**Vežėjo pagrindinių objektų patikros lapas**

*Checklist for Base 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** | **Eval.** | **Description/Remarks** |
| --- | --- | --- | --- | --- | --- |
|  | **Management system** | | | | |
|  | **ORO.GEN.200(a)(5), ORO.AOC.100(c)(3)** | (a) The operator shall establish, implement and maintain a management system that includes:  (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;  Applicants shall demonstrate to the competent authority that :  (3) its organisation and management are suitable and properly matched to the scale and scope of the operation. | Check that the operators management system is sufficient for the scale and the scope of the operation | N/A  C  NC  N/R |  |
|  | **ARO.GEN.305(b)(2)** | For organisations certified by the competent authority, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities required by ARO.GEN and ARO.RAMP and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:  (1) audits and inspections, including ramp and unannounced inspections as appropriate; and  (2) meetings convened between the accountable manager and the competent authority to ensure both remain informed of significant issues. | Check that during the operators oversight cycle meetings between the Operators accountable manager and the Competent authority take place. | N/A  C  NC  N/R |  |
|  | **ARO.GEN.305(b)**  **GM1 ARO.GEN.305(b)** | For organisations certified by the competent authority, the oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities required by ARO.GEN and ARO.RAMP and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:  (1) audits and inspections, including ramp and unannounced inspections as appropriate; and  (2) meetings convened between the accountable manager and the competent authority to ensure both remain informed of significant issues. | Check for trends that may indicate problems in a new organisation`s financial management:  (a) significant lay-offs or turnover of personnel;  (b) delays in meeting payroll;  (c) reduction of safe operating standards;  (d) decreasing standards of training;  (e) withdrawal of credit by suppliers;  (f) inadequate maintenance of aircraft;  (g) shortage of supplies and spare parts;  (h) curtailment or reduced frequency of revenue flights; and  (i) sale or repossession of aircraft or other major equipment items. | N/A  C  NC  N/R |  |
|  | **ORO.AOC.135 c)** | (c) Supervision of personnel  (1) The operator shall appoint a sufficient number of personnel supervisors, taking into account the structure of the operator’s organisation and the number of personnel employed.  (2) The duties and responsibilities of these supervisors shall be defined, and any other necessary arrangements shall be made to ensure that they can discharge their supervisory responsibilities.  (3) The supervision of crew members and personnel involved in the operation shall be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual. |  | N/A  C  NC  N/R |  |
|  | **ORO.AOC.110** | Any lease-in  (a) Without prejudice to Regulation (EC) No 1008/2008, any lease agreement concerning aircraft used by an operator certified in accordance with this Part shall be subject to prior approval by the competent authority.  (b) The operator certified in accordance with this Part shall not lease-in aircraft included in the list of operators subject to operational restrictions, registered in a State of which all operators under its oversight are subject to an operating ban or from an operator that is subject to an operating ban pursuant to Regulation (EC) No 2111/2005. |  | N/A  C  NC  N/R |  |
|  | **ORO.FC.115**  **ORO.AOC.150** | (a) The operator shall make arrangements for the production of manuals and any other documentation required and associated amendments.  (b) The operator shall be capable of distributing operational instructions and other information without delay. |  | N/A  C  NC  N/R |  |
|  | **Training and checks** | | | | |
|  | **See Flight Crew Training Checklist** | | | | |
|  | **Records (files)** | | | | |
|  | **ORO.GEN.205** | a) When contracting or purchasing any services or products as a part of its activities, the operator shall ensure all of the following:  (1) that the contracted or purchased services or products comply with the applicable requirements;  (2) that any aviation safety hazards associated with contracted or purchased services or products are considered by the operator's management system.  (b) When the certified operator or the SPO authorization holder contracts any part of its activity to an organization that is not itself certified or authorized in accordance with this Part to carry out such activity, the contracted organization shall work under the approval of the operator. The contracting organization shall ensure that the competent authority is given access to the contracted organization, to determine continued compliance with the applicable requirements. | Check if the operator has described a process of how subcontractors are chosen and how compliance with applicable regulations of the chosen subcontractors is monitored.  Check if there are any contracts between the operator and a subcontractor.  Check that the contracted service providers have the necessary permissions or approvals. | N/A  C  NC  N/R |  |
