carried on such flights.		
<b>8.8 Oxygen Requirements</b>		
<b>8.8.1 An explanation of the conditions under which oxygen must be provided and used.</b>		
<b>8.8.2 The oxygen requirements specified for:</b>		
(a) Flight crew;		
(b) Cabin crew; and		
(c) Passengers.		

<b>9 DANGEROUS GOODS AND WEAPONS</b>		
9.1 Information, instructions and general guidance on the transport of dangerous goods including:		
(a) Operator's policy on the transport of dangerous goods;		
(b) Guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;		
(c) Procedures for responding to emergency situations involving dangerous goods;		
(d) Duties of all personnel involved as per JAR-OPS 1		
(e) Instructions on the carriage of the operator's employees.		
9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.		

<b>10 SECURITY</b>		
10.1 Security instructions and guidance of a non-confidential nature which must include the authority and responsibilities of operations personnel. Policies and procedures for handling and reporting crime on board such as unlawful interference, sabotage, bomb threats, and hijacking must also be included.		
10.2 A description of preventative security measures and training.		

<b>11 HANDLING OF ACCIDENTS AND OCCURRENCES</b>		
11.1. Procedures for the handling, notifying and reporting occurrences		
(a) Definitions of [ ] occurrences and [of] the relevant responsibilities of all persons involved;		
(b) [Illustrations of forms used for reporting all types of occurrences (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done;]		

	Mark	JAR-OPS reference
(c) [In the event of an accident, descriptions of which company departments, Authorities and other organizations that have to be notified, how this will be done and in what sequence;]		
(d) [Procedures for verbal notification to air traffic service units of incidents involving ACAS RAs, bird hazards, dangerous goods and hazardous conditions;]		
(e) [Procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;]		
(f) [Reporting procedures to ensure compliance with JAR-OPS 1 These procedures must include internal safety related reporting procedures to be followed by crew members, designed to ensure that the commander is informed immediately of any incident that has endangered, or may have endangered, safety during flight and that he is provided with all relevant information.]		

<b>12 RULES OF THE AIR</b>		
12.1. Rules of the Air		
(a) Visual and instrument flight rules;		
(b) Territorial application of the Rules of the Air;		
(c) Communication procedures including COM-failure procedures;		
(d) Information and instructions relating to the interception of civil Aircrafts;		
(e) The circumstances in which a radio listening watch is to be maintained		
(f) Signals;		
(g) Time system used in operation;		
(h) ATC clearances, adherence to flight plan and position reports;		
(i) Visual signals used to warn an unauthorised Aircraft flying in or about to enter a restricted, prohibited or danger area;		
(j) Procedures for pilots observing an accident or receiving a distress transmission;		
(k) The ground/air visual codes for use by survivors, description and use of signal aids;		
(l) Distress and urgency signals.		

**Part A GENERAL/BASIC**

**Remarks:**

**Part B AIRCRAFT OPERATING MATTERS TYPE RELATED**

	Mark	JAR-OPS reference
<b>0 GENERAL INFORMATION AND UNITS OF MEASUREMENT</b>		
0.1 General information		
<b>1 LIMITATIONS</b>		
1.1 A description of the certified limitations and the applicable operational limitations including:		
(a) Certification status (e.g. JAR-23, JAR-25, ICAO Annex 16 (JAR-34 and JAR-36) etc.);		
(b) Passenger seating configuration for each Aircraft type including a pictorial presentation;		
(c) Types of operation that are approved (e.g. IFR/VFR, CAT II/III, RNP Type, flights in known icing conditions etc.);		
(d) Crew composition;		
(e) Mass and centre of gravity;		
(f) Speed limitations;		
(g) Flight envelope(s);		
(h) Wind limits;		
(i) Performance limitations for applicable configurations;		
(j) Runway slope		
(k) Limitations on wet or contaminated runways		
(l) Airframe contamination;		
(m) System limitations.		
<b>2 NORMAL PROCEDURES</b>		
2.1 The normal procedures and duties		
(a) Pre-flight;		
(b) Pre-departure		
(c) Altimeter setting and checking;		
(d) Taxi, Take-Off and Climb;		
(e) Noise abatement;		
(f) Cruise and descent;		
(g) Approach, Landing preparation and briefing;		
(h) VFR Approach;		
(i) IFR approach;		
(j) Visual Approach and circling;		
(k) Missed Approach;		
(l) Normal Landing;		
(m) Post Landing.		
(n) Operations on wet and contaminated runways		
<b>3 EMERGENCY PROCEDURES</b>		
3.1 The emergency procedures and duties		
(a) Crew Incapacitation;		
(b) Fire and Smoke Drills;		
(c) Unpressurised and partially pressurised flight		
(d) Exceeding structural limits such as overweight landing;		
(e) Exceeding cosmic radiation limits		
(f) Lightning strikes		
(g) Distress communications and alerting ATC to Emergencies		
(h) Engine failure		
(i) System failures		
(j) Guidance for Diversion in case of Serious Technical Failures		
(k) GPWS		
(l) TCAS Warning		
(m) Windshear; and		
(n) Emergency Landing / Ditching		

