



Transport
Canada

Transports
Canada

TP 13750E
(10/2000)

Commercial and Business Aviation Inspection and Audit (Checklists) Manual

Canada

Foreword.....	4
Record of Amendments.....	5
Manual Revisions	5
Chapter 1 Program Description and Applicability	6
1.1 Purpose.....	6
1.2 Applicability.....	6
Chapter 2 Inspection and Audit Policy and Procedures	7
2.1 Purpose.....	7
2.2 CBA Specialty Areas of Inspection	7
2.2.1 General.....	7
2.3 Checklists, Forms and Guidance Material	7
2.3.1 General.....	7
2.3.2 Specific Checklists	8
2.4 Inspections.....	8
2.5 Audits	9
2.5.1 Classification	9
2.5.2 Large Combined Audit	9
2.5.3 Small Combined Audit.....	9
2.5.4 Specialty Audit.....	9
2.6 Audit Planning.....	10
2.6.1 General.....	10
2.6.2 Audit Management Notification.....	10
2.6.3 Obtaining Team Members	10
2.6.4 Auditee Notification.....	11
2.7 Audit Plan.....	11
2.8 Pre-Audit Team Meeting.....	11
2.9 Entry Meeting Notes	11
2.10 Audit Findings.....	11
2.11 Exit Meeting Notes.....	12
2.12 Audit Report	12
2.13 Audit Report Review Committee.....	12
2.14 Parallel Findings and Observations.....	12
2.15 Corrective Action Tracking Form.....	12
Chapter 3 Checklists and Guidance Material.....	13
3.1 Purpose.....	13
3.2 Applicability.....	13
3.3 Flight Operations Functional Area Checklists.....	13
3.4 Cabin Safety	15
3.5 Dangerous Goods	15
3.6 Aviation Occupational Safety and Health.....	15
Appendices	17
Appendix 1 Sample Appointment Memorandum - Audit Manager	18
Appendix 2 Sample Appointment Memorandum - Team Leader.....	20
Appendix 3 Sample Appointment Memorandum - Team Member.....	22
Appendix 4 Notification Letter to Auditee.....	24
Appendix 5 Audit Plan	25
Appendix 6 Pre-audit Team Meeting Agenda	35
Appendix 7 Entry Meeting Agenda	37
Appendix 8 Exit Meeting Agenda	39
Appendix 9 Audit Report Cover Letter.....	40
Appendix 10 Audit Report.....	41
Appendix 11 Corrective Action Tracking Form.....	52
Inspection and Audit Checklists	54
FO-1 Previous Transport Canada Audit.....	55

FO-2 Air Operator Certificate and Operations Specifications.....	56
FO-3 Company Manuals	59
FO-4 Publications Library	61
FO-5 Management Personnel and Operations Co-ordination.....	62
FO-6 Company Check Pilot Program.....	63
FO-7 Flight Crew Training Program.....	65
FO-8 Flight Crew Training Records.....	68
FO-9 Operational Control System.....	71
FO-10 Flight Documentation	76
FO-11 Aircraft Inspection.....	77
FO-12 Aircraft Documentation.....	78
FO-13 Minimum Equipment List.....	80
FO-14 Flight Inspection and Route Check.....	81
FO-15 Aircraft Performance Operating Limitations.....	82
FO-16 Air Operator Flight Safety Program.....	83
Specialty Checklists, Forms and Guides.....	87
SFO-3a Ground Icing Operations Program Checklist.....	88
SFO-3b Ground Icing Operations Program Guide.....	89
SFO-3c Reference Material Matrix.....	97
SFO-6 Company Check Pilot Audit Summary.....	98
SFO-8a Flight Crew Training Form (CAR 705).....	99
SFO-8b Flight Crew Training Form Guide (CAR 705).....	100
SFO-8c Flight Crew Training Form (CAR 704 Aeroplane).....	105
SFO-8d Flight Crew Training Form Guide (CAR 704 - Aeroplanes).....	106
SFO-8e Flight Crew Training Form (CAR 704 Helicopter)	111
SFO-8f Flight Crew Training Form Guide (CAR 704 - Helicopter).....	113
SFO-8g Flight Crew Training Form (CAR 703 Aeroplane).....	116
SFO-8h Flight Crew Training Form Guide (CAR 703 - Aeroplanes).....	118
SFO-8i Flight Crew Training Form (CAR 703 Helicopter)	122
SFO-8j Flight Crew Training Form Guide (CAR 703 - Helicopter).....	124
SFO-8k Flight Crew Training Form (CAR 702).....	127
SFO-8l Flight Crew Training Form Guide (CAR 702)	128
SFO-9a Flight and Duty Times -702	131
SFO-9b Flight and Duty Times -703.....	135
SFO-9c Flight and Duty Times -704 / 705.....	139
SFO-10a Journey Log - Load Sheet Analysis	144
SFO-11a Aircraft Inspection Report.....	145
SFO-11b Ramp Check.....	148
SFO-14a Flight Inspection.....	149

Foreword

This manual contains the policies and procedures that are specific to the conduct of inspections and audits within the Commercial and Business Aviation Branch.

The material in this manual supplements the policy and procedures provided in the Inspection and Audit Manual (TP 8606).

Inspections and audits are key components in the Commercial and Business Aviation regulatory oversight program. To ensure consistency and fairness in carrying out tasks as CBA Inspectors, it is imperative that the policies and procedures specified herein be followed.

M.R. Preuss
Director
Commercial and Business Aviation

*1st Edition - October 2000 **

[illegible]

Manual Revisions

The CBA Inspection and Audit (Checklists) Manual will be subject to on-going review and revision. Persons identifying errors or omissions, or those wishing to make recommendations for change, are asked to forward their observations to the Director, Commercial and Business Aviation (AARX).

Chapter 1 Program Description and Applicability

1.1 Purpose

- (1) Commercial and Business Aviation (CBA) inspection and audit functions confirm for TCCA that a Canadian aviation document holder is operating in compliance with regulatory requirements. A company receives its Air Operator Certificate (AOC) on the basis that the program submitted for TCCA approval meets regulatory requirements. Emphasis is placed on the operator's control manuals (i.e., Company Operations Manual, Standard Operating Procedures, Flight Attendant Manual, etc.) to ensure that the content adequately addresses program control.
- (2) For the program to receive TCCA approval, the control manuals must clearly explain how the organization intends to meet the requirements of the standards and regulations relating to the CARs sub-part under which the company will be operating. The manuals are reviewed to ensure that the means of achieving compliance with regulatory requirements is referenced and documented by process.
- (3) Once approved, the company control manuals become important standards to which the organization will be evaluated. If for any reason procedures or processes specified in a manual are inadequate or are not being complied with by company personnel, such deficiencies must be brought to the attention of the company and the short-comings must be rectified. Non-compliance with other regulatory requirements must also be brought to the attention of the company. Where the non-compliance/non-conformance is identified during an inspection or audit, a finding will be assigned citing examples of the deficiencies. Corrective action and follow-up will be conducted in accordance with the process specified in the *Inspection and Audit Manual* (IAM).
- (4) The checklists, forms and guidance materials presented or referred to in this manual are designed to provide inspectors/auditors with the necessary information and guidance to accurately assess an operator's level of compliance with regulatory requirements. Some checklists will be general in nature and will refer to more specialised checklists, forms or guidance materials.

1.2 Applicability

- (1) The policies, procedures, checklists, forms and guidance materials contained or referred to in this manual apply to the conduct of inspections and audits on the following operators:
 - (a) air operators operating pursuant to Canadian Aviation Regulations, Part VII; and
 - (b) private operators operating pursuant to Canadian Aviation Regulations, Part VI, Subpart 4.

Chapter 2 Inspection and Audit Policy and Procedures

2.1 Purpose

- (1) This chapter provides additional and more specific policy and procedures that pertain to inspection and audit activities. The purpose of this is to ensure that inspection and audit activities are conducted in a standardized manner thus providing a level playing field for those organizations for which CBA inspectors hold oversight (surveillance, inspection and audit) responsibility.
- (2) Where applicable, material presented in this manual is intended to supplement that provided in the *Inspection and Audit Manual* (IAM); where any conflict exists between information provided in this document and that set out in the IAM, the IAM will take precedence.
- (3) Persons who identify such conflicting material are requested to bring this to the attention of the Director, Commercial and Business Aviation (AARX).

2.2 CBA Specialty Areas of Inspection

2.2.1 General

- (1) There are 4 main specialty areas in which an air operator may be assessed:
 - (a) flight operations;
 - (b) cabin safety;
 - (c) dangerous goods; and
 - (d) aviation occupational safety and health.
- (2) Each area may have a number of specialty areas checklists which may in turn refer to more specific checklists, forms or guidance materials. These are discussed in detail in Chapter 3.
- (3) The category, type and class of inspection or audit will determine which of the operator's specialty areas are to be inspected and which checklists and forms are applicable.

2.3 Checklists, Forms and Guidance Material

2.3.1 General

Inspection checklists, forms and other guidance materials will guide inspectors through the inspection process of a particular specialty area. Regardless of the purpose for the inspection (routine or annual inspection, or a routine compliance or special purpose audit)

the checklists, forms and guidance materials are to be used as indicated. This ensures that all inspections are conducted in a uniform manner and that the results of the inspection are documented appropriately.

2.3.2 Specific Checklists

- (1) Some checklists or guidance documents provide a level of detail that is suitable for certification activities. This is to say that the checklist or guide will, when completed, ensure a complete review of that particular aspect or characteristic of a company. These types of checklists are most useful as they assist inspectors (and operators who use the checklists during their certification activities) to interpret regulatory requirements in a standardized manner.

An example of this is the Ground Icing Operations Program checklist and guide. When these have been completed and all items have been assessed "OK", then the ground icing operations program fully meets the requirements called for in CAR 602.11.

- (2) As indicated in section 3.3.3.3 of the IAM, there will be times when it is not possible or necessary to review or examine 100% of a company's operation. This is when sampling principles apply and are authorized for use.. It is important, however, that the inspector indicate what portions of the checklist were completed and what were not; this is accomplished by using the "N/C" (not checked) box on the checklist. As this checklist will be held on file and available for review by follow-on inspection personnel/audit teams, this allows future inspections to focus on those areas that were not reviewed on the previous inspection.

Applied to the use of the Ground Icing Operations Program checklist and guide, an inspector may not have the time during the review of a company operations manual to conduct an exhaustive review of the ground icing operations program; he or she is permitted then, under the concept of sampling, to review but a portion of the program.

2.4 Inspections

(To be added FY 2000/2001)

2.5 Audits

2.5.1 Classification

- (1) The three classes of audits within CBA are:
 - (a) Large Combined Audit;
 - (b) Small Combined Audit; and
 - (c) Specialty Audit.
- (2) For an audit to be a complete and effective review of a company's operation it should normally be conducted as a combined audit (i.e., as a joint CBA and AM&M audit). The combined audit should be the norm for air operators of any size and complexity in operations and maintenance.
- (3) The specialty audit is more suitable for smaller companies. This is due in part to the differing time requirements to complete operations and maintenance functional area reviews. Specialty audits conducted concurrently may be an alternative that provides some of the benefits of a combined audit while giving the audit teams the level of autonomy they need to manage their activities efficiently.

2.5.2 Large Combined Audit

This includes both national audits and specific regional audits suitable for:

- (a) a national airline (705) air operator;
- (b) an regional airline (705) air operator that has a mixed aircraft fleet with numerous aircraft types and a varied route structure; and
- (c) a commuter (704) or an air taxi (703) air operator that has a diverse (including IFR and NVFR) operation with numerous aircraft types and a varied route structure that includes international points.

2.5.3 Small Combined Audit

This includes regional audits suitable for:

- (a) an airline (705) air operator that uses one or two aircraft;
- (b) a commuter (704) or an air taxi (703) air operator operating within a region; and
- (c) a private air operator (604).

2.5.4 Specialty Audit

- (1) This is the most common regional audit, focusing on specialty areas with the CBA functional area.
- (2) A CBA specialty audit will review one or more of the following specialty areas of a company:
 - (a) flight operations;
 - (b) cabin safety;
 - (c) dangerous goods; and

- (1) aviation occupational safety and health.

2.6 Audit Planning

2.6.1 General

- (1) The following should be considered when scheduling an audit:
 - (a) the feasibility of the audit dates and time-periods with consideration given to statutory and summer holidays and seasonal industry and departmental busy periods;
 - (b) the availability of qualified personnel to manage and conduct the audit;
 - (c) the sufficiency of time allotted for pre-audit activities; the physical audit (including time to prepare any audit findings) and preparation of the audit report;
 - (d) team member travel requirements to, from and during the audit and the availability of team lodgings;
 - (e) the need and availability of administrative support;
 - (f) the availability of the audit report review committee where applicable; and
 - (g) the resource requirements for the production and distribution of the audit report.

2.6.2 Audit Management Notification

In order to plan an audit effectively it is imperative that audit managers and where applicable, team leaders, be provided with sufficient notification to familiarise themselves with the terms of reference and prepare for the audit. The convening authority is responsible for notifying the audit manager while the audit manager will provide notification to the team leaders. Sample memos of appointment can be found in Appendix 1 and 2.

2.6.3 Obtaining Team Members

- (1) The task of obtaining team members can be one of the more challenging tasks faced by an audit manager and where applicable, team leaders. This task can be assisted greatly with prior planning, especially by providing audit management personnel with sufficient lead time to commence building their teams; and by providing branch and division managers with sufficient time to identify available personnel resources.
- (2) While it is important that audit management personnel have input in fulfilling their team requirements, it must be recognized that branch and/or division managers must be involved in the selection process from the out-set. To this end, audit managers and team leaders are directed to contact these individuals prior to discussing the proposed audit with individual inspectors. In many cases it is expected that an audit manager or team leader will identify potential team members by name, and this is fine, but it must be recognized that the branch/division manager is the one who ultimately approves an individual to become an audit team member.
- (3) In addition to the above, any assistance that can be made available by a central audit agency within the Region, or for National Audits, within HQ, will enhance the

possibility of manning teams effectively. Where procedures have been established to assist in the manning of audit teams, it is expected that these procedures will be followed.

- (4) Once selected, team members will be provided with an appointment memorandum from the audit manager or team leader. A sample appointment memo can be found in Appendix 3.

2.6.4 Auditee Notification

The auditee notification referred to in section 3.2.1 of the IAM will be accomplished by sending a letter that has been prepared by the audit manager and signed by the convening authority. A sample letter can be found in Appendix 4.

2.7 Audit Plan

- (1) The audit plan referred to in section 3.2.3 of the (IAM) will be developed by the audit manager with assistance provided by the team leader(s) where applicable.
- (2) In addition to the information required by the IAM, the audit plan should provide the following specific information on the company:
 - (a) aircraft types, models, serial numbers and type certificates;
 - (b) main bases, sub-bases and approved points of operation,;
 - (c) training facilities and simulators used; and
 - (d) employees and their location (base of operation).
- (3) Plans will vary considerably based on the category, type and class of audit. A sample plan for a large combined audit is provided in Appendix 5.

2.8 Pre-Audit Team Meeting

The pre-audit team meeting is important in that it informs audit team members of the expectations of the team leader and/or the audit manager. This meeting also provides an opportunity for team members to clear up any questions that they may have. A sample agenda is provided in Appendix 6.

2.9 Entry Meeting Notes

The entry meeting is important in that it establishes communications between the auditee's management personnel and the audit team. Sample meeting notes are provided in Appendix 7.

2.10 Audit Findings

- (1) Audit findings are the foundation of the audit report so it is important that they be completed in accordance with the directions specified in section 3.3.4.3 of the IAM.
- (2) The "non-conformance to" section shall be filled out in the following manner:

- (a) state the source of the regulatory requirement using its acronym (CAR, CASS, COM (FOM), FAM, AOM, SOP, etc.); and
- (b) identify the alpha-numeric designation of the provision [i.e., 705.127(1)(c)].

A non-conformance using the above examples would be written as “non-conformance to: CAR 705.127(1)(c)”.

2.11 Exit Meeting Notes

- (1) The exit meeting is conducted to ensure that the auditee’s senior management have been fully debriefed on the results of the audit. Except for small owner/operator type companies, all findings identified during the audit will have been fully debriefed with the company personnel prior to the exit meeting. The exit meeting is then meant to provide a summary of the audit and outline company responsibilities arising from any findings. Sample exit meeting notes can be found in Appendix 8.
- (2) Specialty audits of small companies may include a debriefing of findings. The challenge with this type of dual purpose meeting is to keep clear of debate over specific findings. This is why audit managers should make every effort to ensure that findings are debriefed prior to the exit meeting.

2.12 Audit Report

An audit report will be prepared for each audit in accordance with the requirements specified in section 3.4.1 of the IAM. A sample report can be found in Appendix 10.

2.13 Audit Report Review Committee

Where requested by the CA, appropriate CBA personnel will participate in the Audit Report Review Committee pursuant to section 3.5.8 of the IAM.

2.14 Parallel Findings and Observations

CBA personnel will make parallel findings and observations in accordance with section 3.4.2 of the IAM. The finding and observation forms will be forwarded to the convening authority upon completion of the audit.

2.15 Corrective Action Tracking Form

The corrective action tracking form referred to in subsection 3.5.4(1) of the IAM may be used by the audit follow-up OPI. A sample form can be found in Appendix 11.

Chapter 3 Checklists and Guidance Material

3.1 Purpose

- (1) Inspection and audit checklists have been developed to provide a systematic approach to the inspection of an air operator's various specialty areas. The checklists are designed to identify specific items within each specialty area and to make reference to applicable regulatory requirements. Where an operator fails to comply with these requirements, they will be considered in non-compliance and will be required to undertake corrective action.
- (2) The *CBA Inspection and Audit (Checklists) Manual* is made available to operators and it is hoped that they will make use of the material presented in this manual as they evaluate their systems for effectiveness and compliance with regulatory requirements. As operators become more familiar with the benefits of using checklists and guidance material to evaluate their internal controls, it is expected that many will develop checklists and materials that pertain to processes described in specific company manuals (i.e., Company Operations Manual, Flight Attendant Manual, SOPs, MELs, etc.).

3.2 Applicability

- (1) Audit checklists will:
 - (a) be used in the inspection of a process, procedure or program;
 - (b) be amended to reflect the current revision of the applicable regulation or standard
 - (c) be supplemented to include processes specified in the appropriate control manual;
 - (d) be completed or have areas that are not completed so annotated; and
 - (e) be signed and dated by the team member responsible for that specialty area or specialty area sub-group.

3.3 Flight Operations Functional Area Checklists

- (1) The following checklists are provided for inspections of the flight operations specialty area:

Checklist #	Checklist Name
FO-1	Previous Transport Canada Audits
FO-2	Operator Certificates and Operations Specifications
FO-3	Company Manuals
FO-4	Publications Library

FO-5	Management Personnel and Operations Co-ordination
FO-6	Company Check Pilot Program
FO-7	Flight Crew Training Program
FO-8	Flight Crew Training Records
FO-9	Operational Control System
FO-10	Flight Documentation
FO-11	Aircraft Inspection
FO-12	Aircraft Documentation
FO-13	Minimum Equipment List
FO-14	Flight Inspection and Route Check
FO-15	Aircraft Performance Operating Limitations
FO-16	Flight Safety Program

- (2) The following specific checklists, forms and guidance materials are referenced from a flight operations specialty area checklist:

Ref. Checklist	Specialty Checklist, Form or Guide	Checklist ID
FO-3	Ground Icing Operations Program Checklist	SFO-3a
FO-3	Ground Icing Operations Program Guide	SFO-3b
FO-3	Reference Material Matrix	SFO-3c
FO-6	Company Check Pilot Audit Summary	SFO-6a
FO-8	Flight Crew Training Form (CAR 705)	SFO-8a
FO-8	Flight Crew Training Form Guide (CAR 705)	SFO-8b
FO-8	Flight Crew Training Form (CAR 704 Aeroplane)	SFO-8c
FO-8	Flight Crew Training Form Guide (CAR 704 Aeroplane)	SFO-8d
FO-8	Flight Crew Training Form (CAR 704 Helicopter)	SFO-8e
FO-8	Flight Crew Training Form Guide (CAR 704 Helicopter)	SFO-8f
FO-8	Flight Crew Training Form (CAR 703 Aeroplane)	SFO-8g
FO-8	Flight Crew Training Form Guide (CAR 703 Aeroplane)	SFO-8h
FO-8	Flight Crew Training Form (CAR 703 Helicopter)	SFO-8i

FO-8	Flight Crew Training Form Guide (CAR 703 Helicopter)	SFO-8j
FO-8	Flight Crew Training Form (CAR 702)	SFO-8k
FO-8	Flight Crew Training Records Guide	SFO-8l
FO-9	Flight and Duty Time (CAR 702)	SFO-9a
FO-9	Flight and Duty Time (CAR 703)	SFO-9b
FO-9	Flight and Duty Time (704/705)	SFO-9c
FO-10	Journey Log - Load Sheet Analysis	SFO-10a
FO-11	Aircraft Inspection Report	SFO-11a
FO-11	Ramp Check	SFO-11b
FO-14	Flight Inspection	SFO-14a

- (3) Checklists, forms and other guidance material referred to in this section are contained in the checklist annex of this manual.

