

Checklist Number: OPS-CLCSI-401

Checklist Name: OPS - Cabin Crew Manager

Applicability:

Location: Date:

No	Subject	Reference	S	U	N/A	Comment
0	Details					
0.1	Cabin Crew Manager:	N/A				
0.2	Local procedures (a) Documentation? (b) Controlled? (c) Implementation? (d) Effective?	N/A				Basic criteria for oversight on the below items
1	Organization and Management					
1.1	Operational management Cabin crew management structure and delegation (a) Is the cabin crew management and the reporting lines clearly structured in the organization chart? (b) Are the designated personnel assigned to each position in the organization chart? (c) Is the job description of each operational individual in place? (d) Is the job description of each operational individual being performed in accordance with reporting structure?	AOCR Iss.2 Rev.1 Ch. 1 Item 7.1-7.4 Appendix F Item 3.7.1				
1.2	Safety related involvement (a) What is the meeting required to involve? (b) Is it being conducted according to its interval period? (c) Is there a nominated person in case of being unable to attend? (d) Is it a well dissemination and method for acknowledgement?	AOCR Iss.2 Rev.1 Ch. 5 Item 10.4.2				
2	Oversight and Quality Control					
2.1	Process for ensuring compliance (a) What oversight do you have to ensure overall compliance? (b) What is the applicable process? (c) Is it documented? (d) Is it being implemented? (e) Is it being followed up and proper action being taken?	AOCR Iss.2 Rev.1 Ch. 1 Item 7, App. Q				
3	Occurrences Reporting System					
3.1	Process for reporting mandatory occurrences and voluntary occurrences (a) What's the applicable process? (b) Is it documented? (c) Is it being implemented? (d) How are the occurrences being reported and assessed to determine for further action? (e) Is the action being taken and follow up?	AOCR Iss.2 Rev.1 Ch. 2 Item 17, Ch. 5 Item 10, CAAT Requirement No.22 on Reporting of Civil Aviation Occurrences				

No	Subject	Reference	S	U	N/A	Comment
4	Document Control					
4.1	Responsibility (a) What document does the Cabin Crew Manager oversight and control? (b) Is the document control process in place? (c) How does the document being controlled?	AO CR Iss.2 Rev.1 App. B, App. K				
4.2	Manual and Safety Information (Notices) (a) What is the process? (b) Is it being documented? (c) Is it appropriately disseminated, acknowledged, discarded within appropriate time frame? (d) Is there a content review to ensure applicable, effective and complied with regulatory/guidance material advised?	AO CR Iss.2 Rev.1 Ch. 2 Item 1.12, App. B, App. K Item 1.2, 2.1				

S= Satisfied

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non Compliance or other information

Inspector Name:.....
 (.....)

Position:.....

Completed on:.....