|  | **ORO.FC.100(a)**  **(b)(c)(e)** | (a) The composition of the flight crew and the number of flight crew members at designated crew stations shall be not less than the minimum specified in the aircraft flight manual or operating limitations prescribed for the aircraft.  (b) The flight crew shall include additional flight crew members when required by the type of operation and shall not be reduced below the number specified in the operations manual.  (c) All flight crew members shall hold a licence and ratings issued or accepted in accordance with Commission Regulation (EU) No 1178/20111 and appropriate to the duties assigned to them.  (e) When engaging the services of flight crew members who are working on a freelance or part-time basis, the operator shall verify that all applicable requirements of this Subpart and the relevant elements of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, including the requirements on recent experience, are complied with, taking into account all services rendered by the flight crew member to other operator(s) to determine in particular:  (1) the total number of aircraft types or variants operated; and  (2) the applicable flight and duty time limitations and rest requirements. | Do unexperienced flight crew members carry out flight under supervision until they meet the necessary requirements for aircraft type:   * 100 flight hours and atleast 10 sectors in a period of consecutive 120 days or * 150 flight hours and 20 sectors (without limitation) | N/A  C  NC  N/R |  |
|  | **Crew planning** | | | | |
|  | **See Flight Time Limitations Checklist** | | | | |
|  | **Facilities** | | | | |
|  | **General** | | | | |
|  | **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.  - 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)** | | | | |
|  | **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** | | | | |
|  | **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 that it covers at least a description of responsibilities concerning the initiation, continuation and termination or diversion of each flight.  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, …)  In the case of group operations, check that the operator has the effective control of the process. | N/A  C  NC  N/R |  |
|  | **Flight dispatch** | | | | |
|  | **ORO.GEN.110(f)**  **ORO.GEN.110(i)** | Procedures | Check that adequate procedures have been established.  Check that procedures are addressing delayed flight and the required update of the flight preparation documentation.  Check that contingency procedures have been established in case of loss of power or communications means for example.  Check that procedures regarding the briefing of FOO/FD before commencing their shift is implemented. | 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 (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.  Check that a training programme has been established for flight dispatchers.  Assess if the content of ICAO Doc 7192 Part D-3 has been considered in the flight dispatcher’s training programme. If not evaluate carefully the adequacy of the training programme:   * Basic training: * Civil air law and regulations * Aviation indoctrination * Aircraft mass (weight) and performance * Navigation * ATM * Meteorology * Mass (weight) and balance control * Transport of DG by air * Flight planning * Flight monitoring * Communication- radio * Human factors * Security * Practical training * Practical training, including one qualification flight.   Check that the flight dispatchers have received a training on the operator’s specifics processes (e.g. ops control, ERP …).  Check that the training programme includes training on the use of the MEL (if applicable).  Check that recurrent training is foreseen for dispatchers, including a yearly familiarisation flight. | N/A  C  NC  N/R |  |
|  | **ORO.GEN.110(c)(e)** | Use of FOO/FD in the context of flight watch/flight monitoring:  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. | N/A  C  NC  N/R |  |
|  | **ORO.GEN.110(j)**  **CAT.OP.MPA.175** | RAIM (receiver autonomous integrity monitoring) | When applicable, check that the operator has the capability to calculate the RAIM at the expected time of arrival. | N/A  C  NC  N/R |  |
|  | **Pre-flight procedures** | | | | |
|  | **CAT.OP.MPA.175(b)** | The flight shall not be commenced unless the commander is satisfied that:  (1) all items stipulated in 2.a.3 of Annex IV to Regulation (EC) No 216/2008 concerning the airworthiness and registration of the aircraft, instrument and equipment, mass and centre of gravity (CG) location, baggage and cargo and aircraft operating limitations can be complied with;  (2) the aircraft is not operated contrary to the provisions of the configuration deviation list (CDL);  (3) the parts of the operations manual that are required for the conduct of the flight are available;  (4) the documents, additional information and forms required to be available by CAT.GEN.MPA.180 are on board;  (5) current maps, charts and associated documentation or equivalent data are available to cover the intended operation of the aircraft including any diversion that may reasonably be expected;  (6) space-based facilities, ground facilities and services that are required for the planned flight are available and adequate;  (7) the provisions specified in the operations manual in respect of fuel/energy, oil, oxygen, minimum safe altitudes, aerodrome operating minima and availability of alternate aerodromes, where required, can be complied with for the planned flight;  (7a) any navigational database required for performance-based navigation is suitable and current; and  (8) any additional operational limitation can be complied with. | Check that the flight crew is provided with sufficient documents and material to prepare for the flight.  