3.4 Cabin Safety

- (1) The following checklists are provided for inspections of the cabin safety specialty area:

Checklist #	Checklist Name
CS-01	Cabin Safety
CS-02	Flight Attendant Training Programs
CS-03	Flight Attendant Training Records

- (2) The CS-1, CS-2 and CS-3 checklists referred to above are currently located in Chapter 6 (Bulletins) of the Cabin Safety Inspector Manual. These will be moved to Annex 12 in the next manual revision (2001). Specific checklists, forms and other guidance material referred to in paragraph (2) are also found in the CSIM.

3.5 Dangerous Goods

- (1) The following checklist is provided for inspections of dangerous goods:
- (a) dangerous goods.....(DG-01).
- (2) The above checklist can be found in the Transportation of Dangerous Goods Inspector's Manual (TP 385).

3.6 Aviation Occupational Safety and Health

- (1) The following checklist is provided for inspections of aviation occupational safety and health:

- (a) aviation occupational safety and health(AOSH-01)
- (2) The above checklist can be found in Annex B of the Civil Aviation Safety Inspector-Occupational Safety and Health (CASI-OSH) Manual (TP 7886).

Appendices

Appendix 1 Sample Appointment Memorandum - Audit Manager



Government of Canada
Gouvernement du Canada

Memorandum

To / À T. Smith
PAX

From / de R. Jonson
Convening Authority

Note De Service

Security Classification de sécurité
Unclassified

Our File - Notre référence
PAX 5258-23456-13

Your File - Votre référence

Date
April 26, 2000

Subject / Objet **Acme Aero Limited Audit - Appointment as Audit Manager**

You have been appointed audit manager for the Acme Aero Limited routine conformance audit which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:

- a) maintenance and related AMO and air operator programs;
- b) flight operations;
- c) cabin safety;
- d) the transportation of dangerous goods; and
- e) aviation occupational safety and health.

Your terms of reference are as follows:

- a) you will report directly to me until released from your audit duties;
- b) you will conduct all audit related matters in accordance with policy and procedures specified in the *Inspection and Audit Manual* and the appropriate functional area control manuals;
- c) you will immediately contact me with a recommendation for action in the event the team identifies an immediate threat to aviation safety;
- d) you are authorized to communicate directly with HQ directors and Regional managers to obtain the required personnel resources. This may be sub-delegated to team leaders at your discretion;

- e) a responsibility centre number will be authorized for expenses incurred during the audit.

Please provide me with an audit plan to include travel estimates, accommodation and overtime expenses, the bases to be inspected and other applicable planning strategies, by May 30, 2000. I also ask you to prepare a letter for my signature to Acme Aero Limited, informing the company of the proposed audit.

At the conclusion of the audit, copies of all travel and overtime claims (including travel advances) and other audit-related expenses shall be forwarded to PAX/A.

The audit report shall be prepared for my approval and signature and forwarded to the company within ten days of the completion of the audit.

Thank you for accepting this additional responsibility; I look forward to working with you on this audit.

R. Jonson
Convening Authority

Appendix 2 Sample Appointment Memorandum - Team Leader

Government
of CanadaGouvernement
du Canada

Memorandum

To À	F. Lalonde, Maintenance J. Reynolds, Operations
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From de	T. Smith Audit Manager
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Note De Service

Security Classification de sécurité Unclassified

Our File - Notre référence AARX 5258-23456-13
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Your File - Votre référence

Date May 5, 2000

Subject Objet	Acme Aero Limited Audit - Appointment as Team Leader
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You have been appointed team leader for the Acme Aero Limited routine conformance audit which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:

- a) maintenance and related AMO and air operator programs;
- b) flight operations;
- c) cabin safety;
- d) the transportation of dangerous goods; and
- e) aviation occupational safety and health.

Your terms of reference are as follows:

- a) you will report directly to me until released from your audit duties;
- b) all audit related matters will be conducted in accordance with policy and procedures specified in the *Inspection and Audit Manual* and the appropriate functional area control manuals;
- c) you will immediately contact me with a recommendation for action in the event an immediate threat to aviation safety is identified; and
- d) you are authorized to communicate directly with HQ directors and Regional managers to obtain the required personnel resources.

I will require your audit plan for your assigned area by May 26, 2000. This plan should include the composition of the team, proposed travel expenses and overtime

estimates and a proposed schedule of your activities. Arrangements for accommodations, briefing rooms and administrative support while at Acme Aero Limited will be my responsibility.

An audit manager/team leader meeting will take place at the Minto Hotel (Room 1201) on June 5, 2000 at 19:00 hrs. This will be an initial strategy meeting for co-ordinating our audit plan and required resources. Please have a copy of your audit plan available for this meeting.

Thank you for accepting this additional responsibility as team leader for this audit. I look forward to working with you.

T. Smith
Audit Manager

Appendix 3 Sample Appointment Memorandum - Team Member

Government
of CanadaGouvernement
du Canada

Memorandum

To À	Team Member Operations	
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From de	Team Leader Operations	
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Note De Service

Security Classification de sécurité Unclassified

Our File - Notre référence PAX 5258-23456-13

Your File - Votre référence

Date May 7, 2000

Subject
Objet**Acme Aero Limited Audit - Appointment as Team Member**

You have been appointed team member for the Acme Aero Limited routine conformance audit which is to be conducted during the period June 5-23, 2000. The scope of the audit will include all activities that could affect the safe operation of the operator, including:

- a) maintenance and related AMO and air operator programs;
- b) flight operations;
- c) cabin safety;
- d) the transportation of dangerous goods; and
- e) aviation occupational safety and health.

Your terms of reference are as follows:

- a) you will report to the audit manager, through me, until released from your audit duties;
- b) all audit related matters will be conducted in accordance with policy and procedures specified in the *Inspection and Audit Manual* and the appropriate functional area control manuals; and
- c) you will immediately contact me, or the audit manager, with a recommendation for action in the event an immediate threat to aviation safety is identified.

A pre-audit team meeting is scheduled for June 7 at 19:00 hrs in Room 1201 of the Minto Hotel.

Thank you for accepting this additional responsibility as a team member for this audit; I look forward to working with you.

Team Leader
Operations

Appendix 4

Notification Letter to Auditee



Government
of Canada

Gouvernement
du Canada

Toronto, Ontario
M5F 7J9

Registered

PAX 5258-23456-13

May 2, 2000

Mr. I. Stravinski
President, Acme Aero Limited
Macdonald-Cartier International Airport
Ottawa, Ontario K1P 5L6

Dear Mr. Stravinski:

A routine conformance audit of Acme Aero Limited is scheduled for the period June 12-23, 2000. This audit will include the main facility at Macdonald-Cartier International Airport as well as the two sub-bases at Toronto (Pearson) and Montreal (Dorval) airports.

The objective of this audit is to conduct an analysis of Acme Aero Limited's policies and procedures to ensure that legislative requirements are met and an acceptable level of aviation safety is maintained. Standard audit procedures will be used including interviews with key personnel, facility inspections and a review of your company's approved programs and manuals. Prior to the audit, you will receive details of our audit plan which will include a list of audit team members and their areas of responsibility.

An entry meeting is scheduled with your management personnel at 09:00 hrs. on June 12th and an exit meeting is planned for 11:00 hrs on June 23rd. Both meetings will be held at your facilities in Ottawa if that is convenient. The purpose of the entry meeting is to introduce the audit team to company management, review the audit process and ensure that company personnel are familiar with Transport Canada's audit process and regulatory responsibilities. The exit meeting will summarize the audit results and identify specific post-audit responsibilities where applicable.

Should you require any further information or clarification, please contact the audit manager, Inspector Terry Smith, at (416) 952-0002.

Yours truly,

S. Jonson
Convening Authority

Appendix 5 Audit Plan

Objective and Scope

A Regional Routine Conformance audit will be conducted on Acme Aero Limited during the period of June 5-23, 2000.

The scope of the audit will include all activities that could affect the safe operation of the operator, including:

- (a) maintenance and related AMO and air operator programs;
- (b) flight operations;
- (c) cabin safety;
- (d) the transportation of dangerous goods; and
- (e) aviation occupational safety and health.

The audit will cover the period from June 20, 1997, to the present.

Company - General

Acme Aero Limited is an aviation company formed in 1984. It offers both a scheduled and non-scheduled domestic air service from the main base at Macdonald-Cartier International Airport, with sub-bases in Toronto/Lester B. Pearson International Airport and Montreal International (Dorval). The operator also transports certain dangerous goods by air.

Acme Aero Limited operates one PA31 and two DA-20 aircraft from its main base, one HS-748 from each sub-base, plus one PA31 from the sub-base in Toronto. The HS-748s offer a scheduled service between Toronto and Windsor, Ontario and between Montreal and Val D'Or, Quebec. The PA31s operate on a charter basis and are available for med-evac under a standing offer with the Ministry of Health for the Province of Ontario. The DA20s have been added to the AOC since the previous audit in June 1997 and operate under contract to a major courier company.

Aircraft maintenance is performed in-house at all three bases. There is a full-time staff of eight Aircraft Maintenance Engineers, five apprentices and two technicians. The Aircraft Technical Records are kept at the main base in Ottawa.

The company has experienced steady growth and now employs over one hundred people. More detailed company information is provided in Appendix A.

Methodology

Standard audit procedures specified in the *Inspection and Audit Manual* will be used. Specialty guidance materials, including checklists, forms and other guidance documents will be used where recommended in the applicable functional area control manual. The random sampling method will be employed where possible with deviations approved by the appropriate team leader.

Where we determine through our review that everything appears to be in order, we complete the specialty area summary for that area and go on to the next specialty area that we are responsible for.

Where Acme Aero Limited appears not to be performing in accordance with the *Aeronautics Act*, the Canadian Aviation Regulations (CARs), associated CARs Standards, or an approved company control manual, they are said to be in non-conformance. The following steps will then be followed:

- (a) define the area of possible non-conformance;
- (b) retain any clearly defined evidence;
- (c) prepare CRF (if necessary) and present to Team Leader for vetting and discussion;
- (d) complete the finding form (including 3 examples if possible) and attach any evidence or supporting documentation that is collected;
- (e) complete the specialty area summary for the applicable area; and
- (f) pass all documentation (finding form, CRF, evidence/supporting documentation, specialty area summary) to the appropriate Team Leader.

Communications

Discussions pertaining to the audit shall take place at a location that assures confidentiality; this is especially true when discussions take place on Acme Aero Limited's premises. Do not discuss the audit with persons other than audit team members and please refer any company questions to the audit manager or team leader through the appropriate company representative. Discussions with TCCA personnel outside of the audit team may occur with the knowledge and approval of the team leader.

Specialist Assistance/Foreign Travel

Specialist assistance and foreign travel is not required for this audit.

Parallel Findings/Observations

Detection of a TCCA non-conformance to a regulatory requirement, or a non-regulatory policy, procedure or guideline shall be identified on a parallel finding form. Where a team member identifies the possible need to revise a regulatory requirement or a non-regulatory policy, procedure or guideline, this shall be identified using the parallel observation form. Completed forms are to be submitted to the Audit Manager for review. The audit manager will then forward parallel findings and observations to the Convening Authority upon completion of the audit.

Budget-Proposed

	Maintenance		Ops		Manager	Sub-Total
Travel Expenses	\$	16,532.36	\$	16,181.79	\$ 6,653.66	\$ 39,367.82
Overtime	\$	4,024.06	\$	3,586.04	\$ 1,946.94	\$ 9,557.04
10% Contingency		2055.64		1976.78	860.06	\$ 4,892.49
Sub-Total	\$	22,612.07	\$	21,744.61	\$ 9,460.66	
Total						\$ 53,817.34

Details for the proposed budget are in Appendix B to this plan. Team members are responsible to ensure that deviations from budgeted amounts are approved by the appropriate team leader.

Company Management

Name	Title	Telephone No.
I. Stravinski	President, Acme Aero Limited	(613) 974-2300
J. Anderson	Director, Maintenance	(613) 974-2306
T. Baynes-Armstrong	Quality Assurance Manager	(613) 974-2307
B. Mathers	Director, Flight Operations	(613) 974-2301
N. Schaffer	Chief Pilot (HS748, PA31)	(613) 974-2302
F. Duquette	Chief Pilot (DA20)	(613) 974-2402
M. Tellier	Chief, Dispatch	(613) 974-2304
S. Lavallee	Director, Inflight Services	(613) 974-2305
D. McIntyre	Manager, Dangerous Goods	(613) 974-2308
C. Roberts	Safety Officer	(613) 974-2303

Audit Team

Position	Name	Region	Phone	Cell/Pager
Convening Authority	R. Jonson	Ont	416-952-0001	416-987-6542
Audit Manager	T. Smith	Ont	416-952-0002	416-987-6543
Administration	S. Brown	Ont	416-952-0003	416-987-6544
Team Leader (Ops)	J. Reynolds	Ont	416-952-0004	416-987-1234
Flight Ops	K. McLean	Ont	416-952-0005	416-987-1235
Flight Ops	M. Michaels	Ont	416-952-0006	416-987-1236
Cabin Safety	V. Bruce	Ont	416-952-0007	416-987-1237
Dangerous Goods	P. Gagnon	Ont	416-952-0008	416-987-1238
AOSH	N. White	Ont	416-952-0009	416-987-1239
Team Leader (Maint)	F. Lalonde	Ont	416-952-0010	416-987-2345
Maintenance	D. Jacobson	Ont	416-952-0011	416-987-2346
Maintenance	W. Preston	Ont	416-952-0012	416-987-2347
Maintenance	S. Wallace	Ont	416-952-0013	416-987-2348
Maintenance	J. Black	Ont	416-952-0014	416-987-2349

Maintenance Requirements Audit Plan

Legend:	FL - F. Lalonde	DJ-D. Jacobson	WP-W. Preston	SW - S. Wallace	JB -J. Black
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		Pre-Audit - June 5-9, 2000				
		05	06	07	08	09
Travel		FL, DJ, SW	WP, JB			
	Previous Transport Canada Audit	FL, DJ, SW	WP, JB			
AOC-1	Maintenance Control Manual		All			
AOC-2	Person Responsible for Mtce		SW			
	Aircraft File Review		All	All	All	All
AOC-5	Evaluation Program		FL, DJ	FL, DJ		
AMO -1	Maintenance Policy Manual	FL, DJ, SW	WP, JB			
AMO -2	Person Responsible for Mtce		SW			
AMO -10	Quality System		FL, DJ	FL, DJ		

		Physical Audit - June 12-23, 2000									
		12	13	14	15	16	17/18	19	20	21	22
Administrative		Ongoing									
Entry Meeting		All									
AOC-1	Maintenance Control Manual		FL*	Onaoina							
AOC-2	Person Responsible for Mtce			SW*							
AOC-3	Technical Publications								DJ		
AOC-4	Technical Records			DJ Onaoina							
AOC-5	Evaluation Program	FL,DJ									
AOC-6	Weight and Balance Control										
AOC-7	Mtce Development Programs	N.A.									
AOC-8	Reliability Monitoring Programs				JB/DJ	JB/DJ					
AOC-9	TBA										
AOC-10	Maintenance Planning		WP	WP	WP	WP					
AOC-11	Defect Control					DJ					
AOC-12	Airworthiness Directive, SB's			WP							
AOC-13	Extended Range Ops ETOPS	N.A.									
AOC-14	Minimum Equipment List							JB			
AOC-15	Category II-III All Weather Ops	N.A.									
AOC-16	Technical Dispatch Procedures						DJ				
AOC-17	Flight Authorities - Test - Ferry					SW					
AOC-18	Maintenance Arrangements				WP						
AOC-19	Training Program							SW/JB			

		Physical Audit - June 12-23, 2000									
		12	13	14	15	16	17/18	19	20	21	22
AOC-20	Personnel Records						FL				
AOC-21	Elementary Work					SW					
AOC-23	De-icing Procedures										
AOC-22	TBA	Onaoia									
AOC-24	Servicing - Fuel, Lub, Oxygen							DJ/WP			
AOC-25	Control of Parts - Parts Pooling							DJ/WP			
AOC-26	Service Difficulty Reporting								JB		
With Integrated AMO											
AMO -1	Maintenance Policy Manual		DJ*								
AMO -2	Person Responsible for Mtce			SW*							
AMO -3	Technical Publicatons								DJ		
AMO -4	Technical Records			DJ Onaoia							
AMO -5	Defect Control (deferral)					DJ					
AMO -6	Deferred Mtce Procedures					DJ					
AMO -7	Quality System	FL.DJ									
AMO -8	Mtce Release Authorization				SW						
AMO -9	Training Program						SW JB				
AMO -10	Personnel Records					SW	SW JB				
AMO -	Certification of Components				SW						
AMO -	Control of Parts/ Aero Supplies							DJ. WP			
AMO -	Support Overhaul Shops									WP	
AMO -	Testing/ Measuring Equipment								SW		
AMO -	Maintenance Contracts							WP			
AMO -	Facilities - General								WP		
AMO -	Storage Facilities								WP		
AMO -	Service Difficulty Reporting								JB*		

Operations Audit Plan

		Pre-Audit - June 5-9, 2000							
		05		06	07	08		09	
Travel		JR, KM, MM		VB	PG, NW				
FO-1	Previous Transport Canada Audit	JR, KM, MM		VB	PG, NW				
FO-2	Air Operator Certificate and Operations Specifications			KM, MM, VB	PG, NW				
FO-3	Company Manuals				All				
FO-5	Management Personnel and Operations Coordination				All				
FO-6	Company Check Pilot Program				KM, MM				
FO-7	Flight Crew Training Program				KM, MM				
FO-12	Aircraft Documentation					KM, MM			
FO-13	Minimum Equipment List							MM	
CS-1	Cabin Safety				VB	VB		VB	
CS-2	Flight Attendant Training Program				VB	VB		VB	
DG-1	Dangerous Goods					PG		PG	
AOSH-1	Aviation Occupational Safety and Health					NW		NW	
		Physical Audit - June 12-23, 2000							
		12	13	14	15	16	17-18	19-22	23
FO-2	Air Operator Certificate and Ops Specifications			JR*					
FO-3	Company Manuals							JR*	
FO-4	Publications Library	KM*							
FO-5	Mgmt Personnel and Operations Coordination							JR*	
FO-6	Company Check Pilot Program				MM*				
FO-7	Flight Crew Training Program	KM, MM	KM*, MM						
FO-8	Flight Crew Training Records		KM, MM	KM*, MM					
FO-9	Operational Control System			KM, MM	MM				
FO-10	Flight Documentation							KM*, MM	
FO-11	Aircraft Inspection						KM, MM	KM*	
FO-12	Aircraft Documentation					KM, MM	KM, MM	MM*	
FO-13	Minimum Equipment Lists	MM*							
FO-14	Flight Inspection and Route Check				KM	KM, MM		KM*, MM	
FO-15	Aircraft Performance and Operating Limitations							MM*	
FO-16	Flight Safety Program					JR*			
CS-1	Cabin Safety				VB	VB	VB	VB*	

		Pre-Audit - June 5-9, 2000							
		05		06	07	08	09		
CS-2	Flight Attendant Training Program	VB	VB*						
CS-3	Flight Attendant Training Records		VB	VB*					
DG-1	Dangerous Goods	PG	PG	PG	PG	PG*			
AOSH-1	Aviation Occupational Safety and Health	NW	NW	NW	NW	NW*			

* denotes the person responsible for the specialty area summary and the day it is due.

