



CHECKLIST

SSCAA-CL-O-OPS046A

June 2026

AIR OPERATORS CERTIFICATE BASE FACILITY CHECKLIST

GENERAL INFORMATION	
Name of Operator:	
Location Address,	
Mailing address:	
Telephone:	Mobile:
E-mail:	
Date of Inspection;	
Type of Operation:	
Inspector(s) /	
Assessment Code: YES = Satisfactory NO = Not Satisfactory N/C = Not Checked N/A = Not Applicable	

PART: A

	Item	Assessment			
		YES	NO	N/C	N/A
1	AOC General Administration				
(a)	Availability of a Valid and Current Air Service Licence				
(b)	Proof of Aircraft Ownership or Lease				
(c)	Provision of a Flight Operations Library				
(d)	Provision of Navigational Flight Plans				
(e)	Ease of Access for Inspection by CAA Inspectors				
(f)	Effectiveness of the AOC Quality System				
(g)	Operations Handling Agency				

(h)	Ground Handling Agency				
(i)	Fuel Supplying Company (Quality Status)				
	Item	Assessment			
		YES	NO	N/C	N/A
(j)	Dangerous Goods Management				
(k)	Safety Management				
(l)	Flight Supervision & Monitoring System				
(m)	AOC Security Management				
(n)	Flight Release Procedures & Personnel				

2	Operations Manual				
(a)	Operations Manual Approval by the Authority				
(b)	Manual Up-to date and Current				
(c)	Manual Amendments Approval				
(d)	Manual Copies Easily Accessible for Reference				
(e)	All manual Copies Amended Appropriately				
(f)	User Manuals (if any) Up-dated AFM or POH, QRH etc				
(g)	Distribution of the Manual				

3	Flight Operations Procedures & Practices (As defined in Ops Manual)				
(a)	Carriage of the Operations Manual on the Aircraft				
(b)	Crew Roaster and Duty Time Management				
(c)	Crew Carried on Flight				
(d)	Duties of Flight Crew				
(e)	Flight Deck Management Practices				
(f)	Crew Training Requirements				
(g)	Route Stations Operations management (Use Route station Evaluation Checklist)				

4	Documents: Operational, Technical & Regulatory				
(a)	Current Certificates of Airworthiness				
(b)	Aircraft Flight Manuals / Pilots Hand Books				

(c)	Crew operational Drills and Checks (Pilot Quick Reference Checklists)				
(d)	Approved Minimum Equipment List (MEL)				
(e)	Dispatch Deviation Procedures Manual(s) (DDPM)				
(f)	ADD Record Forms				
(g)	Passengers Briefing Information Cards				
(h)	The Civil Aviation Regulations				
(i)	Training Manual				
(k)	Cabin Crew Member Manual				
	Item	Assessment			
		YES	NO	N/C	N/A
(l)	Aircraft Loading and Handling Manual				
(m)	Aeronautical Data Control System				
(n)	Route Guide & Aeronautical Charts				
(o)	Cockpit Check Procedures				
(p)	Demonstration Flights Procedure				
(q)	Aviation Security Procedures Manual				

5.	Operations Inspectors Observations		
Inspector:	Signature:	Date:	

PART: B

AOC MAINTENANCE SUPPORT EVALUATION CHECKLIST

6 Maintenance Support Arrangement	
Base Maintenance Organization:	
Maintenance Organization Approval No:	
Maintenance Organization Approval Expiry date:	
Line maintenance and Route Stations:	

7 Sub-contracted Maintenance Support		
	Type of Maintenance:	Contracted Maintenance Organization:
	Avionics	
	Propellers	
	NDT	
	Weighing	

	Item	Assessment			
		YES	NO	N/C	N/A
8	AOC Reg. 58: Maintenance Control Manual (MCM)				

(a)	MCM document format and satisfactory adequacy of procedures				
(b)	Definition of Operators Administration Structure.				
(c)	Required Management Personnel				
(d)	Qualification of Management Personnel				
(e)	Duties and responsibilities of technical personnel				
(f)	MCM Approved and all copies appropriately amended				
(g)	If MCM references the MPM is MPM approved and available				
9	AOC Reg. 59: Maintenance Management				
(a)	Aircraft maintenance release to service in compliance				
(b)	Aircraft maintenance carried out by Approved Maintenance Organizations .				
(c)	Maintenance contracts for all contracted maintenance with appropriately authorized maintenance organizations				
(d)	Maintenance Quality System				
(e)	Aircraft technical records: Technical Log-book sheets, Aircraft Log-books, Lifed components records management,				
(f)	Scheduled Maintenance Planning and Maintenance work package control				
(g)	Route Stations Maintenance Support				

10	Maintenance Responsibility				
(a)	Aircraft airworthiness documents records keeping (C of R, C of A, Insurance, Certificate of Release to Service, Radio Station Licence, Mass and Balance Schedule, Noise Certificate, MEL.				
(b)	Airworthiness Data:				
	I. CAA Regulations				
	II. CAA Advisory Circulars (ACs)				
	III. Airworthiness Directives (Ads)				
	IV. Service Bulletins (SBs)				
(c)	Aircraft Service Documents and Technical Library				
	I. Approved Maintenance Programme				
	II. Certification Control and Task Itemisation				
	III. Line Maintenance inspection Management				
	IV. ADD Management and Control				

	V. Aircraft Maintenance Manual (MM)				
	VI. Illustrated Parts Catalogue (IPC)				
	VII. Components Service Manuals (e.g. Engine Manual)				
	VIII. Maintenance Control Manual (MCM)				
	IX. Maintenance Procedure's Manual				
	X. Currency and Amendment Status of Technical Literature				
(e)	Maintenance Records				

11	AMO REGULATIONS PART III FACILITY REQUIREMENTS				
(a)	Office Accommodation (including quality, planning, technical records)				
(b)	Facilities for planned work: hanger and workshops appropriate work environment				
(c)	Tools and equipment (and special tools) availability, calibration and storage				
(d)	Storage facilities and conditions (restricted access, manufacturer's instructions, segregation compliance)				
(e)	Technical Stores Shelf life management				
(f)	Technical Spares Records management				
(g)	Procedure for requisition of Technical spares				
(h)	Technical spares scrap procedure				
(i)	Waste management and environment protection procedures				
(j)	Route stations maintenance support equipment				

12 Airworthiness Inspectors Observations		
Inspector:	Signature:	Date:

		YES	NO	N/C	N/A
13	Continuous Validity of AOC Holders Approval				
(a)	Personnel Adequacy / competent & qualified				
(b)	Adequacy of Organization Procedures, Facilities & Equipment				
(c)	Effective Management AOC Quality System				
(d)	Maintaining current Fleet Maintenance Programmes				
(e)	Training and assessment of Staff				
(f)	Keeping and Maintenance of Up-dated Records				
(g)	Effective Management of Contracts				
(h)	Continued Compliance with all relevant Civil Aviation Regulations				
(i)	Granting Authority Inspectors Access to Inspect				
(j)	Payment of Prescribed Charges to the Authority				

14 Inspectors Assessment, Remarks & Recommendation	
1	The Air Operators Equipment, Procedures Facilities and Maintenance Support in place have been inspected and found satisfactory for Operations undertaking YES ☐ NO ☐ N/A ☐
2	The Air Operator has taken into account, reviewed and implemented all regulations and Operations specifications can be issued YES ☐ NO ☐ N/A ☐
3	The AOC is recommended for a Period of months with effect from
FOI: _____ Signature: _____ Date: _____	

AWI:_____

Signature:_____

Date:_____

This AOC base inspection report should have both the Operations (Part A) and the Airworthiness (Part B).