

OPERATOR :		STATION :
CHECKED BY :	CHECK DATE:	SIGNATURE :

STATION INSPECTION

Purpose

This inspection should be conducted periodically at every location where the operator uses the facilities and services in connection with the operations. Its purpose is to assess the acceptability as it pertains to the operation under consideration of various navigation- communications-meteorological facilities and equipment, related operational control procedures and ground services and to evaluate the competency of the assigned staff to operate them. The objective is to ascertain that these facilities meet established requirements, that they are properly managed by qualified staff and that the required records are properly maintained.

Preferably these inspections should be conducted when actual departure or arrival operations are in progress in order to obtain an over-all view of the operation of the station and the effectiveness of the equipment, services, procedures and personnel utilized. The CAA inspector should review staffing and the assignment of various duties with the operator's senior representative at the station. During this inspection a review should be made of the pertinent manuals (operations. maintenance, training, routes. etc.) to determine if they are readily available and current.

Personnel responsible for various duties should be queried regarding their familiarity with those operator instructions applicable to them and a determination made as to how competently they are performing their assigned duties. The operator's routine and emergency procedures for the operations of the station and related facilities must be reviewed and discussed with personnel concerned.

OPERATIONS STATION INSPECTION

Instructions for Use:

1. Check YES column if you reviewed the record, procedure or event and have no comment.
2. Check NO column if you reviewed the record, procedure or event and have a comment.
3. Check column if you did not review the record, procedure or event *or you do have adequate information to make a valid comment*
4. Enter the letter "N" in the column, if the line item is not required in this particular situation.
5. Attach any notes regarding a NO answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

Yes	No			CONFORMANCE WITH -
			1.	[State] CARs?
			2.	ICAO Standards?
				SUPPORT STAFF (INCLUDING CONTRACTOR PERSONNEL)
			3.	Is there adequate staff to handle the required support functions?
			4.	Did all staff demonstrate competent performance in their function?
			5.	Did the staff follow the proper procedures for the functions they performed?
			6.	Was there adequate equipment and facilities for the complexity and functions performed?
				SPECIFIC SUPPORT STAFF ACTIONS AND PROCEDURES OBSERVED SATISFACTORY
			7.	Routine maintenance?
			8.	Deferred maintenance?
			9.	Marshalling of Aircraft?

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			10.	Servicing of Aircraft?
			11.	Fueling of Aircraft?
			12.	Loading of Aircraft?
			13.	Deicing of Aircraft?
			14.	Aircraft security measures?
			15.	Passenger enplaning and deplaning?
			16.	Passenger ticketing and baggage acceptance?
			17.	Mass and balance calculations and procedures?
			18.	Passenger seat assignments?
			19.	Last-minute mass and balance changes?
			20.	Takeoff and landing performance calculations?
			21.	Weather acquisition and briefing?
			22.	Notam acquisition and briefing?
			23.	Operational flight plan calculations and procedures?
			24.	Flight following procedures?
			25.	Adequate communications capability with main base operations and maintenance function, including relay of information?
			26.	Flight preparation records filing?
				RECORDS RETENTION AND ACCURACY
			27.	Flight preparation records retention security?
			28.	Are operational flight plans/nav logs retained?.
			29.	Are briefing weather documents retained?
			30.	Are briefing information such as NOTAMs and other aeronautical data including NOTAMs retained?
			31.	Are copies of load manifests, including last minute calculations retained?
			32.	Are copies of tech log pages showing MEL dispatch or maintenance at station retained?
			33.	Are fuel and oil servicing records retained?
			34.	Are crew qualification records retained?
			35.	Were records inspected satisfactory and accurate?
				MANUALS – PROCEDURES – INSTRUCTIONS - PLANS
			36.	Were the required manuals immediately available?
			37.	Were the manuals updated to the current version?
			38.	Was there adequate information in the manuals for the support functions?
			39.	Were the instructions for operation of ground service equipment available?
			40.	Were the aircraft- and powerplant-specific maintenance manuals available?

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			41.	Were the servicing & refueling procedures available for staff consultation?
			42.	Were aircraft towing and movement procedures available?
			43.	Was the aircraft loading and mass and balance instructions available?
			44.	Were there instructions for identifying, rejecting and handling dangerous goods
			45.	Were there procedures for adequate security measures?.
			46.	Were there instructions for acceptance of carry-on baggage?
			47.	Was there sufficient guidance available to accurately calculate takeoff and landing performance requirements
			48.	Were there instructions regarding the completion and handling of flight preparation records (tech log, load manifest, operational flight plan)?
			49.	Were there instructions for communications with main base, including flight following, maintenance and operations dispatch instructions?
			50.	Was there an instruction for severe weather protection for the aircraft and passengers?
			51.	Was there an emergency plan and updated phone lists?
			52.	Was there a procedure for handling accidents and incidents involving the aircraft and passengers?
				SUPPORT STAFF TRAINING (Did the records show they received -)
			53.	Assignments to specific duties and responsibilities?
			54.	Was there a list of the minimum training requirements for the staff to accomplish their functions?
			55.	Training in identification and handling of dangerous goods?

			56.	Training in passenger ticketing and baggage weight procedures?
			57.	Training in handling and seat assignment of special passengers?
			58.	Training in proper loading of the aircraft types supported?
			59.	Training for the assigned aircraft servicing functions?
			60.	Training in the proper method of communications with the crew?
			61.	Training in their assigned aircraft parking and departing functions?
			62.	Training in the aircraft security measures?