Legend:	JR - J. Reynolds	KM - K. McLean	VB - V. Bruce	MM - M. Michaels	PG - P. Gagnon	NW - N. White
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Appendix A - Detailed Company Information

Personnel

Acme Aero Limited has a total staff of 110 people. The operational breakdown is as follows:

Pilots	24
Flight Attendants	12
AMEs	8
Apprentice AMEs	5
Technical Assistants	2

Bases (including Maintenance)

Main Base	Macdonald-Cartier International Airport	(CYOW)
Sub-Base	Lester B. Pearson Airport	(CYYZ)
Sub-Base	Montreal Airport - Dorval	(CYUL)

Company Aircraft

HS74	C-GXNP	CYYZ
HS74	C-FRLM	CYUL
PA31	C-FNGT	CYOW
PA31	C-FTVL	CYYZ
DA20	C-GTXR	CYOW
DA20	C-CVND	CYOW

Maintenance Staff

Name	Position	Base	License/Endorsements
J. Anderson	Director, Maintenance	CYOW	M123123 M2.4.6(HS74/DA20)
T. Bavnes-Armstrong	Quality Assurance	CYOW	M234567 M2.4. 6 (HS74/DA20)
J. Townsend	AME	CYOW	M345678 M2. 4
C. Cochrane	AME	CYYZ	M456677 M2.4.6 (HS74)
P. Cameron	AME	CYYZ	M567876 M2.4.6 (HS74)
T. Henry	AME	CYUL	M987654 M2.4.6 (HS74)
F. Jones	AME	CYOW	M758687 M2. 4. 6 (DA20)
B. White	AME	CYOW	M751287 M2. 4. 6 (DA20)
B. Boyd	AME Apprentice	CYOW	N/A
M. Pelletier	AME Apprentice	CYYZ	N/A
S. Jones	AME Apprentice	CYYZ	N/A
F. Cormier	AME Apprentice	CYUL	N/A
A. Lafleur	AME Apprentice	CYUL	N/A
L. Pierce	Store Keeper	CYOW	N/A
B. Cohen	Technical Records	CYOW	N/A

Flight Operations Staff

Name	License	Aircraft Type	Base
N. Shaeffer	A123456	HS74 & PA31	CYOW
F. Smith	A654321	HS74	CYYZ
N. Granger	A345612	HS74	CYYZ

B. Charles (Type A CCP)	A456123	HS74	CYYZ
K. Williams	A561234	HS74	CYYZ
D. Beck	A612345	HS74	CYYZ
R. Collins (Type B CCP)	A435612	HS74	CYYZ
C. Roberts	A789012	HS74	CYUL
P. Tanguay	A890123	HS74	CYUL
N. Connaught	A901234	HS74	CYUL
R. Peterson	A908765	HS74	CYUL
J. Altman	A987654	HS74	CYUL
G. Gregorv	A776655	PA31	CYOW
B. Beliveau	C123456	PA31	CYOW
W. Copeland	C234561	PA31	CYOW
R. Scott	A665544	PA31	CYYZ
A. Spencer	C223344	PA31	CYYZ
B. Ferguson	C334455	PA31	CYYZ
F. Duquette	A172635	DA20	CYOW
H. Chang (Type A CCP)	A192837	DA20	CYOW
R. Beverly	A828374	DA20	CYOW
P. Dole	A674914	DA20	CYOW
J. Green	A5466277	DA20	CYOW
M. Martin	A338495	DA20	CYOW

Appendix B - Proposed Travel and Overtime Expenses**Travel Expenses-Proposed**

Name	Days	Hotel	Composite	Airfare	Car	Misc.	Sub-Total	Totals
T. Smith	18	\$1,620.00	\$ 966.60	\$500.00	\$600.00	\$ 73.73	\$3,760.33	
S. Brown	18	\$1,620.00	\$ 966.60	\$250.00		\$ 56.73	\$2,893.33	
Mgr Total								\$ 6,653.66
Ops								
J. Reynolds	18	\$1,620.00	\$ 966.60	\$500.00	\$500.00	\$ 71.73	\$3,658.33	
K. McLean	16	\$1,440.00	\$ 859.20	\$500.00		\$ 55.98	\$2,855.18	
M. Michaels	16	\$1,440.00	\$ 859.20	\$500.00		\$ 55.98	\$2,855.18	
V. Bruce	15	\$1,350.00	\$ 805.50	\$350.00	\$300.00	\$ 56.11	\$2,861.61	
P. Gagnon	10	\$ 900.00	\$ 537.00	\$500.00		\$ 38.74	\$1,975.74	
N. White	10	\$ 900.00	\$ 537.00	\$500.00		\$ 38.74	\$1,975.74	
Ops Total								\$ 16,181.79
Maint								
F. Lalonde	18	\$1,620.00	\$ 966.60	\$350.00	\$750.00	\$ 73.73	\$3,760.33	
D. Jacobson	17	\$1,530.00	\$ 912.90	\$500.00	\$750.00	\$ 73.86	\$3,766.76	
W. Preston	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
S. Wallace	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
J. Black	17	\$1,530.00	\$ 912.90	\$500.00		\$ 58.86	\$3,001.76	
Maint Total								\$ 16,532.36
Total								\$ 39,367.82

Overtime Proposed

Name	# Hrs. Week 1			# Hrs. Week 2			# Hrs. Week 3			Totals
	Management									
	x 1.5	x 1.75	x 2	x 1.5	x 1.75	x 2	x 1.5	x 1.75	x 2	
T. Smith	4		2	6		2	6			1173.44
S. Brown	4		2	4		2	4			773.50
Mgr Total										\$ 1,946.94
	Ops									
J. Reynolds	4		2	6		2	6			1091.52
K. McLean	2		1	5		1	2			596.93
M. Michaels	3		1	5		1	2			648.09
V. Bruce	1		1	5		1	2			476.00
P. Gagnon	1		1	5		1				386.75
N. White	1		1	5		1				386.75
Ops Total										\$ 3,586.04
	Maint									
F. Lalonde	4		2	6		2	6			1175.04
D. Jacobson	2		1	5		1	4			699.46
W. Preston	3		1	5		1	4			750.64
S. Wallace	2		1	5		1	4			699.46
J. Black	2		1	5		1	4			699.46
Maint Total										\$ 4,024.06
Total Overtime										\$ 9,557.04

Appendix 6 Pre-audit Team Meeting Agenda

Location: Room 1201, Minto Hotel

Date: June 7, 2000

Time: 19:00 hrs

Agenda:

Item	Subject
1	Introductions
2	Administrative Details • hotel room numbers and cell phone numbers • autos (incl. weekend use) • start / finish times (pre-audit / audit) • dress • weekends
3	Tele-conference w/ CA (where applicable)
4.	Audit Plan • functional area assignments / functional summaries • work plan • schedule • inflights • scheduled points / sub-base visits
5	Budget • importance of accurate tracking • overtime/expenses • claim procedures (electronic)
6.	Conflict of Interest / Confidentiality • shred all working drafts of findings, summaries, etc.
7.	Access to Information
8.	Forms Administration • electronic / written • audit findings • parallel audit findings • confirmation requests

9. Checklists (use of / amendment to)
10. Communications
 - on-site / off-site
 - within TC Civil Av
 - outside of TC Civil Av
11. Pre-Audit Review
 - previous audit / follow-up
 - files
 - company
 - aircraft
 - inspection reports (inflight, ramp, etc)
 - compliance records
 - CADORS
 - authorizations
 - company manuals
 - respect those around you
 - the glass is half full!
12. Physical Audit
 - site familiarization
 - maint
 - ops
 - passes
 - company PI (role during audit)
 - daily team meetings (incl. members on road)
 - use of forms
 - immediate threat
 - paperwork expected
 - audit/parallel findings (drafting of)
13. Questions ?

Appendix 7 Entry Meeting Agenda

Acknowledgements

Thank the company officials for their attendance, co-operation and use of their facilities.

Purpose

Explain the purpose of the meeting:

1. introduce the audit team members;
2. define the objective and scope of the audit;
3. define the methodology used during the audit; and
4. co-ordinate staff and facilities.

Introductions

Introduce the audit manager, team members, specialists and observers; and company representatives.

Objective and Scope

The objective and scope of this audit is:

- (a) to conduct an analysis of the policies, standards, procedures and facilities of (company name) to ensure that delegated authorities and Transport Canada's legislative requirements are being met and that maximum effort is made to ensure flight safety; and
- (b) to ensure compliance with the Aeronautics Act, CARs, CASS and company operations manual (COM).

Depth

The audit will

- (a) encompass, but not be limited to, the specialty areas identified, as covered by the appropriate audit checklists; and
- (b) cover the period from _____ (date) to _____ (date).

Communications

The following communication protocols will be observed:

- (a) initial communication in each audit area will be between the auditor for that area and the company official specified by _____ (company) as the contact for that area;
- (b) where problems or questions arise, team members will advise me and I will contact _____ (company representative); and
- (c) if the company has a problem or questions, it is to contact the audit manager, who will meet daily with the team leaders to discuss the day's findings and address any questions.

Methodology

Standard audit procedures are those set out in the IAM and will include:

- (a) interviews with personnel to discuss the areas of responsibility;
- (b) the examination of records, such as those for training, CCP and flight documentation;
- (c) in-flight inspections;
- (d) aircraft inspections; and
- (e) the review of manuals and directives.

In every case, the purpose of the audit is to determine the company's level of conformance to the CARs, associated standards and to company policy and procedures set out in manuals such as the COM. Our concern is adherence to standards.

Where it is determined that an examined area appears to be in order, we will move on to the next area. When the company appears to be violating a regulatory requirement, it is said to be in non-conformance.

If questions arise regarding potential or definite non-conformances:

- (a) approach the company to determine whether we are interpreting the data correctly (there may occasionally be ambiguities);
- (b) direct the company to provide missing data within a specific timeframe;
- (c) where it is determined that our perception is correct, or where the company does not respond adequately to our queries within the specified timeframe, these items will be drawn up as audit findings;
- (d) where it is determined that our interpretation of the data is correct and that flight safety is being jeopardised, the audit manager will approach the director of flight operations or designate to obtain the authorization to take appropriate action immediately; and
- (e) should the need arise, the convening authority will be approached for further guidance on appropriate action.

Queries regarding the audit should be addressed to the appropriate team leader or to the audit manager.

Every effort will be made to conduct all audit activities with minimal disruption to the company. The fact that flight operations are ongoing will be respected. Should an interview be requested, for example, it will be conducted at a mutually satisfactory time. We will tailor our hours to the company's normal working hours and team leaders will inform their staff of the protocol discussed at this meeting, with regard to communications in particular.

Exit Meeting

The exit meeting is proposed for _____ (location) on _____ (date) at _____ (time).

Question Period

A question period will follow.

Appendix 8 Exit Meeting Agenda

Introductions

Audit Manager -

Opening Remarks

Convening Authority - (where applicable)

Executive Summaries

- Maintenance -
- Operations -

Audit Findings

Where possible, explain that there will not be a discussion on findings as these have been discussed during the teams daily meetings with the company and that further discussion may take place through the Corrective Action Plan approval process.

Post-Audit

Explain the next stage of the audit:

- Inform the attendees that the audit report will be completed in ten working days (review briefly the content of the report).
- Explain that the report will be reviewed by the Convening Authority and his managers/representative from Commercial and Business Aviation, Maintenance and Manufacturing as well as Aviation Enforcement (indicate the possibility of Aviation Enforcement action). Also indicate that the audit management team will be involved with the approval process.
- State that the company will have thirty working days (from the date of receipt of the report) to respond with a Corrective Action Plan that highlights the short- and long-term actions proposed to rectify any non-conformance.
- Explain that the company can expect follow-up inspections after the Corrective Action Plan has been completed to confirm the effectiveness of that action plan.
- Indicate that the company will be advised when the audit is formally closed.

Access to Information

(Discuss briefly)

Closing Remarks

Invite Company Pres/CEO to make any closing comments; and

Audit Manager close meeting

Appendix 9 Audit Report Cover Letter



Government Gouvernement
of Canada du Canada

Toronto, Ontario
M5F 7J9

Registered

5258-1-23456

July 6, 2000

Mr. I. Stravinski
President, Acme Aero Limited
Macdonald-Cartier International Airport
Ottawa, Ontario K1P 5L6

Dear Mr. Stravinski:

Enclosed with this letter you will find two copies of the Audit Report resulting from the regulatory audit of Acme Aero Limited completed on June 23rd, 2000. I am pleased to inform you that while the report contains (x) Maintenance and (y) Operations audit findings, the Audit Manager has assured me that Acme Aero is operating in a safe manner. For your convenience, you will find a summary of the most significant audit findings in Part II of the report.

Acme Aero must respond in writing to each audit finding. The proposed Corrective Action Plan (CAP) should detail both short term corrective action to correct the specific deficiencies cited and, where applicable, long term corrective action. Long term corrective action should focus on modifying the system to prevent recurrence of similar deficiencies in the future.

Acme Aero is requested to complete the Corrective Action Form on the reverse of each Finding Form and forward these to my office no later than Aug 22nd, 2000.

The co-operation extended to the audit team by you and your staff during the audit was appreciated.

Yours truly,

R. Jonson
Convening Authority

Attachments (2)

Appendix 10 Audit Report

Acme Aero Limited Audit June 5 - 23, 2000

Audit Report

This report consists of four parts:

■ Part I – Introduction

identifies the auditee and summarizes the audit process;

■ Part II – Executive Summary

summarizes the overall audit results;

■ Part III – Maintenance Specialty Area Summaries

contains the maintenance specialty area element (checklist) summaries;

■ Part IV – Operations Specialty Area Summaries

contains the operations specialty area element (checklist) summaries; and

■ Appendix

Audit Findings

contains the Audit Findings assigned during the audit.

Part I — Introduction

Objective and Scope

This routine conformance audit was conducted on Acme Aero Limited during the period of June 5-23, 2000. The audit covered the period from June 20, 1997 to June 5th, 2000 and included reviews in the following areas:

- a) maintenance (AMO and air operator programs);
- b) flight operations;
- c) cabin safety;
- d) the transportation of dangerous goods; and
- e) aviation occupational safety and health.

Company - General

Acme Aero Limited is an aviation company formed in 1984. It offers both a scheduled and non-scheduled domestic air service from the main base at Macdonald-Cartier International Airport, with sub-bases in Toronto/Lester B. Pearson International Airport and Montreal International (Dorval).

Acme Aero Limited operates one PA31 and two DA20 aircraft from its main base, one HS-748 from each sub-base, plus one PA31 from the sub-base in Toronto. The HS-748s offer a scheduled service between Toronto and Windsor, Ontario and between Montreal and Val D'Or, Quebec. The PA31s operate on a charter basis and are available for med-evac under a standing offer with the Ministry of Health for the Province of Ontario. The DA20s have been added to the Air Operator Certificate since the previous audit in June 1997 and operate under contract to a major courier company. The operator transports dangerous goods by air.

Aircraft maintenance is performed in-house at all three bases. There is a full-time staff of eight Aircraft Maintenance Engineers, five apprentices and two technicians. The Aircraft Technical Records are kept at the main base in Ottawa.

The company has experienced steady growth and now employs over one hundred people.

Audit Synopsis

Mr. R. Jonson, Regional Director Civil Aviation, Ontario Region, convened Acme Aero's 2000 audit under the provisions of the *Inspection and Audit Manual* (IAM). The audit assessed Acme Aero's level of conformance with the regulatory requirements governing operations of Canadian air operators. The audit was conducted in accordance with policy and procedures detailed in the IAM employing standard, industrial auditing techniques. These techniques included interviews with key personnel, review of approved documents, sampling of relevant files, and random inspections throughout Acme Aero's system.

The audit entry meeting was held in Acme Aero's executive offices at Ottawa's Macdonald-Cartier International Airport on June 12th, 2000. During this meeting, the audit manager briefed the operator's management on the general audit process and the team's specific plans for the audit of Acme Aero. Throughout the audit, team leaders kept Acme Aero's officials informed of the audit progress and of all audit findings submitted. During the audit, Maintenance and Operations team members inspected specialty areas within the main base in Ottawa as well as Acme Aero's route structure. The audit was completed and the exit meeting held at Acme Aero's executive offices on June 23rd, 2000 with Acme Aero's President and Chief Executive Officer, Mr. Ian Stravinski, and the Convening Authority in attendance.

Audit Team

Position	Name	Region	Phone	Cell/Pager
Convening Authority	R. Jonson	Ont	416-952-0001	416-987-6542
Audit Manager	T. Smith	Ont	416-952-0002	416-987-6543
Administration	S. Brown	Ont	416-952-0003	416-987-6544
Team Leader (Ops)	J. Reynolds	Ont	416-952-0004	416-987-1234
Flight Ops	K. McLean	Ont	416-952-0005	416-987-1235
Flight Ops	M. Michaels	Ont	416-952-0006	416-987-1236
Cabin Safety	V. Bruce	Ont	416-952-0007	416-987-1237
Dangerous Goods	P. Gagnon	Ont	416-952-0008	416-987-1238
AOSH	N. White	Ont	416-952-0009	416-987-1239
Team Leader (Maint)	F. Lalonde	Ont	416-952-0010	416-987-2345
Maintenance	D. Jacobson	Ont	416-952-0011	416-987-2346
Maintenance	W. Preston	Ont	416-952-0012	416-987-2347
Maintenance	S. Wallace	Ont	416-952-0013	416-987-2348
Maintenance	J. Black	Ont	416-952-0014	416-987-2349

Company Management

Name	Title	Telephone No.
I. Stravinski	President, Acme Aero Limited	(613) 974-2300
J. Anderson	Director, Maintenance	(613) 974-2306
T. Baynes-Armstrong	Quality Assurance Manager	(613) 974-2307
B. Mathers	Director, Flight Operations	(613) 974-2301
N. Schaffer	Chief Pilot (HS748, PA31)	(613) 974-2302
F. Duquette	Chief Pilot (DA20)	(613) 974-2402
M. Tellier	Chief, Dispatch	(613) 974-2304
S. Lavallee	Director, Inflight Services	(613) 974-2305
D. McIntyre	Manager, Dangerous Goods	(613) 974-2308
C. Roberts	Safety Officer	(613) 974-2303

Corrective Action Plan

Audit Findings identify a situation where an Acme Aero policy, procedure, or activity does not conform to an approved company manual or to the applicable regulatory standard. The company must respond in writing to each audit finding, detailing short term corrective action to correct the specific examples listed, and long term systemic corrective action to prevent recurrence of similar situations. Transport Canada Civil Aviation will monitor implementation of Acme Aero's Corrective Action Plan through the audit follow-up process described in the IAM.

Review of Findings by Aviation Enforcement

Aviation Enforcement routinely reviews all audit findings after an audit and will advise Acme Aero through normal channels if it proposes to take action concerning any finding(s).

Part II — Executive Summary

General

The audit examined Acme Aero's Maintenance and Operations Divisions using applicable Maintenance and Operations checklists referenced from the *Inspection and Audit Manual* (IAM). A total of 10 Maintenance and 17 Operations audit findings were submitted. These findings identified examples of non-conformance to the *Canadian Aviation Regulations* (CARs), standards or Acme Aero's policies or procedures. A number of the findings were administrative in nature and can be easily corrected, whereas others were systemic and will require particular attention to ensure that corrective actions are effective in addressing the identified system faults.

Maintenance

The Transport Canada maintenance team reviewed all of the specialty areas applicable to Acme Aero Limited. The Acme Aero maintenance requirements and system was assessed to the *Canadian Aviation Regulations* (amendment 20-1) and individual Maintenance Control (Original May 31, 1997) and Maintenance Policy (Rev. 3, dated August 13, 1999) Manuals. The Maintenance Policy Manual (MPM) was approved October 16, 1996. Items that failed to conform to the above documents were recorded as audit findings.

