



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

CL: O-OPS 007
APPROVAL AND ACCEPTANCE OF THE AIRCRAFT OPERATING
MANUAL (AOM) (PART B) CHECKLIST

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.

CURSORY REVIEW	S	U	NS	N/A
0. COMPLETE CHECKLIST CL: O-OPS 020B				
A. GENERAL	S	U	NS	NA
1. Review to AFM/RFM Changes. Has the operator ensured that the AOM is developed from / revised to the most current revision of the AFM/RFM? <i>Note: These changes shall be in compliance with the changes made mandatory by the State of Registry/State of Design. Changes in the operator's operations specifications should be accompanied by a review of applicable sections of the operator's manual.</i>				
2. Has the AOM been tailored by the operator to accommodate his type of operation, fleet standardisation objectives, and cockpit management objectives? <i>Note: As an operator's operations become more complex, it is progressively more important to include detailed guidance in his AOM, which is specifically tailored to the operator's operations.</i>				
3. If the operator has aircraft which have been modified by STC, have different procedures been submitted for approval to ensure that the modifications have been accounted for?				
4. Has procedural information been presented in a step-by-step format?				
5. Has the operator developed standard operating procedures (SOPs)?				
6. Have the operating procedures been standardized both within and across aircraft types? <i>Note: A complete standardisation of procedures is not possible when there are significant differences between "manufacturer's" and "installed" equipment, but a high degree of standardization can still be achieved.</i>				

7. Are the procedural steps in the same sequence as the AFM? <i>Note: If the sequence is different, the operator must demonstrate that the change in sequence is safe and effective through validation testing. The inspector shall ensure adverse effects are not introduced. For example, with many aircraft the flaps are required to be extended or the trim to be set to specific settings before an adequate control check can be accomplished. If this sequence is reversed, the control check is invalid.</i>				
8. If similar procedures are combined into a single procedure does validation testing demonstrate that the procedure is clear, easy to use, and retains the safeguards of the individual procedures it replaces? <i>Note: If the combined procedure results in a complex and potentially error prone procedure, the inspector shall not approve it.</i>				
9. Has the operator been able to provide evidence that newly developed procedures are effective? <i>Note: This may be done by analysis, documentation, or validation tests. Tests may be conducted by the manufacturer, the operator, or another competent party (such as a contractor). The inspector or a designated inspector qualified in the aircraft must evaluate the effectiveness of such tests.</i>				
B. NORMAL PROCEDURES	S	U	NS	N/A
10. Does the normal procedures section of an AOM contain procedures for each normal operation that flight crewmembers are required to perform?				
11. Has each normal procedure been amplified by the operator with sufficient instruction to ensure that the procedure is properly accomplished?				
12. Is the amplification instruction sufficiently thorough to provide the least experience flight crewmember with sufficient information to perform the procedures?				
13. Are procedures for crew coordination and use of the checklist included?				
14. Does the Procedures Section of the AOM contain clearly specified crew duties?				
15. Where an AFM or RFM does not contain normal procedures for specific operations, has the operator developed and published normal procedures in the AOM when such procedures are necessary to ensure an adequate level of safety? <i>Note: Instrument approach procedures, adverse weather operations, long range navigation, and special procedures for CAT II and CAT III operations are all examples of required normal procedures which may not be in an AFM or RFM.</i>				
16. Has the operator developed adequate procedures for operating computer-based systems in the cockpit? <i>Note: Procedures for computer operations should be keyed to menus and display prompts. Procedures should be written in an interactive format rather than as a rote listing of keystrokes.</i>				
C. MANOEUVRES AND PROCEDURES DOCUMENT	S	U	NS	N/A
17. Does the operator's "manoeuvres and procedures document" contain the tolerances which must be maintained in training and checking?				
18. Have these manoeuvres and procedures description been approved before being published?				
19. Are the operator's standards appropriate for the aircraft being flown and for the operation being conducted?				
D. NON-NORMAL AND EMERGENCY PROCEDURES	S	U	NS	N/A
20. Where an operator proposes to modify a non-normal or emergency procedure-				
(a) Does he show that the modified procedure does not adversely affect the airworthiness of the aircraft? <i>Note: The operator may establish the safety and effectiveness of proposed procedures by corresponding with the manufacturer and by analysis, documentation, or validation tests.</i>				
(b) Has the operator consulted with the manufacturer on these modified procedures?				

