



## CHAPTER 28

### Conducting Base Inspections

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#### 1. GENERAL

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1.1. This Chapter contains direction and guidance to be used by Authority operations inspectors for conducting base inspections.

**1.1.1 REFERENCE: Regulations 9.1.1.10, 9.1.1.11, CHECKLIST: CL: O-OPS022**

#### 2. DEFINITION

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2.1. A base inspection is an important function that provides the Authority with a comprehensive review of all of an operator's activities.

#### 3. LOCATION OF INSPECTION

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3.1. A base inspection is usually conducted at the operator's main base of operations or place of business. In some cases, operators may elect to retain selected records at different locations, such as at an office located in a residence, at an office building, or in portable files. The locations may differ as widely as the operators' activities differ.

#### 4. INSPECTION PREPARATION

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4.1 Prior to conducting a base inspection, the inspector should review and become familiar with:

4.1.1 General correspondence with the operator.

4.1.2 Any applicable manuals.

#### 5. NOTIFICATION OF INSPECTION.

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5.1. The inspector should notify the operator to arrange a time when the appropriate personnel and aircraft will be available for the inspection.

#### 6. CONDUCT OF INSPECTION

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6.1. The strategy used by an inspector for accomplishing a base inspection depends on the size and complexity of the operator. Because operators conduct business in a variety of ways, it is not necessary to identify each item that must be examined during a base inspection. The Checklist (APPENDIX A) will aid the inspector in accomplishing a base inspection and can be used to record the results. During initial certification, evaluations of some items cannot be conducted until



the demonstration flights. To complete a base inspection, inspectors should examine, as a minimum, the items that follow.

#### **6.1.1. Draft OpSpecs.**

6.1.1.1. The inspector should review the operator's draft OpSpecs to ensure the type of operation proposed is reflected in the base inspection.

#### **6.1.2. Operations Manual.**

6.1.2.1. If the operator has either partial or full manuals that provide guidance for flight or ground personnel, the inspector should complete an inspection of the manuals, as applicable.

6.1.2.2. The inspector should determine whether or not manual procedures are being followed by interviewing operator personnel or by observing employees in the performance of their duties.

#### **6.1.3. Records.**

6.1.3.1. The inspector should conduct the following records inspections (To ensure operator has an adequate system for tracking and storing):

- (a) Trip records
- (b) Flight and duty time records
- (c) Training records
- (d) Operations records

#### **6.1.4. Aircraft.**

6.1.4.1. If practical, the inspector should examine, during a base inspection, the aircraft used by the operator. In addition to inspecting the aircraft to determine whether or not it is in airworthy condition, the inspector should examine the following items for compliance:

- (a) Airworthiness certificate and registration
- (b) Aeroplane limitations and required placards
- (c) Approved aircraft flight manual (AFM) or AOM carried on board
- (d) Empty weight and centre of gravity (CG) calculations
- (e) Instruments and equipment
- (f) The approved minimum equipment list (MEL) and its use as authorised by the OpSpecs.(if applicable)
- (g) Aircraft records available for inspection

#### **6.1.5. Operational Information.**

6.1.5.1. The inspector should inspect the operator's proposed method of control of the aircraft flight operations (if for initial certification).



### 6.1.6. Facilities.

6.1.6.1 The inspector should inspect the various physical elements to ensure the facilities will support the proposed flight operations (if for initial certification).

**NOTE:** *Some operators may elect to retain aircraft maintenance records at the location where maintenance is performed; this location may differ from the operator's main base of operations.*

## 7. DEBRIEFING

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7.1. The inspector should plan to debrief the operator as part of the base inspection. Quite often the operator may have participated directly in the inspection and may have the capability to make corrections quickly. The following debriefing points apply:

- (a) The debriefing should include both acceptable and unacceptable areas.
- (b) The inspector must be clear when indicating any areas that the operator must correct before further operations can be conducted.
- (c) The inspector should advise the operator that a formal letter containing a listing of the discrepancies (if any) will be sent to the operator and made part of the permanent file.
- (d) The inspector should schedule any required follow-up inspections.

## 8. NOTIFICATION OF DISCREPANCIES

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8.1. When discrepancies are discovered, inspectors should:

- (a) Inform the operator in writing of the discrepancies.
- (b) Cite the unacceptable procedure, policy, instruction or method and explain how it is inconsistent with the appropriate regulation.
- (c) During the AOC certification process, inform the operator that certification approval cannot be granted until the discrepancy is resolved.
- (d) During the AOC certification process, notify the PM.
- (e) Schedule a follow-up inspection
- (f) At the conclusion of the follow-up inspection, debrief the operator.