No	Subject	Reference	S	U	N/A	Comment
1	**Introduction**					
1.1	Has the operator submission followed the principle that the development of a flight safety documents system is a complete process, and changes to each document comprising the system may affect the entire system? (a) Is there a process to ensure that all the consequences of a change in a document are tracked and identified to handle other documents that can be impacted?	AOCR Iss.02 Rev.01 Ch.5 Item 10.6.2				
1.2	Has the operator followed the applicable operational documents development to focus on a single aspect of documents design, for example, formatting and typography?	AOCR Iss.02 Rev.01 Ch.5 Item 10.6.2, App. K 3.1,3.2, 3.3				
1.3	Has the operator ensured that operational documents are consistent with: (a) each other? (b) regulations? (c) manufacturer requirements? (d) human factor principles?	AOCR Iss.02 Rev.01 Ch.5 Item 10.6.2				
1.4	Has the operator ensured consistency across departments as well as consistency in application? Does the submission respect the principles of an integrated approach, based on the notion of the operational documents as a complete system?	AOCR Iss.02 Rev.01 Ch.5 Item 10.6.2				
2	**Organization**					
2.1	Has the Flight Safety Documents System been organized according to criteria which: (a) ensure easy access to information required for flight and ground operations contained in the various operational documents comprising the system and (b) which facilitate management of the distribution and revision of operational documents.	AOCR Iss.02 Rev.01 Ch.1 Item 11.5, App. K 1.1				
2.2	Have the information in the Flight Safety Documents System been grouped according to the importance and use of the information, as follows: (a) **time critical information** i.e. information that can jeopardize the safety of operation if not immediately available.eg. - aircraft checklists, NOTAMs and aircraft operating information including mandatory revisions. (b) **time sensitive information**	AOCR Iss.02 Rev.01 App. K 1.2				

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	i.e., information that can affect the level of safety or delay the operation if not available in a short time period.eg. - flight orders, PIREPs
	(c) **frequently used information**
	   e.g. Operations Manual, Training Programs
	(d) **reference information**
	   e.g., information that is required for the operation but does not fall under (b) or (c) above
	(e) **information that can be grouped based on the phase of operation**
	   in which it is used e.g. Standard Operating Procedures					

2.3	Have time critical information been placed early and prominently in the Flight Safety Documents System?	AOCR Iss.02 Rev.01 App. K 1.3				
2.4	Have the following information been placed in cards and quick-reference guides: (a) Time critical information, (b) time sensitive information, and (c) frequently used information	AOCR Iss.02 Rev.01 App. K 1.4				
3	**Validation**					
3.1	(a) Has the Flight Safety Documents System been validated before deployment, under realistic conditions? (b) Does the validation involve the critical aspects of the information use, in order to verify its effectiveness? (c) Does the validation process include interactions among all groups that can occur during operations?	AOCR Iss.02 Rev.01 App. K 2.1				
4	**Design**					
4.1	Does the Flight Safety Documents System maintain consistency in terminology and in the use of standard terms for common items and actions.	AOCR Iss.02 Rev.01 App. K 3.1				
4.2	(a) Do Operational documents include a glossary of terms, acronyms and their standard definition, updated on a regular basis to ensure access to the most recent terminology. (b) Have significant terms, acronyms and abbreviations included in the Flight Documents System been defined?	AOCR Iss.02 Rev.01 App. K 3.2				
4.3	(a) Does the Flight Safety Documents System ensure standardization across document types, including writing style, terminology, use of graphics and symbols, and formatting across documents? (b) Does it include consistent locations of specific types of information, consistent use of units of measurement and consistent use of codes.	AOCR Iss.02 Rev.01 App. K 3.3				

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4.4	Does the Flight Safety Documents System include a master index to locate, in a timely manner, information included in more than one operational document? **Note:** The master index must be placed in the front of each document and consist of no more than three levels of indexing. Pages containing abnormal and emergency information must be tabbed for direct access.	AOCR Iss.02 Rev.01 App. K 3.4				
4.5	Does the Flight Safety Documents System comply with the requirements of the operator's quality system, if applicable?	AOCR Iss.02 Rev.01 App. K 3.5				
5	**Deployment**					
5.1	(a) Does the operator monitor deployment of the Flight Safety Documents System, to ensure appropriate and realistic use of the documents, based on the characteristics of the operational environment and in a way which is both operationally relevant and beneficial to operational personnel? (b) Does the monitoring include a formal feedback system for obtaining input from operational personnel? **Note 1:** The documents that consist of the FSDS may not necessarily be located in one office but may be spread across a variety of departments or divisions located far from each other. It is assumed that the main base will have a copy of all the documents that compose the FSDS. **Note 2:** The Flight Safety Department should maintain a Master Index of where each document is located.	AOCR Iss.02 Rev.01 App. K 4.1				
6	**Amendment**					
6.1	Has the operator developed: (a) an information gathering, (b) review, (c) distribution and (d) revision control system to process information and data obtained from all sources relevant to the type of operation conducted, including, but not limited to, the State of the Operator, State of design, State of Registry, manufacturers and equipment vendors? **Note 1:** Manufacturers provide information for the operation of specific aircraft that emphasizes the aircraft systems and procedures under conditions that may not fully match the requirements of operators. Operators should ensure that such information meets their specific needs and those of CAAT.	AOCR Iss.02 Rev.01 App. K 5.1				

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6.2	Has the operator developed:
	(a) an information gathering,
	(b) review and
	(c) distribution system to process information resulting from changes that originate within the operator, including:
	  (i) changes resulting from the installation of new Equipment.
	  (ii) changes in response to operating experience
	  (iii) changes in an operator's policies and procedures
	  (iv) changes in an operator certificate
	  (v) changes for purposes for maintaining cross fleet standardization
	
	Note: Operators shall ensure that crew coordination philosophy, policies and procedures are specific to their operation.
		AOCR Iss.02 Rev.01 App. K 5.2				

6.3	Is the Flight Safety Documents System being reviewed: (a) on a regular basis (at least once a year)? (b) after major events (mergers, acquisitions, rapid growth, downsizing, etc.)? (c) after technology changes (introduction of new equipment)? (d) after changes in Safety Regulations?	AOCR Iss.02 Rev.01 App. K 5.3				
6.4	Has the operator developed methods of communicating new information? The specific methods should be responsive to the degree of communication urgency. Note: As frequent changes diminish the importance of new or modified procedures, it is desirable to minimize changes to the FSDS.	AOCR Iss.02 Rev.01 App. K 5.4				
6.5	Have new information been reviewed and validated considering its effects on the entire Flight Safety Documents System?	AOCR Iss.02 Rev.01 App. K 5.5				
6.6	(a) Have the methods of communicating new information been complemented by a tracking system to ensure currency by operational personnel? (b) Does the tracking system include a procedure to verify that operational personnel have the most recent updates?	AOCR Iss.02 Rev.01 App. K 5.6				

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:………………………………………………………………………