Ref. No	Requirements/Check Question	Yes	No	N/A	Comments
1.1	Does operator have a license or permit to perform air cargo operations?				
1.2	Is there a cargo operations manual? Is the revision status updated?				
1.3	Is cargo operator an IATA cargo agent? If yes, is handbook available?				
1.4	Is there a receiving inspection procedure for in-coming cargo/baggage/mail? Does it include an acceptance checklist? Is this in compliance with IATA acceptable standards?				
1.5	Is Dangerous Goods (DG's) screening schedule close-out before flight departure respected?				
1.6	Is there a loading plan/schedule? Are aircrafts loaded according to loading plan/schedule?				
1.7	Is the quantity, type/nature, and mass of cargo to be loaded determined in accordance with specified maximum allowable aircraft cabin load limitations?				
1.8	Is there a procedure for weighing cargo, including ULD's?				
1.9	Are weighing devices/machines calibrated for accuracy of weights? Calibration records available?				
1.10	Is there a proper truck loading system in place with suitable capacity (e.g. forklift trucks)? Is there proper handling of over-size loads-detachable sections?				

2.0 Air Cargo Facility/Premises Requirements

Ref. No	Requirements/ Check Question	Yes	No	N/A	Comments
2.1	Is distance of storage facility from airport appropriate? Is access to vehicles ok?				
2.2	Is total area/dimension used for freight adequate, in relation to size of operations? Is office space area ok?				
2.3	Is there proper layout of warehouse-appropriate sections: receiving/dispatch areas, export/import areas, DG's storage facility, etc?				
2.4	Is there clear segregation of DG's area from other sections?				
2.5	Is there a perimeter fencing? Is it in accordance with ICAO standards?				
2.6	Is there a cold room facility, if applicable? Is it temperature controlled, and calibrated? Are inspection records available?				
2.7	Is there a strong room facility for high value goods (e.g. computer equipment)?				

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2.8	Are there proper build up/break down work stations to prepare consignments for carriage, in accordance with IATA standards?				
2.9	Does building have appropriate security facilities-smoke detectors, fire doors, alarm system, CCTV camera, etc?				
2.10	Is access control limited to authorized persons only?				

3.0 Personnel Training Requirements

Ref. No	Requirements/Check Question	Yes	No	N/A	Comments
3.1	Is there a training programme for cargo handling personnel? Is it implemented?				
3.2	Have cargo/baggage handling personnel (e.g. warehouse staff, load control staff, loading staff, forklift truck drivers) done initial training in each respective area of operation?				
3.3	Have cargo/baggage handling personnel done recurrent training, where applicable?				
3.4	Have all employees done basic/awareness training on DG's Regulations (HAZMAT) for air transport, in accordance with IATA/ICAO standards, where applicable?				

4.0 Air Cargo Documentation, Forms, Packaging, Labelling & Marking Requirements

Ref. No.	Minimum Requirements/Check Question	Yes	No	N/A	Comments
4.1	Does Airway bill have essential information relating to cargo-content, nature, mass/weights, dimension of package, etc?				
4.2	Does loading instruction report (LIR) to commander have correct loading details for loadsheet preparation?				
4.3	Does loading details on LIR given in accordance with standards for bulk loads and ULD loads? LIR verified against loadsheets?				
4.4	Does the Cargo manifest list the Airway bill numbers, number of packages related to each airway bill number, and nature of the goods?				
4.5	Is NOTOC made available to commander, if DG's are loaded on aircraft, or any special load? Does NOTOC contain accurate information? Other forms relevant for flight made available?				
4.6	Are suitable/acceptable packaging materials and methods used in accordance with nature of cargo and type of aircraft? Is labeling/markings correct and adequate, clear and visible?				

5.0 Load Control Requirements

Ref. No.	Requirements/Check Question	Yes	No	N/A	Comments
5.1	Are data for mass and centre of gravity calculations available, and up to date?				

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5.2	Does a significant number of pax or baggage exceed standard weights?				
5.3	Are loading and unloading operations properly supervised?				
5.4	Are there checks to verify that all loading/unloading requirements are correctly completed for each load, including conditions and weights of				
5.5	Is there a procedure for loading and unloading of all types of cargo (e.g. bulk cargo and cargo contained in ULD)?				
5.6	Is segregation of packages containing DG's properly done, in compliance with Technical Instructions, where applicable?				
5.7	Are there procedures to restrain/secure cargo?				
5.8	Is cargo checked against cargo manifest? Average, shortage, or damage noted? Reports of damage available, and corrective or preventive				
5.9	Are aircraft loading/mass limitations respected, for each compartment? Is there a procedure for treatment of excess baggage?				

6.0 Material Handling & Equipment Maintenance Requirements

Ref. No.	Minimum Requirements/Check Question	Yes	No	N/A	Comments
6.1	Are there suitable and sufficient equipment to handle various kinds of materials/cargo/baggage?				
6.2	Is there a documented maintenance and repair/inspection program in place for equipment?				
6.3	Are damages/defects reported for follow up of corrective actions?				
6.4	Are inspections done in accordance with internally accepted standards/procedures?				
6.5	Are material handling equipment (e.g. trailers) maintained in serviceable conditions?				

7.0 Security Requirements

Ref.No.	Minimum Requirements/Check Question	Yes	No	N/A	Comments
7.1	Security programme for cargo in place and implemented?				
7.2	X-ray devices for cargo screening done?				
7.3	Security threat assessment done?				
7.4	Complete (100%) screening of cargo done?				
7.5	Adequate cargo/mail security procedures in place?				