



## **NIGERIAN CIVIL AVIATION AUTHORITY**

AVIATION HOUSE

P. M. B. 21029, 21038, Ikeja, Lagos, Nigeria

### **CL: O-OPS 018A - FLIGHT CREW QUALIFICATIONS RECORDS INSPECTION**

#### **Facilities and Records**

Give the operator notice of your intention to conduct an inspection of their operational records, so that the required documents and management representatives will be made available for the inspection. (Under some circumstances, you can make a spot check of operational records, without prior notification.)

Organize a discreet area to ensure minimal disruption to both yourself and the operator. Remain on the operator's premises during the inspection, observe the appropriate level of confidentiality and refrain from marking or defacing any records.

Carry out the inspection, using the appropriate checklist.

In your assessment of the operator's record-keeping system, consider the following:

- Practicality
- Accuracy and completeness
- Accessibility
- Security
- Control.

Comment on the adequacy and effectiveness of the operator's record-keeping system.

If you have discovered discrepancies during the inspection, bring these to the attention of the operator.

#### **Conduct Facilities and Records Inspections**

Give a management representative short notice of the inspection.

Conduct an entry meeting with the management of the training facility:

- Review the scope of the inspection.
- Agree on the allocation of company staff or resources that may be needed for the inspection.
- Request a discrete and private working area to facilitate the confidential assessment of documents and preparation of reports.

Carry out the inspection, in a way that causes a minimum of disruption to the operator, using the appropriate checklists.

Follow appropriate checklists and procedures when carrying out specific separate inspections — for example, flight simulators.

Conduct a short exit meeting with the a management representative.:



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Briefly report the findings of the inspection.  
Make arrangements for any follow-up action.

**Consult the Technical Source References in Appendix 1**

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## CL: O-OPS 018A FLIGHT CREW RECORDS CHECK SUMMARY

Record ID:	Inspector	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues	Operator #	Tracking #
Location:		Company Official	

**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..

CERTIFICATES		S	U	NS	NA
1.	Copies of All Pilot License in the records?				
2.	Copies of current Medical Certificates in the records?				
MINIMUM EXPERIENCE					
3.	Appropriate minimum experience in record for VFR operations?				
4.	Appropriate minimum experience in the records for IFR operations)				
COMPANY PROCEDURES					
5.	Completion of Company Procedures Training in records? 6(4.2.3.1),				
TR, CONVERSION, or COMMANDER					
6.	Completion of Type Rating Course in all records? 1.945				
7.	Completion of aircraft-specific systems training in all records				
8.	Completion of aircraft specific simulator training in all records				
9.	Completion of aircraft specific flight training in all records? 6(9.3)				
10.	Completion of required differences training posted in all records				
11.	Initial emergency equipment training posted in all records? 6(9.2)				
12.	Initial emergency experience training, including ditching posted? ; 6(9.2)				
13.	General First Aid training posted in all records				
14.	Initial security training posted in all records?				
15.	Initial dangerous goods training posted in all records? 6(9.3)				
16.	Initial CRM training posted in all records; 6(9.3)				
QUALIFYING					
17.	Initial Proficiency Test for current aircraft assignment posted in all records?				
18.	Line flying under Supervision completion posted in all records?				
19.	Line Checks completion posted in all records?				
20.	Route Competence Qualification posted in all records? ; 6(9.4.3.5)				
21.	Either Seat Qualification posted in appropriate records?				
22.	Aerodrome Competence Qualification posted in appropriate records? 6(9.4.3.3)				
RECURRENT TRAINING					
23.	Recurrent Company Procedures training posted?				
24.	Recurrent aircraft-specific systems training posted				
25.	Recurrent aircraft-specific simulator training posted?				



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26.	Recurrent aircraft-specific flight training posted?				
27.	Recurrent dangerous goods training posted				
28.	Recurrent emergency equipment and safety training posted?				
29.	Recurrent CRM training posted? 6(9.3)				
30.	Recurrent emergency hands-on experience posted? 6(9.2)				
31.	Recurrent security training posted				
<b>RECURRENT CHECKING</b>					
32.	Current Operator Proficiency Check in assigned aircraft posted? 6(9.4.4)				
33.	Current Line Checks in the assigned aircraft posted				
34.	Emergency and Safety equip checks posted? 6(9.2)				
<b>RECORDS RETENTION, SECURITY AND AVAILABILITY</b>					
35.	Records retained for proper periods?				
36.	Records secured from unauthorized modifications or theft?				
37.	When crewmember changes air operator, a copy of the crewmembers records is provided to the other air operator upon proper request.?				

## REMARKS & OBSERVATIONS

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INSPECTOR SIGNATURE

Additional comments attached  =>



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## CL: O-OPS 018A1 Individual Flight Crew Record Check Supplemental Form

Checklist: <b>1614a</b>	Air Operator	Date:	Location:
Pilot/SO Record/:	Crew Position/Aircraft	Company Official	Inspector:

CERTIFICATES			
1	Pilot License		
2	Medical Certificate		
MINIMUM EXPERIENCE			
3	VFR)	Original	
4	IFR	Original	
COMPANY PROCEDURES			
5	Company Procedures Training	Original	*
TR, CONVERSION, or COMMANDER			
6	Type Rating Course Original		
7	Aircraft-specific systems training 6(9.3)	Original or Upgrade	*
8	Aircraft specific simulator training? 6(9.3)	Original or Upgrade	*
9	Aircraft specific flight training 6(9.3)	Original or Upgrade	*
10	Differences training?	Original or Upgrade	
11	Initial emergency equipment training 6(9.2)	Original or Upgrade	*
12	Initial emergency experience training, including ditching 6(9.2)	Original or Upgrade	*
13	General First Aid	Original	
14	Initial security training	Original	*
15	Initial dangerous goods training 6(9.3)	Original	
16	Initial CRM training 6(9.3)	Original	
QUALIFYING			
17	Initial Proficiency Test	Original	
18	Line flying under Supervision	Original	
19	Line Check Original		
20	Route Competence Qual 6(9.4.3.5)	12 months	
21	Either Seat Qualification		
22	Aerodrome Competence Qual 6(9.4.3.3)	12 months	
RECURRENT TRAINING			
23	Company Procedures	12 months	
24	Recurrent aircraft-specific systems training	12 months	
25	Recurrent aircraft-specific simulator Training	12 months	
26	Recurrent aircraft-specific flight training	12 months	
27	Recurrent dangerous goods training	2 years	
28	Recurrent emergency equipment and	12 months	



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	safety training 6(9.2)		
29	CRM training 6(9.3)	Same as ground trng	
30	Recurrent emergency hands-on experience 6(9.2)	3 years	
31	Recurrent security training	12 months	
<b>RECURRENT CHECKING</b>			
32	Operator Proficiency Check 6(9.4.4)	6 months	
33	Line Checks	12 months	
34	Emergency and Safety equip checks 6(9.2)	12 months	

## REMARKS & OBSERVATIONS

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**INSPECTOR SIGNATURE**

Additional comments attached  =>