The audit team sampled two HS74, one PA31 and two DA20 aircraft. *Notice of Inspection* forms were issued for two aircraft that had minor discrepancies. During aircraft inspections the absence of exterior placards on some aircraft resulted in the company completing an immediate fleet wide campaign to insure all safety placards were in place. Overall, the quality of the aircraft inspected was found to meet the applicable standards. Company facilities were found to be adequate for the scope of work and are well maintained.

The greatest areas of concern were found in the areas of the Maintenance Control Manual (MCM), Airworthiness Directive compliance and Technical Records. In addition to this, the maintenance evaluation program and quality assurance system require enhancements to achieve full functionality. Company management have demonstrated a positive attitude towards the audit and have acted proactively towards findings that have been identified.

Operations

The Operations Team audited 21 specialty area elements in accordance with the provisions of the *Inspection and Audit Manual* to ensure that Acme Aero operations conform to the requirements of the *Canadian Aviation Regulations* (CARs), associated standards and company control manuals. In addition to a comprehensive review of company documentation, control procedures and management personnel qualifications, the audit team conducted a series of in-flight and ramp inspections.

Deficiencies were noted in nine specialty areas resulting in sixteen audit findings. Most of these represent deficiencies in administrative procedures and

guidelines that are to be specified in the company control manuals, specifically the Company Operations Manual, the Flight Attendant Manual and the HS-748 Minimum Equipment List.

The areas requiring immediate attention are: the flight crew training programs, which currently lack some essential elements; flight crew training records, which require a detailed system to ensure flight crews have met all training requirements; and procedures to monitor and report on CCP activities. The company will also want to review the HS-748 MEL and the MCM which currently contain conflicting procedures

The above deficiencies notwithstanding, the review revealed that Acme Aero Limited is conducting a safe operation and that a knowledgeable, competent management team has been assembled to oversee a staff and crews that have the ability and desire to operate within the regulatory framework. The company's response upon learning of any deficiency was immediate and indicative of Acme Aero's focus on safety.

Part III — Maintenance Specialty Area Summaries

The audit focused on 26 areas relating to Air Operator Maintenance Requirements and 17 areas attributed to that of the Approved Maintenance Organization. A brief description of the areas where findings were made is provided.

Air Operator Maintenance Requirements

AOC - 01 Maintenance Control Manual

The company utilizes individual Maintenance Control and Maintenance Policy Manuals. A discrepancy relating to policy and procedures for the control of maintenance / service instruction information was raised. The responsibility for obtaining and making technical information available resides with the Air Operator, whereby MCM policy and procedures must specify how the operator will ensure that publications are available and current. Other minor deficiencies were noted in the MCM; these are documented under a separate finding.

AOC - 04 Technical Records

Conformity Certificates providing the details of maintenance performed were not generated as required or were found to be incomplete. In other instances, the company did not always comply with requirements to transcribe maintenance details into the permanent technical record.

AOC - 05 Evaluation Program

Audits are generally completed as indicated in the MPCM and follow up procedures have been completed, or are in the completion process. Independent Inspection anomalies, illegible entries and data entry errors and omissions were identified during this audit indicating that the daily sampling of log books and weekly surveillance is not being accomplished as required.

AOC - 11 Defect Control (Deferral)

A review was conducted on a sampling of each type of aircraft in the Acme Aero fleet. Findings indicated recurring defects are not identified as such because the company definition differs from the *Canadian Aviation Regulations*.

AOC - 12 Airworthiness Directives / Service Bulletins Compliance

On one occasion the company permitted the operation of an aircraft for up to 43 hours with an outstanding Airworthiness Directive requirement. In addition, this aircraft was operated while a particular Airworthiness Directive was not fully complied with. The company immediately removed the aircraft from active service while a follow up review with the AMO that completed the work was conducted

Approved Maintenance Organization

AMO - 04 Maintenance Training

The maintenance training requirements of CAR 573.06 and 706.12 are being met, although no formal procedures for the planning and control of maintenance training have been developed. The company indicated that an amendment to the MPM is underway and will resolve this deficiency when completed.

Part IV — Operations Specialty Area Summaries

The audit focused on 21 areas of company operations resulting in 17 findings. Specialty area elements not mentioned below were found to meet regulatory requirements.

FO-3 Company Manuals

During the review of the company manuals, several areas were identified where procedures were either not linked from one manual to another or were lacking elements needed to fully comply with regulatory requirements. These, as well as shortcomings in the Dispatch Manual (see FO-9) and the Flight Attendant Manual (see CS-2), were identified under a single audit finding to simplify preparation of the corrective action plan and subsequent post-audit follow-up. A finding was also assigned to the Company Operations Manual for the lack of any mention of the Flight Safety Program, a requirement for all 705 operations.

FO-6 Company Check Pilot (CCP) Program

Acme Aero has three Type A CCPs and one Type B CCP. One of the Type A CCP's was found to have conducted 2 PPCs while his authority had expired due to a monitor ride not being done. This resulted in the company removing two pilots from flight status until such time as their PPCs could be renewed by a qualified CCP. It was also noted that the company had not implemented the required monitoring system to ensure that a CCP's authority is valid prior to scheduling the CCP to conduct a flight check. In addition to this, the monthly schedule of proposed flight checks was not being submitted to Transport Canada, nor was notification of CCPs who were no longer with the company.

FO-7 Flight Crew Training Program

The company flight crew training programs were reviewed and a number of deficiencies were identified. These resulted in three audit findings being assigned. A number of training programs were missing essential elements, the most important of which was the lack of night flying training during HS74 initial flight training, and emergency procedures practical training that is not being conducted in accordance with the standard. In addition to this, joint CRM training is not being conducted with flight attendants. It was also noted that some training programs were lacking the training examinations that are to be used to confirm that the candidate has grasped the required training.

FO-8 Flight Crew Training Records

The training records of 19 pilots were reviewed and a number of errors and omissions were noted. In one case, Acme Aero was requested to provide documentation indicating that the annual technical ground training for three HS74 flight crew had in fact been completed. The company was unable to do so. Further to this, company senior management were unaware that training had not

been completed and that extensions had been granted by the TC Regional office. The reason for this was that the extensions had not been placed in the appropriate training files.

It was also noted that the company does not maintain a record of all required training elements where those elements are imbedded in other training programs (ex., CRM, HAI and MEL training are part of the annual ground training program and therefore not identified individually in the training records).

FO-9 Operational Control System

The flight dispatch office consists of a manager, two duty managers, 4 dispatchers and crew scheduling and operations co-ordination staff. The workings of the operational control system is well-organized with only a few areas in the Dispatch Manual requiring clarification. One Finding was made that pertained to the reporting relationships of the flight dispatch duty managers. They should not report to the Vice President, Operations on operational matters, since that position is not required to be filled by a certified flight dispatcher.

FO-13 Minimum Equipment List

A review of the company's Minimum Equipment List manuals and procedures resulted in two audit findings. These pertained to MEL procedures that were in conflict with maintenance procedures specified in the MCM, and out-of-date amendments.

CS-2 Flight Attendant Training Program

Although some discrepancies between the Initial Flight Attendant Program and the Flight Attendant Manual were noted, the overall Flight Attendant Program was being well maintained under the guidance of the Company's Learning and Development Co-ordinator. The variances were recorded under Company Manuals (finding FO-3-2).

DG-1 Dangerous Goods

The dangerous goods program at Acme Aero is satisfactory and company personnel are knowledgeable and professional in the conduct of their assigned tasks. One shortcoming was noticed where training records for two individuals did not contain a copy of the required training certification.

AOSH-1 Aviation Occupational Safety and Health (A-OSH)

Acme Aero's A-OSH program is maintained by two conscientious officers who exhibit support for the safety and health of employees. Through co-ordination and co-operation between the offices of Safety and the Facilities Environment and Site Safety, the appropriate occupational safety and health reports are provided in accordance with the standard with one exception that pertained to incomplete documentation and follow-up to an on board flight attendant injury.

Appendices — Findings

- Maintenance Audit Findings
- Operations Audit Findings

Appendix 11 Corrective Action Tracking Form

Functional Area	Finding #	Compl Date (proposed)	Milestones/Prog Review Pts	Follow-up (O/A) Date	Completion Date
FO-1 Previous Transport Canada Audit					
FO-2 Air Operator Certificate and Ops Specs					
FO-3 Company Manuals					
FO-4 Publications Library					
FO-5 Mgmt Personnel and Operations Coordination					
FO-6 Company Check Pilot Program					
FO-7 Flight Crew Training Program					
FO-8 Flight Crew Training Records					
FO-9 Operational Control System					
FO-10 Flight Documentation					
FO-11 Aircraft Inspection					
FO-12 Aircraft Documentation					
FO-13 Minimum Equipment List					
FO-14 Flight Inspection and Route Check					
FO-15 Aircraft Performance and Operating Limitations					
FO-16 Flight Safety Program					
CS-1 Cabin Safety					
CS-2 Flight Attendant Training Program					
CS-3 Flight Attendant Training Records					
DG-1 Dangerous Goods					
AOSH-1 Aviation Occupational Safety and Health					

 Follow-up OPI

 Date

Inspection and Audit Checklists

FO-1 Previous Transport Canada Audit

	Item	Result
P-1	What was the date and purpose of the previous audit?	_____
P-2	What were the number of Audit Findings and conclusions from the previous audit?	_____
P-3	Was the audit follow-up completed?	_____
P-4	List any outstanding audit findings respecting the previous audit?	_____
P-5	Are there indications of high turnover of managerial staff?	_____
P-6	Are there indications of high turnover of staff, flight crew or maintenance?	_____
P-7	Have there been any changes in the company's scope, size, aircraft, type of service since the previous audit?	_____
P-8	Have there been any additional Operations Specifications authorized since the previous audit?	_____

Additional Comments:

Items Certified - Completed by:

FO-2 Air Operator Certificate and Operations Specifications

	Item	Reference	Result
P-1	Has a current copy of the Air Operator or Private Operator Certificate and all Operations Specifications been obtained?	CAR 702.08 703.08 704.08 705.08	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.06	
P-2	What type of Air Operator Certificate does the company hold, i.e., domestic, international?	CAR 702.08(f)(ii) 703.08(f)(ii) 704.08(f)(ii) 705.08(f)(ii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.06(g)/(h)(vi)	
P-3	What types of aircraft are authorized pursuant to the Air Operator Certificate?	CAR 702.08(f)(iii) 703.08(f)(iii) 704.08(f)(iii) 705.08(f)(iii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.06(e)/624.05(c)	
P-4	Where are the operator's main base, sub-bases and schedule points? Do these meet the applicable standards?	CAR 702.08(f)(iv) 703.08(f)(iv) 704.08(f)(iv) 705.08(f)(iv)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.05(1)(b)	
P-5	What type of Operations Specifications are authorized?	CAR 702.08(g) 703.08(g) 704.08(g) 705.08(g)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.06(h)(i) to (vi)	

	Item	Reference	Result
A-1	Is the operator providing the type of commercial air service as stated on the Air Operator Certificate?	CAR 702.08(f)(ii) 703.08(f)(ii) 704.08(f)(ii) 705.08(f)(ii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.01/.07	
A-2	What changes in facilities or equipment have occurred at the main or sub-base since the previous audit?	CAR 702.09(h) 703.09(h) 704.09(h) 705.09(h)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.05(2)(e), 604.80(3) 604.81(2)	
A-3	How are revisions to the Air Operator Certificate and Operations Specifications initiated by the operator?	CAR 702.07 703.07 704.07 705.07	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.05	
A-4	Who is responsible for maintaining these documents?	As specified in the Company Operations Manual	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.80	
A-5	Is there a current copy of the Air Operator Certificate and Operations Specifications in the Company Operations Manual?	CAR 702.82(1) 703.105(1) 704.121(1) 705.135(1)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.80(2) and (3)	
A-6	Does the company have proof of liability insurance (if required)?	CAR 606.02	☐ OK ☐ FINDING ☐ NA ☐ N/C

Item	Reference	Result
Private Operator		☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed _____

FO-3 Company Manuals

	Item	Reference	Result
P-1	Does the Company Operations Manual provide guidance to personnel for use in the execution of their duties?	CAR 702.82(1) 703.105(1) 704.121(1) 705.135(1)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.80(c)	
P-2	Is the Company Operations Manual consistent with the Air Operator Certificate and Operations Specifications?	CAR 702.81(3) /82(2)(a) 703.104(3)/105(2)(a) 704.120(3)/121(2)(a) 705.134(3)/135(2)(a)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.81(2)(a)	
P-3	Does the Company Operations Manual include all items required by the applicable CASS?	CASS 722.82 723.105 724.121 725.135	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator		
P-4	Do the Standard Operating Procedures (SOPs) include all items required by the CASS?	CASS 722.84 723.107 724.124 725.138	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.84 and Company Operations Manual Ref: 604.84	
A-1	Is a copy of the appropriate part of the Company Operations Manual carried on each aircraft?	CAR 702.83 703.106 704.122 705.136	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.82(2) and Company Operations Manual	

Item		Reference	Result
A-2	Do applicable crew	CAR 702.83	☐ OK ☐ FINDING ☐ NA ☐ N/C
	members and ground	703.106	
	operations	704.122	
	personnel have	705.136	
	current copies of the		
	Company		
	Operations Manual?		
	Private Operator	604.82(1) and (2)	

Items Certified - Completed by: _____

FO-4 Publications Library

	Item	Reference	Result
A-1	Does the library include all approved current publications required by the applicable CASS?	723.07(3)(b) 724.07(3)(b) 725.07(4)(b)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator (refer to Appendix 11 for worksheet)	see COM	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

FO-5 Management Personnel and Operations Co-ordination

Item		Reference	Result			
P-1	Do management personnel meet the requirements of the applicable CASS?	CASS 722.07(2) 723.07(2) 724.07(2) 725.07(2)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	624.05(2),(3),(4)				
A-1	Is the Operations Manager carrying out his/her duties in accordance with the applicable CASS?	CASS 722.07(2)(a) 723.07(2)(a) 724.07(2)(a) 725.07(2)(a)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	624.05(4)				
A-2	Is the Chief Pilot carrying out his/her duties in accordance with the applicable CASS?	CASS 722.07(2)(b) 723.07(2)(b) 724.07(2)(b) 725.07(2)(b)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	624.05(4) and COM				
A-3	Is the Flight Attendant Manager carrying out his/her duties in accordance with the applicable CASS?	725.07(2)(d)(ii)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	refer to COM				
A-4	Does the organization reflect that shown in the Company Operations Manual?	CASS 722.82(1)(e) 723.105(1)(e) 724.121(e) 725.135(e)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	624.80(c)				
A-5	Does the system for dissemination of general operational information to crew members function as described in the Company Operations Manual?	CAR 704.13 705.18 724.121(g)(v) 725.135(g)(v)	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	refer to COM				

Items Certified - Completed by:

FO-6 Company Check Pilot Program

	Item	Reference	Result
P-1	Who are the CCPs and for which aircraft types and authorities have they been approved?	CCP Manual, Para 1.2.6	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-2	How many PPCs have been conducted by the CCPs?	CCP Manual, Para 4.7.1(c)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-3	Have the PPCs been conducted in accordance with the CCP manual?	CCP Manual, Para 4.6.1(f)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-4	Have the CCPs been monitored by a TCCA inspector within the past 12 months?	CCP Manual, Para 4.6.1(b)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-5	Has the company been notifying TCCA on a monthly basis prior to conducting the checks?	CCP Manual, Para 4.7.2	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-1	Has the CCP maintained his or her qualification to conduct PPCs?	CCP Manual, Para 2.4.1/2.4.4	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2	If the CCP is not qualified, has he or she conducted any PPCs with an invalid authority?	CCP Manual, Para 4.7.1	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3	Does a review of training records indicate that the CCP has exceeded his or her terms of reference?	CCP Manual, Para 4.6.1(f)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-4	Review Pilot Check Reports and ensure that PPCs are conducted in accordance with reference.	CCP Manual, Para 4.6.1(f)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-5	Does the company forward PPC/IFT forms to the regions or HQ?	CCP Manual, Para 4.7.5	☐ OK ☐ FINDING ☐ NA ☐ N/C

	Item	Reference	Result
A-6	Does the company forward copies of the planned check rides for the following month to regions or HQ?	CCP Manual, Para 4.7.2	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-7	Does the operator have a system in place to monitor CCP rides which have been completed and when monitor CCP rides are due?	CCP Manual, Para 4.7.1(b)-(c)	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

FO-7 Flight Crew Training Program

	Item	Reference	Result
P-1	Review the company indoctrination training program.	CASS 722.76(4) 723.98(5) 724.115(6) 725.124(5)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	refer to COM	
P-2	Review the line indoctrination training program.	CASS 724.115 (27-28) 725.124(32-34)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-3	Review the upgrade training program.	CASS 722.76(5) 723.98(15) 724.115(15) 725.124(17)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(14)	
P-4	Review the initial and annual aircraft type training program.	CASS 722.76(10) 723.98(8-10) 724.115(9-11) 725.124(8)(a)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(4),(5),(9)	
P-5	Review the initial and annual aircraft servicing and ground handling training program.	CASS 722.76(8) 723.98(26) 724.115(26) 725.124(31)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(4)(A)(g)	
P-6	Review the initial and annual emergency procedures training program.	CASS 722.76(13) 723.98(11) 724.115(12) 725.124(14)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(8)	
P-7	Review the initial and annual surface contamination training program.	CASS 722.76(14) 723.98(17) 724.115(18) 725.124(23)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(4)(17)	

	Item	Reference	Result
P-8	Review the crew resource management training program. Private Operator	CASS 725.124(39) 624.22(2)(d)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-9	Review the air operator's procedures for the carriage of persons other than flight crew members during Aerial Work operations.	CASS 722.16	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-10	Review the air operator's apron and cabin safety procedures Air Taxi and Commuter operations without a flight attendant. Private Operator	CASS 723.38/39 724.33/34 624.73(20)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-11	Review the high altitude training program. Private Operator	CASS 722.76(18) 723.98(23) 724.115(24) 725.124(29) 624.73(10)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-12	Review the Minimum Equipment List Training Program. Private Operator (training not specified, see COM)	CASS 722.76(16) 723.98(18) 724.115(19) 725.124(24) 605.07/625.07 and COM	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-13	Is training which is provided on a contract basis in accordance with the applicable CASS? Private Operator	CASS 722.76(2) 723.98(2) 724.115(2) 725.124(2) 624.73(3)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-14	Is a synthetic training device used for training or checking?	CASS 722.76(9) 723.98(7) 724.115(8) 725.124(8)	☐ OK ☐ FINDING ☐ NA ☐ N/C

	Item	Reference	Result
	Private Operator	624.73(5)	
P-15	Has the synthetic training device been approved by TCCA?	CAR 606.03	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-16	Has the synthetic training device program been approved in accordance with the applicable CASS?	CASS 722.76 (10-12) 723.98(8-10) 724.115(9-11) 725.124(9-13)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.73(6),(7)	

Items Certified - Completed by:

FO-8 Flight Crew Training Records

	Item	Reference	Result
A-1	Do the records for each crew member include the required data?	CAR 702.77: 703.99: 704.117; 705.127.	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74	
A-2	Has the applicable initial and annual aircraft type training been completed for each crew member?	CAR 702.76(2): 703.98(2): 704.115(2); 705.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74(1)(c)	
A-3	Has the applicable initial and recurrent aircraft servicing and ground handling training been completed for each flight crew member?	CAR 702.76(2): 703.98(2): 704.115(2)(a); 705.124(2)(a).	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74(1)(c),(e)	
A-4	Has the applicable initial and recurrent emergency procedures training been completed for each crew member?	CAR 702.76(2): 703.98(2): 704.115(2); 705.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74(1)(c),(e)	
A-5	Has the applicable initial and recurrent aircraft surface contamination training been completed for each crew member?	CAR 702.76(2): 703.98(2); 704.115(2); 05.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74(1)(c),(e)	

