**Oro vežėjo bazių užsienyje patikros lapas**

*Checklist for Outbase audit*

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| **Oro vežėjas***Operator (1)* | **Patikrinimo data***Date* | **Patikrinimo grupės vadovas***Lead Inspector (2)* | **Patikrinimo numeris***Ref. Nr.* |
|  |  |  |  |
| **Tikslas:***Purpose* |
| **Tikrintojai:***Audit team composition***:** | **Tikrinamojo ūkio subjekto atstovas:***Auditee representative* |

*(2) Pasirašydamas šį patikros lapą patvirtinu, kad atliekant patikrą neturėjau interesų konfliktų susijusių su tikrinamuoju vežėju(1).*

*By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator (1).*

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| Nr. | **Neatitiktys***Non-compliances* |
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| **Komentarai***List of remarks* |
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| **Papildomi užrašai/komentarai***Additional notes/comments***:** |

**NA = Not Applicable; C = Compliant; NC = Not Compliant; N/R = Not Reviewed**

| **No.** | **Reference** | **Requirement** | **Specific requirements/expectations** | **TCA****Eval.** | **Remarks/ Inspector code** |
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|  | **Facilities** |
|  | **General** |
| 1. **1**
 | **ORO.GEN.215****ORO.AOC.140****ORO.FTL** | The operator shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.In accordance with ORO.GEN.215, the operator shall:(a) make use of appropriate ground handling facilities to ensure the safe handling of its flights;(b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and(c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews. | - Suitable areas/desks for all flight operations staff (where applicable)- Adequate printing/photocopying facilities.- Availability of flight preparation facilities:* pre-flight briefing facilities for FC and CC;
* suitable areas/desks;
* availability of the OM;
* availability of operator’s ERP
* availability of charts;
* access to EU regulations;
* adequate storage facilities;
* adequate means to obtain AIS data/NOTAMs;
* adequate means to obtain MET information;
* adequate means to perform performance calculation;
* adequate communication facilities (e.g. for ETOPS operations);
* availability of operations forms (OFP, tech log, loadsheet,…)
* availability of ICAO.IATA DG technical instructions.

- Adequate facilities for the training of flight dispatchers (if applicable) and other ground staff required to receive specific training.- Availability and adequacy of accommodation or suitable accommodation (if applicable) | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Ground handling (if applicable)** |
| 1. **2**
 | **ORO.GEN.215****ORO.AOC.140** | The operator shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.In accordance with ORO.GEN.215, the operator shall:(a) make use of appropriate ground handling facilities to ensure the safe handling of its flights;(b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and(c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews. | - Suitable areas/desks for all ground handling staff.- Adequate printing/photocopying facilities.- Availability of operator’s OM.- Availability of adequate communication means.- Availability of yellow vests for all staff.- Check-in area:* Unauthorised access prevented;
* DG and prohibited items displayed;
* Baggage scales calibrated regularly;
* Availability of tags and relevant forms.

- Ramp area:* Ramp surface satisfactory
* Fire-fighting equipment available;
* Availability of FOD bins;
* Correct size of the tractor for pushback;
* Airbridge warning instrument operative.
 | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Cargo (if applicable)** |
|  | **ORO.GEN.215****ORO.AOC.140****CAT.OP.MPA.107** | The operator shall have facilities allowing the performance and management of all planned tasks and activities in accordance with the applicable requirements.In accordance with ORO.GEN.215, the operator shall:(a) make use of appropriate ground handling facilities to ensure the safe handling of its flights;(b) arrange operational support facilities at the main operating base, appropriate for the area and type of operation; and(c) ensure that the available working space at each operating base is sufficient for personnel whose actions may affect the safety of flight operations. Consideration shall be given to the needs of ground crew, personnel concerned with operational control, the storage and display of essential records and flight planning by crews. | - Suitable areas/desks for all cargo staff.- Adequate printing/photocopying facilities.- Availability of operator’s OM.- Cargo acceptance area fit for purpose- Correct signage in the cargo acceptance area.- Separate area for each airline handled (if applicable).- Availability of the procedure for reporting accidents and incidents.- Warehouse:* All packages clean, dry and properly sealed
* Fragile and items requiring special handling packed appropriately and marked
* Label clearly displayed and address of the organisation to receive cargo included.
* Separate area for DG
* DG adequately labelled
* Pallets secured properly
* Cargo weight calculated properly
* 100% cargo screened
* ULDs in appropriate condition
* GSE in good condition and fit for use.
 | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Operational control** |
|  | **ORO.GEN.110(c)** | (c) The operator shall establish and maintain a system for exercising operational control over any flight operated under the terms of its certificate, SPO authorisation or declaration. | Check the integration of the outstation organisation within the operator’s approved operational control process.Check that the operational control remains in any case under the operator’s responsibility and is not contracted to another organisation.Check adequacy of the set-up with the current operations of the AOC holder (e.g. 24/24, 7/7, …) | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Flight dispatch** |
|  | **ORO.GEN.110(f)****ORO.GEN.110(i)** | Procedures | Check that adequate procedures have been established (if different procedures are used compared to the main base).Check that procedures regarding the briefing of FOO/FD before commencing their shift is implemented (if applicable) | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(e)****ORO.GEN.110(g)****ORO.GEN.200(a)(4)****GM1 ORO.GEN.110(c)****AMC1 ORO.GEN.110(e)** | Flight OPS officer/dispatcher training (if applicable) (not related to flight watch/flight monitoring) | Check the adequate staffing of the flight dispatch taking into consideration the type and complexity of the operations (if applicable)Check the flighty dispatchers’ training records if such records are recorded locally.Check that the flight dispatchers have received a training on the operator’s specifics processes (e.g. ops control, ERP …).Check the implementation of the recurrent training programme for dispatchers. | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(c)(e)** | Use of FOO/FD in the context of flight watch/flight monitoring (if applicable):When a CAT operator uses flight monitoring or flight watch as functions of a system for exercising operational control, FOOs/FDs should perform those functions. | Check that an operator having established a flight watch or a flight monitoring system as part of its fuel scheme, is employing FDs/FOOs to perform those functions.Check that these FOOs/FDs have been trained in accordance with the training programme defined in OM-D (including recurrent training) by adequately qualified instructors. | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **ORO.GEN.110(j)****CAT.OP.MPA.175****CAT.POL.A.100** | Performance calculation | Check the availability and validity of the necessary data to be used for performance calculation at the dispatch (if applicable). | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **PBN (if applicable)** |
|  | **AMC1 SPA.PBN.105(d)** | (c) Preflight RNP assessment(1) The operator should have a predictive performance capability, which can determine if the specified RNP will be available at the time and location of a desired RNP operation. [..] | If this capability is a ground service, check its availability and adequate use in accordance with the established procedures. | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |
|  | **Mass and balance** |
|  | **Computerised mass and balance system (if applicable)** |
|  | **CAT.POL.MAB.105(b)****AMC1 CAT.POL.MAB.105(b)** | - Integrity of the output data to be verified at least every 6 months to ensure that the data are within AFM limitations.- Checks to be performed when amendments to the input data are made.- Procedure for the use of the system to be specified in the OM. | - In case a different system is used compared to the one used at the main base, check that the operator has performed comparisons between M&B issued with the computerised system and M&B established manually or by calculation but with the same input, at intervals not exceeding 6 months.- Check that this is also checked when amended data is incorporated in the system.- Check that these verifications are recorded.- If discrepancies are identified, action should have been taken by the operator to find their causes and address them. | [ ] N/A[ ]  C[ ]  NC[ ]  N/R |  |