Check if the time planned for the pre-flight preparation for the Flight crew is sufficient. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.107** | The operator shall consider an aerodrome as adequate if, at the expected time of use, the aerodrome is available and equipped with necessary ancillary services such as air traffic services (ATS), sufficient lighting, communications, meteorological reports, navigation aids and emergency services. | Verify that procedures are followed to determine the adequacy of the destination aerodrome | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.105** | (a) The commander, in addition to complying with CAT.GEN.MPA.100, shall:  (12) ensure that the pre-flight inspection has been carried out in accordance with the requirements of Annex I (Part-M) to Regulation (EU) No 1321/2014; |  | N/A  C  NC  N/R |  |
|  | **ORO.GEN.110** | **Operator responsibilities** | Check that it is ensured that defects are being rectified, MEL operational procedures and conditions are followed.  Check if An analysis of the applicable parts of the Aircraft Technical log is carried out by the flight crew during pre-flight checks.  Check that passenger boarding and aircraft loading are carried out under supervision of qualified personnel in accordance with the established procedures of the operator. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.250** | (a) The operator shall establish procedures to be followed when ground de-icing and anti-icing and related inspections of the aircraft are necessary to allow the safe operation of the aircraft.  (b) The commander shall only commence take-off if the aircraft is clear of any deposit that might adversely affect the performance or controllability of the aircraft, except as permitted under (a) and in accordance with the AFM. | Check that the operator`s established De-icing, Anti-icing procedures are followed. | N/A  C  NC  N/R |  |
|  | **CAT.POL.MAB.105** | **Mass and balance data and documentation** | Check if a loadsheet is generated. | N/A  C  NC  N/R |  |
|  | **Psychoactive substance testing** | | | | |
|  | **CAT.GEN.MPA.170**  **AMC1 CAT.GEN.MPA.170(b)** | Training of safety sensitive personnel other than crew. | - Check the implementation of the training policy and programme. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.170(b)**  **AMC2 CAT.GEN.MPA.170(b)**  **AMC1 CAT.GEN.MPA.170(c)** | Conduct of testing for psychoactive substances | - Review the evidence of the implementation of the testing procedure. | N/A  C  NC  N/R |  |
|  | **Flight returned documentation (to be kept at least 3 months)** | | | | |
|  | **ORO.MLR.115**  **ICAO TI Part 7 4.11.1** | Record-keeping | Check that the following documents are kept for period of 3 months:   * the operational flight plan, if applicable; * route-specific notice(s) to airmen (NOTAM) and aeronautical information services (AIS) briefing documentation, if edited by the operator; * mass and balance documentation; * notification of special loads, including written information to the commander/pilot-in-command about dangerous goods, if applicable (NOTOC); * the journey log, or equivalent; and * flight report(s) for recording details of any occurrence, or any event that the commander/pilot-in-command deems necessary to report or record. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.175(a)** | OFP | Check that the OFP template used is the one described in the OM.  Check consistency between the OFP and the M&B documentation.  Check that the route to the alternate(s) is provided on the OFP.  Check that OFPs are signed by the commander. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.181**  **AMC20-6 Appendix 4 4** | Fuel planning/in-flight re-planning | Check the adequate implementation of the approved fuel scheme, including variations if applicable, and the flight data (route, alternates,…).  (e.g. contingency fuel, final reserve, alternate fuel,…)  Check that all actual fuel reserves are correctly stated on the OFP.  For ETOPS flights, check that fuel calculation is based on the “critical fuel scenario”.  Check that the fuel burned is consistent with the trip fuel calculated for the flight during the planning phase.  Check that any in-flight replanning has been conducted in accordance with the approved fuel scheme. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.185** | In-flight fuel management | Check that in-flight fuel management is performed and recorded iaw the approved procedure (incl. frequency) in the OM (operator’s fuel scheme).  In the case of the use of the isolated aerodrome/RCF procedure, check that the verification of the remaining usable fuel at the PNR/decision point has been adequately conducted and recorded. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.182** | Aerodrome selection/planning minima | Check the selection of adequate aerodrome (destination, alternate) (when required) in accordance with the approved fuel scheme, including the consideration of planning minima. | N/A  C  NC  N/R |  |
