



NIGERIA CIVIL AVIATION AUTHORITY
CORPORATE HEADQUARTERS
 Nnamdi Azikiwe International Airport
 Domestic Wing, Abuja, Nigeria

CL: O-OPS 046 FATIGUE MANAGEMENT SYSTEM EVALUATION

Instructions for Use:

1. Check `S` column if you reviewed the record, procedure or event and it is `Satisfactory`.
2. Check `U` column if you reviewed the record, procedure or event and it is `Unsatisfactory`.
3. Check **NS (not seen)** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check **NA (not applicable)** column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

S/N	OVERALL MANUAL APPEARANCE	S	U	NS	NA
0	COMPLETE CHECKLIST CL: O-OPS 020B				

S/N	GENERAL: FMS ADDRESSES	S	U	NS	NA
1	Transient and cumulative fatigue				
2	Shared operator – individual responsibility				
3	Effective safety reporting				
4	Senior Management commitment				
5	Continuous monitoring process				
6	Investigation of safety occurrences				
7	Sharing of information				
8	Integrated training				
9	Effective implementation of SOPs				
10	Continuous improvement				
11	Establishment of maximum value for flight times and/or flight duty period(s) and duty period(s) and minimum values for rest periods				
12	Item 11 is based on scientific principles and knowledge/data-driven solutions				
13	Maintenance of records for all flight and cabin crew members of flight time, flight duty periods, duty periods, and rest periods for a period of time specified				
	FMS POLICY: THE POLICY	S	U	NS	NA
14	Define FMS policy, with all elements of the FMS clearly defined				
15	Scope of the FMS operations is clearly defined in the operations manual				
16	Reflect the shared responsibility of management, flight and cabin crews, and other involved personnel				
17	Clearly state the safety objectives of the FMS				
18	Is signed by Accountable Executive of the organization				
19	Communicated, with visible endorsement, to all the relevant areas and levels of the organization.				
20	Declares management commitment to effective safety reporting				
21	Declares management commitment to the provision of adequate resources for the FMS				
22	Declares management commitment to the continuous improvement of the FMS				
23	Requires that clear lines of accountability for management, flight and cabin crews, and all other involved personnel are identified				
24	Requires periodic reviews to ensure it remains relevant and appropriate				
	FMS DOCUMENTATION	S	U	NS	NA
	An operator must develop and keep current FMS documentation that describes and records:				
25	FMS policy and objectives				
26	FMS processes and procedures				
27	Accountability, responsibilities and authorities for these processes and procedures				
28	Mechanisms for ongoing involvement, flight and cabin crew members, and all other involved personnel				

29	FMS training programme, training requirements and attendance records				
30	Scheduled and actual flight times, duty periods and rest periods with significant deviations and reasons for deviations noted				
31	FMS outputs including findings from collected data, recommendations, and actions taken				
	FMS PROCESSES	S	U	NS	NA
32	Identification of hazards				
33	Risk assessment				
34	Risk mitigation				
	FMS SAFETY ASSURANCE PROCESSES	S	U	NS	NA
35	Provides for continuous FMS performance monitoring				
36	Provides a formal process of management of operational and organizational change				
37	Provides for the continuous improvement of the FMS				
	FMS PROMOTION PROCESSES	S	U	NS	NA
	Operator shall establish and implement:				
38	Training programme				
39	Effective FMS communication plan				
40	RESERVED				
41	RESERVED				
42	RESERVED				
43	RESERVED				
44	RESERVED				

REMARKS & OBSERVATIONS

INSPECTOR NAME: _____

SIGNATURE: _____

DATE: _____