



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
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CHAPTER 9 OPERATIONS AND FLIGHT (TRIP) RECORDS INSPECTIONS



DSA.AOC.CHKL.130

9.1 BACKGROUND AND OBJECTIVES

9.1.1 “Arrêté 606, Chapter 4” require that a flight shall not be commenced until flight preparation forms have been completed certifying that the pilot-in-command is satisfied that:

- a) the aeroplane is airworthy and maintenance release has been issued;
- b) the instruments and equipment for the particular type of operation to be undertaken, are installed and are sufficient for the flight;
- c) the mass of the aeroplane and centre of gravity location are such that the flight can be conducted safely, taking into account the flight conditions expected;
- d) any load carried is properly distributed and safely secured;
- e) a check has been completed indicating that the performance requirements of regulations can be complied with for the flight to be undertaken; and
- f) the operational flight plan and maintenance release requirements as required by regulation

Part XX and YY] have been complied with.

9.1.2 “Instruction N°00457/CCAA/DNA du 22 Août 2006 relative à la durée d'archivage des documents” requires that completed flight preparation forms are retained by the operator for a period of at least three months, except for the maintenance release to be kept for at least one year. Examples of common flight preparation forms meeting these requirements are: the load manifest, the operational flight plan including weather and NOTAMs and the maintenance release.



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9.1.3 The primary objective of operations and flight records inspections is to ensure that operators comply with established procedures and Cameroon regulations. Inspectors can evaluate trip records to reconstruct a particular flight or a series of flights by the operational flight plan, maintenance release, loading and mass documents, weather documents, and other related flight information retained by the operator.



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9.2 INSPECTION PRACTICES AND PROCEDURES

9.2.1 Trip records inspections are normally conducted at the operator's principal base of operations.

Operators shall have established a system where transit stations forward all trip records information to one central location where the information is retained for the required time period. Subject to CCAA approval, operators may store some or all trip records in an electronic format.

9.2.2 Inspectors shall contact the appropriate air operator managers and advise them that an inspection shall be conducted. Upon arriving at the record keeping location, the inspector shall properly identify himself and request records for a specific series of trips completed within the past three months. This ensures that the operator has an effective means of storing records and is capable of retrieving specific trip information at the CCAA request. Inspectors shall also request space at the operator's facility to conduct the inspection. Inspectors should not remove trip records from the operator's facility.

9.2.3 Before conducting the actual inspection, inspectors shall familiarize themselves with the operator's trip records procedures, formats and means of disseminating information to flight crews.

9.2.4 During the conduct of the actual inspection, inspectors shall examine all of the available documents for each flight and cross check the information between the trip records. For example, the fuel load indicated on the load manifest, the operational flight plan and the fuel slip (if available) should agree.

9.2.5 Inspectors shall use the Station Inspection Checklist (DSA.AOC.CHKL.130, items 27 to 35) to record the results of this inspection.

9.3 TRIP RECORDS INSPECTION AREAS

Operations and flight (trip) records are divided into five inspection areas as follows:



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9.3.1 General inspection area. This inspection area refers to those inspection elements that are common to all trip records. Inspectors shall evaluate such items as record availability, practicality, currency, legibility, completeness and security as they relate to required record keeping requirements.

Inspectors shall ensure that each trip record package they examine contains all of the required information and that it is related to the actual flight it represents. Each document shall include a date, flight number and an aircraft registration marks which clearly identifies the applicable flight.

9.3.2 Operational flight plan/flight release (if applicable) inspection area. This inspection area refers to the operational flight planning requirements. Inspectors shall evaluate operational flight plan content. Many operators incorporate the operational flight plan and, if applicable, the flight release into one document. This is acceptable and reduces the duplication of information that may be required by both documents. The operational flight plan/flight release shall contain or have attached the following information:

- a) air operator name;
- b) make, model and registration marks of the aircraft being used;
- c) flight number and date of flight;
- d) name of the PIC and of each flight crew member;
- e) departure aerodrome, destination aerodrome, alternate aerodromes and route;
- f) minimum fuel quantity;
- g) a statement of the type of operation (e.g., IFR, VFR, EDTO);
- h) the latest available weather reports and forecasts for the destination aerodrome and alternate aerodromes – this may be on a separate document; and
- i) any additional available weather information that the PIC considers necessary.