|  | **CAT.POL.MAB.100(d)**  **CAT.POL.MAB.100(e)**  **AMC2 CAT.POL.MAB.100(d)**  **AMC1 CAT.POL.MAB.100(e)** | Crew and passenger masses  Baggage masses. | Check the adequate implementation of the passenger mass established policy.  Check the use of kg or lbs in accordance with the policy.  Check the use of STD baggage masses for aeroplane with an MOPSC of more than 19 and the use of actual baggage masses for other aeroplanes. | N/A  C  NC  N/R |  |
|  | **CAT.POL.MAB.100(b)**  **AMC1 CAT.POL.MAB.100(b)**  **AMC2 CAT.POL.MAB.100(b)** | Aircraft masses | Check that the aircraft masses used are the ones declared in the OM. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.180**  **AMC1 CAT.GEN.MPA.180** | Content of the briefing package | Check that it includes all required elements, as described in the OM. | N/A  C  NC  N/R |  |
|  | **CAT.POL.A.105**  **CAT.POL.A.210**  **CAT.POL.A.215**  **CAT.POL.A.220**  **CAT.POL.A.225**  **CAT.POL.A.230**  **CAT.POL.A.235** | Performance calculation | Check that adequate information about aircraft performance (for the concerned aircraft performance class) was established or available at the flight preparation:   * T-O performance calculation, incl. engine failure (obstacle clearance) * Cruise performance calculation, incl. engine failure (OEI en-route obstacle clearance, drift-down analysis) * LDG performance calculation, incl. engine failure   Check that the applicable maximal masses are used (MTOM, MLM, MZFM,..).  Check for evidence (if applicable) of verification by the commander before the approach that the landing performance are adequate based on the latest available information.  In case the operator is approved for steep approach, short landing operations or reduced landing operations, check that the related conditions are taken into account.  Check that any LMC is taken into account in the performance calculations. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.285**  **CAT.IDE.A.230**  **CAT.IDE.A.235**  **CAT.IDE.A.240** | Oxygen | Check the operator has assess the need for additional oxygen depending on the route flown. | N/A  C  NC  N/R |  |
|  | **AMC2 SPA.RVSM.105** | RVSM: Cross checks between primary altimeters. | Check that cross checks between primary altimeters are conducted prior to the entry into the RVSM airspace and then at intervals of approximately 1 hour.  Check that it is adequately recorded. | N/A  C  NC  N/R |  |
|  | **AMC20-6 Chap III 9** | ETOPS: Actual weather information along the route and at the ETOPS alternate aerodromes | Check that all significant changes to the weather information along the route and on the alternate aerodrome has been received and recorded by the flight crew. | N/A  C  NC  N/R |  |
|  | **SPA.PBN.105(d)(1)**  **SPA.MNPS.105(d)(1)**  **SPA.RVSM.105(d)(1)**  **SPA.LVO.130**  **AMC20-6 Chap III 7.1** | Aircraft technical log book: MEL open entries and consequence on SPA approvals | Check that open MEL items did not affect operations iaw PBN, LVO, RVSM,ETOPS, MNPS, or SET-IMC requirements. | N/A  C  NC  N/R |  |
|  | **CAT.POL.MAB.105**  **CAT.POL.MAB.100(g)** | W&B documentation | Check that the W&B documentation template used is the one described in the OM.  Check the adequate use of the W&B documentation iaw. the operator’s procedure and in particular that the document is signed by the commander and the personnel supervising the loading  Check the mass of the fuel load has been calculated iaw with the policy of the operator.  Check the correct application of the operator’s LMC policy. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.177** | ATS flight plan | Check the adequate indication on the ATS flight plan of the aircraft/operator capabilities (RVSM, MNPS (NAT),…)  Check that re-clearances to initial ATS flight plans are recorded. | N/A  C  NC  N/R |  |
|  | **Use of the MEL** | | | | |
|  | **Update of the MEL** | | | | |
|  | **ORO.MLR.105(c)(h)**  **AMC1 ORO.MLR.105(c)**  **AMC1 ORO.MLR.105(h)** | The operator shall amend the MEL/operational and maintenance procedures after any applicable change to the MMEL within the acceptable timescales.  An acceptable timescale for submitting the amended MEL to the competent authority is 90 days from the effective date specified in the approved change to the MMEL. | Check last the amendment of the MMEL and of the applicable operator’s MEL.  Verify that any change to the rectification intervals or to the operational/maintenance procedures have been reflected. | N/A  C  NC  N/R |  |
|  | **Operational and maintenance procedures** | | | | |
|  | **ORO.MLR.105(i)**  **AMC1 ORO.MLR.105(g)** | (i) Unless otherwise specified in the MEL, the operator shall complete:  (1) the operational procedures referenced in the MEL when planning for and/or operating with the listed item inoperative; and  (2) the maintenance procedures referenced in the MEL prior to operating with the listed item inoperative. | Check records for adequate implementation of the operational and maintenance procedures and in particular who implemented the related procedure. | N/A  C  NC  N/R |  |