	Item	Reference	Result
A-6	Has the applicable company/aviation indoctrination training been completed for each crew member?	CAR 702.76(2): 703.98(2); 704.115(2); 705.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74 and COM	
A-7	Has the applicable line indoctrination training been completed for each crew member?	CAR 702.76(2): 703.98(2); 704.115(2); 705.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
A-8	Has the applicable upgrade training been completed for appropriate crew members?	CAR 702.76(2): 703.98(2); 704.115(2); 705.124(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74	
A-9	Has initial and recurrent Crew Resource Management training been completed for each crew member?	CAR 725.124(39)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	Private Operator	604.74	
A-10	Have flight training times recorded in the training records been confirmed by random sample in aircraft journey logs?	N/A	☐ OK ☐ FINDING ☐ N/A ☐ N/C
A-11	Have flight training times in aircraft journey logs been confirmed by random sample of airport traffic sheets?	N/A	☐ OK ☐ FINDING ☐ N/A ☐ N/C

Item	Reference	Result
A-12 For operators that conduct night operations, have the pilots received night take-off and landing training as necessary prior to the carriage of passengers at night? Have the recency requirements of 5 take-offs and landings prior to passenger carriage been met?	725.124(13)(c)(iv) CAR 401.05(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
Private Operator	624.73(7)(d)	

Items Certified - Completed by: _____

Note: Refer to the applicable SFO-8 Flight Crew Training Form and Guide

FO-9 Operational Control System

	Item	Reference	Result
P-1	Is the air operator's operational control system accurately described in its company operations manual?	CASS 722.12(1) 723.105(1) 724.121(8) 725.135(8)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-2	Has the air operator outlined in its operations manual the responsibilities and authority of its operational control personnel?	CASS 722.82(1) 723.105(1) 724.121(7) 725.135(7)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-3	Does the air operator have the training syllabus in its operations manual?	CASS 723.98(15) 724.115(17) 725.124(21-22)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-4	Is the company's operational control system as required by the applicable standard adequate for the operation?	CASS 722.12(1) 723.16(1)(2) 724.15 725.20	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-1	Are company aircraft being dispatched as outlined in the company operations manual?	CASS 722.12(2) 723.16(2) 724.121 725.135	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2	Is the company's operational control system as required by the applicable standard adequate for the operation?	CASS 722.12(1) 723.16(1)(2) 724.15 725.20	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3	How does the company meet the communication requirements as outlined in the applicable CASS for its operation?	CASS 720.20 722.12.(3) 723.16(2)(d) 724.15(1)(d) 725.20(d)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-4	How is information passed to an aircraft in flight and can the air operator meeting the requirement set out for a category A air operator or category B air operator?	CASS 722.12(5) 723.16(1) 724.15(1)(g) 725.20(1)(d)	☐ OK ☐ FINDING ☐ NA ☐ N/C

	Item	Reference	Result
A-5	Does the air operator provide the minimum operational flight plan requirements?	CASS 722.14 723.18 724.17 725.22	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-6	Does the air operators flight release system provide a procedure for verification, acceptance and disagreement resolution of the operational flight plan?	CASS 725.20(4)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-7	How are Met, NOTAMS, ATC made available for flight planning?	CASS 722.12(4) 723.12(1)(f) 724.15(4)(f) 725.23(2)(a)(b)	☐ OK ☐ FINDING ☐ NA ☐ N/C

Flight Watch for Type A and B Air Operators

A-8	Does the air operator have on file the Transport Canada letter indicating that each Flight Dispatcher has successfully completed the two Transport Canada generic examinations.	CASS 725.124(28)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-9	Does the air operator have records on file for each Flight Dispatchers exercising operational control?	CASS 725.124(28)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-10	Does the air operator have on file documentation that the check dispatcher has been approved by Transport Canada?	CASS 725.124(28)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-11	Does the air operator have written approval for the Flight dispatcher training syllabus?	CASS 725.124(28)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-12	Does the air operator's training courses consist of instruction in at least those subjects listed in the standard?	CASS 725.124(28)	☐ OK ☐ FINDING ☐ NA ☐ N/C

	Item	Reference	Result			
A-13	Does the air operators operations manual specify the period of on-job training required for each Flight Dispatcher and has this training been completed?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-14	Does the air operator provide cockpit familiarization training and has this been recorded in the appropriate file?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-15	Does the air operator have a check dispatcher acceptable to Transport Canada and meet the standards outline in?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-16	Does the air operator have an approved recurrent training program in accordance with the applicable standard?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-17	Does the air operator have a requalification program as outlined in the applicable standard and are records available for any Flight Dispatchers in this category?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-18	Has the air operator provided training and maintained records of any new sector training within the operational control system?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-19	Has the air operator provided training and records for any new equipment transition training?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-20	Do all Flight Dispatcher's have valid Radio telephone Operators Restricted Certification?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C

Item		Reference	Result			
A-21	Do all the certified Flight Dispatchers meet the minimum age requirement?	CASS 725.124(28)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-22	Does the Flight Dispatcher maintain current information on the progress of flights?	CASS 725.20(5)(a)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-23	Does the flight watch continue until the completion of the flight?	CASS 725.20(5)(b)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-24	Are in-flight reports directed to the flight dispatcher performing flight watch?	CASS 725.20(5)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-25	Is there adequate personnel available to maintain flight watch during the air operators flight schedule?	CASS 725.20(1)(a)	☐ OK	☐ FINDING	☐ NA	☐ N/C
Flight Following for Type C and D Air Operators						
A-26	Are the standards of training and qualifications for the individual described in the operations manual?	CASS 722.76(1) 723.98 724.115 725.124	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-27	Is the person qualified to respond to the requests from the pilot-in-command of an aircraft?	CASS 723.16(1) 724.15(1) 725.20(4)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-28	Does the flight follower distribute meteorological and operational information without analysis or interpretation?	CASS 723.16(1) 724.15(1)(g) 725.20(4)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-29	Is the flight following system adequate for all hours during which aircraft are flown?	CASS 722.12(5) 723.16(1) 724.15(1) 725.20(1) 725.124(29)	☐ OK	☐ FINDING	☐ NA	☐ N/C
A-30	Has the flight follower received training in the subjects outlined in the standards?	CASS 722.12(5)(6) 723.16(1) 724.15(1) 725.20(4)(b)	☐ OK	☐ FINDING	☐ NA	☐ N/C

Item	Reference	Result
A-31 Does the flight follower monitor the air operators flights from commencement to termination and any intermediate stops?	CASS 722.12(4) 723.16(1)(d) 724.15((1)(g) 725.20(4)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-32 Is there a procedure for the pilot-in-command to pass messages concerning landings and departures to the flight follower?	CASS 723.16(1)(f) 725.20(2)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-33 Does the air operator's dispatch release system follow the procedures as outlined in the standard?	CASS 722.12(3) 724.15(1)(d) 725.20(1)(d)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-34 If aircraft are operated in sparsely settled areas are two-way communications available at all times?		☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

FO-10 Flight Documentation

Item	Reference	Result
A-1 a) Does the operational flight plan meet the requirements of the applicable reference?	CAR 702.14 703.18 704.17 705.22	☐ OK ☐ FINDING ☐ NA ☐ N/C
b) Do the fuel slips, journey logs and weight & balance forms all agree with respect to fuel weights?		☐ OK ☐ FINDING ☐ NA ☐ N/C
c) Do the load manifests and journey logs agree with respect to cargo loads?		☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2 Does the Weight & Balance system meet the requirements of the applicable reference	CAR 703.33 704.28 705.38	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3 Are operational flight plans retained in accordance with the applicable reference?	CAR 702.14 703.18 704.17 705.22	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

Note: Refer to SFO-10a, Journey Log - Load Sheet Analysis

FO-11 Aircraft Inspection

	Item	Reference	Result
A-1	Are there adequate restraints available to ensure that any cargo or equipment carried is secured and does not shift in flight?	CAR 602.86(1)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2	Is cargo loaded so as to not block or restrict the exit of passengers in an emergency?	CAR 602.86(2)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3	Does each aircraft have an approved safety feature card on board for each passenger?	CAR 704.35 705.44	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	604.19	
A-4	Does each aircraft have operational and emergency equipment which meets the requirements of the applicable reference?	CAR 602.57-63 703 Division V + VI 704 Division V + VI 705 Division V + VI	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-5	Have carry-on baggage requirements been met?	CAR 602.86 705.42 (1)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-6	Does each aircraft have required seatbelts?	CAR 605.22	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-7	Does each aircraft have required shoulder harnesses for flight attendant seats?	CAR 605.24(2)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-8	Are aircraft markings and placards in accordance with the Aircraft Flight Manual?	CAR 605.05	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-9	Have aircraft inspections been completed using the appropriate forms?	AA 4.2	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

FO-12 Aircraft Documentation

	Item	Reference	Result
P-1	What aircraft types is the company authorized to operate? Private Operator	CAR 702.08(f)(iii) 703.08(f)(iii) 704.08(f)(iii) 705.08(f)(iii) 604.06(e)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-2	Has the company been authorized to operate aircraft with operational restrictions? Private Operator	CAR 702.08(f) 703.08(f) 704.08(f) 705.08(f) 604.06(g)	☐ OK ☐ FINDING ☐ NA ☐ N/C
P-3	Does the company have authority to operate foreign registered aircraft?	CAR 700.05	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-1	Are flight crew reporting aircraft defects in accordance with approved procedures?	CAR 706.05	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2	Do foreign registered aircraft which are operated under a valid lease agreement meet the requirements of the reference?	CAR 203.03	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3	Is a valid C of R and flight authority carried on board?	CAR 202.26 605.03	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-4	Are aircraft configurations and equipment in accordance with the Aircraft Flight Manual?	CAR 605.06-07	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-5	Is there a current Aircraft Flight Manual in each aircraft?	CAR 605.04	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-6	Are journey log entries made in accordance with the reference?	CAR 605.93	☐ OK ☐ FINDING ☐ NA ☐ N/C

Item		Reference	Result			
A-7	Is there a current aircraft library on board each aircraft?	CAR 602.60(1)(a)(b)	☐ OK	☐ FINDING	☐ NA	☐ N/C

Items Certified - Completed by:

FO-13 Minimum Equipment List

	Item	Reference	Result
P-1	Does the company utilize an approved MEL for each aircraft?	605.07/625.07 704.07(2)(d) 705.07(2)(e)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.05 info note and COM	
A-1	Does the operator have procedures in place to ensure that MMEL revisions are reviewed and MEL amendments made as required?	725.07(2)(a)(ii)(M) 725.07(4)(b)	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	refer to COM	
A-2	Does the company dispatch aircraft in accordance with approved procedures?	CAR 605.07-08-09 706.06	☐ OK ☐ FINDING ☐ NA ☐ N/C
	Private Operator	624.53 info note. Co-ordinate with maintenance	

Items Certified - Completed by: _____

FO-14 Flight Inspection and Route Check

Item	Reference	Result
A.1 Have in-flight inspections or route checks been completed using the appropriate forms?	AA 4.2	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

FO-15 Aircraft Performance Operating Limitations

Item		Reference	Result			
A.1	Does the carrier utilise aircraft performance operating limitations for airports from which they operate?	CAR 704.44 705.54	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	604.83				
A.2	Do the aircraft performance operating limitations conform to the appropriate Aircraft Flight Manual?	CAR 704.45 705.55	☐ OK	☐ FINDING	☐ NA	☐ N/C
	Private Operator	604.83				

Items Certified - Completed by: _____

FO-16 Air Operator Flight Safety Program

CASS 725.07 Subsection 3		Reference	Result
Flight Safety Program Elements			
A-1	Does the person responsible for running the flight safety program have extensive operational experience (normally achieved as a flight deck crew member or equivalent experience in aviation management); and training in accordance with paragraph 725.07 3 b).	b) i) and ii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-2	Is a detailed description of the flight safety program incorporated into the appropriate company manuals?	a) iii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-3	Does the person responsible for the flight safety program have direct access to the operations manager?	c)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-4	Does the reporting system provide for a timely and free flow of flight safety related information?	c) ii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-5	Are surveys conducted?	c) iii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-6	Are flight safety improvement suggestions solicited and processed?	c) iv)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-7	Has a safety awareness program been developed and maintained?	c) v)	☐ OK ☐ FINDING ☐ NA ☐ N/C

CASS 725.07 Subsection 3		Reference	Result
A-8	Are industry flight safety concerns (which may have an impact on the operation) monitored?	c) vi)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-10	Is a close relationship with the appropriate aircraft manufacturers maintained?	c) vii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-11	Is a close relationship with TC System Safety and the Transportation Safety Board of Canada maintained?	c) viii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-12	Is a close relationship with industry safety associations maintained?	c) ix)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-13	Are incidents/accidents investigated and are recommendations to preclude a recurrence reported?	c) xii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-14	Has a flight safety database been developed to monitor and analyse trends?	c) xiii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-15	Are responses to flight safety initiatives monitored and are the results measured?	c) xv)	☐ OK ☐ FINDING ☐ NA ☐ N/C

Incident Management

A-16	Has an incident reporting system been developed and is it maintained?	e)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-17	Does it provide a process of reporting incidents; investigation of incidents; the means to advise management; and information feedback to employees?	e) i) ii) iii) iv)	☐ OK ☐ FINDING ☐ NA ☐ N/C

Flight Safety Committee

CASS 725.07 Subsection 3		Reference	Result
A-18	Has a Flight Safety Committee been established to identify safety concerns and deficiencies and to make recommendations for corrective measures to senior management?	f) i)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-19	Are members from all operating departments represented?	f) ii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-20	Does the committee meet at least twice a year?	f) iii)	☐ OK ☐ FINDING ☐ NA ☐ N/C
A-21	Do meeting minutes provide a record of agenda items, discussions and corrective actions taken, where applicable?	f) iv)	☐ OK ☐ FINDING ☐ NA ☐ N/C
Emergency Response Planning			
A-22	Has an Emergency Response Plan been developed and is it maintained?	g)	☐ OK ☐ FINDING ☐ NA ☐ N/C

	CASS 725.07 Subsection 3	Reference	Result
A-23	Does it include the following elements:		☐ OK ☐ FINDING ☐ NA ☐ N/C
	1. air operator policy;	g) i)	
	2. air operator mobilization and agency notification;	g) ii)	
	3. passenger and crew welfare;	g) iii)	
	4. casualty and next-of-kin co-ordination;	g) iv)	
	5. accident investigation on behalf of the air operator;	g) v)	
	6. air operator team's response to the accident site	g) vi)	
	7. preservation of evidence	g) vii)	
	8. emergency response training?	g) ix)	

Items Certified - Completed by: _____

Specialty Checklists, Forms and Guides

SFO-3a Ground Icing Operations Program Checklist

Item	Reference	Result
P.1 Does the Ground Icing Operations Program include the following elements?	622.11 3.0	☐ OK ☐ FINDING ☐ NA ☐ N/C
- Operator's management plan - aircraft de-icing/anti-icing procedures - holdover timetables - aircraft inspection and reporting procedures - training and testing		
P.2 Does the operator's management plan meet the applicable standard? (see attached guide)	622.11 4.0	☐ OK ☐ FINDING ☐ NA ☐ N/C
P.3 Do aircraft de-icing/anti-icing procedures meet the applicable standard? (see attached guide)	622.11 5.0	☐ OK ☐ FINDING ☐ NA ☐ N/C
P.4 Do holdover timetables meet the applicable standard? (see attached guide)	622.11 6.0	☐ OK ☐ FINDING ☐ NA ☐ N/C
P.5 Do aircraft inspection and reporting procedures meet the applicable standard? (see attached guide)	622.11 7.0	☐ OK ☐ FINDING ☐ NA ☐ N/C
P.6 Do program training and testing meet the applicable standard? (see attached guide)	622.11 8.0	☐ OK ☐ FINDING ☐ NA ☐ N/C

Items Certified - Completed by: _____

SFO-3b Ground Icing Operations Program Guide

Item	* Ref	Yes	No
Operator's Management Plan		4.0	
Is the management position responsible for the overall program identified?	4.0	☐	☐
Are subordinate positions identified?	4.0	☐	☐
Are operational responsibilities and procedures described?	4.0	☐	☐
Is the chain of command described or an organization chart included?	4.0	☐	☐
Is the relationship between operations and maintenance described?	4.0	☐	☐
Does operations have sole responsibility for the program or is it shared? (Note: maintenance must not have sole responsibility.)	4.0	☐	☐
Operations		4.0	
Have all elements of the program been developed, integrated and coordinated?	first (a)	☐	☐
Has the program been disseminated to all persons with duties, responsibilities and functions within the program?	(b)	☐	☐
Is a detailed description of the program published in the appropriate company manuals?	(c)	☐	☐
Are there sufficient personnel and adequate facilities and equipment at airports where the program may be applied?	(d)	☐	☐
Is adequate management supervision of the program maintained?	(e)	☐	☐
Who is responsible for deciding when ground icing operations are to begin and end? Is this fully described in their position description?	second (a)	☐	☐
Are the functions, duties and responsibilities (incl. instructions and procedures) of flight crew, dispatchers and management personnel specified?	(b)	☐	☐
Who is responsible for authorizing and co-ordinating the program with ATC and airport authorities...is this described in their position description?	(c)	☐	☐

Maintenance

4.2

Does maintenance share any responsibility for the Ground Icing Operations Program?

☐ ☐

If so: Who is responsible?

What personnel, facilities and equipment are required?
Are they available?

☐ ☐

Are functions, duties and responsibilities (incl. instructions and procedures) specified?

☐ ☐

Aircraft De-icing/Anti-icing Procedures

5.0

Are these procedures described in a clearly identifiable and separate part of the manual?

☐ ☐

Do they include the person responsible and the aircraft specific procedures?

☐ ☐

Is there a detailed description of the weather and aircraft surface conditions under which the program is activated? Does it include the method the program is initiated?

(a)

☐ ☐

Is there a detailed description of de-icing/anti-icing procedures and the sequence of application? (Note: ensure that the sequence starts with representative aircraft surfaces if the operator uses them to fulfil the requirements of the Pre-take-off Contamination Inspection...Refer to 7.1.1.3)

(b)

☐ ☐

Holdover Timetables

6.0

Have holdover timetables been approved?

☐ ☐

When in use are the following provided:

☐ ☐

- operational responsibilities of flight crew, flight dispatch (watch), maintenance and ground personnel?

6.1(a)

☐ ☐

- procedures for the use of timetables (incl. the actions to take if holdover time is exceeded)?

6.1(b)

☐ ☐

- procedures to be followed by ground and flight crew for establishing start and holdover time?

6.1(c)

☐ ☐

Aircraft Inspection and Reporting Procedures

7.0

Are the techniques to be used for contamination recognition described in the operator's manual?

7.1

☐ ☐

Do the above techniques use any of the following:

- | | | | |
|---|---------|--------------------------|--------------------------|
| - holdover timetables? If so, have the requirements of Holdover Timetables (above) been complied with? | 7.1.1.1 | ☐ | ☐ |
| - tactile inspection? Is this physical inspection required to be conducted by a qualified person and does the inspection include the leading edge and upper surface of the wings? | 7.1.1.2 | ☐ | ☐ |
| - examination of one or more representative aircraft surfaces? If so, have the representative aircraft surfaces been identified by the aircraft manufacturer or approved by the Regional Manager, Commercial and Business Aviation (or Airline Inspection)? | 7.1.1.3 | ☐ | ☐ |
| - use of sensors? If so, do their installation and use meet applicable airworthiness and operational requirements and are procedures for their use detailed in the operator's program? | 7.1.1.4 | ☐ | ☐ |

Critical Surface Inspection

Do procedures for the Critical Surface Inspection indicate the following: 7.1.2

- | | | |
|---|--------------------------|--------------------------|
| - that the inspection is mandatory whenever ground icing conditions exist? | ☐ | ☐ |
| - that the inspection be conducted immediately following the final de-ice/anti-ice application? | ☐ | ☐ |
| - that the inspection report must be made to the pilot-in-command by a qualified person? | ☐ | ☐ |

Pre-take-off Contamination Inspection

- | | | | |
|---|-------|--------------------------|--------------------------|
| Is the Pre-take-off Contamination Inspection required by the operator's program? If so, is the inspection required to be conducted from inside or outside the aircraft? visual or tactile? does the inspection use representative aircraft surfaces? (Note: a tactile inspection must be conducted on all aircraft without leading edge devices and on any other aircraft as designated by the Director, Commercial and Business Aviation.) | 7.1.3 | ☐ | ☐ |
| - if visual, does the operator's program specify the conditions (weather, lighting, visibility) under which the inspection can be conducted? | | ☐ | ☐ |

Inspection Reporting**7.2**

(Note: A detailed description of the guidelines and procedures to be followed in communications between the inspector and the PIC, including the use of hand signals, must be included in the appropriate operator's manual.)