9.3.3 Fuel computation procedures inspection area. The objective of this portion of the inspection is to determine whether the applicant's aircraft will be dispatched with adequate fuel loads calculated in accordance with Cameroon regulations and the operations manual.



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9.3.3.1 To make this determination, inspectors shall review the fuel computation requirements and sample operational flight plans. The inspection sample selected must include a variety of flights dispatched from different bases on routes and route sectors calling for wide differences in fuel requirements. The sample shall include sectors on which aircraft fuel capacity is critical. The fuel carried shall be validated against expected aircraft performance, with appropriate corrections for wind conditions and flight levels en-route. The fuel carried shall consist of taxi, trip, destination alternate (as applicable), contingency, final reserve and additional (see next paragraph) fuel.

9.3.3.2 The inspection shall also consider the additional fuel necessary to proceed to an adequate aerodrome in the event of failure of one engine or loss of pressurization at the most critical point while en-route, whichever is higher, as required by the regulations.

9.3.4 Load manifest inspection area. Each trip records package shall contain aircraft mass and balance and loading information. Passenger and cargo weight information must be accurately reflected on the load manifest. Inspectors shall inspect and validate the operator's loading documents to verify their accuracy and compliance with the regulations and the aircraft load data sheet. The inspection will ascertain that aircraft will be safely and correctly loaded in accordance with:

- a) the requirements for the computation of aircraft mass and balance in the operations manual;
- b) Cameroon regulations restricting mass to meet aircraft performance requirements;
- c) mass and centre of gravity limitations as specified in the aircraft flight manual and the operations manual;
- d) limitations on deck and bulkhead loading as specified in the aircraft flight manual and the operations manual; and,
- e) limitations regarding the transport of dangerous goods (if applicable).

9.3.4.1 Operators may have CCAA approved systems which result in the final figures for mass and balance being transmitted to the flight-crew via ACARS or company radio frequencies after the aircraft has departed the gate or ramp area. This information, which normally consists of adjusted take-off gross mass and trim settings, is critical to the crew members for accurately determining the take-off data.

Inspectors shall ensure that the information contained on the load manifest accurately reflects the actual passenger and cargo masses.



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9.3.4.2 In addition to the foregoing, another important feature of this evaluation is an investigation of the applicant's method of exercising overall mass control. The CCAA inspector shall examine the system and methods whereby aircraft mass is checked and maintained to ensure that mass fluctuations due to modifications and other causes are fully taken into account and that the mass statement is accurate.

This determination may require coordination between CCAA flight operations and airworthiness inspectors.

9.3.5 Airworthiness release area. A maintenance release shall be prepared in accordance with the procedures described in the maintenance organization's procedures manual. Inspectors will:

- a) confirm that entries are up to date;
- b) confirm the validity of the maintenance release;
- c) check the number of deferred defects, and that defect deferrals include time limits and comply with the stated time limits; and
- d) check compliance with the aircraft MEL to confirm that the aircraft was airworthy and equipment required for the proposed operation serviceable.

9.3.6 Other required documents inspection area. This inspection area refers to items such as pertinent weather forecasts, NOTAMs, fuel slips, special route or airspace requirements (if applicable), and other documents that are issued to flight crew members before each flight.

9.3.7 Report procedures

The Station Inspection Checklist **DSA.AOC.CHKL.130** included at the end of this chapter shall be used for recording the results of these inspections.



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Attachment CCAA AIR OPERATOR OPERATIONS AND FLIGHT RECORDS CHECKLIST/REPORT



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STATION INSPECTION
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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 embarking and disembarking?
		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/invoice 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?