



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

CL: O-OPS 020C EVALUATE OPERATIONS MANUAL PART A

Record ID:	Protocol#	Tracking#	Activity#
Date Accomplished	Action Taken	Inspector	Type of Operation:
Air Operator/Organization	Aircraft Make/Model:	Location#	
Title of Manual Reviewed:			

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.

	MANUAL ADMINISTRATION	S	U	NS	NA
1.	COMPLETE CHECKLIST CL: O-OPS 020B				
	ORGANIZATION, BASE FACILITIES AND AIRCRAFT EQUIPMENT				
S/N	STAFFING AND ORGANIZATION	S	U	NS	NA
2.	Management structure				
3.	Operations department staffing				
4.	Traffic and loading staff				
5.	Systems for provision of information				
	BASE FACILITIES	S	U	NS	NA
6.	Flying staff instructions				
7.	Navigation logs/records				
8.	Pilot's flight briefs				
9.	Voyage reports				
10.	Passenger and cargo handling procedures				
	SAFETY & QUALITY PROGRAMME	S	U	NS	NA
11.	Flight data analysis programme				
12.	Accident Prevention and Flight Safety Programme				
13.	Safeguards to protect source of data				
14.	Programme is non-punitive				
15.	Validity of Manuals Audits				
	AIRCRAFT EQUIPMENT	S	U	NS	NA
16.	Emergency equipment				
17.	Use of Checklists				
18.	GPWS / EGPWS and associated procedures				
19.	ACAS				
20.	CVR				
21.	FDR				
22.	Normal equipment				
23.	Internal and external markings/notices				
24.	Radio/radar navigation equipment				
25.	Automatic systems (auto-land, etc.)				

	OPERATIONS MANUAL	S	U	NS	NA
26.	Purpose and scope of manuals				
27.	List of manuals comprising operations manual (Ref. Nig. CARs 9.3.1.2 (g) and TGM Ops Form O-Ops 001D)				
28.	Manuals to be carried on aircraft				
29.	Responsibility for manual content				
30.	Responsibility for manual amendment				
31.	Distribution of manuals and amendments				
	MANAGEMENT ORGANIZATION	S	U	NS	NA
32.	Safety Manager				
33.	Operations manager — duties and responsibilities				
34.	Technical manager — duties and responsibilities				
35.	Chief pilot — duties and responsibilities				
36.	Training captains — duties and responsibilities				
37.	Flying hours for management personnel				
	CREW TO BE CARRIED	S	U	NS	NA
38.	Composition of crew				
39.	Minimum flight crew				
40.	Minimum number of cabin attendants				
41.	Carriage of navigator				
42.	Carriage of flight engineer				
43.	Crew licenses				
	DUTIES OF FLIGHT CREW AND OTHER OPERATING STAFF	S	U	NS	NA
44.	Designation of pilot-in-command				
45.	Authority of pilot-in-command				
46.	Duties of crew members				
47.	Briefing of passengers				
48.	Necessity of pilots to remain at controls				
49.	Co-pilot handling of the aircraft				
50.	Refueling duties/responsibilities				
51.	Loading by flight crew				
52.	PIREPs				
53.	Briefing about Volcanic Ash and other weather-related conditions				
54.	Instructions on the clarification and acceptance of Air Traffic Control (ATC) clearances, particularly where terrain clearance is involved.				
	FLIGHT DECK MANAGEMENT	S	U	NS	NA
55.	Preflight action by pilot-in-command				
56.	Succession to command				
57.	Normal duties				
58.	Flight crew — division of IMC duties				
59.	Flight crew — procedures in event of incapacitation				
60.	Flight crew — acknowledgement of calls during take-off and landing				
61.	Flight crew — querying of deviations from flight plan				
62.	Flight crew — briefing before take-off and landing				
63.	Flight crew — consumption of alcohol				
64.	Flight crew — wearing of harness for take-off and landing				
65.	Flight crew — simulation of emergencies not permitted when carrying passengers				
66.	Operation of radio in aircraft				
67.	Radio checking procedure				
68.	Altimeter checking procedure				
69.	Operation of flight data recorder				
70.	Emergency evacuation procedures				
71.	Procedures in event of pressurization failure				
72.	Upset Prevention and Recovery Techniques (UPRT)				
73.	Laser Illumination and Aircrew Mitigation Procedure				
	FLIGHT TIME LIMITATIONS	S	U	NS	NA