Does the Critical Surface Inspection report include the following: 7.2.1

- time the last application of de-icing/anti-icing fluid began (where applicable)? ☐ ☐
- the type of fluid used? ☐ ☐
- the ratio of the fluid mixture? ☐ ☐
- the sequence that the critical surfaces were de-iced/anti-iced if the standard documented method was not used? ☐ ☐
- confirmation that all critical surfaces are free of contamination? ☐ ☐

Where required, does the Pre-take-off Contamination Inspection include confirmation that the critical surfaces are free of contamination? 7.2.2

☐ ☐

(Note: where the standard documented procedure was not followed, the report must describe how the inspection was conducted.)

Training and Testing**8.0**

Does the operator's program include initial and annual training for all operations and ground/maintenance personnel who have responsibilities within the program? ☐ ☐

Does the operator's program include testing of crew members and other operations and ground/maintenance personnel who have responsibilities within the program? ☐ ☐

Initial De-icing/Anti-icing Operations Training**8.1**

Does this program include:

a) effects of contamination on critical surfaces, including: 8.1.1

- procedures for reporting contamination on arrival to the person responsible for co-ordinating de-icing/anti- ☐ ☐

icing operations?

- the effects of freezing precipitation, frost (incl. hoar frost), freezing fog, snow, rain and high humidity on cold-soaked critical surfaces and under wings? ☐ ☐

- identification of critical surfaces (representative aircraft surfaces if applicable) by aircraft type? ☐ ☐

- types, purpose, characteristics and uses of de-icing/anti-icing fluids? ☐ ☐

- how fluids affect performance and handling ☐ ☐

b) aircraft de-icing/anti-icing procedures, including: 8.1.2

- safety precautions during application? ☐ ☐

- methods of applying de-icing/anti-icing fluids? ☐ ☐

- composition and identification of de-icing/anti-icing fluids? ☐ ☐

- remote de-icing/anti-icing procedures including where applicable, aircraft specific and location specific procedures? ☐ ☐

- supervisory responsibilities of flight crew with regard to contractor services when the operator does not arrange for contractor training and qualification of personnel? ☐ ☐

c) aircraft inspection procedures (aircraft specific), including: 8.1.3

- identification of critical surfaces and representative aircraft surfaces (where applicable) to be inspected? ☐ ☐

- techniques for detecting and recognizing contamination on aircraft? ☐ ☐

- types of aircraft inspections? ☐ ☐

- communication procedures to be followed by flight crew when contacting ground personnel, ATC, or company station personnel to co-ordinate aircraft inspections? ☐ ☐

d) the use of holdover timetables, including: 8.1.4

- source of holdover timetables data? ☐ ☐

- precipitation category and intensity and relationship of a change in precipitation to holdover time? ☐ ☐

- relationship between holdover time and fluid concentration? ☐ ☐

- definition of when holdover time begins and ends? ☐ ☐
- when holdover times are used for decision making, the following: ☐ ☐
- communication procedures to inform flight crew of the type of fluid used, start time of the final application and any requirements for co-ordinating with other agencies? ☐ ☐
- procedures to be followed when holdover time is exceeded including inspection requirements, alternate means of determining whether surfaces are contaminated, and other requirements regarding repeat applications? ☐ ☐

Recurrent De-icing/Anti-icing Operations Training 8.2

Does the recurrent de-icing/anti-icing operations training include the following:

- a review of current de-icing/anti-icing operations and inspection procedures? ☐ ☐
- highlights of any program changes? ☐ ☐
- the latest available research and development information on ground de-icing/anti-icing operations? ☐ ☐

(Note: operators should distribute an information circular prior to commencement of winter operations to all affected personnel reviewing procedures and presenting any new information not covered in the annual recurrent training.)

Initial Ground/Maintenance Personnel Training 8.3

Does the initial ground/maintenance personnel training program include the following:

- a) effects of surface contamination including the following: 8.3.1 ☐ ☐
 - procedures for reporting contamination on arrival to the person responsible for co-ordinating de-icing/anti-icing operations? ☐ ☐
 - the effects of freezing precipitation, frost (incl. hoar frost), freezing fog, snow, rain and high humidity on cold-soaked critical surfaces and under wings? ☐ ☐
 - identification of critical surfaces (representative aircraft surfaces if applicable) by aircraft type? ☐ ☐
 - types, purpose, characteristics and uses of de-icing/anti-icing fluids? ☐ ☐

- | | | |
|---|--------------------------|--------------------------|
| - effects of contamination on ram-air intakes and instrument pick-up points? | ☐ | ☐ |
| - potential FOD to engines? | ☐ | ☐ |
| b) aircraft de-icing/anti-icing procedures including the following: | 8.3.2 | |
| - safety precautions during application? | ☐ | ☐ |
| - methods of applying de-icing/anti-icing fluids? | ☐ | ☐ |
| - composition and identification of de-icing/anti-icing fluids? | ☐ | ☐ |
| - remote de-icing/anti-icing procedures including where applicable, aircraft specific and location specific procedures? | ☐ | ☐ |
| - description of, and qualifications to operate, various types of de-icing/anti-icing equipment? | ☐ | ☐ |
| - instruction in the operation of de-icing/anti-icing equipment? | ☐ | ☐ |
| - the determination of the start of holdover time | ☐ | ☐ |
| c) aircraft inspection procedures (aircraft specific) including the following: | | |
| - identification of critical surfaces and representative aircraft surfaces (where applicable) to be inspected? | ☐ | ☐ |
| - techniques for detecting and recognizing contamination on aircraft? | ☐ | ☐ |
| - types of aircraft inspections? | ☐ | ☐ |
| - inspection techniques for conducting a Critical Surface Inspection? | ☐ | ☐ |

Recurrent Ground/Maintenance Personnel Training

8.4

Does the annual recurrent ground/maintenance training program include the following:

- | | | |
|---|--------------------------|--------------------------|
| - a review of current de-icing/anti-icing operations and inspection procedures? | ☐ | ☐ |
| - highlights of any program changes? | ☐ | ☐ |
| - the latest available research and development information on ground de-icing/anti-icing operations? | ☐ | ☐ |

(Note: operators should distribute an information circular prior to commencement of winter operations to all affected personnel reviewing procedures and presenting any new information not covered in the

annual recurrent training.)

Contractor Training

8.5

Does the operator contract de-icing/anti-icing services from another organization?

☐☐

If so, does the training program of the contractor and application of de-icing/anti-icing operations standards meet the operator's own Ground Icing Operations Program?

☐☐

Are the contractors procedures and training programs documented through the operator?

☐☐

Testing

8.6

Does the operator's program include testing following each initial and recurrent training?

☐☐

Are all personnel tested on all information covered in the training programs?

☐☐

Are records documenting initial and recurrent training maintained for each person?

☐☐

Note: All references are to 622.11 of the General Operating and Flight Rules Standards

SFO-3c Reference Material Matrix

	Operations	Maintenance	Licensing	Enforceable	Information
Aeronautics Act	3	3	3	3	
Canadian Aviation Regulations	3	3	3	3	
Commercial Air Service Standards	3	3	3	3	
Aircraft Equipment & Maintenance Standards	3	3	3	3	
Engineering & Inspection Manual		3		3	
Airworthiness Manual	3	3	3	3	
Company Operations Manual*	3	3		3	
Maintenance Control Manual		3	3	3	
Aircraft Flight Manual or Minimum Equipment List	3	3	3	3	
A/C Repair, Overhaul & Maintenance Manuals		3		3	
Aircraft Engine Propeller TA/TC		3		3	
Airworthiness Directives & Service Bulletins		3		3	
Transportation of Dangerous Goods Regulations	3			3	
Regulatory Compliance Procedures Manual	3	3	3		3
Aeronautical Information Publication	3	3	3		3
Inspection and Audit Manual	3	3	3		3
Certification Manual	3	3			3
Air Carrier Inspector Manual	3	3			3
Company Check Pilot Manual	3				3
Policy Letters, Notices, Staff Instructions	3	3	3		
Maintenance Control Manual Guide		3			3
Applicable Federal Aviation Regulations (FARs)	3	3		3	
Cabin Safety Inspection Manual	3				3
Flight Attendant Manual Standard	3			3	
Flight Attendant Training Standard	3			3	

* (Applicable Sections)

SFO-6 Company Check Pilot Audit Summary

[illegible]

SFO-8a Flight Crew Training Form (CAR 705)**General Information**

Company Name					Date			
Name of Pilot					Licence Number		Medical Valid To	
Crew Status		Aircraft Type		PPC Valid To		Instrument Valid To		

Ground Training

Co. Indoc	Initial Tech Grnd	Annual Tech Grnd	EPT Annual	EPT Initial / Practical	* Rt Seat Conversion	* CRP	Surface Contamination
MEL	Dangerous Goods	* RVR 1200 / 600	* RNAV	HAI	Survival Equip.	A/C Serv and Handling	Route-A/D Qualification
* ETOPS	* Cat II/III	* Engine Inop	CRM	Airborne Icing	CFIT	* Elementary Work	

Flight Training

Initial Flight Training			Annual Flight Training			Line Indoctrination		
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C Registration	Flight Time
Line Check			Upgrade Training			* Line Oriented Flight Training		
Date	A/C Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time
Date	A/C or Sim	Flight	Date	A/C or Sim	Flight	Date	A/C or Sim	Flight

			Registration	Time				Registration	Time				Registration	Time

(* items as required)

SFO-8b Flight Crew Training Form Guide (CAR 705)

Area	Action
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General Information

A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid to..." date.
A-6	Crew Status	Determine whether the individual in question is the PIC, SIC, CRP, etc.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable. Single-engine aircraft fall into instrument rating group III, while multi-engine aircraft fall into group I.

Ground Training

A-10	Company Indoctrination	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the
------	------------------------	--

Area	Action
	training certified. Verify that the candidate was not flying on the dates in question.
A-11 Aircraft Technical Ground (Initial) 725.124(6)(a)	Record the date of training. Determine whether the training was certified. Verify that the actual training time was in accordance with that set out in the training manual and confirm that the candidate was not flying on the dates in question.
A-12 Aircraft Technical Ground (Annual) 725.124(6)(b)	Record the dates of training. Determine whether the training was certified. Note the type of aircraft. Determine whether aircraft technical exams are kept on file and dated and whether they are marked. Verify that the candidate was not flying on the dates in question.
A-13 Emergency Procedures Training (EPT) Annual 725.124(14)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-14 Emergency Procedures Training (EPT) Practical 725.124(14)	Practical training must be completed on initial training and every three years thereafter. Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-15 Right Seat Conversion Training 725.124(18)	Must receive sufficient ground training on right seat duties. Where required, record the date(s) of training. Refer to item A-39 for certification.
A-16 Cruise Relief Pilot (Initial and Annual) 725.124(19)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-17 Surface Contamination 725.124(23)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-18 MEL Training 725.124(24)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown. Ensure that elementary work training is conducted (A-32) where the MEL requires such action. Recurrent training required following any changes to the MEL or MEL

Area	Action
A-19 Dangerous Goods 725.124(25) ICAO Technical Instructions 6;1.2.3	procedures. Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
A-20 RVR 1200 and RVR 600 Ground Training 725.124(26)(a)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Training is applicable to PIC and to SIC where SIC is authorized lower minima take-offs in the Company Operations Manual. Training require in synthetic training devise for RVR 600, and for RVR 1200 without certified take-off performance.
A-21 Area Navigation Systems (RNAV) Training 725.124(27)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-22 High Altitude Training 725.124(29)	This training is required for all flight crew members operating aeroplanes above 13,000 feet ASL before first assignment on a pressurized aeroplane and every three years thereafter. Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-23 Survival Equipment Training 725.124(30)	Record the dates of training. Initial and annual training required.
A-24 Aircraft Servicing and Handling 725.124(31)	Record the dates of training. Required during initial training only.
A-25 Route and Aerodrome Qualifications Training 725.124(35)	Record the dates of training.
A-26 Extended Twin-Engine Operations (ETOPS) Training (Initial and Annual) 725.124(36)	Where required, record the dates of training. Refer to section 3.5 of the ETOPS manual (TP 6327) for annual training requirements. Determine whether there is an exam on file and whether the training was certified.
A-27 Category II and III Operations Training	Where required, record the dates of training. Determine whether there is an exam on file

Area	Action
725.124(37)(a)	and whether the training was certified. Refer to item A-40 for flight training requirements.
A-28 Engine Inoperative Ground Training	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Note that the pilot-in-command must be checked annually and certified competent by an approved check pilot or a TCCA inspector. Refer to item A-41 for flight training requirements.
725.124(38)(b)	
A-29 CRM Training (Initial / Annual)	Record the dates of training. Ensure training includes joint pilot/ft att training where applicable.
725.124(39)	
A-30 Airborne Icing	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
725.124(40)	
A-31 Controlled Flight into Terrain (CFIT) Training	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
725.124(48)	
A-32 Elementary Work	Elementary work tasks must be listed in either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.
S.3 of 625 Appendix A	

Flight Training

A-33 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-34 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was

Area	Action
A-35 Line Indoctrination 725.124(32)	authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training (except where authorized - ACP "C"). Record the dates, aircraft registration and time for cross-checking with the log books. Verify that flight times were in accordance with the training manual. Determine whether there was compensation for landings and whether it was done correctly. Ascertain whether there was a CCP on board and verify that he or she had authority at that time. Verify that line indoctrination was done on each applicable aircraft type and that the line indoctrination was certified.
A-36 Line Check	Determine whether the line check was properly certified for the crew position. If candidate flew in both seats, two line checks are required. Determine whether the line check was done yearly and whether the CCP was valid.
A-37 Captain Upgrade 725.124(17)	Determine whether the training was conducted in accordance with the training manual and whether it was certified. Training must include sim/aeroplane training, command and decision making, specialized ops qualifications (lower take-off limits) where applicable (see 725.34(1)(i) and (2)(i) for qualifications) initial PPC, line indoc and line check (PIC).
A-38 Line Oriented Flight Training (LOFT) 725.124(20)	Where applicable, record the dates of training.
A-39 Right Seat Conversion (Flt/Sim) 725.124(18)	Confirm that sufficient flight/FFS training was conducted and that competency was certified by a CCP, co. Chief Pilot or Training Pilot.
A-40 Category II / III 725.124(37)(b) and (c)	Where applicable, record the dates of training.
A-41 Engine Inoperative 725.124(38)(c)(ii), (iii) and (iv)	Where applicable, record the dates of training.
A-42 Controlled Flight into Terrain.	Where applicable, record the dates of training.

Area

Action

725.124(48)

SFO-8c Flight Crew Training Form (CAR 704 Aeroplane)**General Information**

Company Name						Date					
Name of Pilot						Licence Number			Medical Valid To		
Crew Status			Aircraft Type			PPC Valid To			Instrument Valid To		

Ground Training

Co. Indoc			Initial Tech Grnd			Annual Tech Grnd			EPT Annual			EPT Initial / Practical			* Rt Seat Conversion			Surface Contamination			MEL		
Dangerous Goods			* RVR 1200 / 600			* RNAV			HAI			Survival Equip.			A/C Serv and Handling			* Cat II/III			CFIT		
Airborne Icing			* Elementary Work																				

Flight Training

Initial Flight Training			Annual Flight Training			Line Indoctrination		
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C Registration	Flight Time
Line Check			Upgrade Training			Right Seat Conversion		
Date	A/C Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time

Category II/III						Controlled Flight Into Terrain									
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time							

(* items as required)

SFO-8d Flight Crew Training Form Guide (CAR 704 - Aeroplanes)

Area		Action
General Information		
A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid to..." date.
A-6	Crew Status	Determine whether the individual in question is the PIC, SIC, CRP, etc.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable. Single-engine aircraft fall into instrument rating group III, while multi-engine aircraft fall into group I.

Ground Training

Area	Action
A-10 Company Indoctrination 724.115(7)	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the training certified. Verify that the candidate was not flying on the dates in question.
A-11 Aircraft Technical Ground (Initial and Recurrent) 724.115(7)	Record the date of training. Determine whether the training was certified. Verify that the actual training time was in accordance with that set out in the training manual and confirm that the candidate was not flying on the dates in question.
A-12 Emergency Procedures Training (EPT) Annual 724.115(12)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-13 Emergency Procedures Training (EPT) Practical 724.115(12)	Practical training must be completed on initial training and every three years thereafter. Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-14 Right Seat Conversion Training 724.115(16)	Must receive sufficient ground training on right seat duties. Where required, record the date(s) of training. Refer to item A-39 for certification.
A-15 Surface Contamination (Initial and Recurrent) 724.115(18)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-16 MEL Training 724.115(19)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown. Ensure that elementary work training is conducted (A-26) where the MEL requires such action. Recurrent training required following any changes to the MEL or MEL procedures.

Area	Action
A-17 Dangerous Goods 724.115(19) ICAO Technical Instructions 6;1.2.3	Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
A-18 RVR 1200 and RVR 600 Ground Training 724.115(21)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Training is applicable to PIC and to SIC where SIC is authorized lower minima take-offs in the Company Operations Manual. Training require in synthetic training devise for RVR 600, and for RVR 1200 without certified take-off performance.
A-19 Area Navigation Systems (RNAV) Training 724.115(22)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-20 High Altitude Training 724.115(24)	This training is required for all flight crew members operating aeroplanes above 13,000 feet ASL before first assignment on a pressurized aeroplane and every three years thereafter.
A-21 Survival Equipment Training 724.115(25)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-22 Aircraft Servicing and Handling 724.115(26)	Record the dates of training. No annual training requirement specified.
A-23 Category II and III Operations Training 724.115(29)(a)	Record the dates of training. No annual training requirement specified. Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Refer to item A-33 for flight training requirements.
A-24 Controlled Flight into Terrain (CFIT) Training (Initial and Recurrent) 724.115(32)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-25 Airborne Icing 724.115(33)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-26 Elementary Work	Elementary work tasks must be listed in

Area	Action
S.3 of 625 Appendix A	either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.
Flight Training	
A-27 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-28 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training (except where authorized - ACP "C").
A-29 Line Indoctrination 724.115(27)	Record the dates, aircraft registration and time for cross-checking with the log books. Verify that flight times were in accordance with the training manual. Determine whether there was compensation for landings and whether it was done correctly. Ascertain whether there was a CCP on board and verify that he or she had authority at that time. Verify that line indoctrination was done on each applicable aircraft type and that the line indoctrination was certified.
A-30 Line Check	Determine whether the line check was properly certified for the crew position. If candidate flew in both seats, two line checks are required. Determine whether the line check was done yearly and whether the CCP was valid.

Area	Action
A-31 Captain Upgrade 724.115(15)	Determine whether the training was conducted in accordance with the training manual and whether it was certified. Training must include sim/aeroplane training, command and decision making, specialized ops qualifications (lower take-off limits) where applicable (see 725.34(1)(i) and (2)(i) for qualifications) initial PPC, line indoc and line check (PIC).
A-32 Right Seat Conversion (Flt/Sim) 724.115(16)	Confirm that sufficient flight/FFS training was conducted and that competency was certified by a CCP, co. Chief Pilot or Training Pilot.
A-33 Category II / III 724.115(29)(b)	Where applicable, record the dates of training.
A-34 Controlled Flight into Terrain. 724.115(32)	Where applicable, record the dates of training.