|  | **Rectification intervals** | | | | |
|  | **ORO.MLR.105(e)** | (e) The operator shall:  [..]  (3) only operate the aircraft after expiry of the rectification interval specified in the MEL when:  (i) the defect has been rectified; or  (ii) the rectification interval has been extended. | Check the technical log book records for past use of the MEL.  Check that the operator has a list of the currently open MEL items per aircraft which is made available to the flight before a flight. | N/A  C  NC  N/R |  |
|  | **ORO.MLR.105(f)** | Extension of B, C and D rectification intervals:  (f) Subject to approval of the competent authority, the operator may use a procedure for the one time extension of category B, C and D rectification intervals, provided that:  (1) the extension of the rectification interval is within the scope of the MMEL for the aircraft type;  (2) the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;  (3) the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification;  (4) a description of specific duties and responsibilities for controlling extensions is established by the operator;  (5) the competent authority is notified of any extension of the applicable rectification interval; and  (6) a plan to accomplish the rectification at the earliest opportunity is established. | Check the technical log book records for past use of the MEL.  Check that for all extended rectification intervals:   * the extension is within the scope of the MMEL for the aircraft type; * the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL;   Check that all extension have been notified to the competent authority.  Check for possible repetitive use of rectification intervals on the same aircraft for the same equipment. | N/A  C  NC  N/R |  |
|  | **Management of the status of the instruments, equipment or functions required for the intended operation, but not controlled for the purpose of continuing airworthiness management.** | | | | |
|  | **CAT.IDE.A.105 + AMC1** | The operator should control and retain the status of the instruments, equipment or functions required for the intended operation, that are not controlled for the purpose of continuing airworthiness management. | - Check that it includes procedure(s) and responsibilities. | N/A  C  NC  N/R |  |
|  | **EFB** | | | | |
|  | **AMC2 SPA.EFB.100(b)** | Changes to the EFB system | Check that all past changes (if applicable) have been managed in accordance with the procedure defined in the operator’s documentation. | N/A  C  NC  N/R |  |
|  | **AMC1 SPA.EFB.100(b)(1)** | Risk assessment | To be checked either during the management system audit, or during the base audit:  - check that the EFB risk assessment has been adequately maintained  - Check that the defined mitigations have been adequately implemented and their effectiveness verified. | N/A  C  NC  N/R |  |
|  | **AMC1 SPA.EFB.100(b)(3)** | EFB administrator | - Check that an EFB administrator is still present in the organisation.  - Check that the EFB administrator and all staff involved in the EFB administration process (in case of change) are adequately trained. | N/A  C  NC  N/R |  |
|  | **LVO** | | | | |
|  | **AMC3 SPA.LVO.105** | Continuous monitoring:  (a) After obtaining the initial approval, the operations should be continuously monitored by the operator to detect any undesirable trends before they become hazardous. Flight crew reports may be used to achieve this. | Verify that the operator is monitoring its LVO operations and that it is also identifying and addressing trends. | N/A  C  NC  N/R |  |
|  | **AMC3 SPA.LVO.105** | (b) The following information should be retained for a period of 12 months:  (1) the total number of approaches, by aircraft type, where the airborne CAT II or III equipment was utilised to make satisfactory, actual or practice, approaches to the applicable CAT II or III minima; and  (2) reports of unsatisfactory approaches and/or automatic landings, by aerodrome and aircraft registration, in the following categories:  (i) airborne equipment faults;  (ii) ground facility difficulties;  (iii) missed approaches because of ATC instructions; or  (iv) other reasons. | Check that the operator is compiling and recording such information. | N/A  C  NC  N/R |  |
|  | **AMC3 SPA.LVO.105** | (c) The operator should establish a procedure to monitor the performance of the automatic landing system or HUDLS to touchdown performance, as appropriate, of each aircraft. | Check the implementation of the monitoring procedure. | N/A  C  NC  N/R |  |
|  | **AMC6 SPA.LVO.105** | (a) Each aircraft type/runway combination should be verified by the successful completion of at least one approach and landing in CAT II or better conditions, prior to commencing CAT III operations.  (b) For runways with irregular pre-threshold terrain or other foreseeable or known deficiencies, each aircraft type/runway combination should be verified by operations in CAT I or better conditions, prior to commencing LTS CAT I, CAT II, OTS CAT II or CAT III operations. | Sample new aerodromes used by the operator to verify the implementation of these criteria. | N/A  C  NC  N/R |  |
|  | **PBN** | | | | |
