

Checklist Number: OPS-CLFOI-403

Checklist Name: OPS - Returned Flight Documentation

Applicability:

Location: Date:

No	Subject	Reference	S	U	N/A	Comment
1	General					
1.1	Records complete and available for the required period? (a) Three-month retention? (b) Are the following records available as minimum: (i) Aircraft registration; (ii) Date; (iii) Flight number; (iv) Flight crew names and duty assignment; (v) Fuel on board at departure, en-route and arrival (vi) Departure and arrival point; (vii) The actual time of departure; (viii) The actual time of arrival; (ix) Flight time; (x) Incidents and observations, if applicable; (xi) Flight weather briefings; (xii) flight releases or equivalent document; (xiii) Load Sheet or Weight and Balance report; (xiv) Passenger and/or Cargo Manifest, if applicable. (xv) NOTOC; if applicable (xvi) A signed copy of the Operational flight plan or equivalent document, as specified; (xvii) ATS flight plan; (xviii) Communications records; (xix) Fuel and oil records (xx) Aircraft tracking data to assist SAR in determining the last known position of the aircraft.	AO CR Iss.2 Rev.1 App. O Item 9				
1.2	Records monitoring covered by the Quality system?	AO CR Iss.2 Rev.1 Ch. 1 Item 7.5, App. Q Item 1.2				
1.3	Data entries consistent across all documents? For example, are the fuel records in the technical log/journey log identical to the fuel data in the operational flight plan?	AO CR Iss.2 Rev.1 Ch. 5 Item 11.3				

No	Subject	Reference	S	U	N/A	Comment
1.4	Are special items correctly notified to the PIC, and recorded? For example, dangerous goods NOTOC, notification of special category passengers.	AOCR Iss.2 Rev.1 Ch. 3 Item 3.6				
2	Technical Log / Journey Log					
2.1	Sector record pages - are fuel/oil replenishment entries complete and consistent?	AOCR Iss.2 Rev.1 Ch. 2 Item (c), Ch. 9 Item 14, App. H Item 3				
2.2	Sector record pages - are fuel loads appropriate for sectors and weather conditions - departure and arrival? Note: Compare fuel figures recorded with OFP.	AOCR Iss.2 Rev.1 Ch. 2 Item (c), Ch. 5 Item 11.4, Ch. 9 Item 14				
2.3	Sector record pages - are routine maintenance statements correct? De-icing correctly recorded?	AOCR Iss.2 Rev.1 Ch.2 Item 3.4 (g), App. H Item 3				
2.4	Are defects correctly recorded / deferred in accordance with MEL?	AOCR Iss.2 Rev.1 Ch.9 Item 11 App H Item 3				
2.5	Sector record pages - are flight times recorded realistic for route?	AOCR Iss.2 Rev.1 Ch. 5 Item 11.5				
3	Performance / Mass & Balance					
3.1	Company calculation sheets or EFB output Aircraft operated within AFM performance limits? Any MEL/CDL limitations?	AOCR Iss.2 Rev.1 App. O Item 5.6				
3.2	Manual/electronic loadsheets or EFB output Aircraft operated within AFM mass & balance limits? Any MEL/CDL limitations? Calculations based upon correct (a) aircraft registration? (b) configuration? (c) crew? (d) catering?	AOCR Iss.2 Rev.1 Ch.3				
4	Operational Flight Plan (OFP)					
4.1	Crew completed all required fields? Fuel checks completed? Block & flight times recorded? Fuel on departure & arrival recorded?	AOCR Iss.2 Rev.1 Ch. 5 Item 11.2, 11.3				

No	Subject	Reference	S	U	N/A	Comment
	Changes recorded for: (a) fuel plan (b) alternate aerodromes (c) routing Applicable names & signatures					
4.2	ATC flight plan correct for route? Correct equipment entries (e.g. PBN, MNPS) Note: ATC flight plan is normally part of electronic OFP. For a manual OFP, the ATC flight plan is normally a separate document	AOCR Iss.2 Rev.1 Ch. 5 Item 11.2, 11.3, Ch.2 Item 3.2 (b)				
4.3	Fuel plan complete? All fuel elements correct (e.g. alternate, contingency)?	AOCR Iss.2 Rev.1 Ch. 5 Item 11.2, 11.3				
4.4	Flight times accurate and realistic? Consistent with FTL requirements?	AOCR Iss.2 Rev. Ch. 5 Item 11.2, 11.3				
4.5	Destination, en-route, departure alternates correct for the weather conditions & crew qualifications? Note: may need to refer to TAFs and/or crew training records.	AOCR Iss.2 Rev.1 Ch. 5 Item 11.2, 11.3				
4.6	OFP prepared for correct aircraft? (a) Registration (b) Configuration (c) Limitations/MEL	AOCR Iss.2 Rev.1 Ch. 5 Item 11.2, 11.3				
5	Weather data & NOTAMs					
5.1	METAR, TAF, wind & significant weather charts, NOTAM, SNOTAM, ASHTAM Required documents retained?	AOCR Iss.2 Rev.1 App O Item 5.5				
6	Dispatch Flight Release					
6.1	Correctly completed Flight Release retained?	AOCR Iss.2 Rev.1 App. O Item 5.1 (g)				

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:.....