SFO-8e Flight Crew Training Form (CAR 704 Helicopter)**General Information**

Company Name					Date			
Name of Pilot					Licence Number		Medical Valid To	
Crew Status		Aircraft Type		PPC Valid To		Instrument Valid To		

Ground Training

Co. Indoc			Initial Tech Grnd			Annual Tech Grnd			EPT Annual			EPT Initial / Practical			Surface Contamination			MEL			Dangerous Goods		
* RVR 600			* Lower DH			* RNAV			Survival Equip.			A/C Serv and Handling			CFIT			* Elementary Work					

Flight Training

Initial Flight Training			Annual Flight Training			Line Indoctrination		
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time
Date			Date			Date		
A/C or Sim Registration	Flight Time		A/C or Sim Registration	Flight Time		A/C or Sim Registration	Flight Time	

(* items as required)

SFO-8f Flight Crew Training Form Guide (CAR 704 - Helicopter)

	Area	Action
General Information		
A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid to..." date.
A-6	Crew Status	Determine whether the individual in question is the PIC, SIC, CRP, etc.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable.
Ground Training		
A-10	Company Indoctrination 724.115(6)	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the training certified. Verify that the candidate was not flying on the dates in question.
A-11	Aircraft Technical Ground (Initial and Recurrent) 724.115(7)	Record the date of training. Determine whether the training was certified. Verify that the actual training time was in accordance with that set out in the training manual and

Area	Action
	confirm that the candidate was not flying on the dates in question.
A-12 Emergency Procedures Training (EPT) Annual 724.115(12)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-13 Emergency Procedures Training (EPT) Practical 724.115(12)	Practical training must be completed on initial training and every three years thereafter. Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-14 Surface Contamination (Initial and Recurrent) 724.115(15)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-15 MEL Training 724.115(16)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown. Ensure that elementary work training is conducted (A-23) where the MEL requires such action. Recurrent training required following any changes to the MEL or MEL procedures.
A-16 Dangerous Goods 724.115(17) ICAO Technical Instructions 6;1.2.3	Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
A-17 Lower than Standard Take-off- RVR 600 724.115(18)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Training is applicable to PIC and to SIC where SIC is authorized lower minima take-offs in the Company Operations Manual. Training require in synthetic training devise.
A-18 Lower than Standard Decision Height 724.115(19)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-19 Area Navigation Systems (RNAV) Training	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.

Area	Action
724.115(20)	
A-20 Survival Equipment Training	Record the dates of training. No annual training requirement specified.
724.115(22)	
A-21 Aircraft Servicing and Handling	Record the dates of training. No annual training requirement specified.
724.115(23)	
A-22 Controlled Flight into Terrain (CFIT) Training (Initial and Recurrent)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
724.115(27)	
A-23 Elementary Work	Elementary work tasks must be listed in either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.
S.3 of 625 Appendix A	

Flight Training

A-27 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-28 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training (except where authorized - ACP "C").

SFO-8g Flight Crew Training Form (CAR 703 Aeroplane)**General Information**

Company Name					Date			
Name of Pilot					Licence Number		Medical Valid To	
Crew Status		Aircraft Type		PPC Valid To		Instrument Valid To		

Ground Training

Co. Indoc	Initial / Annual Tech Grnd	EPT Annual	EPT Initial / Practical	* Rt Seat Conversion	Surface Contaminati on	MEL	
Dangerous Goods	* RVR 1200	* RNAV	HAI	Survival Equip.	A/C Serv and Handling	Airborne Icing	
CFIT	* Elementary Work						

Flight Training

Initial Flight Training			Annual Flight Training			Upgrade Training		
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C Registration	Flight Time
Right Seat Conversion			Category II/III			Controlled Flight Into Terrain		
Date	A/C Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time
Date	A/C or Sim	Flight	Date	A/C or Sim	Flight	Date	A/C or Sim	Flight

			Registration	Time				Registration	Time				Registration	Time

(* items as required)

SFO-8h Flight Crew Training Form Guide (CAR 703 - Aeroplanes)

	Area	Action
General Information		
A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid to..." date.
A-6	Crew Status	Determine whether the individual in question is the PIC, SIC, CRP, etc.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable. Single-engine aircraft fall into instrument rating group III, while multi-engine aircraft fall into group I.
Ground Training		
A-10	Company Indoctrination	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the training certified. Verify that the candidate was not flying on the dates in question.

Area	Action
A-11 Aircraft Technical Ground (Initial and Recurrent) 723.98(6)	Record the date of training. Determine whether the training was certified. Verify that the actual training time was in accordance with that set out in the training manual and confirm that the candidate was not flying on the dates in question.
A-12 Emergency Procedures Training (EPT) Annual 723.98(11)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-13 Emergency Procedures Training (EPT) Practical 723.98(11)	Practical training must be completed on initial training and every three years thereafter. Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-14 Right Seat Conversion Training 723.98(14)	Must receive sufficient ground training on right seat duties. Where required, record the date(s) of training. Refer to item A-30 for certification.
A-15 Surface Contamination (Initial and Recurrent) 723.98(17)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-16 MEL Training 723.98(18)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown. Ensure that elementary work training is conducted (A-26) where the MEL requires such action. Recurrent training required following any changes to the MEL or MEL procedures.
A-17 Dangerous Goods 723.98(19)	Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
ICAO Technical Instructions 6;1.2.3	
A-18 RVR 1200 Ground Training 723.98(20)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Training is applicable to PIC and to SIC where SIC is authorized lower minima take-offs in the Company Operations Manual. Training require in synthetic training devise for RVR

Area	Action
A-19 Area Navigation Systems (RNAV) Training 723.98(21)	1200 in aircraft without certified take-off performance. Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-20 High Altitude Training 723.98(23)	This training is required for all flight crew members operating aeroplanes above 13,000 feet ASL before first assignment on a pressurized aeroplane and every three years thereafter. Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-21 Single Eng Aeroplanes Carrying Pax VFR at night or IFR 723.98(24)	Record the dates of training.
A-22 Survival Equipment Training 723.98(25)	Record the dates of training. No annual training requirement specified.
A-23 Aircraft Servicing and Handling 723.98(26)	Record the dates of training. No annual training requirement specified.
A-24 Airborne Icing 723.98(28)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-25 Controlled Flight into Terrain (CFIT) Training (Initial and Recurrent) 723.98(29)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-26 Elementary Work S.3 of 625 Appendix A	Elementary work tasks must be listed in either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.

Area	Action
Flight Training	
A-27 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-28 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training (except where authorized - ACP "C").
A-29 Captain Upgrade	Determine whether the training was conducted in accordance with the training manual and whether it was certified. Training must include sim/aeroplane training, command and decision making, specialized ops qualifications (lower take-off limits) where applicable (see 725.34(1)(i) and (2)(i) for qualifications) initial PPC, line indoc and line check (PIC).
723.98(15)	
A-30 Right Seat Conversion (Flt/Sim)	Confirm that sufficient flight/FFS training was conducted and that competency was certified by a CCP, co. Chief Pilot or Training Pilot.
723.98(14)	
A-31 Controlled Flight into Terrain.	Where applicable, record the dates of training.
723.98(29)	

SFO-8i Flight Crew Training Form (CAR 703 Helicopter)**General Information**

Company Name					Date			
Name of Pilot					Licence Number		Medical Valid To	
Crew Status		Aircraft Type		PPC Valid To		Instrument Valid To		

Ground Training

Co. Indoc			Initial Tech Grnd			Annual Tech Grnd			EPT Annual			EPT Initial / Practical			Surface Contamination			MEL			Dangerous Goods		
* RVR 600			* Lower DH			* RNAV			Survival Equip.			A/C Serv and Handling			CFIT			* Elementary Work					

Flight Training

Initial Flight Training			Annual Flight Training					
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time
Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time	Date	A/C or Sim Registration	Flight Time

(* items as required)

SFO-8j Flight Crew Training Form Guide (CAR 703 - Helicopter)

	Area	Action
General Information		
A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid to..." date.
A-6	Crew Status	Determine whether the individual in question is the PIC, SIC, CRP, etc.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable. Single-engine aircraft fall into instrument rating group III, while multi-engine aircraft fall into group I.
Ground Training		
A-10	Company Indoctrination	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the training certified. Verify that the candidate was not flying on the dates in question.

Area	Action
A-11 Aircraft Technical Ground (Initial and Recurrent) 723.98(6)	Record the date of training. Determine whether the training was certified. Verify that the actual training time was in accordance with that set out in the training manual and confirm that the candidate was not flying on the dates in question.
A-12 Emergency Procedures Training (EPT) Annual 723.98(11)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-13 Emergency Procedures Training (EPT) Practical 723.98(11)	Practical training must be completed on initial training and every three years thereafter. Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-14 Surface Contamination (Initial and Recurrent) 723.98(14)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-15 MEL Training 723.98(15)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown. Ensure that elementary work training is conducted (A-23) where the MEL requires such action. Recurrent training required following any changes to the MEL or MEL procedures.
A-16 Dangerous Goods 723.98(16) ICAO Technical Instructions 6;1.2.3	Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
A-17 Lower than Standard Take-off - RVR 600 723.98(17)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified. Training is applicable to PIC and to SIC where SIC is authorized lower minima take-offs in the Company Operations Manual. Training require in synthetic training devise.
A-18 Lower than Standard Decision Height	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.

Area	Action
723.98(18)	
A-19 Area Navigation Systems (RNAV) Training	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
723.98(19)	
A-20 Survival Equipment Training	Record the dates of training. No annual training requirement specified.
723.98(21)	
A-21 Aircraft Servicing and Handling	Record the dates of training. No annual training requirement specified.
723.98(22)	
A-22 Controlled Flight into Terrain (CFIT) Training (Initial and Recurrent)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
723.98(24)	
A-23 Elementary Work	Elementary work tasks must be listed in either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.
S.3 of 625 Appendix A	

Flight Training

A-27 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-28 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training (except where authorized - ACP "C").

SFO-8k Flight Crew Training Form (CAR 702)**General Information**

Company Name					Date			
Name of Pilot					Licence Number		Medical Valid To	
Crew Status		Aircraft Type		PPC Valid To		Instrument Valid To		

Ground Training

Co. Indoc			Aerial Work Training			Initial / Recurrent Tech Grnd			A/C Serv and Handling			*Pax VFR/Nite IFR - Single Eng Aeroplane			EPT Annual			EPT Initial / Practical			Surface Contamination		
* RNAV			* MEL			* Dangerous Goods			* HAI			Airborne Icing			* Elementary Work								

Flight Training

Initial Flight Training					Annual Flight Training					* Upgrade Training				
Date		A/C or Sim Registration		Flight Time	Date		A/C or Sim Registration		Flight Time	Date		A/C or Sim Registration		Flight Time
* Aerial Work Training														
Date		A/C or Sim Registration		Flight Time	Date		A/C or Sim Registration		Flight Time	Date		A/C or Sim Registration		Flight Time

(* items as required)

SFO-8I Flight Crew Training Form Guide (CAR 702)

Area		Action
General Information		
A-1	Company Name	This is self-explanatory.
A-2	Date	This is self-explanatory.
A-3	Pilot's Name	Ensure that the name on the licence is the same as that on the training file.
A-4	Licence Number	Copy the licence number and determine whether the licence is endorsed for the aircraft type and applicable for the crew position in accordance with the company operations manual.
A-5	Medical	Obtain a copy of the medical certificate on file and record the "Valid To" date.
A-6	Crew Status	Determine whether the individual in question is the captain or first officer.
A-7	Aircraft Type	List the types of aircraft for which the individual is certified. Ensure that follow-on information specific to the aircraft type is reported on the appropriate line through-out the form.
A-8	PPC Valid To	Obtain a copy of the PPC card on file, a copy of the last ride report on file for review, and a copy of any applicable extensions.
A-9	Instrument Valid To	Where applicable, record this date from a copy of the licence. Obtain and review a copy of the last ride report on file. Obtain a copy of the extension, if applicable.
Ground Training		
A-10	Company Indoctrination 722..76(4)	Record the dates of training. Determine whether the initial training new hires received on the operations manual, weather, and so on was conducted in accordance with the company operations manual, and whether the required amount of time was spent and the training certified. Verify that the candidate was not flying on the dates in question.
A-11	Aerial Work Training 722.76(5)	Where applicable, verify that the appropriate types of training were undertaken and record the date of training.
A-12	Aircraft Technical Ground (Initial	Record the date of training. Determine whether the training was certified. Verify that

Area	Action
and Recurrent) 722.76(7)	the actual training time was in accordance with that set out in the training manual and confirm that the candidate was not flying on the dates in question.
A-13 Aircraft Servicing and Handling 722.76(8)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-14 Single Eng Aeroplanes Carrying Pax VFR at night or IFR 722.76(12)	Record the dates of training.
A-15 Emergency Procedures Training (EPT) Initial/Practical 722.76(13)	Record the dates of training. Determine whether this training included all requirements for practical EPT training. Check for certification and exams on file and verify that EPT was done for each type of aircraft flown.
A-16 Emergency Procedures Training (EPT) Annual 722.76(13)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-17 Surface Contamination 722.76(14)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-18 Area Navigation Systems (RNAV) Training 722.76(15)	Where required, record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-19 MEL Training 722.76(16)	Record the dates of training. Check for certification and exams on file and verify that training was done for each type of aircraft flown.
A-20 Dangerous Goods 722.76(20) ICAO Technical Instructions 6;1.2.3	Record the dates of training. Ensure that recurrent training has been given within 24 months of previous training.
A-21 High Altitude Training 722.76(18)	This training is required for all flight crew members operating aeroplanes above 13,000 feet ASL before first assignment on a pressurized aeroplane and every three years thereafter. Record the dates of training. Determine whether there is an exam on file and whether the training was certified.
A-22 Airborne Icing 725.124(40)	Record the dates of training. Determine whether there is an exam on file and whether the training was certified.

Area	Action
A-23 Elementary Work S.3 of 625 Appendix A	Elementary work tasks must be listed in either the MCM or COM and must reference the training required to undertake the tasks. Confirm that this training has been received.
Flight Training	
A-24 Initial Flight Training	Record the dates, aircraft/simulator registration and times for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was certified. If the training was performed in a simulator, ascertain whether there is authority for that simulator. Determine whether night training was done during the initial training.
A-25 Annual Flight Training	Record the dates, aircraft/simulator registration and time for cross-checking with the log books. Verify that the training times were in accordance with the training manual and that the training was not done on revenue flights. Determine whether the training was done every six months or annually, whether the training was certified and, if the training was done in a simulator, whether there was authority for that simulator. If the ride was done by the CCP, verify that he or she did not do the training.
A-26 Captain Upgrade 722.76(5)	Determine whether the training was conducted in accordance with the training manual and whether it was certified.

SFO-9a Flight and Duty Times -702**PRE-AUDIT**

- | | | | |
|-----|---|------------------------------|---|
| P-1 | Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member? | 700.14(1)
702.91(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
| P-2 | Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual? | 720.17(1)(b)
722.94(1)(b) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
| P-3 | Are procedures to ensure that flight crew members on reserve comply with the standards specified in the Company Operations Manual. | 700.21(2)
702.98(2) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |

FLIGHT TIME LIMITATIONS

- | | | | |
|-----|--|------------------------|---|
| A-1 | Do all flight crew member flight times fall within the following maximum total flight times? | 700.15(1)
702.91(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
|-----|--|------------------------|---|
- 1,200 hours in any consecutive 365 days
 - 300 hours in any 90 consecutive days
 - 120 hours in any 30 consecutive days
 - 60 hours in any 7 consecutive days
 - single pilot IFR-8 hours in any consecutive 24 hours

Extension authorized in AOC

- | | | | |
|-----|--|------------------------|---|
| A-2 | <i>for any 6 non-overlapping periods of 30 consecutive days within a 365 consecutive day period;</i> | 720.15(1)
722.92(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
|-----|--|------------------------|---|
- 150 hours in any consecutive 30 days
 - 210 hours in any consecutive 42 days
 - 450 hours in any consecutive 90 days
 - 900 hours in any consecutive 180 days
- accumulated 30, 42 and 90 consecutive day flight times may be reset to zero if the flight crew member is provided with at least 5 consecutive days free from all duty*
- 1200 hours in any consecutive 365 days

- A-3 **Heli-logging** 720.15(2) ☐ OK ☐ FINDING ☐ N/A ☐
- 120 hours in any consecutive 30 days 722.92(2) N/C
 - 150 hours in any 30 consecutive days for two pilot helicopters
 - 1200 hours in any consecutive 365 days

FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS

- A-4 Do any flight crew member duty times exceed 14 consecutive hours within any consecutive 24 hour period? 700.16 ☐ OK ☐ FINDING ☐ N/A ☐
- N/C
- 702.93

If flight duty time includes a rest period refer to A-6

If an increase in flight duty time is authorized in the AOC refer to A-7

- A-5 Has the air operator provided flight crew members with the minimum rest period? 700.16(3) ☐ OK ☐ FINDING ☐ N/A ☐
- N/C
- 702.93(2)

i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals

- A-6 **Split duty day** 700.16(5) ☐ OK ☐ FINDING ☐ N/A ☐
- flight duty time may be extended by one-half the length of the rest period to a maximum of three hours* 702.93(4) N/C

- Did the operator provide the flight crew member with advance notice of the extension?
- Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations?
- Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time?

FDT Extension authorized in AOC

700.16(7)

702.93(6)

- A-7 For any 6 non-overlapping periods of 30 consecutive days within a 365 consecutive day period, flight duty time may be extended to 15 consecutive hours

720.16(1)

☐ OK ☐ FINDING ☐ N/A ☐

722.93(1)

N/C

- Was the minimum rest period increased by one hour? **or**
- Did the maximum flight time exceed eight hour in any 24 consecutive hours?

A-8 Aerial Applications

720.16(5)

☐ OK ☐ FINDING ☐ N/A ☐

The maximum flight duty time may be extended for a split flight duty assignment

722.93(2)

N/C

- Did the total flight duty time exceed 14 hours in 24 consecutive hours?
- Did the flight crew member have the opportunity to obtain (in suitable accommodations) at least 9 hours sleep in any 24 consecutive hours where one of the rest periods allowed 5 hours sleep between 20:00 and 06:00 local time?
- Did the flight crew member receive 5 periods of 24 hours time free from duty within each 30 consecutive day period?

UNFORESEEN OPERATIONAL CIRCUMSTANCES

- A-9 *Flight and duty time limitations may be extended by up to 3 consecutive hours.*

720.17

☐ OK ☐ FINDING ☐ N/A ☐

722.94

N/C

- Was the minimum rest period increased by an amount at least equal to the extension to flight duty?
- Did the PIC to notify air operator of the reason for extension?
- Did the company retain the notifications?

TIME FREE FROM DUTY

A-10 Were flight crew members provided with the following time free from duty: 700.19 ☐ OK ☐ FINDING ☐ N/A ☐
N/C

- 24 consecutive hours 13 times within each 90 consecutive days? 702.96

- 24 consecutive hours 3 times within each 30 consecutive days?

*time free from duty is time where the crew member is not engaged in **ANY** activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty*

A-11 Were flight crew members on call provided with ☐ OK ☐ FINDING ☐ N/A ☐
N/C

- one period of at least 36 consecutive hours within each 7 consecutive days, **or**
- one period of at least 3 calendar days within each 17 consecutive days?

TIME FREE FROM DUTY - AUTHORIZATION IN AOC

This item applies to flights operated under 702, 703, DHC-6 aircraft and helicopters not conducting a scheduled passenger service, and to heli-logging 720.19 ☐ OK ☐ FINDING ☐ N/A ☐
N/C

722.96

A-12 Where authorized in the AOC, were the following complied with in lieu of 24 consecutive hours 3 times within each 30 consecutive days:

- Was the maximum duty assignment period 42 days following 5 consecutive periods of 24 hours free from duty?
- Was the flight crew member provided 5 consecutive periods of 24 consecutive hours free from duty following any assignment that exceeded 27 consecutive days?

Items Certified - Completed by: _____

Regulatory references in italics indicate the new regulatory reference following CARs FDT amendments anticipated late 2000 / early 2001.