|  | **SPA.PBN.105(f)**  **AMC1 SPA.PBN.105(f)** | (f) a management RNP monitoring programme has been established for RNP AR APCH operations, if applicable.  (a) The operator approved to conduct RNP AR APCH operations, should have an RNP monitoring programme to ensure continued compliance with applicable rules and to identify any negative trends in performance. | Check the implementation of the RNP monitoring programme. | N/A  C  NC  N/R |  |
|  | **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 |  |
|  | **AMC3 SPA.PBN.105(d)** | (a) The operator should validate every RNP AR APCH procedure before using the procedure in instrument meteorological conditions (IMC) to ensure compatibility with their aircraft and to ensure the resulting path matches the published procedure. | Check that the operator has validated all RNP AR APCH procedures before their use (comparison between the NAV data to be loaded in the FMS and the published procedure).  Check that a copy of the validated procedure is kept. | N/A  C  NC  N/R |  |
|  | **SET-IMC** | | | | |
|  | **AMC1 SPA.SET-IMC.105** | After obtaining the initial approval, the operator should make available to its competent authority on an annual basis a report related to its SET-IMC operations containing at least the following information:  (a) the number of flights operated;  (b) the number of hours flown; and  (c) the number of occurrences sorted by type. | Check that such report is established on an annual basis by the operator. | N/A  C  NC  N/R |  |
|  | **AMC1 SPA.SET-IMC.105(d)(2)** | (c) The operator should establish criteria for the assessment of each new route. These criteria should address the following:  [..]  (2) the identification and assessment, at least on an annual basis, of the continued suitability of landing sites (obstacles, dimensions of the landing area, type of the surface, slope, etc.) along the route when no aerodrome is available; the assessment may be performed using publicly available information or by conducting on-site surveys;  (d) At the flight planning phase, any selected landing site should have been assessed by the operator as acceptable for carrying out a safe forced landing with a reasonable expectation of no injuries to persons in the aeroplane or on the ground. All information reasonably practical to acquire should be used by the operator to establish the characteristics of landing sites. | Check that a list of landing sites has been established and that all have been adequately assessed based on all available information.  Check that the suitability of landing sites is verified at least once a year. | N/A  C  NC  N/R |  |
|  | **RVSM** | | | | |
|  | **AMC1 SPA.RVSM.105** | (g) Plan for participation in verification/monitoring programmes  The operator should establish a plan for participation in any applicable verification/monitoring programme acceptable to the competent authority. This plan should include, as a minimum, a check on a sample of the operator's fleet by a regional monitoring agency (RMA)’s independent height-monitoring system.  Minimum of two aeroplanes of each aircraft type grouping of the operator have their height-keeping  performance monitored, at least once every two years or within intervals of 1 000 flight hours per aeroplane, whichever period is longer. If the operator aircraft type grouping consists of a single aeroplane, monitoring of that aeroplane shall be  accomplished within the specified period. | Verify the continuous participation of the operator to an applicable verification/monitoring programme. | N/A  C  NC  N/R |  |
|  | **Aircraft tracking system** | | | | |
|  | **Definition, scope, eligibility** | | | | |
|  | **Annex I definition** | **Abnormal behaviour**  ‘Aircraft tracking system’ means a system that relies on aircraft tracking in order to identify abnormal flight behaviour and provide alert. | Check that the operator has defined precisely what constitutes an abnormal behaviour | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.205(a)** | **Aircraft eligibility**  (1) MCTOM > 27 000 kg MOPSC > 19, and first issued with an individual CofA before 16/12/2018, and equipped with a capability to provide a position additional to the secondary surveillance radar transponder;  (2) MCTOM > 27 000 kg, MOPSC > 19,and first issued with an individual CofA on or after 16/12/2018;  (3) MCTOM > 45 500 kg and first issued with an individual CofA on or after 16/12/2018. | Check consistency between eligibility requirement and the scope of the operator’s tracking system. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.205(b)**  **AMC2 CAT.GEN.MPA.195** | **Scope of the operator’s aircraft tracking system:**  Flights shall be tracked by the operator from take-off to landing, except when the planned route and the planned diversion routes are fully included in airspace blocks where:  (1) ATS surveillance service is normally provided which is supported by ATC surveillance systems locating the aircraft at time intervals with adequate duration; and  (2) the operator has provided to competent air navigation service providers necessary contact information. | Check the set-up put in place by the operator ensuring that eligible aircraft are tracked from take-off to landing.  Check if the operator has provided contact information to the competent air navigation services (if applicable). | N/A  C  NC  N/R |  |
