



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

## **CHECKLIST (CL) O-OPS 004 OPERATIONAL CONTROL AND FLIGHT DISPATCH INSPECTIONS**

### **Purpose**

The purpose of the inspection is to assess the suitability of the operator's management, facilities, equipment, manuals, personnel, operations, and training records. The operational control and flight dispatch inspection should be performed at the organization's principal base of operations and sub-bases, where applicable.

### **Operational Control and Flight Dispatch Inspections Areas**

Before undertaking an operational control and flight dispatch inspection, the Inspectors should carefully review the organization's operational control and flight dispatch training manuals/records.

Upon arrival at the operator's base, the Inspector should be introduced to the Manager(s) responsible for operational control and flight dispatch or Representative, present credentials and explain the plan to conduct an in-depth inspection of the operational control and flight dispatch department's administration, facilities and staffing arrangement. During the inspection, Inspectors should refer to the appropriate manuals to confirm that established procedures and practices applicable to various areas of the operational control and flight dispatch activities and related training are being adhered to. The accuracy, completeness, accessibility and currency of the related manuals must also be verified. It must also be ascertained that the operational control and flight dispatch department and personnel do in fact function as outlined in the respective manuals. Where changes in supervisory personnel or revisions in their duties or responsibilities have occurred, Inspectors must determine that these changes are incorporated in the respective manuals. The primary purpose of the manual review is to determine that adequate and current instructions are provided to the department's staff which enables them to properly perform their duties. The inspection should also verify the timely dissemination of the "need to know" information, including manual information, to appropriate personnel.

When conducting the operational control and flight dispatch inspection, Inspectors should determine that the work environment and administrative, operations, technical and training work areas, are properly equipped, functional and adequate for the purposes intended.

**Checklist:** Inspectors should use the Operational Control and Flight Dispatch Inspection Checklist CL: O-OPS 004 in conjunction with the applicable Regulations while conducting these inspections. This Checklist contains a list of reminder items for the specific inspection areas that should be observed and evaluated. Items may be evaluated during an operations inspection, which are not listed on the Checklist. For such items, Inspectors should use the remarks section to record these comments and notes during the inspection, which can later be transferred to a Safety Issue Resolution Report and/or Summary of Findings / Deficiencies.



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**CL: O-OPS 004**

**OPERATIONAL CONTROL AND FLIGHT DISPATCH INSPECTIONS  
CHECKLIST**

Record ID:	Inspectors	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues	Operator:	Tracking #
Operations Base location:		Certificate. No.:	
Operations Manager:		Aircraft Types Operated:	

**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.

1. MANAGEMENT AND CONTROL					
S/N	1.1 Management System Overview	S	U	NS	NA
1.	The Operator shall have Manager(s) responsible for Operations Control and Flight Dispatch and Training of all operations control and flight dispatch personnel.				
2.	The Manager(s) responsible for Operations Control and Flight Dispatch and Training of all operations control and flight dispatch personnel shall have initial FD qualification, maintain continuing qualification and is appointed based on knowledge, adequate experience and skills determined by the Operator.				
3.	The Operator shall have a management system that ensures:				
	(i) Management of safety and security in flight operations;				
	(ii) Supervision and control of all flights, operational control functions and other associated activities;				
	(iii) Compliance with standards of the Operator and Regulatory requirements.				
	<b>1.2 Reserved</b>				
	<b>1.3 Accountability, Authorities and Responsibilities</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
4.	The Operator shall ensure the management system for operational control defines the safety accountability, authorities and responsibilities of management and non-management personnel that perform functions relevant to the operational control of flights. The management system shall also specify:				

	(i)	The levels of management with the authority to make decisions regarding risk tolerability with respect to the safety and/or security of aircraft operations;				
	(ii)	Responsibilities for ensuring operational control is conducted in accordance with applicable regulations and standards of the Operator;				
	(iii)	Lines of safety accountability within the organization, including direct accountability for safety and/or security on the part of operational control senior management.				
5.		The Operator shall ensure accountability, authorities and responsibilities for the operational control of flights are defined and communicated throughout the organization, to include the authorities and responsibilities of the pilot-in command (PIC) and, as applicable, the:				
	(i)	FOO/FD, who supports, briefs and/or assists the PIC or designated member of management regarding risk tolerability with respect to the safe conduct of each flight;				
	(ii)	Designated member of management or post holder that has joint authority with the PIC over the decision functions, duties or tasks associated with the operational control of each flight;				
	(iii)	Flight operations assistant (FOA) who supports, briefs and/or assists the PIC, FOO/FD, or designated member of management in the safe conduct of each flight.				
6.		The Operator shall have a process or procedure for the delegation of duties within the management system for operational control that ensures managerial continuity is maintained when operational managers including, if applicable, post holders are unable to carry out work duties.				
7.		The Operator shall have a process or procedures for the delegation of duties within the management system for operational control that ensures managerial and operational control continuity is maintained and responsibility for operational control functions is assumed by qualified personnel when:				
	(i)	Managers directly responsible for the operational control of flights are unable to carry out work duties;				
	(ii)	If used in the system of operational control, FOO/FD and/or FOA personnel are unable to carry out work duties.				
8.		The Operator shall ensure a delegation of authority and assignment of responsibility within the management system for liaison with regulatory authorities, original equipment manufacturers and other external entities relevant to operational control.				
9.		The Operator shall delegate the authority for operational control of each flight only to the PIC in a non-shared system of operational control, or to a combination of suitably qualified individuals in a shared system of operational control, to include the PIC and either:				
	(i)	An FOO/FD in a shared system of operational control that requires the use of FOO/FD personnel, or				
	(ii)	A designated member of management or post holder in a shared system of operational control that requires the use of such management personnel.				
10.		The Operator shall have a process to be used in the event of an emergency situation that endangers the safety of the aircraft or persons, including those situations that become known first to the Operator. Such process shall ensure the FOO/FD or other delegated person:				
	(i)	Initiates emergency procedures, as outlined in the OM, while avoiding taking any action that would conflict with ATC procedures;				

	(ii) Notifies the appropriate authorities, without delay, of the nature of the situation;				
	(iii) Requests assistance, if required;				
	(iv) Conveys, by any available means, safety-related information to the PIC that may be necessary for the safe conduct of the flight, including information related to any necessary amendments to the flight plan.				
	<b>1.4 Communication and Coordination</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
11.	The Operator shall have a system that enables effective communication of relevant safety and operational information throughout the operational control management system and in all areas where operational control is conducted. Such system shall ensure:				
	(i) Personnel maintain an awareness of the SMS;				
	(ii) Safety-critical information is conveyed;				
	(iii) If applicable, external service providers are provided with information relevant to operations conducted.				
12.	The Operator shall have a system that ensures that Operational control person maintains a continuous log of all operational activities while on duty and a record of all radio communications is maintained by log or tape.				
13.	The Operator shall have a system to ensure that operational control personnel can establish rapid and reliable radio communications (voice or Aircraft Communications Addressing and Reporting System (ACARS) with a PIC when the aircraft is parked at the gate.				
14.	The Operator shall have a communication system that ensures operational control personnel are provided with or have access to information relevant to the safe conduct of each flight, to include information associated with:				
	(i) The aircraft (MEL, maintenance status);				
	(ii) Meteorology;				
	(iii) Safety, including current accident and incident notification procedures;				
	(iv) Routes, including over water and critical terrain (NOTAMs, facilities, outages);				
	(v) Air Traffic Services (ATS).				
	<b>1.5 Provision of Resources</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
15.	The Operator shall have the necessary facilities, workspace, equipment and supporting services, as well as work environment, to satisfy operational control safety and security requirements.				
16.	The Operator shall have a selection process for management and non-management operational control positions within the organization that require the performance of functions relevant to the safety or security of aircraft operations. Such process shall ensure candidates are selected on the basis of knowledge, skills, training and experience appropriate for the position.				
17.	The Operator shall have a process to ensure applicants hired in operational control functions are required to demonstrate the capability of speaking and reading in a language that will permit communication with other areas within the organization relevant to operational control.				
18.	If a licensed FOO/FD is used in the system of operational control, the Operator shall ensure each FOO/FD, prior to being assigned to operational control duties, holds a valid Flight Operations Officer or Flight Dispatcher license issued or recognized by the Authority.				