(c) Has the operator conducted analyses and validation tests in consultation with the manufacturer?				
(d) Are the correspondence with the manufacturer, analyses and validation tests properly documented?				
(e) Has the appropriate authority concurred with a proposed deletion of an item or the rearrangement of items on the checklist? <i>Note:</i> 1. Appropriate authority concurrence may be expressed informally (by telephone). 2. Appropriate authority concurrence is not required if the operator provides evidence that the appropriate authority has already concurred with the identical procedure for another party (such as another operator or manufacturer).				
E. IMMEDIATE ACTIONS	S	U	NS	N/A
21. Are immediate action situations Included in the operator's AFM or AOM, as appropriate and include the following:				
(a) Imminent threat of crewmember incapacitation?				
(b) Imminent threat of loss of aircraft control?				
(c) Imminent threat of destruction of a system or component which makes continued safety of the flight and subsequent landing improbable? <i>Note:</i> Under these criteria, a flight crew donning oxygen masks in response to a depressurisation or turning off the fuel and ignition in case of a hot start, are examples of situations requiring mandatory immediate action items. The loss of thrust on a jet engine during cruise, however, would not normally require an immediate action item according to these criteria.				
22. Are immediate action items explicitly identified as such in the operator's AOM.				
23. Are immediate action items strictly limited to only those actions necessary to stabilize the situation? <i>Note:</i> Inspectors must ensure that all remaining actions are accomplished by "challenge do verify" (CDV) checklists. CDV checklists have checklist items that require confirmation from a second crewmember before the step may be taken.				
24. If the operator proposes to replace immediate action items in an AFM procedure with challenge do verify (CDV) checklist procedures in an AOM, is he able to show compliance with the above criteria relating to immediate action items and demonstrate an equivalent level of safety through validation tests?				
F. MANDATORY CONFIRMATION ITEMS	S	U	NS	N/A
25. Do the operator's procedures clearly identify critical procedural steps that must be confirmed by a second crewmember before the required action may be taken and the crewmember responsible for giving the confirmation?				
26. Do the types of procedural actions that require this confirmation include the following:				
(a) Actions resulting in the shutting down of an engine?				
(b) Actions resulting in the deactivation of flight controls?				
(c) Actions that if performed incorrectly, in the wrong sequence, or at the wrong time would produce a catastrophic result, even if the incorrect action is not highly likely?				
(d) Actions where past experience or analysis has shown that there is a high probability for error or incorrect action and which creates a hazardous situation?				
G. CREW MEMBER ROLES	S	U	NS	N/A
27. Does the AOM clearly define the various crewmember roles and responsibilities and properly express the following:				
(a) Does the operator's policy and guidance make it clear that the PIC's primary responsibility is to manage the actions of the crew and the conduct of the flight? <i>Note:</i> While the PIC may delegate the management of the flight and manipulation of the controls to the co-pilot, the AOM must not indicate that the PIC can delegate the responsibility for safe conduct of the flight.				

(b) Does the operator's manual contain policy and guidance to those flight crewmembers not in command, as to their responsibilities to the PIC and their responsibilities for the safe conduct of the flight?				
(c) Does the AOM contain guidance for the PIC concerning the conditions and circumstances under which a co-pilot may operate the aircraft? <i>Note: The operator's policies must delineate the limits of authority delegated to the co-pilot when the co-pilot is the pilot flying (PF). The operator's policies should address crew management in critical situations. For example, there may be certain situations in which the co-pilot should be the pilot flying (PF) so that the PIC can concentrate on managing those situations, particularly ensuring that required actions and appropriate checklists are properly accomplished. Procedures for transfer of control must be clearly addressed in the AOM.</i>				
(d) Does the AOM clearly express the requirements for proper and effective communication and co-operative action between crewmembers and the essential communications interaction between the PF and the Pilot Monitoring (PM)?				
(e) Does the AOM contain a requirement for briefings and adequate guidance for the content of those briefings?				
H. OPERATIONS NOT EVALUATED IN AIRCRAFT CERTIFICATION	S	U	NS	N/A
28. Where the operator proposes to conduct operations which have not been evaluated during aircraft certification, has the operator developed and obtained approval of procedures for the conduct of the proposed operation? <i>Note: Such operations are often indicated by the absence of a procedure for the operation in the AFM. Examples of such operations could include power-back and taxi with engine shutdown.</i>				
29. Has the proposed procedure been thoroughly evaluated and coordinated with the AWI, manufacturer and appropriate authority before granting approval?				
I. LIMITATIONS	S	U	NS	N/A
30. When operating limitations are incorporated in an AOM, is each limitation co-related and identified with that contained in the AFM?				
31. Are all AFM operating limitations published in the AOM and clearly identified as AFM limitations?				
32. If the operator has added limitations to the AOM which are not contained in the AFM, is a method used which clearly distinguishes operator added limitations from AFM limitations?				
33. Does the AOM contain a statement that crewmembers are responsible for being aware of and for observing all limitations?				

OPS-K-O/CL No:

Tracking No.:

Notes: 1. A "U" or "N/S" response on a checklist must be accompanied by reason or comments.
2. A "U" response to a safety issue finding in an inspection of an organization must be transferred to a Summary of Findings/Deficiencies Report for corrective action where applicable.
3. Proceed all comments with the applicable checklist item number or discrepancy number.

Recommended for Approval? YES / NO (if NO complete Discrepancy section below).

Discrepancy Label: (Circle the applicable numeric labels that best describe the discrepancies)

Table with 2 main columns: Policy, Procedures, Instructions, Information, Documentation, Controls; and Document Quality. Sub-rows include categories like 1. Not Specified, 2. Unclear, 3. Incomplete, 4. Inconsistent, 5. Nig. CARs, 6. Guidance, 7. Do not Identify: Who, What, When, Where & How, 8. Unreadable, 9. Illegible.

10. Resource requirements incomplete (personnel, facilities, equipment, technical data)

Table with 10 columns numbered 1 to 10.

Comments: [Large empty area for handwritten notes]

Recommendations [Large empty area for handwritten recommendations]

Name of Inspector _____ Signature _____ Date _____