|  | **Equipment, performance, procedures** | | | | |
|  | **AMC1 CAT.GEN.MPA.205** | (**a) Automatic tracking of aeroplane position**  The aircraft tracking system should rely on equipment capable of automatically detecting and transmitting a position report to the aircraft operator, except if reports come from the flight crew.( | - Verify the automatic tracking capability. | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | (**b) Position reporting period**  The tracking of an individual flight should provide a position report at time intervals which do not exceed 15 minutes. | - Check that position report period do not exceed 15 mn. | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | **(c) Content of position reports**  Each position report should contain at least the latitude, the longitude and the time of position determination and whenever available, an indication of the aeroplane altitude, except that for each flight:  (1) One of the position reports may contain only time-stamped data indicating that the aeroplane has left the gate;  (2) One of the position reports may contain only time-stamped data indicating that the aeroplane has become airborne;  (3) One of the position reports may contain only time-stamped data indicating that the aeroplane has landed; and  (4) One of the position reports may contain only time-stamped data indicating that the aeroplane has reached the gate. |  | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | (**d) Source of position data**  The data contained in a position report may come from:  (1) ATC surveillance systems, if the ATC surveillance data source is capable of providing this data with a delay equal to or less than 10 minutes;  (2) the flight crew, if the planned flight duration is less than two position reporting periods;  (3) aeroplane systems. In that case:  (i) the source of time, latitude and longitude data should be the navigation system of the aeroplane or an approved GNSS receiver;  (ii) the source of altitude data should be:  (A) the same source as for time, latitude and longitude data, or  (B) an approved source of pressure altitude; and  (iii) the delivery time of position reports from the aeroplane to the operational control over the flight should, to the extent possible, not exceed 10 minutes; or  (4) any data source when the position report is of a type designated by (c)(1), (c)(2), (c)(3) or (c)(4). In that case, the delivery time of position reports from the data source to the operational control over the flight should, to the extent possible, not exceed 10 minutes. |  | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | **(e) Temporary lack of aircraft tracking data**  Aircraft tracking data may be incomplete due to a temporary or unexpected issue prior to or during the flight. However, the operator should:  (1) identify any loss of aircraft tracking data which is not due to a temporary issue, and  (2) address any systematic lack of aircraft tracking data affecting a given aeroplane or a given route in a timely manner. |  | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | **(f) Operational control over the flights**  When abnormal flight behaviour is suspected, this should be checked and acted upon without delay.  **(i) Procedures**  The operator should establish procedures describing its aircraft tracking system, including the identification of abnormal flight behaviour and the notification of the competent ATS unit (ATS unit responsible for providing the alerting service in the airspace where the aircraft is believed to be), when appropriate. These procedures should be integrated with the emergency response plan of the operator. | Check the content of the procedures related to the detection of an abnormal behaviour.  Check that the operator’s procedures are linked with its ERP. | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | (**g) Recording of aircraft tracking data during normal operation**  When the tracking of a flight is required, all related aircraft tracking data should be recorded on the ground, including position data from ATC surveillance systems when they are used. The aircraft tracking data of a given flight should be retained until confirmation that the flight is completed and no accident or serious incident occurred. |  | N/A  C  NC  N/R |  |
|  | **AMC1 CAT.GEN.MPA.205** | **(h) Preserving aircraft tracking data after an accident or a serious incident**  Following an accident or a serious incident, the operator should retain the aircraft tracking data of the involved flight for at least 30 days. In addition, the operator should be capable of providing a copy of this data without delay and in an electronic format that is human-readable using a common text file editor. |  | N/A  C  NC  N/R |  |
|  | **Location of an aircraft in distress** | | | | |