19.	If an FOO/FD is used in the system of operational control, the Operator shall ensure personnel hired to perform the FOO/FD functions are not less than 21 years of age, have satisfactorily completed a formal training course as a flight operations officer / flight dispatcher and is appropriately qualified to perform the function based on knowledge, experience and skill requirements.				
20.	The Operator shall ensure that adequate numbers of operations control personnel are provided to cover operations control duties based on size, scope and complexity of the operator's operations and that duty roster is maintained to ensure that no operations control personnel is scheduled to work for more than 10 consecutive hours in a 24-hour period and not more than 6 consecutive days in a 7-day period and allow proper duty shift changeover.				
21.	The Operator shall establish Operations/Technical Library, managed by a qualified Librarian, that warehouse original copies of all operations and technical document and manuals, including manufacturers' manuals and documents.				
22.	The Operator shall ensure that there are processes and procedures in place for the interface between the Operations/Technical Library with other Operational Divisions on the regular safety updates and provision of new manual revisions and other Manufactures' Bulletins.				
	<b>1.6 Documentation Systems</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
23.	The Operator shall have a system for the management and control of documentation and/or data used directly in the conduct or support of Dispatch operations. Such system shall ensure documentation:				

	<p>1. Meets all required elements specified in Nig. CARs 9.3.1.2 Manual Administration and Table 1 below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>TABLE 1 – Documentation System Specification</b></p> <ul style="list-style-type: none"> <li>i. Identification of the version and effective date of relevant documents and/or data.</li> <li>ii. Identification of the title and, if applicable, sub-titles of relevant documents and/or data.</li> <li>iii. Distribution and/or dissemination that ensures all users are provided relevant documents and/or data on or before the effective date: <ul style="list-style-type: none"> <li>a) Throughout appropriate areas of the organization;</li> <li>b) To external service providers that conduct outsourced operational functions.</li> </ul> </li> <li>iv. Definition of the specific media type(s) designated for presentation or display of the controlled version of relevant documents and/or data.</li> <li>v. Definition of documentation and/or data that is considered to be reproduced and/or obsolete.</li> <li>vi. Review and revision to maintain the currency of relevant documents and/or data.</li> <li>vii. Retention that ensures access to the content of relevant documents and/or data for a minimum period as defined by the Operator.</li> <li>viii. Provision for a scheduled backup by copying and archiving relevant documents and/or data, to include validation of the documents or data being backed up.</li> <li>ix. Identification and allocation of documentation access/user and modification rights.</li> <li>x. Dissemination and/or accessibility of documentation received from external sources such as regulatory authorities and original equipment manufacturers.</li> <li>xi. Identification of requirement for regulatory approval and/or acceptance.</li> </ul> </div>				
	2. Contains legible and accurate information;				
	3. Is presented in a format appropriate for use in operations				
24.	The Operator shall ensure that the system for the management and control of operational control addresses, as a minimum, the following documents from external sources:				
	(i) As applicable, regulations of the State of the Operator and of other states or authorities relevant to operations;				
	(ii) As applicable, ICAO Standards and Recommended Practices; (SARPS), manuals, regional supplementary procedures and/or circulars;				
	(iii) Airworthiness Directives (ADs);				

	(iv) As applicable, Aeronautical Information Publications, (AIP) and NOTAMS;																																		
	(v) State-approved or State-Accepted Aircraft Flight Manuals (AFM);																																		
	(vi) Manufacturer's Aircraft Operating Manuals (AOMs), including performance data, weight and balance data/manuals, checklists and MEL/CDL;																																		
	(vii) As applicable, other manufacturer's operational communications.																																		
	<b>1.7 Operational Manuals</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>																														
25.	The Operator shall have an Operations Manual (OM) for the use of operational control personnel, which may be issued in separate parts, and which contains or references the policies, procedures and other guidance or information necessary for compliance with applicable regulations, laws, rules and Operator standards. As a minimum, the OM shall:																																		
	(i) Be managed and controlled in accordance with Nig. CARs 9.3.1.2;																																		
	(ii) Have all parts relevant to operational control personnel and flight crew clearly identified and defined;																																		
	(iii) Be in accordance with the specifications in Nig. CARs 9.3.1.2.																																		
	(iv) Be readily available for the use of operations control personnel and flight crew while they perform their duties.																																		
26.	The Operator shall have a description of the Operational Flight Plan (OFP) / Flight Release or equivalent document that is published in the OM and includes:																																		
	(i) Guidance for use by operational control personnel;																																		
	(ii) An outline of the OFP/Flight Release content in accordance with specifications in Nig. CARs 8.13.1.5 and Table 2 below:																																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; padding: 5px;"><b>TABLE 2 – OFP/Flight Release Specifications</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">i.</td> <td style="padding: 5px;">Aircraft registration;</td> </tr> <tr> <td style="padding: 5px;">ii.</td> <td style="padding: 5px;">Aircraft type and variant;</td> </tr> <tr> <td style="padding: 5px;">iii.</td> <td style="padding: 5px;">Date of flight and flight identification;</td> </tr> <tr> <td style="padding: 5px;">iv.</td> <td style="padding: 5px;">Departure airport, STD, STA, destination airport;</td> </tr> <tr> <td style="padding: 5px;">v.</td> <td style="padding: 5px;">Route and route segments with check points/waypoints, distances and time;</td> </tr> <tr> <td style="padding: 5px;">vi.</td> <td style="padding: 5px;">Assigned oceanic track and associated information, as applicable;</td> </tr> <tr> <td style="padding: 5px;">vii.</td> <td style="padding: 5px;">Types of operation (e.g. ETOPS/EDTO, IFR, ferry-flight);</td> </tr> <tr> <td style="padding: 5px;">viii.</td> <td style="padding: 5px;">Planned cruising speed and flight times between waypoints/check points;</td> </tr> <tr> <td style="padding: 5px;">ix.</td> <td style="padding: 5px;">Planned altitude and flight levels;</td> </tr> <tr> <td style="padding: 5px;">x.</td> <td style="padding: 5px;">Fuel calculations;</td> </tr> <tr> <td style="padding: 5px;">xi.</td> <td style="padding: 5px;">Fuel on board when starting engines;</td> </tr> <tr> <td style="padding: 5px;">xii.</td> <td style="padding: 5px;">Alternate(s) for destination and, when applicable, takeoff and en route;</td> </tr> <tr> <td style="padding: 5px;">xiii.</td> <td style="padding: 5px;">Relevant meteorological information;</td> </tr> <tr> <td style="padding: 5px;">xiv.</td> <td style="padding: 5px;">PIC and FOO/FD signatures, as applicable.</td> </tr> </tbody> </table>	<b>TABLE 2 – OFP/Flight Release Specifications</b>		i.	Aircraft registration;	ii.	Aircraft type and variant;	iii.	Date of flight and flight identification;	iv.	Departure airport, STD, STA, destination airport;	v.	Route and route segments with check points/waypoints, distances and time;	vi.	Assigned oceanic track and associated information, as applicable;	vii.	Types of operation (e.g. ETOPS/EDTO, IFR, ferry-flight);	viii.	Planned cruising speed and flight times between waypoints/check points;	ix.	Planned altitude and flight levels;	x.	Fuel calculations;	xi.	Fuel on board when starting engines;	xii.	Alternate(s) for destination and, when applicable, takeoff and en route;	xiii.	Relevant meteorological information;	xiv.	PIC and FOO/FD signatures, as applicable.				
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27.	If an FOO/FD or FOA is used in the system of operational control, the Operator shall have guidance and procedures to enable such personnel, as applicable, to comply with the conditions and limitations specified in the AOC Operations Specifications.				
<b>1.8 Record System</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
28.	The Operator shall have a system for the management and control of operational control records to ensure the content and retention of such records is in accordance with requirements of the Authority, as applicable, and to ensure operational records are subjected to standardized processes for:				
	(i) Identification;				
	(ii) Legibility;				
	(iii) Maintenance;				
	(iv) Retrieval;				
	(v) Protection, integrity and security;				
	(vi) Disposal, deletion (electronic records) and archiving.				
29.	The Operator shall ensure the system for the management and control of operational control records addresses, as a minimum, records that document or include:				
	(i) Operational information, communications and data for each flight specified in Nig. CARs and Table 3 below:				
	<p align="center"><b>TABLE 3 – Flight Information Record</b></p> <ul style="list-style-type: none"> <li>i. Aircraft registration;</li> <li>ii. Date;</li> <li>iii. Flight number;</li> <li>iv. Flight crew names and duty assignment;</li> <li>v. Fuel on board at departure, en route and arrival;</li> <li>vi. Departure and arrival point;</li> <li>vii. Actual time of departure;</li> <li>viii. Actual time of arrival;</li> <li>ix. Flight time;</li> <li>x. Incidents and observations, if any;</li> <li>xi. Flight weather briefings / NOTAMS;</li> <li>xii. Dispatch or flight releases;</li> <li>xiii. Load Sheet;</li> <li>xiv. NOTOC;</li> <li>xv. OFP;</li> <li>xvi. ATS flight plan;</li> <li>xvii. Communications records;</li> <li>xviii. Fuel and oil records</li> <li>xix. Aircraft tracking data to assist SAR in determining the last known position of the aircraft.</li> </ul>				
	(ii) The fulfillment of FOO/FD and/or FOA qualification requirements, as applicable;				
	(iii) A signed copy of the OFP or equivalent document.				
30.	If the Operator uses an electronic system for the management and control of operational control records, the Operator shall ensure the system provides for a scheduled generation of backup record files.				



