



## CHAPTER 25

### Organisation Structure, Staffing and Administrative Facilities

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#### 1.0 PURPOSE

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This Chapter provides guidance in the form of a checklist to assist the process for evaluation of organisation structure, staffing and administrative facilities to meet the requirements of part 9 of the Nigeria Civil Aviation Regulations.

#### 2.0 ORGANISATION STRUCTURE, STAFFING AND ADMINISTRATIVE FACILITIES:

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##### 2.1 CHECKLIST: [CL: O-OPS028](#)



**NIGERIAN CIVIL AVIATION AUTHORITY**  
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**CL: O-OPS 028 ORGANIZATION STRUCTURE, STAFFING AND ADMINISTRATIVE FACILITIES CHECKLIST**

**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.

ORDER/CL No.	Inspector	Operator			
Base	AOC NO.	Date of inspection	Reference No.		
Document:		Operator's Representative:			
Requirement		Assessment			
		S	U	NS	N/A
<b>Organization Structure</b>					
1. Is the organization structure suitable for the size and scope of the proposed operation?					
2. Is the chain of command appropriate to satisfy safety of operations with respect to -					
(a) Numbers of Management positions not excessive?					
(b) Flying/Admin tasks balanced for Flight Crew Managers?					
<b>Qualified and Competent Employees</b>					
3. Does the Organization have sufficient number of suitably qualified and competent employees in the following areas:					
(a) Flight crew?					
(b) Cabin crew?					
(c) Crew training and checking?					
(d) Other technical trainers?					
(e) Operations planning?					
(f) Operations control?					
(g) Crew scheduling?					
(h) Load control?					
(i) Passenger handling?					
(j) Administrative support?					
<b>Note: Maintenance staff numbers to be assessed by the Airworthiness team.</b>					
<b>Administrative Facilities - Office</b>					
4. Are offices accommodation size adequate?					
5. Is the support equipment adequate?					
6. Is the support staff adequate?					

<b>Administrative Facilities – Communications</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>N/A</b>
7. Is the communication/information system adequate to allow efficient and rapid communications with all crew, operational support staff and their managers?				
8. Are printing and distribution facilities adequate?				
<b>OTHER</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>N/A</b>