SFO-9b Flight and Duty Times -703**PRE-AUDIT**

- | | | | |
|-----|---|-------------------------------|---|
| P-1 | Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member? | 700.14(1)
703.110(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
| P-2 | Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual? | 720.17(1)(b)
723.113(1)(b) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
| P-3 | Are procedures to ensure that flight crew members on reserve comply with the standards specified in the Company Operations Manual. | 700.21(2)
703.117(2) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |

FLIGHT TIME LIMITATIONS

- | | | | |
|-----|--|-------------------------|---|
| A-1 | Do all flight crew member flight times fall within the following maximum total flight times? | 700.15(1)
703.111(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
|-----|--|-------------------------|---|
- 1,200 hours in any consecutive 365 days
 - 300 hours in any 90 consecutive days
 - 120 hours in any 30 consecutive days
 - 60 hours in any 7 consecutive days
 - single pilot IFR-8 hours in any consecutive 24 hours

Extension authorized in AOC

- | | | | |
|-----|--|-------------------------|---|
| A-2 | <i>for any 6 non-overlapping periods of 30 consecutive days within a 365 consecutive day period;</i> | 720.15(1)
723.111(1) | ☐ OK ☐ FINDING ☐ N/A ☐
N/C |
|-----|--|-------------------------|---|
- 150 hours in any consecutive 30 days
 - 210 hours in any consecutive 42 days
 - 450 hours in any consecutive 90 days
 - 900 hours in any consecutive 180 days
- accumulated 30, 42 and 90 consecutive day flight times may be reset to zero if the flight crew member is provided with at least 5 consecutive days free from all duty*
- 1200 hours in any consecutive 365 days

FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS

A-3 Do any flight crew member duty times exceed 14 consecutive hours within any consecutive 24 hour period? 700.16 ☐ OK ☐ FINDING ☐ N/A ☐
703.112 N/C

If flight duty time includes a rest period refer to A-6

If an increase in flight duty time is authorized in the AOC refer to A-7

A-5 Has the air operator provided flight crew members with the minimum rest period? 700.16(3) ☐ OK ☐ FINDING ☐ N/A ☐
703.112(2) N/C

i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals

A-6 **Split duty day** 700.16(5) ☐ OK ☐ FINDING ☐ N/A ☐
703.112(4) N/C

flight duty time may be extended by one-half the length of the rest period to a maximum of three hours

- Did the operator provide the flight crew member with advance notice of the extension?
- Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations?
- Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time?

FDT Extension authorized in AOC 700.16(7)
703.112(6)

A-7 For any 6 non-overlapping periods of 30 consecutive days within a 365 consecutive day period, flight duty time may be extended to 15 consecutive hours 720.16(1) ☐ OK ☐ FINDING ☐ N/A ☐
723.112(1) N/C

- Was the minimum rest period increased by one hour? **or**
- Did the maximum flight time exceed eight hour in any 24 consecutive hours?

UNFORESEEN OPERATIONAL CIRCUMSTANCES

A-9 *Flight and duty time limitations may be extended by up to 3 consecutive hours.* 720.17 ☐ OK ☐ FINDING ☐ N/A ☐
723.113 N/C

- Was the minimum rest period increased by an amount at least equal to the extension to flight duty?
- Did the PIC to notify air operator of the reason for extension?
- Did the company retain the notifications?

TIME FREE FROM DUTY

A- Were flight crew members provided with the following time free from duty: 700.19 ☐ OK ☐ FINDING ☐ N/A ☐
N/C

- 24 consecutive hours 13 times within each 90 consecutive days? 703.115
- 24 consecutive hours 3 times within each 30 consecutive days?

*time free from duty is time where the crew member is not engaged in **ANY** activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty*

A-11 Were flight crew members on call provided with ☐ OK ☐ FINDING ☐ N/A ☐
N/C

- one period of at least 36 consecutive hours within each 7 consecutive days, **or**
- one period of at least 3 calendar days within each 17 consecutive days?

TIME FREE FROM DUTY - AUTHORIZATION IN AOC

This item applies to flights operated under 702, 703, DHC-6 aircraft and helicopters not conducting a scheduled passenger service, and to heli-logging 720.19 ☐ OK ☐ FINDING ☐ N/A ☐
723.115 N/C

A-12 Where authorized in the AOC, were the following complied with in lieu of 24 consecutive hours 3 times within each 30 consecutive days:

- Was the maximum duty assignment period 42 days following 5 consecutive periods of 24 hours free from duty?
- Was the flight crew member provided 5 consecutive periods of 24 consecutive hours free from duty following any assignment that exceeded 27 consecutive days?

Items Certified - Completed by: _____

Regulatory references in italics indicate the new regulatory reference following CARs FDT amendments anticipated late 2000 / early 2001.

SFO-9c Flight and Duty Times -704 / 705**PRE-AUDIT**

- P-1 Does the air operator have a system described in the company operations manual detailing the flight duty time and rest periods of each flight crew member? 700.14(1) ☐ OK ☐ FINDING ☐ N/A ☐
704.128(1) N/C
705.145(1)
- P-2 Are procedures for notifying the company of flight duty time extensions resulting from unforeseen operational circumstances specified in the Company Operations Manual? 720.17(1)(b) ☐ OK ☐ FINDING ☐ N/A ☐
724.133(1)(b) N/C
725.148(1)(b)
- P-3 Are procedures to ensure that flight crew members on reserve comply with the standards specified in the Company Operations Manual. 700.21(2) ☐ OK ☐ FINDING ☐ N/A ☐
704.135(2) N/C
705.152(2)

FLIGHT TIME LIMITATIONS

- A-1 Do all flight crew member flight times fall within the following maximum total flight times? 700.15(1) ☐ OK ☐ FINDING ☐ N/A ☐
704.129(1) N/C
705.146(1)
- 1,200 hours in any consecutive 365 days
 - 300 hours in any 90 consecutive days
 - 120 hours in any 30 consecutive days
 - 40 hours in any 7 consecutive days

FLIGHT DUTY TIME LIMITATIONS AND REST PERIODS

- A-2 Do any flight crew member duty times exceed 14 consecutive hours within any consecutive 24 hour period? 700.16 ☐ OK ☐ FINDING ☐ N/A ☐
704.130 N/C
705.147
If flight duty time includes a rest period refer to A-5
If an increase in flight duty time is authorized in the AOC refer to A-6
- A-3 After three consecutive flight duty periods that exceed 12 hours did the air operator provide 24 hours time free from duty to the flight crew member? 700.16(2) ☐ OK ☐ FINDING ☐ N/A ☐
704.130(2) N/C
705.147(2)

A-4	Has the air operator provided flight crew members with the minimum rest period? <i>i.e., not less than eight consecutive hours of sleep in suitable accommodation, time to travel to and from that accommodation and time for personal hygiene and meals</i>	700.16(3) 704.130(3) 705.147(3)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
A-5	Split duty day <i>flight duty time may be extended by one-half the length of the rest period to a maximum of three hours</i>	700.16(5) 704.130(5) 705.147(5)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	• Did the operator provide the flight crew member with advance notice of the extension? • Was a minimum of 4 consecutive hours of uninterrupted rest provided in suitable accommodations? • Was the subsequent minimum rest period increased by an amount at least equal to the extension of flight duty time?		
	FDT Extension authorized in AOC	700.16(7) 704.130(7) 705.147(7)	
A-6	For Crew Augmentation, did FDT maximums comply with the following:	720.16	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	15 hours maximum if crew is augmented by at least one additional crew member	720.16(2)(3)	
	Subsequent minimum rest period increased by 2 hours	724.130(2) 725.147(1)	
	705 only	725.147(2)	☐ OK ☐ FINDING ☐ N/A ☐ N/C
	17 hours where a flight relief facility <u>seat</u> is provided		
	• 12 hours maximum flight deck time for any crew member		
	20 hours where a flight relief facility <u>bunk</u> is provided		
	• 14 hours maximum flight deck time for		

any crew member

Maximum of 3 sectors?

Was the subsequent rest period at least equal to the length of the preceding flight duty time?

UNFORESEEN OPERATIONAL CIRCUMSTANCES

- A-7 *Flight and duty time limitations may be extended by up to 3 consecutive hours.* 720.17 ☐ OK ☐ FINDING ☐ N/A ☐
724.131 N/C
- Was the minimum rest period increased by an amount at least equal to the extension to flight duty? 725.148
 - Did the PIC notify the air operator of the reason for extension?
 - Did the company retain the notifications?

TIME FREE FROM DUTY

- A-8 Were flight crew members (aeroplanes) provided with the following time free from duty: 700.19 ☐ OK ☐ FINDING ☐ N/A ☐
704.133 N/C
- 36 consecutive hours within each 7 consecutive days, **or** 705.150
 - one period of at least 3 consecutive calendar days within each 17 consecutive days?
- time free from duty is time where the crew member is not engaged in **ANY** activities related to the company including training, meetings, ground school, repositioning, or the carriage of a pager or reserve duty*

Long-Range Flights (705 only)

- A-9 For long range flights, other than those conducted entirely within Northern Domestic Airspace, terminating more than 4 one hour time zones from the point of departure: 700.22 ☐ OK ☐ FINDING ☐ N/A ☐
705.153 N/C
- Was the flight limited to a maximum of 3 sectors?
 - Was the subsequent rest period at least equal to the preceding flight duty time?
 - For a transoceanic flight was a maximum of one sector completed after

the transoceanic sector?

Controlled Rest on the Flight Deck

- A-10 If the company has authorization in the Air Operator's Certificate for controlled rest on the flight deck, does the company Operations Manual outline the following elements? 720.23 ☐ OK ☐ FINDING ☐ N/A ☐
705.154
N/C
- Training
 - Pre-Flight Activities
 - Pre-Rest Period
 - Rest Period
 - Post-Rest Period

Items Certified - Completed by: _____

Regulatory references in italics indicate the new regulatory reference following CARs FDT amendments anticipated late 2000 / early 2001.

SFO-10a Journey Log - Load Sheet Analysis

Air Operator				File	
Date		Base	Inspector		
Aircraft Type and Registration					
Journey Log Number					
Date (Year-Month-Day)					
Flight Number					
Crew (lb.)					
Passengers (lb.)					
Fuel and Oil (lb.)					
Baggage (lb.)					
Cargo (lb.)					
Operating Empty Weight (lb.)					
Log Book Take-off Weight (lb.)					
Calculated Take-off Weight (lb.)					
Difference of Line 12-11					
Certificated Gross Take-off Weight (lb.)					
Difference of Line 13-12					
Name of Captain					

Note: Complete the form as indicated above. The calculations will reveal whether an aircraft has been operated over gross according to the log book calculations. If the calculations for Line 14 give a positive result, then the aircraft gross takeoff weight has not been exceeded. If the result is negative, then the opposite is true.

 Inspector's Name and Signature

 Date

SFO-11a Aircraft Inspection Report**1. Operator**

Name and Address		

Inspection Location	Date	

2. Aircraft Registration and Certification

Aircraft Type		Registration		Registered Owner			
Leased From				Term			
				From		To	
Fuel Capacity (lb.)	Main or Normal	Auxiliary	Total	Airplane Maximum Gross Weight			
Airplane Certification		Helicopter Maximum Gross Weight		Internal	External		
☐ VFR ☐ IFR ☐ Night							
Helicopter Certification							
☐ VFR ☐ IFR ☐ Night ☐ Category A ☐ Vertical Category A							

3. Aircraft Documentation

Certificate of Airworthiness			Category		
Certificate of Registration		Transferred	Category		
Flight Manual	Amendment Number		Supplements (Configuration)		
Weight and Balance Configuration	Supplemental Type Certificate		Supplements (Configuration)		
Radio Licence Valid To	Aircraft Last Weight and Balance		Pitot-Static Test Date		

4. External Inspection

Airplane Certification		
☐ Wheels	☐ Floats	☐ Skis
Helicopter Certification		
☐ Wheels	☐ Floats	☐ Skis ☐ Emergency Floatation Equipment
Cargo Hook or Hoist Capacity		
External Lights		
☐ Rotating Beam	☐ Stobes	☐ Navigation ☐ Landing ☐ Taxi ☐ Searchlight

5. Cabin

Maximum Number of Passengers	Number of Seats	☐ Flight Attendant Seat/Shoulder Harness
		☐ Jumpseat ☐ Seatbelts ☐ Ash Trays
☐ Safety Features Card	☐ Equipment Decals	☐ Cabin Lights ☐ Exit Markings
☐ Exit Lighting	☐ Cabin Intercom	☐ Emergency Exit Markings
☐ Emergency Exit Lighting	☐ Exit/Emergency Exit Opening Instructions	
☐ Carry-on Baggage Restraints	☐ Equipment Restraints	

6. Flight Deck Instrumentation or Equipment

Flight Instruments	PIC	FO	Comments
ASI			
Press Altimeter			
Radar Altimeter			
Turn and Bank			
VSI or IVSI			
DG			
Gyro Compass			
RMI or HSI			
Attitude Indicator			
Flight Director			
☐ Third Gyro Horizon	☐ Power Source	Aeroplane	☐ Auto Pilot ☐ FMS
Helicopter	☐ SAS	☐ AFCS	☐ Stab Aug ☐ Coupled

Navigation Equipment

☐ Magnetic Compass	Swung	☐ DG	
☐ Power Source	Number	Swung	☐ Radar (Type)

6. Flight Deck Instrumentation or Equipment (Continued)

Navigation Systems - Number Serviceable

ADF		VOR		ILS		MLS/GPS	
RNAV		VLF or Omega		Loran C		Marker Beacons	

Communication Systems - Number Serviceable

VHF		HF		FM		Intercom		Transponders	
-----	--	----	--	----	--	----------	--	--------------	--

Other Equipment - Number Serviceable

OAT		Clocks		Altitude Alert		FDR or CVR	
TCAS		Wipers		☐ Checklists	☐ Jumpseat		
☐ Flight Manual Placards		☐ Operations Manual		☐ Journey Log	☐ MEL	☐ ELT Placards	

Anti-Icing or De-Icing Systems - Numberx Serviceable

Pitot Heat			Alternate Static Source			Windshield			Engine		
Ice Detector			Propeller or Rotor			Wing or Tail					

7. Emergency Equipment

ELT Land				ELT Sea				Survival Equipment			
Rations				Life jackets				Life Rafts			
Life Raft Capacity Versus Maximum Number of Passengers Carried											
First Aid Kits				Fire Extinguishers				Flashlights			

8. Comments

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date _____

Inspector's Signature

SFO-11b Ramp Check

Inspector	Date (YY-MM-DD)	Location	A/C Type/Flight Number	A/C Registration
Company		Registered Owner		
Pilot-in-Command	Licence Number/ Type Endorsed	Medical Valid to (YY-MM-DD)	PPC/Instrument Valid to (YY-MM-DD)	
Co-Pilot	Licence Number/ Type Endorsed			
Flight Attendant/Purser	☐ Yes ☐ No	Name	Current	☐ Yes ☐ No

Documents Onboard Aircraft

	Yes	No	Amendment No./Date		Yes	No	Amendment No./Date
Aircraft Flight Manual				Operations Manual			
Cabin Attendant's Log				Radio Licence			
Certificate of Airworthiness				Snag Deferrals			
Certificate of Registration				Weight and Balance/Load control			
Journey Log Book				SOP/Company Ops Manual			
Minimum Equipment Lists							
Baggage Check (Tie Down/Straps, Pallets)							
Cabin Check (Seatbelts, Safety Feature Cards, Emergency Exit Signs, Placards and Opening Instructions, Carry-on Baggage Restraints, Galley Restraints, Closet Areas, Cargo Areas, Accessibility from Cabin)							
Emergency Equipment (First-Aid Kits, ELTs, Fire Extinguishers, Oxygen Cylinders, Life Vests, Life Rafts)				Dangerous Goods ☐ Carried ☐ Authorized			
Notes							
Follow-up Required:							

Inspector's Signature_____

Date_____

SFO-14a Flight Inspection

☐ Flight Deck ☐ Cabin				Air Carrier			File Number 5258-											
Date				Flight No.	From	Pilot-In-Command	Aircraft & Identification	Dep	Arr	Flight Time								
1.																		
2.																		
3.																		
4.																		
5.																		
Type of Inspection ☐ Routine ☐ Route ☐ Aircraft ☐ Facilities ☐ Crew ☐ Equipment or Procedures																		
Inspector's Remarks, Recommendations and Follow-Up Action																		
							ÿ A. Flight Preparation ÿ B. Crew - Flight Deck and Cabin ÿ C. Operation of Flight ÿ D. Aircraft and Equipment ÿ E. Enroute Facilities ÿ A. Other Inspection Items not covered on list											
							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="padding: 5px;">Routing Instructions</th> </tr> <tr><td style="padding: 5px; width: 30px;">1.</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">2.</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">3.</td><td style="padding: 5px;"></td></tr> </table>				Routing Instructions		1.		2.		3.	
Routing Instructions																		
1.																		
2.																		
3.																		

The above flights were conducted in a satisfactory manner, except as noted.

Date

Air Carrier Inspector (Print and Sign)

Commercial and Business Aviation Inspection and Audit (Checklists) Manual

A. Flight Preparation		C. Operation of Flight		D. Aircraft and Equipment	
1. Weather Briefing	☐	1. Pre-Start Safety	☐	1. "No Go" Items	☐
2. Dispatch	☐	2. Starting Engine	☐	2. C of A and C of R	☐
a. Personnel Hours of Operation Operational	☐	3. After Starting Checks	☐	3. Deferred Snags	☐
b. Communication and Flight Watch	☐	4. Radio Procedures and ATC Clearance	☐	4. Maintenance Release	☐
c. Ground Communication	☐	5. Pre-T/O Checks & Cabin Security	☐	5. Manuals and Log Books	☐
d. Flight Planning Information	☐	6. Taxiing and Take -Off	☐	6. Engines - Function	☐
e. NOTAMS	☐	7. Departure Sequence	☐	7. Systems - Function	☐
3. Flight Planning	☐	a. Engine Handling	☐	8. Instruments	☐
a. Route Analysis	☐	b. ATC Procedures	☐	a. Minimum Required	☐
b. Fuel Computations	☐	c. Noise Abatement	☐	b. Function	☐
c. Alternates	☐	d. Lookout	☐	9. Radios - Naval and Communication	☐
d. Weights and Allowances	☐	e. After Take -Off Checks	☐	a. Minimum Required	☐
4. Weight and Balance Control	☐	f. Radio Procedures	☐	b. Function	☐
5. Aircraft Servicing and Ramp Safety	☐	8. Climb Procedures	☐	10. Intercom and Public Address System	☐
a. Fuelling Procedures	☐	9. Cruise	☐	11. Radar Transponder, Sextant, Dopler, Loran, Flight/Voice Recorder, Inertial Guidance	☐
b. Load Security	☐	a. Enroute Communications	☐	12. Emergency	☐
c. Ground Equipment and Handling	☐	b. Navigation Accuracy	☐	a. Exits - Number, Access and Lighting	☐
d. Aircraft Parking	☐	c. Altitude and Track	☐	b. Fire Extinguishers	☐
6. Pre-Flight Checks	☐	d. Seatbelt Sign	☐	1. Number Required	☐
a. Arrival at Aircraft	☐	e. Management of Flight	☐	2. Weighed and Checked	☐
b. External Checks	☐	1. Power and Speed Control	☐	c. Fire Axe	☐
c. Cabin and Flight Deck	☐	2. Fuel Management	☐	d. Oxygen	☐
d. Emergency Drills	☐	3. Weather Monitoring	☐	e. First-Aid Kits	☐
		4. Turbulence Procedures	☐	f. Survival Equipment	☐
		5. Revision of Flight Plan	☐	1. Minimum Required	☐
		10. Approach Procedures	☐	2. Last Inspected	☐
		a. Organization of Approach	☐	13. Seatbelts	☐
		b. Descent	☐	14. Souls on Board (including No. of Infants)	☐
		c. Final Facility Approach	☐	15. Carry-On Baggage	☐
		1. Preloading Check & Cabin Security	☐	16. Passenger Cargo Configuration	☐
		2. Coupled Approaches	☐		
		3. Category I and III Approaches	☐	E. Enroute Facilities	
		d. Landing and Taxiing	☐	1. Company Communication & Flight Watch	☐
		11. Shutdown	☐	2. ATC - Coverage and Clearances	☐
		12. Use of Charts and Check Lists	☐	3. Tower - Communication and Control	☐
		13. Fod - Fog	☐	4. Navigation and Approach Aids: VOR/DME-NDB- Markers Radar-Loran C-INS- Omega-GPS-Other	☐
		14. Flight Logs and Records	☐	5. Airport - Approaches - Marking - Lighting Runways and Condition - Taxiways - Ramp/PAX Control	☐
		15. Snags - Recording and Clearing	☐	6. Refuelling - Procedures and Facilities	☐
		16. Weather Reporting	☐		
				F. Other Inspection Items Not Covered	
				1. Dangerous Goods	☐
				2. Security	☐
				3. PAX Briefing or Safety Features Card	☐

Inspectors Comments