31.	The Operator shall have a process or procedures to record and retain operational information, communications and data for each flight. As a minimum, such retained flight information and data shall be in accordance with the specifications in Table 3 and retained for a period of time determined by the Operator or the Authority.				
32.	If an FOO/FD or FOA is used in the system of operational control, the Operator shall ensure training records for such personnel, as applicable, are managed and maintained to include records that document completion of:				
	(i) Initial qualification;				
	(ii) Continuing qualification;				
	(iii) Competency evaluations.				
33.	If the Operator has a flight deck familiarization program for FOO/FD personnel, the Operator shall have a procedure to retain a record of the operational flight deck familiarization activities completed by each FOO/FD for a period of time in accordance with requirements of the Operator and/or Authority.				
34.	If a licensed FOO/FD is used in the system of operational control, the Operator shall have a procedure to retain a copy of the license of each FOO/FD for a period of time, in accordance with the requirements of the Operator and/or Authority.				
	<b>1.9 Reserved</b>				
	<b>1.10 Quality Assurance Program</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
35.	The Operator shall have a quality assurance program that provides for the auditing and evaluation of the management system and operational control functions at planned intervals to ensure the organization(s) with responsibility for operational control is (are):				
	(i) Complying with applicable regulations and standards;				
	(ii) Satisfying stated operational control needs;				
	(iii) Identifying areas requiring improvement;				
	(iv) Identifying hazards to operations;				
	(v) Assessing the effectiveness of safety risk controls.				
36.	The Operator shall have an audit planning process and sufficient resources to ensure audits of operational control functions are:				
	(i) Scheduled at intervals to meet regulatory and management system requirements;				
	(ii) Conducted within the scheduled interval.				
37.	The Operator shall have a process to ensure significant issues arising from operational control quality assurance and risk management are subject to management review.				
38.	The Operator shall have a process for addressing findings that result from audits conducted under the quality assurance program, which ensures:				
	(i) Identification of root cause(s);				
	(ii) Development of corrective action as appropriate to address findings;				
	(iii) Implementation of corrective action in appropriate operational areas;				
	(iv) Evaluation of corrective action to determine effectiveness.				

1.11 Quality Control of Outsourced Operations and Products		S	U	NS	NA
39.	If the Operator has external service providers conduct outsourced operational control functions, the Operator shall ensure a service provider selection process is in place that ensures:				
	(i) Relevant safety and security selection criteria are established;				
	(ii) Service providers are evaluated against such criteria prior to selection.				
40.	If the Operator has external service providers conduct outsourced operational control functions, the Operator shall have a process to ensure a contract or agreement is executed with such external service providers. Such contract(s) or agreement(s) shall identify the application of specific documented requirements that can be monitored by the Operator, to ensure requirements that affect the safety of flight operations are being fulfilled by the service provider.				
41.	If the Operator has external service providers conduct operational functions associated with the operational control of flights, the Operator shall have a process to monitor such external service providers, to ensure requirements that affect the safety of flight operations are being fulfilled.				
42.	The Operator should have processes to ensure data, equipment or other operational products relevant to the safety and security of aircraft operations that are purchased or otherwise acquired from an external vendor or supplier (other than electronic navigation data products as specified in the Note below) meet the product technical requirements specified by the Operator prior to being used in the operational control of flights.				
43.	If the Operator uses electronic navigation data products for application in operational control, the Operator shall have processes, approved or accepted by the State, if required, which ensure such electronic navigation data products acquired from suppliers, prior to being used in operations:				
	(i) Are assessed for a level of data integrity commensurate with the intended application;				
	(ii) Are compatible with the intended function of equipment in which it is installed.				
<p><b>Note:</b> The responsibility of ensuring electronic navigation data is assessed for integrity and is compatible with the intended application rests with the operator. Navigation database integrity can be assured by obtaining data from a supplier accredited in accordance with approved or accepted standards of data integrity and quality. Such standards include but are not limited to:</p> <ul style="list-style-type: none"> <li>- R TCA/DO-200A, Standards for Processing Aeronautical Data, issued 09/28/98;</li> <li>- RTCA/DO-201A, Standards for Aeronautical Information, issued 04/19/00;</li> <li>- Advisory Circular (AC) 20-153, Acceptance of Data Processes and Associated Navigation Databases, issued 09/20/10.</li> </ul> <p>The specifications in items i) and ii) may be satisfied by an operator, in accordance with State-approved or-accepted methods for assuring data integrity and compatibility, such as:</p> <ul style="list-style-type: none"> <li>- Obtaining a letter of acceptance from an applicable authority stating the data supplier conforms to a recognized standard for data integrity and compatibility that provides an assurance level of navigation data integrity and quality sufficient to support the intended application, or</li> <li>- The existence of operator validation processes to determine navigation data compatibility and accuracy that provide an assurance level of navigation data integrity and quality sufficient to support the intended application.</li> <li>- Monitoring and control of electronic navigation data products acquired from suppliers.</li> </ul>					
44.	If the Operator has external service providers conduct operational functions associated with the operational control of flights, the Operator should include auditing as a process for the monitoring of external service providers.				