|  | **CAT.GEN.MPA.210** | **Scope:**  The following aeroplanes shall be equipped with robust and automatic means to accurately determine, following an accident during which the aeroplane is severely damaged, the location of the point of end of flight:  (1) all aeroplanes with an MCTOM>27 000 kg, with an MOPSC>19 and first issued with an individual CofA on or after **01/01/23**; and  (2) all aeroplanes with an MCTOM>45 500 kg and first issued with an individual CofA on or after **01/01/23**. | Forward fit for aeroplanes built after 2023. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.210 + AMC1** | Performance of the airborne system | - Check that the airborne system used:   * is approved in accordance with the applicable airworthiness requirements; and * comply with the Certification Specifications for Airborne Communications, Navigation and Surveillance (CS-ACNS) issued by EASA, or equivalent. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.210 + AMC1** | Transmission service | - Check that if the airborne system relies on other equipment than ELTs for transmitting the information needed to comply with point CAT.GEN.MPA.210, the provider of the transmission service is a surveillance service provider that is certified in accordance with Regulation (EU) 2017/373 (the ‘ATM/ANS Regulation’). | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.210 + AMC1** | Flight crew procedures | - Check that the operator has established flight crew procedures for using the airborne system, including manual activation and manual deactivation of that system.  - Check that these procedures address:   * Manual activation of the airborne system by the FC only if a search and rescue (SAR) response is needed or anticipated * Information by the FC of the relevant ATS unit in a timely manner after a manual deactivation or disabling of the airborne system to stop data transmission. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.210 + AMC1** | Operator’s procedures | - Check that the operator has established procedures:   * for assessing whether an aircraft is likely to be in a state of emergency and * for informing the competent ATS unit (ATS unit responsible for providing the alerting service in the airspace where the aircraft is believed to be): * when a state of emergency is identified, and * when a state of emergency no longer exists. | N/A  C  NC  N/R |  |
|  | **CAT.GEN.MPA.210 + AMC1** | Limiting the effect of false alerts | - Check that the operator:   * has established procedures for disabling any of the required functions of the airborne system; * is considering the airborne system inoperative if, during a flight, there were several occurrences of undesirable automatic activation of the airborne system; and * analyses occurrences of undesirable (manual and automatic) activation of the airborne system to determine their probable cause, keeps the records of such analyses for at least 12 months and provides them to the competent authority on request. | N/A  C  NC  N/R |  |
|  | **Fuel scheme implementation** | | | | |
|  | **Basic fuel scheme with variations** | | | | |
|  | **CAT.OP.MPA.181** | Fuel consumption monitoring programme per individual aeroplane. | Check that operator having a fuel scheme approved with a variation on the contingency fuel iaw AMC6 CAT.OP.MPA.181 has established and is maintaining a fuel consumption monitoring system per individual aeroplane. | N/A  C  NC  N/R |  |
|  | **Individual fuel scheme** | | | | |
|  | **CAT.OP.MPA.180(d)** | Reporting system:  The operator should establish an effective continuous reporting system to the competent authority on the safety performance and regulatory compliance of the individual fuel scheme. | Check the implementation of the established reporting system part of the approved individual fuel schemel. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.180(d)** | Risk monitoring:  Based on this safety risk assessment, the operator should establish a mechanism for risk monitoring and risk control to ensure an equivalent level of safety to that of the current fuel scheme | Check that the operator is maintaining its risk assessment and verifying the effectiveness of the risk controls established. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.180(d)** | Monitoring of the OPS control procedures implementation:  The operator should ensure that the implementation and effectiveness of its processes related to organisational control, procedures, and training are monitored. | Check the effective internal monitoring (via for example the compliance monitoring activities)of the operator‘s processes, procedures and training. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.180(d)** | SPI follow-up:  After receiving the approval, the operator should:  (1) continually measure and monitor the outcome of each SPI; and  (2) in case of degradation of any SPI:  (i) assess the root cause of the degradation;  (ii) identify remedial actions to restore the baseline safety performance; and  (iii) when the associated safety performance target is not met, inform the authority as soon as practicable. | Check the effective follow-up of SPIs and the actions taken in case of a degradation. | N/A  C  NC  N/R |  |
|  | **CAT.OP.MPA.180(d)** | Fuel consumption monitoring programme:  A fuel consumption monitoring system should be data driven, and should include the following:  (a) a fuel performance monitoring system;  (b) a database that contains statistically significant data of at least 2 years;  (c) statistics and data normalisation; and  (d) data transparency and verification. | Check that the operator is maintaining its fuel consumption monitoring programme. | N/A  C  NC  N/R |  |