	Definitions, Calculations and Administration of:				
74.	Flight time				
75.	Duty period				
76.	Flying duty period				
77.	Split duty				
78.	Positioning				
79.	Standby duty				
80.	Rest period				
81.	Day off				
82.	Requirement of scheme to regulate flight times				
83.	Maximum duty period — two pilot crew — aeroplane				
84.	Maximum duty period — single pilot crew — aeroplane				
85.	Maximum duty period — two pilot crew — helicopter				
86.	Maximum duty period — single pilot crew — helicopter				
	Particular Cases:				
87.	Extension of duty period by inflight relief				
88.	Split duty				
89.	Positioning (dead heading)				
90.	Standby duty				
91.	Traveling time				
92.	Pilot-in-command's discretion to extend flying duty period				
93.	Minimum rest periods				
94.	Pilot-in-command's discretion to reduce rest period				
	Cumulative duty and flying hours:				
95.	Maximum weekly duty hours				
96.	Maximum monthly duty hours				
97.	Maximum monthly flying hours				
98.	Maximum annual flying hours				
	Duty cycles and time-off duty:				
99.	Normal duty cycle				
100.	Short breaks away from base				
101.	Time off at base				
102.	Records to be maintained for each crew member				
103.	Scheme for regulation of flight times for cabin attendants				
104.	Responsibilities of all crew members				
	ADMINISTRATION	S	U	NS	NA
105.	Drunkenness in aircraft				
106.	Smoking in aircraft				
107.	Imperiling safety of aircraft				
108.	Stowaways				
109.	Carriage of livestock				
110.	Carriage of dangerous goods				
111.	Carriage of weapons of war				
112.	Carriage of unauthorized persons				
113.	Provision of navigational flight-plan forms				
114.	Provision of pilot-in-command's brief				
115.	Provision of operations library				
116.	Filing air miss reports				
117.	Filing flight safety/incident reports				
118.	Allowable deficiencies MEL Application				
119.	Use of flight plans				
120.	Use of technical log				
121.	Method of deferring defects approved by Airworthiness division				
122.	Carriage of CAA inspectors				
123.	Procedure for flight release				
	STANDARD AND EMERGENCY CHECKLISTS	S	U	NS	NA
124.	Drills and checks to be listed in full in the operations manual				
125.	Checks required prior to take-off				
126.	Checks required prior to landing				
127.	Check of safety altitude before descent				
128.	Emergency drill — items to be covered				
129.	Instruction that checklist must be used				

130.	Requirement for cabin attendants to be issued with individual copies of emergency evacuation drills				
FUEL FLIGHT PLANNING AND RECORDS		S	U	NS	NA
131.	Flight planning formula				
132.	Island reserve				
133.	Rules for replanning in flight				
134.	Effect on fuel consumption of use of ancillary equipment				
135.	Effect on fuel consumption of engine or system failures				
136.	Fuel consumption records in flight (every hour)				
137.	Records of uplift and fuel states				
138.	Retention of fuel records				
139.	Technical logs				
140.	In-flight records				
141.	Retention of fuel records on navigation logs				
142.	Refueling with passengers on board — special instructions				
143.	Fumes in aircraft				
144.	Jettisoning fuel — special precautions				
145.	Are there specified procedures and system to be used for aircraft tracking and location of an aeroplane in distress?				
ROUTE OPERATING INFORMATION		S	U	NS	NA
Company policies and procedures on:					
146.	Flights on and off airways				
147.	Nomination of alternate aerodromes (heliports)				
148.	Operation of VFR flights				
149.	Cancellation of IFR flight plans				
150.	Details of AOC area of operations				
151.	Details of navigation area restrictions				
152.	Details of radio area restrictions				
153.	Definition of public transport				
154.	Flight plan/nav forms - items to be provided for				
155.	Flight plan/nav forms - Retention for ____ months				
156.	Use of prepared navigational flight plans				
157.	Nav log forms for use by navigators				
158.	Radio equipment to be carried				
159.	Operation of radio in aircraft				
160.	Radio failure procedures				
161.	Minimum safe altitudes				
162.	Terrain clearance following loss of engine(s)				
163.	Minimum aerodrome facilities for approach and landing				
164.	Documents to be carried on public transport aircraft				
165.	Details of aircraft library and nav bag				
166.	Conflict Zones: A detailed procedure must be established to ensure that it is safe to conduct such operations. Risk management (assessment and mitigations) must be conducted when intending to operate over or near conflict zones, in line with 8.6.2.2 (b) of the Regulations.				
Flying staff instructions or notices:		S	U	NS	NA
167.	Operational				
168.	Technical				
169.	Administration				
170.	Time limit after issue				
171.	Requirement to carry life rafts				
172.	Provision and use of oxygen				
173.	Briefing of passengers in use of oxygen				
174.	Noise abatement procedures				
175.	Allowable deficiencies — guidance to pilots-in- command				
AERODROME OPERATING MINIMA		S	U	NS	NA
176.	Operating minima to be included for every airfield used regularly in respect of take-off, landing and visual manoeuvring				
177.	Runways NOT to be used to be clearly indicated				
178.	Conditions for commencing a flight				
179.	Conditions for commencing/continuing an approach				