1.12 Safety Management					
Risk Management		S	U	NS	NA
45.	The Operator shall have a hazard identification program in the organization responsible for the operational control of flights that includes a combination of reactive and proactive methods of hazard identification. <i>(Hazards relevant to the conduct of aircraft operations are listed in Table 4 below):</i>				
	<p align="center"><b>TABLE 4 - Aircraft Operations Hazards</b></p> <ul style="list-style-type: none"> <li>i. Weather (e.g. adverse, extreme and space);</li> <li>ii. Geophysical events (e.g. volcanic ash, earthquakes, tsunamis);</li> <li>iii. Operations in airspace affected by armed conflict (i.e. Conflict Zones);</li> <li>iv. ATM congestion;</li> <li>v. Mechanical failure;</li> <li>vi. Geography (e.g. adverse terrain, large bodies of water, polar);</li> <li>vii. Airport constraints (e.g. isolated, runway closure, rescue and RFFS capability);</li> <li>viii. Alternate airport selection, specification and availability at the estimated time of use (ETU);</li> <li>ix. Preflight fuel planning and in-flight fuel management;</li> <li>x. Critical fuel scenarios;</li> <li>xi. ETOPS/EDTO;</li> <li>xii. Variations to prescriptive regulations or international standards including Operational Variations approved by the Authority;</li> <li>xiii. Operational considerations (e.g. area of operations, diversion time);</li> <li>xiv. The capabilities of an individual aircraft (e.g. cargo smoke detection, fire suppression systems, open MEL items);</li> <li>xv. The properties of items to be transported as cargo;</li> <li>xvi. The quantity and distribution of dangerous goods items to be transported;</li> <li>xvii. Criminal and/or unauthorized activities directed at manned aircraft or in the vicinity of manned aircraft operations (e.g. laser pointing, unauthorized UAS/RPAS operations);</li> <li>xviii. Flights using aircraft to transport cargo in the passenger cabin, without passengers;</li> <li>xix. Any other condition(s) that could pose a safety risk to aircraft operations.</li> </ul>				
46.	The Operator shall have a safety risk assessment and mitigation program in the organization responsible for the operational control of flights that specifies processes to ensure:				
	(i) Hazards are analyzed to determine the existing and potential safety risks to aircraft operations;				
	(ii) Safety risks are assessed to determine the requirement for risk mitigation action(s);				
	(iii) When required, risk mitigation actions are developed and implemented in operational control.				
	(iv) There is procedure to be used when intending to operate over or near conflict zones, in accordance with Nig. CARs 8.6.2.2 (b).				

	(v) Risk management (assessment and mitigations) is conducted when intending to operate over or near conflict zones, in accordance with Nig. CARs 8.6.2.2 (b).				
	<b>Operational Reporting</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
47.	The Operator shall have an operational safety reporting system in the organization responsible for the operational control of flights that:				
	(i) Encourages and facilitates operational control personnel to submit reports that identify safety hazards, expose safety deficiencies and raise safety concerns;				
	(ii) Ensures mandatory reporting in accordance with applicable regulations;				
	(iii) Includes analysis and operational control management action as necessary to address safety issues identified through the reporting system.				
48.	The Operator shall have a confidential safety reporting system in the organization responsible for the operational control of flights that encourages and facilitates the reporting of events, hazards and/or concerns resulting from or associated with human performance in operations.				
49.	The Operator shall have processes in the organization responsible for the operational control of flights for setting Safety Performance Indicators (SPIs) and, as applicable, Safety Performance Targets (SPTs) as means to monitor its safety performance, the achievement of its safety objectives and to validate the effectiveness of risk controls.				
<b>2. TRAINING</b>					
<b>2.1 Training and Evaluation Program</b>					
	<b>General</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
50.	The Operator shall have a training program, approved or accepted by the Authority, to ensure the operational control personnel as specified are competent to perform any assigned duties relevant to operational control in accordance with Nig. CARs 8.10.1.14D and 8.10.1.35, prior to being assigned to operational control duties. Such program shall, as a minimum, address:				
	(i) Initial qualification;				
	(ii) Continuing qualification				
51.	If an FOO/FD or FOA is used in the system of operational control, the Operator shall ensure the training program specifies minimum training hours for such personnel, as applicable, in accordance with requirements of the Operator and/or State and in accordance with ICAO Doc 7192 Part D3.				
52.	The Operator shall have a process to ensure course materials used in training programs for personnel responsible for operational control are periodically evaluated to ensure compliance with the qualification and performance standards of the Operator and the Authority.				
	<b>Instructors and Evaluators</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
53.	If an FOO/FD or FOA is used in the system of operational control, the Operator shall have a process to ensure those individuals designated to train and evaluate the competency of such personnel, as applicable, are current and qualified to conduct such trainings and evaluations.				

<b>2.2 Training Elements</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
54.	If an FOO/FD or FOA is used in the system of operational control, the Operator shall ensure such personnel receive recurrent training in the applicable competencies of operational control, in accordance with Nig. CARs 8.10.1.35. Recurrent training shall be completed on a frequency in accordance with requirements of the Authority.				
55.	If an FOO/FD is used in the system of operational control, the Operator shall ensure such personnel receive training in human factors on a frequency in accordance with the requirements of the				
56.	If the Operator transports dangerous goods as cargo, and an FOO/FD or FOA is used in the system of operational control with duties or responsibilities related to the carriage of dangerous goods, the Operator shall ensure such personnel receive training and evaluation in dangerous goods during initial ground training and subsequently during recurrent training not less than once during every 24-month period.				
57.	If the Operator does not transport dangerous goods as cargo, the Operator shall ensure operations control personnel receive initial dangerous goods awareness training in accordance with the requirements of the Authority, and subsequent recurrent training not less than once during every 24-month period.				
58.	The Operator shall ensure the operations control personnel receive Aircraft Differences Training when the operator has aircraft variances within the same type of aircraft, which includes at least the differences listed in Nig. CARs 8.10.1.17.				
59.	The Operator shall ensure the operations control personnel receive Aviation Security Training in line with Nig. CARs 8.10.1.11 and subsequent recurrent training not less than once during every 12-month period.				
60.	The Operator shall ensure that operations control personnel receive Emergency Response and Bomb awareness Training along with Emergency Response Drills conducted at intervals stated in the Operator's Emergency Response Plan (ERP) Manual.				
<b>2.3 Line Qualification</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
61.	If an FOO/FD, FOA or designated member of management is used in the system of operational control, the Operator shall have a line qualification program to ensure such personnel, prior to being assigned to operational control duties, have demonstrated proficiency in the competencies of operational control in accordance with Nig. CARs 8.10.1.14D and 8.10.1.35, as applicable to the Operator, and have demonstrated the ability and checked out to:				
	(i) Assist the PIC in flight preparation and provide the relevant information required;				
	(ii) File a flight plan with the appropriate ATS unit;				
	(iii) Furnish the PIC in flight, by appropriate means, with information that may be necessary for the safe conduct of the flight;				
	(iv) Initiate, in the event of an emergency, applicable procedures as outlined in the OM.				
62.	If an FOO/FD is used in the system of operational control, the Operator shall ensure such personnel who have not performed duties as an FOO/FD for a period of 12 consecutive months are not assigned to perform FOO/FD duties until re-qualified, by demonstrating knowledge and/or proficiency in accordance with Nig. CARs 8.10.1.14D and passed a Competency Check administered by an approved Check Personnel.				

63.	If an FOO/FD is used in the system of operational control, the Operator shall ensure such personnel are not assigned to FOO/FD duties unless, within the preceding 12 months plus or minus one month from the original qualification anniversary date or base month, they have either:				
	(i) Observed minimum of five (5) flight hours familiarization flight from the flight deck of an aircraft over any area or route segment where responsibility for operational control will be exercised, or				
	(ii) If approved by the State and/or if access to the aircraft flight deck is restricted by the Authority, observed a Line Operational Simulation (LOS) profile accomplished in a representative flight simulator approved for the purpose by the State, and such profile addresses the areas or route segments where responsibility for operational control will be exercised.				
<b>2.4 Special Qualification</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
64.	If the Operator uses FOO/FD personnel and the Operator's method of Operational Control requires shared responsibility between an FOO/FD and the PIC, the Operator shall ensure FOO/FD personnel complete resource management training that addresses issues of mutual concern to FOO/FDs and flight crew members. Such training should be conducted for the purposes of enhancing coordination, ensuring a mutual understanding of the human factors involved in joint operational control and achieving common learning objectives as set out by the appropriate operational control and flight operations management personnel.				
<b>2.5 SMS Training</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
65.	The Operator shall have a program that ensures its operational control personnel are trained and competent to perform SMS duties. The scope of such training shall be appropriate to each individual's involvement in the SMS.  <i><b>Note:</b> The specifications of this provision are applicable to personnel of the Operator that perform operational control functions.</i>				
66.	If the Operator outsources operational control functions to external service providers, the Operator should have a program that ensures personnel of external service providers are trained and competent to perform SMS duties. The scope of such training should be appropriate to individual involvement in the Operator's SMS.				
<b>3. LIINE OPERATIONS</b>					
<b>3.1 General</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
67.	The Operator shall have a process or procedures to ensure the PIC is provided with all documents, information and data necessary for the safe conduct of the flight.				
68.	The Operator shall have a procedure to ensure that operations are conducted in accordance with the limitations in the operations specifications.				
69.	The Operator shall ensure that the system used for the generation of Operational Flight Plan (OFFP) and/or Manual Flight Plan is approved by the Authority.				

	<b>3.2 Flight Preparation and Planning</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
70.	<p>If an FOO/FD or FOA is used in the system of operational control, the Operator shall have a process or procedures to ensure such personnel, as applicable, and the PIC use a common set of flight documents for each planned flight and as a minimum the following:</p> <ul style="list-style-type: none"> <li>• <i>Operational Manuals</i></li> <li>• <i>Operational Flight Plan (OFP) / Flight Release</i></li> <li>• <i>Load and Trim Sheet</i></li> <li>• <i>Journey Log / Voyage Report</i></li> <li>• <i>Aircraft Technical Log</i></li> <li>• <i>Airworthiness Release</i></li> <li>• <i>Pilot Route Certification</i></li> <li>• <i>Other required documents</i></li> </ul>				
71.	The Operator shall have processes and procedures to ensure approved documents to be carried on board the aircraft for all operations are current and available on board each aircraft before commencement of flight operations, in accordance with Nig. CARs 8.2.1.8.				
72.	<p>The Operator shall have a procedure to ensure an Operational Flight Plan (OFP) and Air Traffic Services (ATS) Flight Plan are generated for every intended flight.</p> <p><b>Note:</b> <i>The specifications of this provision are applicable to commercial and/or non-commercial operations.</i></p>				
73.	<p>If an FOO/FD or FOA is used in the system of operational control, the Operator shall have guidance and procedures to ensure such personnel, as applicable, assist the PIC in flight preparation, furnish required operational information as necessary and:</p>				
	(i) Prepare the OFP and ATS flight plan, or				
	(ii) Assist the PIC in the preparation of the OFP and ATS flight plan.				
	(iii) Brief the PIC on the operations to be conducted based on the Items listed in Table 2.				
74.	<p>The Operator shall have guidance and procedures that ensure the original OFP or equivalent document is accepted and signed by the following personnel, using either manuscript or an approved electronic method:</p>				
	(i) The PIC for all systems of operational control;				
	(ii) The FOO/FD for a shared system of operational control;				
	(iii) Designated member of management or post holder in a shared system of operational control that requires the use of such management personnel.				
75.	<p>If an FOO/FD is used in a full shared system of operational control, the Operator shall have guidance and procedures to ensure en route amendments to the OFP are coordinated and verified through:</p>				
	(i) A signature (manuscript or approved electronic method) by the FOO/FD or other person responsible for operational control;				
	(ii) A recorded agreement of the PIC.				
76.	<p>If an FOO/FD or FOA is used in the system of operational control, the Operator shall have a process or procedures to ensure Operator changes in an ATS flight plan are, when practicable, coordinated with the appropriate ATS unit before transmission to the aircraft by the FOO/FD, FOA or another delegated person.</p>				

77.	The Operator shall have a system approved by the Authority for obtaining, maintaining, and distributing to appropriate personnel current aeronautical data for each route and aerodrome that it uses, in accordance with Nig. CARs 9.3.1.19.				
78.	The Operator shall have guidance and procedures to ensure a flight will not be commenced unless it has been ascertained, by every reasonable means available, that conditions and ground facilities required for the flight are adequate for the type of operation, based on the following factors: <ul style="list-style-type: none"> <li>• Navigation aids;</li> <li>• Runways, taxiways, ramp areas;</li> <li>• Curfews;</li> <li>• PPR (prior permission required);</li> <li>• Field conditions;</li> <li>• Lighting;</li> <li>• ARFF/RFFS (airport rescue and firefighting/rescue and firefighting services);</li> <li>• Applicable operating minima.</li> </ul>				
79.	The Operator shall ensure a flight will not commence or continue as planned unless it has been ascertained by every reasonable means available that the airspace containing the intended route from the airport of departure to the airport of arrival, including the intended take-off, destination and en route alternate airports, can be safely used for the planned operation.				
80.	The Operator shall have guidance and procedures that ensure Flight deck and Cabin crew are current and qualified for the flight operation before being assigned to perform flight duties.				
81.	The Operator shall establish a system approved by the Authority to monitor and calculate flight time, flight duty period, duty period limitations and rest period requirements for operating crew in accordance with Nig. CARs 8.12 and 9.3.1.24.				
82.	The Operator shall establish a crew scheduling system, approved by the Authority, for proper scheduling of crew for flight operations. The system must be capable of flagging expiries and potential flight duty time/period violations.				
83.	The Operator shall ensure that the Personnel responsible for crew scheduling is appropriately trained and qualified on crew scheduling system and duties.				
84.	The Operator shall use sources approved by the Authority for the weather reports and forecasts used for decisions regarding flight preparation, routing, and terminal operations and have an approved system for obtaining forecasts and reports of adverse weather phenomena that may affect the safety of flight on each route to be flown and at each aerodrome to be used, in accordance with Nig. CARs 9.3.1.21.				
85.	If the Operator is authorized to conduct certain portions of a commercial flight under visual flight rules (VFR), the Operator shall have guidance and procedures that:				
	(i) Specify the type of flight plan to be filed with the appropriate ATS unit;				
	(ii) Require current meteorological reports, or a combination of current reports and forecasts, to indicate that meteorological conditions along the portion of the flight to be flown under VFR will, at the appropriate time, be such as to make compliance with VFR possible.				
86.	The Operator shall have guidance and procedures to ensure a flight to be conducted in accordance with IFR does not:				



	(i) Take off from the departure airport unless the meteorological conditions are at or above the operator's established airport takeoff operating minima for that operation; and				
	(ii) Take off, or continue beyond the point of in-flight re-planning, unless at the airport of intended landing or at each required alternate airport, current meteorological reports or a combination of current reports and forecasts indicate that the meteorological conditions will be, at the Estimated Time of Use (ETU), at or above the operator's established airport operating minima for that operation.				
87.	The Operator shall have guidance and procedures, approved or accepted by the Authority, for determining whether an approach and landing can be safely conducted at each required alternate airport at the Estimated Time of Use (ETU). Such guidance and procedures shall specify the appropriate incremental values for visibility (and ceiling, if required), to be added to the Operator's established airport operating minima.				
<b>3.3 Aircraft Performance and Load Planning</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
88.	The Operator shall have a system approved by the Authority for obtaining, maintaining, and distributing to appropriate personnel current performance data for each aircraft, route, and aerodrome that it uses. The system shall provide current obstacle data for departure and arrival performance calculations, in accordance with Nig. CARs 9.3.1.14.				
89.	The Operator shall have a system approved by the Authority for obtaining, maintaining, and distributing to appropriate personnel current information regarding the mass and balance of each aircraft operated, in accordance with Nig. CARs 9.3.1.16.				
90.	<p>The Operator shall have a system approved by the Authority for the generation of Load and Trim Sheet (mass and balance) for all flights. The information on the Load Sheet shall, as a minimum, the following:</p> <ul style="list-style-type: none"> <li>• <i>Aircraft Registration and Type;</i></li> <li>• <i>Flight identification, number and date;</i></li> <li>• <i>Name of PIC;</i></li> <li>• <i>Name of the person who prepared the Load Sheet;</i></li> <li>• <i>Dry operating mass and the corresponding CG of the aircraft; (for performance B aeroplanes and for helicopters the CG position may not need to be on the M&amp;B documentation if, for example, the load distribution is in accordance with a pre-calculated balance table or if it can be shown that for the planned operations a correct balance can be ensured, whatever the real load is);</i></li> <li>• <i>Mass of the fuel at take-off and the mass of trip fuel;</i></li> <li>• <i>Mass of consumables other than fuel, if applicable;</i></li> <li>• <i>Load components including passengers, baggage, freight and ballast;</i></li> <li>• <i>Last Minute Change (LMC), if applicable;</i></li> <li>• <i>Take-off mass, Landing mass and zero fuel mass;</i></li> <li>• <i>Applicable aircraft CG mass positions / Envelope; and</i></li> <li>• <i>The limiting mass and CG values.</i></li> </ul>				
91.	The Operator shall have guidance and procedures to ensure a planned flight does not exceed:				
	(i) The maximum performance takeoff, en route and landing weight limits, based upon environmental conditions expected at the times of departure, along the route of flight and at arrival;				

	(ii) The aircraft structural ramp, takeoff and landing weight limits.				
92.	The Operator shall ensure qualified personnel perform weight and balance calculations.				
	<b>3.4 Icing Conditions</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
93	The Operator shall have guidance and procedures to ensure a flight to be operated in known or expected icing conditions shall not be commenced unless the aircraft is certificated and equipped to be operated in such conditions.				
94	If the Operator conducts flights from any airport when conditions are conducive to ground aircraft icing, the Operator shall have guidance and procedures to ensure a flight planned to operate in known or suspected ground icing conditions is subjected to the following:				
	(i) The aircraft has been inspected for ice accretion;				
	(ii) If necessary, the aircraft has been given appropriate de/anti-icing treatment.  <i>Note: The specifications of this provision are applicable to commercial and/or non-commercial operations.</i>				
	<b>3.5 Aircraft Tracking</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
95	The Operator shall have an aircraft tracking procedure, system and capability to track its aircraft throughout its areas of operations and location of an aircraft in distress, in accordance with Nig. CARs 9.3.1.28.				
96	The Operator should track the position of an aircraft through automated reporting at least every 15 minutes for the portion(s) of the planned in-flight operation(s) under the following conditions:				
	(i) The aircraft has a maximum certificated takeoff mass of over 27,000 kg and a seating capacity greater than 19, and				
	(ii) Where an Air Traffic Services Unit (ATSU) obtains aircraft position information at greater than 15-minute intervals.				
97	If the Operator conducts flight operations in oceanic areas, the Operator shall track the position of an aircraft through automated reporting at least every 15 minutes for the portion(s) of the in-flight operation that is planned in an oceanic area(s) under the following conditions:				
	(i) The aircraft has a maximum certificated takeoff mass of over 45 500 kg and a seating capacity greater than 19; and				
	(ii) Where an Air Traffic Services Unit (ATSU) obtains aircraft position information at greater than 15-minute intervals.				
	<b>3.6 Flight Monitoring and In-Flight Management</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
98	If an FOO/FD or FOA is used in a shared system of operational control, the Operator shall have procedures and equipment that ensure effective communication between the:				
	(i) FOO/FD and the PIC at any time during flight operations;				
	(ii) If applicable, FOA and the PIC at any time during flight operations;				
	(iii) FOO/FD, PIC and maintenance at all times.				
99	The Operator shall have a system of operational control that includes flight monitoring for the duration of a flight and ensures timely notification to the Operator by the PIC of en route flight movement and/or significant deviation from the operational flight plan.				

100	If the Operator has a system of operational control that includes automated flight monitoring, the Operator shall have an adequate backup method of flight monitoring in case of failure of the automated system.				
101	The Operator shall have guidance and procedures to ensure a flight is not continued toward the airport of intended landing unless the latest available information indicates, at the Estimated Time of Use (ETU), a landing can be made either at that airport or at least one destination alternate airport.				
102	If the Operator selects and specifies en route alternate airports on the OFP, the Operator shall have guidance and procedures to ensure en route alternate airports selected and specified on the OFP are available for approach and landing, and the forecast at those airports is for conditions to be at or above the operating minima approved for the operation at the Estimated Time of Use (ETU).				
103	The Operator shall have procedures to ensure that the inadequacy of any facilities observed during the course of flight operations is reported to the responsible authority without undue delay, and to further ensure that information relevant to any such inadequacy is immediately disseminated to applicable operating areas within the Operator's organization.				
104	The Operator shall have guidance and procedures to ensure notification to the Operator when a flight has been completed.				
105	The Operator shall ensure that at least one on-duty person could provide an approximate position of the flight(s) at a selected time and Operational control person has immediate access to telephone lines dedicated to flight operations issues.				
106	The Operator shall ensure that each station could be contacted by an Operational control person during the period prior to flight arrival and immediately prior to flight arrival and Flight locating information is available for the flight crew.				
<b>3.7 Emergency Response</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
107	If the Operator conducts international flights with aircraft that have emergency and survival equipment on board, the Operator shall ensure the availability of information for immediate communication to rescue coordination centers that describes such equipment, to include, as applicable:				
	(i) The number, color and type of lifesaving rafts and pyrotechnics;				
	(ii) Details of emergency medical and water supplies;				
	(iii) Type and frequencies of the emergency portable radio equipment.				
108	The Operator shall have guidance and procedures to ensure FOO/FD, FOA or other designated personnel:				
	(i) Notify the appropriate authority in the quickest manner of any accident involving an aircraft that results in a fatal or serious injury to any person or substantial damage to the aircraft or property;				
	(ii) Make position information of a flight in distress available to the appropriate organizations as established by the State.				
	(iii) Respond appropriately to inflight emergencies, accident/incidents, overdue or missing aircraft, bomb threat and hijacking.				
109	If the Operator transports dangerous goods as cargo, the Operator shall ensure FOO/FD, FOA and/or other designated operational control personnel:				

	(i) Have access to the same information pertaining to dangerous goods carried as cargo on board the aircraft that is provided to the PIC;				
	(ii) Are assigned the responsibility to provide detailed information without delay about dangerous goods carried as cargo to emergency services responding to an accident or serious incident involving the Operator's aircraft.				
<b>4. OPERATIONAL CONTROL REQUIREMENTS AND SPECIFICATIONS</b>					
<b>4.1 Alternate and Isolated Airports</b>		<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
110.	The Operator shall have a system, process and/or procedures for alternate airport selection to ensure an appropriate takeoff alternate airport is selected and specified on the OFP whenever:				
	(i) The meteorological conditions at the airport of departure are below the applicable airport operating landing minima, and/or				
	(ii) Other operational conditions exist, as defined by the State or the Operator, that would preclude a return to the departure airport.				
111.	The Operator shall have a system, process, and/or procedures for alternate airport selection to ensure a takeoff alternate airport selected is located within a specified flying time from the airport of departure as follows (as applicable to the Operator):				
	(i) For aircraft with two engines, not more than one hour flying time from the airport of departure calculated at the single-engine cruise speed, determined from the aircraft operating manual in ISA and still air conditions using the actual takeoff mass.				
	(ii) For aircraft with three or more engines, not more than two hours flying time from the airport of departure calculated at the all-engine operating cruise speed, determined from the aircraft operating manual in ISA and still air conditions using the actual takeoff mass.				
	(iii) For aircraft engaged in ETOPS/EDTO, where an alternate airport meeting the flight time criteria of i) or ii) is not available, the first available alternate airport located within the maximum diversion flying time approved for the Operator considering the actual takeoff mass.				
112.	The Operator shall have a system, process and/or procedures for alternate airport selection that takes into account meteorological conditions and relevant operational information to ensure a minimum of one destination alternate airport is specified on the OFP and the ATS flight plan, except under one or more of the following conditions (as approved or accepted by the Authority based on the operations of the Operator):				
	(i) When, based on the duration of the flight (from the departure airport, or from the point of inflight re-planning to the destination), there is reasonable certainty that, at the ETU of the destination airport:				
	(a) The approach and landing may be made under visual meteorological conditions (VMC), as defined by the State; and				
	(b) Separate runways are usable with at least one runway having an operational instrument approach procedure.				

	<p>(ii) When, based on the duration of the flight (from the departure airport, or from the point of inflight re-planning to the destination airport), there is reasonable certainty that, at the ETU of the destination airport, the visibility will be at least 3 miles (5 km) <b>and</b> the ceiling will be at or above one or more of the following prescribed heights, (as approved or accepted by the Authority based on the operations of the Operator):</p> <p>(a) The ceiling height for VMC, as defined by the State, or  (b) 1,500 feet above the lowest (<i>TERPS</i>) circling MDA, if a circling approach is required and authorized for that airport, or  (c) 2,000 feet or 500 feet above the (<i>PANS-OPS</i>) circling height, whichever is greater,  or  (d) 2,000 feet or 1,500 feet above the lowest applicable HAT/HAA, whichever is greater.</p>				
113.	The Operator shall have a system, process and/or procedures for alternate airport selection that takes into account meteorological conditions and relevant operational information to ensure a second destination alternate airport is specified on the OFP and the ATS flight plan under one or more of the following conditions (as approved or accepted by the Authority based on the operations of the Operator):				
	(i) When, for the destination airport, meteorological conditions at the ETU will be below the Operator's established airport operating minima.				
	(ii) When, for the destination airport, meteorological information is not available (unless the Authority will not permit the initiation of a flight in the absence of such information).				
	(iii) If the Operator conducts operations to airports with "marginal" meteorological conditions as defined in the OM, when, for such operations, the meteorological conditions at the ETU of the destination and first alternate airports will be marginal.				
	(iv) If the Operator conducts extended over-water operations as defined in the OM, when, for such operations, the meteorological conditions at the ETU of the destination airport will be below the Operator's established operating minima for that operation, unless there is a reasonable certainty that the first alternate airport will be at or above the Operator's established operating minima at the ETU.				
114.	If the Operator conducts isolated airport operations that preclude the selection of any destination alternate airport, the Operator shall have a process to ensure, for each flight into an isolated destination airport:				
	(i) The designation of a Point of Safe Return (PSR);				
	(ii) The flight does not continue past the PSR unless a current assessment of meteorological conditions, traffic, and other operational conditions indicate that a safe landing can be made at the ETU.				
115.	The Operator shall ensure procedures are in place for summoning the rescue and firefighting service in the event of a fire or major fuel spill.				

4.2 Minimum Flight Altitudes and En Route Performance		S	U	NS	NA
116.	<p>The Operator shall have guidance and procedures to ensure planned minimum flight altitudes are not less than those established by the applicable authorities and as listed below:</p> <ul style="list-style-type: none"> <li>• <i>Minimum Safety Altitude (MSA);</i></li> <li>• <i>Minimum Descent Altitude/Height (MDA/H);</i></li> <li>• <i>Minimum En route Altitude (MEA);</i></li> <li>• <i>Minimum Obstruction Clearance Altitude (MOCA);</i></li> <li>• <i>Minimum Off-Route Altitude (MORA);</i></li> <li>• <i>Minimum Vectoring Altitude (MVA);</i></li> <li>• <i>Any other minimum altitudes prescribed by the Authority.</i></li> </ul>				
117.	<p>The Operator shall have guidance and procedures to ensure provision of an OFP such that, if the most critical engine on an aircraft with two engines become inoperative at any point along the planned route of flight, the aircraft can continue to an airport and land safely without flying below the minimum flight altitude(s) at any points along the route.</p>				
118.	<p>If the Operator uses aircraft with three or more engines, the Operator shall have guidance and procedures for diversion planning and the provision of an OFP that ensures aircraft with three or more engines can either:</p>				
	<p>(i) If a second engine becomes inoperative en route, continue from the point where two engines are assumed to fail simultaneously to an en route alternate airport at which the landing distance specification for alternate airports is complied with and where it is expected that a safe landing can be made, or</p>				

	<p>(ii) If a single engine becomes inoperative en route, and for operations conducted in areas of the world with limited diversion options, the flight is planned with a more distant alternate than specified in item i) in order to provide for a diversion for any en route contingency that may limit the planned operation. Such diversion planning shall be conducted in accordance with the specifications of a program approved or accepted by the State that requires the Operator to actively manage the risk of subsequent engine failures or other flight limiting occurrences and:</p> <ul style="list-style-type: none"> <li>a) Contains special considerations for extended range flights conducted over remote areas designed to prevent the need for a diversion and protect the diversion to an alternate airport when it cannot be prevented;</li> <li>b) Uses aircraft designed and manufactured for the intended operation and maintained to ensure original reliability;</li> <li>c) Requires the Operator to implement and maintain a problem reporting, tracking and resolution system that contains a means for the prompt reporting, tracking and resolution of specific problems, as designated by the Operator or State, that could affect the safety of the operation;</li> <li>d) Requires a prescribed level of engine reliability, as measured by an in-flight shutdown rate (IFSD) determined by the Operator or State, where the risk of independent failures leading to a loss of thrust from two simultaneous engine failures cease to limit the operation and other limiting factors come into play;</li> <li>e) Designates a maximum diversion distance in cases where a diversion is necessary for any reason, including limiting airframe systems and reasons that do not have anything to do with aircraft reliability, such as passenger illness;</li> <li>f) Requires the Operator to demonstrate to the applicable authorities that, when considering the impact of increasing diversion time, the operation can be conducted at a level of reliability which maintains an acceptable level of risk.</li> </ul>				
	<b>4.3 Fuel Planning</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
119.	The Operator shall have a system, process and/or procedures to ensure an aircraft carries a sufficient amount of usable fuel to complete each planned flight safely and allow for deviations from the planned operation, in accordance with Nig. CARs 8.14.2.16.				
120.	The Operator shall have a system, process and/or procedures to ensure the amount of usable fuel to be carried on an aircraft is, as a minimum, based on the following data and operating conditions for each planned flight:				
	(i) Current aircraft-specific data derived from a fuel consumption monitoring program, if available, or if current aircraft-specific data is not available, data provided by the aircraft manufacturer;				
	(ii) The anticipated aircraft mass;				
	(iii) Notices to Airmen (NOTAM);				
	(iv) Current meteorological reports, or a combination of current reports and forecasts;				
	(v) Applicable air traffic services procedures, restrictions and anticipated delays;				

	(vi) The effects of deferred maintenance items and/or configuration deviations;				
	(vii) Any other conditions that might cause increased fuel consumption.				
121.	The Operator shall have a process and/or procedures to ensure the taxi fuel required in accordance with its fuel policy is the amount of fuel estimated to be consumed before takeoff, taking into account local conditions at the departure airport and auxiliary power unit (APU) fuel consumption.				
122.	The Operator shall have a process and/or procedures to ensure the trip fuel required in accordance with its fuel policy is the amount of fuel required to enable the aircraft to fly from takeoff, or from the point of in-flight re-planning, until landing at the destination airport.				
123.	The Operator shall have a process and/or procedures to ensure the contingency fuel required in accordance with its fuel policy is the amount of fuel required to compensate for unforeseen factors that could have an influence on the fuel consumption to the destination airport. Contingency fuel shall not be lower than any one or more of the following (as approved or accepted by the Authority based on the operations of the Operator):				
	(i) Five (5) percent of the planned trip fuel or of the fuel required from the point of in-flight replanning based on the consumption rate used to plan the trip fuel, but never lower than the amount required to fly for five (5) minutes at holding speed at 450 m (1,500 ft) above the destination airport in standard conditions.				
	(ii) If approved or accepted by the Authority for domestic operations; an amount of fuel to fly for 45 minutes at normal cruising fuel consumption, including 30 minutes final reserve.				
	(iii) If approved or accepted by the Authority for international operations, an amount of fuel to fly for 10 percent of the total time required to fly from the airport of departure or the point of inflight re-planning to, and then land at, the airport to which it was released or re-released.				
	(iv) If approved or accepted by the Authority for the purpose of reducing contingency fuel, not less than three (3) percent of the planned trip fuel or, in the event of in-flight re-planning, three (3) percent of the trip fuel for the remainder of the flight, provided that an en route alternate airport is available in accordance with the requirements of the Authority.				
	(v) If approved or accepted by the Authority based on actual fuel consumption data, an amount of fuel sufficient for 20 minutes flying time based upon the planned trip fuel consumption provided that the operator has established a fuel consumption monitoring program for individual aircraft and uses valid data determined by means of such a program for fuel calculation.				
	(vi) If approved or accepted by the Authority, an amount of fuel based on a statistical method that ensures an appropriate statistical coverage of the deviation from the planned to the actual trip fuel. This method is used to monitor the fuel consumption on each city pair/aircraft combination and the Operator uses this data for a statistical analysis to calculate contingency fuel for the applicable city pair/aircraft combination.				



124.	The Operator shall have a process and/or procedures to ensure, for flights that require a single destination alternate airport, the destination alternate fuel required in accordance with its fuel policy is not lower than amount of fuel that will enable the aircraft to complete all of the following:				
	(i) Perform a missed approach at the destination airport;				
	(ii) Climb to the expected cruising altitude;				
	(iii) Fly the expected routing to the destination alternate				
	(iv) Descend to the point where the expected approach is initiated;				
	(v) Conduct the approach and landing at the destination alternate airport.				
125.	The Operator shall have a process and/or procedures to ensure, for flights that require a second destination alternate, the destination alternate fuel required in accordance with its fuel policy is not lower than the amount of fuel, that enables the aircraft to proceed to the destination alternate airport requiring the greater amount of fuel.				
126.	If the Operator conducts flights that do not require a destination alternate airport, the Operator shall have a process and/or procedures to ensure a supplemental amount of fuel is carried on such flights to provide for increased fuel consumption during the flight to the destination airport due to unforeseen operational occurrences.				
127.	If the Operator conducts isolated airport operations, the Operator shall have a process and/or procedures to ensure the isolated airport fuel calculated in accordance with its fuel policy is not less than the amount of fuel required to fly for two (2) hours at normal cruise consumption above the isolated destination airport, including the final reserve fuel.				
128.	The Operator shall have a process and/or procedures to ensure the final reserve fuel calculated in accordance with its fuel policy is not less than the amount of fuel required to fly for 30 minutes under speed and altitude conditions specified by the Operator and as approved or accepted by the Authority.				
129.	The Operator shall have a process and/or procedures to ensure the additional fuel calculated in accordance with its fuel policy is a supplementary amount of fuel required to be carried when the sum of the trip fuel, contingency fuel, alternate fuel and final reserve fuel is insufficient to meet any one of the following conditions (as applicable to the Operator):				
	(i) Allow the aircraft engaged in ETOPS/EDTO to comply with critical fuel scenario as established defined by the State.				
	(ii) Allow the aircraft, as defined by the State, flying greater than 90 minutes from an alternate airport to:  (a) Descend as necessary and proceed to an alternate airport in the event of engine failure or loss of pressurization, whichever requires the greater amount of fuel based on the assumption that such a failure occurs at the most critical point along the route; (b) Fly for 15 minutes at holding speed at 450 m (1,500 ft) above the alternate airport elevation in standard conditions; (c) Make an approach and landing at the alternate airport.				
	(iii) Allow for any additional operational requirements, as defined by the State or the Operator, not covered by items i) and ii).				

130.	The Operator shall have a process and/or procedures to provide for the uplift of discretionary fuel in accordance with its fuel policy, which is the extra amount of fuel to be carried at the discretion of the PIC, or the PIC and FOO/FD in a shared system of operational control.				
131.	If the Operator uses FOO/FD personnel, the Operator should have guidance for the purpose of increasing fuel state awareness. Such guidance should include one or more of the following:				
	(i) One approximate final reserve fuel value applicable to each aircraft type and variant in the Operator's fleet.				
	(ii) A value for the final reserve fuel for each flight presented on the OFP.				
	(iii) A display in the Flight Planning System or Flight Monitoring System of the planned or actual final reserve fuel for each flight.				
	<b>4.4 Oxygen</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
132.	If an FOO/FD is used in a full shared system of operational control, the Operator shall have guidance and procedures for such personnel to ensure a flight is not commenced unless the aircraft has a sufficient amount of oxygen to supply crew members and passengers, in accordance with Nig. CARs 8.14.2.15.				
	<b>4.5 Operations Beyond 60 Minutes from an En Route Alternate Airport and ETOPS/EDTO</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
133.	If the Operator conducts flight operations beyond 60 minutes from a point on a route to an en route alternate airport, including ETOPS/EDTO, the Operator shall have a system, process and/or procedures to ensure such operations are planned and conducted in accordance with operational requirements and applicable regulations.				
134.	If the Operator conducts flight operations beyond 60 minutes from a point on a route to an en route alternate airport, including ETOPS/EDTO, the Operator shall have guidance and procedures to ensure (as applicable to the Operator):				
	(i) For all aircraft, en route alternate airports are identified and the most up-to-date information relative to such airports is available to the flight crew, including airport status and meteorological conditions;				
	(ii) For aircraft with two engines engaged in ETOPS/EDTO, the most up-to-date information available to the flight crew indicates that conditions at identified en route alternate airports will be at or above the Operator's established airport operating minima for the operation at the ETU.				
135.	If the Operator uses aircraft with two engines in ETOPS/EDTO, the Operator shall have guidance and procedures to select en route alternate airports for such operations, and ensure en route alternate airports are specified on:				
	(i) The OFP or other equivalent operational document available to the PIC in flight;				
	(ii) The ATS flight plan where required by the State or the ATS system in use.				
136.	If the Operator conducts ETOPS/EDTO, the Operator shall have guidance and procedures to ensure, for aircraft engaged in such operations:				

	(i) A flight will not proceed beyond the threshold time unless the identified en route alternate airports are re-evaluated for availability and the most up-to-date information indicates that, during the ETU, conditions at those airports will be at or above the Operator's established airport operating minima for the operation;				
	(ii) If any conditions are identified that would preclude a safe approach and landing at an identified en route alternate airport during the ETU, an alternative course of action has been determined;				
	(iii) The most limiting EDTO-significant system time limitation (except for the most limiting fire suppression system), if any, indicated in the aircraft flight manual (directly or by reference) and relevant to a particular operation is not exceeded.				
137.	If the Operator conducts flights beyond 60 minutes from a point on a route to an en route alternate airport, including EDTO, with aircraft that have a published cargo compartment fire suppression time limit, the Operator should have a system, process, and/or procedures to ensure the diversion time to an airport where a safe landing could be made does not exceed the cargo compartment fire suppression time capability reduced by an operational safety margin specified by the State.				

**REMARKS & OBSERVATIONS**

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**INSPECTOR SIGNATURE**

Additional comments attached  =>