



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

**CHECKLIST (CL) O-OPS 019**  
**ATTACHED**

# **STATION INSPECTION**

## **Purpose**

This inspection shall be conducted by the Ground Operations Inspectors before the commencement of initial operations by an operator to any location and periodically at every location where the operator uses the facilities and services in connection with the operations, as part of the surveillance programme. Its purpose is to assess the acceptability as it pertains to the operation under consideration of various navigation, communications, meteorological facilities and equipment, related operational control procedures and ground services and to evaluate the competency of the assigned staff to operate them. The objective is to ascertain that these facilities meet established requirements, that they are properly managed by qualified staff and that the required records are properly maintained.

For an ongoing operation, these inspections should be conducted when actual departure or arrival operations are in progress in order to obtain an over-all view of the operation of the station and the effectiveness of the equipment, services, procedures and personnel utilized. The NCAA inspector should review staffing and the assignment of various duties with the operator's senior representative at the station. During this inspection a review should be made of the pertinent manuals (operations, training, routes, emergency response. etc.) to determine if they are readily available and current.

Personnel responsible for various duties should be interviewed regarding their familiarity with those operator instructions applicable to them and a determination made as to how competently they are performing their assigned duties. The operator's routine and emergency procedures for the operations of the station and related facilities must be reviewed and discussed with personnel concerned.



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**CL: O-OPS019 OPERATIONS STATION INSPECTION**

Record ID:	Inspector	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues	Operator #	Tracking #
Station Manager	Aircraft Types Supported		

**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.

S/N	CONFORMANCE WITH -	S	U	NS	NA
1.	Nigerian CARs?				
2.	ICAO Standards?				
	<b>STATION STAFF (INCLUDING CONTRACTOR PERSONNEL)</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
3.	Does the operator have a manager responsible for the station operations?				
4.	Is there adequate staff to handle the required support functions?				
5.	Did all staff demonstrate competent performance in their function?				
6.	Did the staff follow the proper procedures for the functions they performed?				
7.	Was there adequate equipment and facilities for the complexity and functions performed?				
	<b>SPECIFIC SUPPORT STAFF ACTIONS AND PROCEDURES OBSERVED SATISFACTORY</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
8.	Marshalling of Aircraft?				
9.	Servicing of Aircraft (toilet, cabin cleaning etc.)?				
10.	Fueling of Aircraft?				
11.	Loading of Aircraft?				
12.	Aircraft security measures?				
13.	De-icing of Aircraft?				
14.	Passenger enplaning and deplaning?				
15.	Passenger ticketing and baggage acceptance?				
16.	Mass and balance calculations and procedures?				
17.	Passenger seat assignments?				
18.	Last-minute mass and balance changes?				
19.	Takeoff and landing performance calculations?				
20.	Weather acquisition and briefing?				
21.	Notam acquisition and briefing?				

22.	Operational flight plan calculations and procedures?				
23.	Flight following procedures?				
24.	Adequate communications capability with main base operations, including relay of information?				
25.	Flight preparation records filing?				
	<b>RECORDS RETENTION AND ACCURACY</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
26.	Flight preparation records retention security?				
27.	Are operational flight plans/nav logs retained?.				
28.	Are briefing weather documents retained?				
29.	Are briefing information such as NOTAMs and other aeronautical data including NOTAMs retained?				
30.	Are copies of load manifests, including last minute calculations retained?				
31.	Are fuel and oil servicing records retained?				
32.	Are crew qualification records retained?				
33.	Were records inspected satisfactory and accurate?				
	<b>MANUALS – PROCEDURES – INSTRUCTIONS - PLANS</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
34.	Were the required manuals immediately available?				
35.	Were the manuals updated to the current version?				
36.	Was there adequate information in the manuals for the support functions?				
37.	Were the instructions for operation of ground service equipment available?				
38.	Were the servicing & refueling procedures available for staff consultation?				
39.	Was the Aircraft loading and mass and balance instructions available?				
40.	Were there instructions for identifying, rejecting and handling dangerous goods?				
41.	Were there procedures for adequate security measures?.				
42.	Were there instructions for acceptance of carry-on baggage?				
43.	Was there sufficient guidance available to accurately calculate takeoff and landing performance requirements				
44.	Were there instructions regarding the completion and handling of flight preparation records (tech log, load manifest, operational flight plan)?				
45.	Were there instructions regarding MEL relief considerations in the computation and generation of operational flight plan?				
46.	Were there instructions on provision of flight support documents and information (weather, NOTAMs, PIREPs, ATC flight plan etc.) to the operating crew?				
47.	Were there instructions for communications with main base, including flight following and operations dispatch instructions?				
48.	Was there an instruction for severe weather protection for the aircraft and passengers?				
49.	Was there an emergency plan and updated phone lists?				
50.	Was there a procedure for handling accidents and incidents involving the aircraft and passengers?				
51.	Were their instructions on document retention for all flight operations out of the station?				

	<b>SUPPORT STAFF TRAINING (Did the records show they received -)</b>	<b>S</b>	<b>U</b>	<b>NS</b>	<b>NA</b>
52.	Assignments to specific duties and responsibilities?				
53.	Was there a list of the minimum training requirements for the staff to accomplish their functions?				
54.	Training in identification and handling of dangerous goods?				
55.	Training in Safety Management System?				
56.	Training in Human Factor?				
57.	Training in passenger ticketing and baggage weight procedures?				
58.	Training in passenger handling and seat assignment of special passengers?				
59.	Training in baggage handling & proper loading of the aircraft types supported?				
60.	Training in ramp operations and for the assigned aircraft servicing functions?				
61.	Training in the proper method of communications with the crew?				
62.	Training in aircraft turnaround coordination functions?				
63.	Training in AVSEC and aircraft security measures?				

**REMARKS & OBSERVATIONS**

**INSPECTOR SIGNATURE:**\_\_\_\_\_