	Mark	JAR-OPS reference
<b>4 PERFORMANCE</b>		
4.1 Performance data		
(a) Take-off climb limits		
(b) Take-off field length		
(c) Net flight path data		
(d) The gradient losses for banked climbouts		
(e) En-route climb limits		
(f) Approach climb limits		
(g) Landing climb limits		
(h) Landing field length		
(i) Brake energy limits		
(j) Speeds applicable for the various flight stages		
4.1.1. Supplementary data covering flights in icing conditions		
4.1.2. The other performance data		
4.2 Additional Performance data		
(a) All engine climb gradients		
(b) Drift-down data		
(c) Effect of de-icing / anti-icing fluids		
(d) Flight with landing gear down		
(e) For airplanes with 3 or more engines		
(f) Flights conducted under the provision of the CDL		
<b>5 FLIGHT PLANNING</b>		
5.1 Data and instructions necessary for preflight and in-flight planning.		
5.2 The method for calculating fuel needed for the various stages of flight, in accordance with JAR-OPS 1.255.		
<b>6 MASS AND BALANCE</b>		
(a) Calculation system (e.g. Index system);		
(b) Information and instructions for completion of mass and balance documentation, including manual and computer generated types;		
(c) Limiting masses and centre of gravity for the types, variants or individual Aircrafts used by the operator; and		
(d) Dry Operating mass and corresponding centre of gravity or index.		
<b>7 LOADING</b>		
<b>8 CONFIGURATION DEVIATION LIST</b>		
<b>9 MINIMUM EQUIPMENT LIST</b>		
<b>10 SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN</b>		
10.1 A list of the survival equipment		
10.2 The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile and number of occupants.		
<b>11 EMERGENCY EVACUATION PROCEDURES</b>		
11.1 Instructions for preparation for emergency evacuation		
11.2 Emergency evacuation procedures		
<b>12 AIRCRAFT SYSTEMS</b>		

**Part B AIRCRAFT OPERATING MATTERS TYPE RELATED**

**Remarks:**

**Part C ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION**

Mark	JAR-OPS reference
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1 Instructions and information relating to communications, navigation and Airport		
(a) Minimum flight level/altitude;		
(b) Operating minima for departure, destination and alternate aerodromes		
(c) Communication facilities and navigation aids;		
(d) Runway data and aerodrome facilities;		
(e) Approach, missed approach and departure procedures including noise abatement procedures;		
(f) COM-failure procedures;		
(g) Search and rescue facilities in the area over which the Aircraft is to be flown;		
(h) A description of the aeronautical charts that must be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity;		
(i) Availability of aeronautical information and MET services;		
(j) En-route COM/NAV procedures.		
(k) Aerodrome categorisation for flight crew competence qualification		
(l) Special Airport limitations (performance operating etc.).		

**Part C ROUTE AND AERODROME INSTRUCTIONS AND INFORMATION**

**Remarks:**

**Part D TRAINING**

	Mark	JAR-OPS reference
<b>1 TRAINING SYLLABI AND CHECKING PROGRAMMES - GENERAL</b>		
<b>2 TRAINING SYLLABI AND CHECKING PROGRAMMES</b>		
2.1 Flight Crew		
2.2 Cabin Crew		
2.3 Operations Personnel including Crew Members		
(a) All relevant items prescribed in JAR-OPS Part 1 Subpart R (Transport of Dangerous Goods by Air); and		
(b) All relevant items prescribed in JAR-OPS Part 1, Subpart S (Security).		
2.4 Operations Personnel other than Crew Members		
<b>3 PROCEDURES</b>		
3.1 Procedures for training and checking		
3.2 Procedures to be applied in the event that personnel do not achieve or maintain required standards		
3.3 Procedures to ensure that abnormal or emergency situations are not simulated during commercial air transportation flights		
<b>4 DOCUMENTATION AND STORAGE</b>		

**Part D TRAINING**

**Remarks:**