	Definitions, Administration and documentation of:				
180.	Decision Height				
181.	Approach to landing				
182.	Circling approach procedures				
183.	RVR, etc.				
184.	Minima for pilots-in-command with limited experience on type				
185.	Take-off and landing when an RVR reported				
186.	Take-off and landing when RVR is reported from more than one position on the runway				
187.	Instructions concerning landing in shallow fog				
188.	Alternate for each intended destination to be specified				
189.	General guidance concerning selection of alternate aerodrome				
190.	Guidance concerning selection of "return" alternate				
191.	Instructions concerning use of return alternate — weather below landing minima				
192.	Minima for aerodromes without approach aids				
193.	Special minima for non-public transport flights				
194.	Special rules for aircraft with performance category C, D or E				
195.	Calculation of in-flight visibility for manoeuvring				
196.	Relationship between RVR and DH				
197.	Conversion of reported MET visibility to RVR				
	Passenger Health And Safety	S	U	NS	NA
198	General Policy and procedure (TGM Chapter 20 (21.0))				
199	Crew procedures for evaluating a traveler with suspected symptoms of communicable disease				
200	Procedure for prompt notification by PIC of suspected communicable diseases on board an aircraft or other public health risk to ATC, with following information:				
201	i) aircraft identification;				
202	ii) departure aerodrome;				
203	iii) destination aerodrome;				
204	iv) estimated time of arrival;				
205	v) number of persons on board;				
206	vi) number of suspected case(s) on board; and				
207	vii) nature of the public health risk, if known.				
208	Procedures to include the transmission, as required, of a General Declaration form to the appropriate public health authorities.				
209	Procedure for notification by PIC of suspected communicable diseases on board an aircraft or other public health risk to Departure Aerodrome without delay.				
210	Procedure for notification by PIC of suspected communicable diseases on board an aircraft or other public health risk to Operator's OCC without delay.				
	Aeronautical information Package	S	U	NA	NS
211	Maps & Charts,				
212	NOTAMs,				
213	Aeronautical Information Publication (AIP)				
214	Aeronautical Information Circular (AIC)				
215	Aeronautical information Regulation and Control (AIRAC)				
216	Aeronautical Information Supplements and updates				
	Flight Crew Compartment Access	S	U	NA	NS
	The Operations Manual Shall Contain the following in respect of flight crew compartment access:				
217	Procedures for controlling access to the Flight Crew Compartment;				
218	Procedures for opening, closing and locking the Flight Crew Compartment door;				
219	Procedures to enable a cabin crew member to enter the Flight Crew Compartment if a flight crew member becomes incapacitated or for meal service to flight crew;				
220	Procedures to verify the identity of a person authorized to access the Flight Crew Compartment;				

221	Procedures to constantly ascertain the working atmosphere in the Flight Crew Compartment including the wellbeing of the flight crew; and				
222	Procedures to control access to a crew rest facility from the passenger compartment, if the aeroplane is equipped with a crew rest facility that can be accessed from the Flight Crew Compartment and from the passenger compartment.				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached =>