



Instructions for Use:

1. Check **OK** column if you reviewed the record, procedure or event and have no comment.
2. Check **FINDING** column if you reviewed the record, procedure or event and have a comment.
3. Check **NOT CHECKED** column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment
4. Enter the letter "**N/A**" in the column, if the line item is not required in this particular situation.
5. For later reference, proceed any notes with the appropriate question number.
6. Resolution Report. Use the remarks column at the end for overall remarks or observations.
7. For non-compliance findings inspectors shall also use the FSS-GEN-FORM 39: Audit Inspection Report Form. Forward findings report to the operator without delay.
8. For further guidance refer to relevant Volume and Chapters in Inspector Handbook

EVALUATION OF AIRCRAFT OPERATIONS MANUAL (AOM)			
Activity Tracking Reference	Inspector's Names	Date Document Submitted	Date Evaluation
Name of Operator/Applicant	Title of Submitted Document(s)	Contact Person and Phone No.	

PART 1

S/N	MANUALS:	
1.	Bound in a secure form (not loose)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
2.	Exterior of binder clearly indicates manual content (Title etc)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
3.	Copies numbered for controlled issuance?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Comments</i>	
MANUAL REFERENCING SYSTEM		
4.	Table of contents easy to find and use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
5.	Index, if included, easy to find and use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
6.	Page number in chronological sequence (by chapter or single document)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
7.	Last revision number/date appears on each page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
8.	Company name (and logo) appears on each page?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

9.	Paragraphs and sub-paragraphs numbered or alphabetized for ease of reference?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
10.	Manual Excerpts and Attachments e.g. checklists, briefing cards, compared and current.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Comments</i>	
MANUAL CONTENTS CONFORMANCE		
11.	Tables, Figures and Appendices referenced for ease of use?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
12.	Conforms to Nam. CARs, Ops Manual Contents requirements.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
13.	Statement of Compliance Submitted	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Comments</i>	

14.	Has the AOM been tailored by the operator to accommodate his type of operation fleet standardization objectives, and cockpit management objectives? <i>NOTE: As an operator's operations become more complex, it is progressively more important to include detailed guidance in his AOM, which is specifically tailored to the operator's operations.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
15.	If the operator has aircraft which has been modified by STC, have different procedures been submitted for approval to ensure that the modifications have been accounted for?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
16.	Has procedural information been presented in a step by step format?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
17.	Has the operator developed standard operating procedures (SOPs)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
18.	Have the operating procedures been standardized both within and across aircraft types? <i>NOTE: A complete standardization of procedures is not possible when there are significant differences between "manufacturer's" and "installed" equipment, but a high degree of standardization can still be achieved. If the sequence is different, the operator must demonstrate</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<i>that the change in sequence is safe and effective through validation testing. The inspector shall ensure adverse effects are not introduced.</i>	
19.	<p>If similar procedures are combined into a single procedure does validation testing demonstrate that the procedure is clear, easy to use, and retains the safeguards of the individual procedures is replaces?</p> <p>NOTE: <i>If the combined procedures results in a complex and potentially error prone procedure, the inspector shall not approve it.</i></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
20.	<p>Has the operator been able to provide evidence that newly developed procedures are effective?</p> <p>NOTE: <i>This may be done by analysis, documentation, or validation tests. Tests may be conducted by the manufacturer, the operator, or another competent party (such as a contractor). The inspector or a designated inspector qualified in the aircraft must evaluate the effectiveness of such tests.</i></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
21.	Does the normal procedures section of an AOM contain procedures for each normal operation that flight crewmembers are required to perform?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
22.	Has each normal procedure been amplified by the operator with sufficient instruction to ensure that the procedure is properly accomplished?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
23.	Is the amplification instruction sufficiently through to provide the least experienced flight crewmember with sufficient information to perform the procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
24.	Are procedures for crew coordination and use of the checklist included?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Does the Procedures Section of the AOM contain clearly specified crew duties?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
25.	<p>Where an AFM or RFM does not contain normal procedures for specific operations, has the operator developed and published normal procedures in the AOM when such procedures are necessary to ensure an adequate level of safety?</p> <p>NOTE: <i>Instrument approach procedures, adverse weather operations, long range navigation, and special procedures</i></p>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<i>for CAT II and CAT III operations are all examples of required normal procedures which may not be in an AFM or RFM.</i>	
26.	As the operator developed adequate procedures for operating computer-based systems in the cockpit? NOTE: <i>Procedures for computer operations should be keyed to menus and display prompts. Procedures should be written in an interactive format rather than as a rote listing of keystrokes.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
27.	Does the operator's "manoeuvres and procedures document" contain the tolerances which must be obtained in training and checking?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
28.	Have these manoeuvres and procedures description been approved before being published?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
29.	Are the operator's standards appropriate for the aircraft being flown and for the operation being conducted?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	NORMAL AND EMERGENCY PROCEDURES	
30.	Where an operator proposes to modify a non-normal or emergency procedure-	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
31.	Does he show that the modified procedure does not adversely affect the airworthiness of the aircraft?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
32.	NOTE: <i>the operator may establish the safety and effectiveness of proposed procedures by corresponding with the manufacturer and by analysis, documentation, or validation tests.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
33.	Has the operator consulted with the manufacturer on these modified procedures?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
34.	Has the operator conducted analyses and validation tests in consultation with the manufacturer?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
35.	Are the correspondence with the manufacturer, analyses and validation tests properly documented?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
36.	Has the appropriate authority concurred with a proposed deletion of an item or the rearrangement of items on the checklist? NOTE: <i>1. Appropriate authority concurrence may be expressed informally (by telephone). 2. Appropriate authority concurrence is not required if the operator provides evidence that the appropriate</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	<i>authority has already concurred with the identical procedure for another party (such as another operator or manufacturer).</i>	
IMMEDIATE ACTIONS		
37.	Are immediate action situations included in the operator's AFM or AOM, as appropriate and include the following:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
38.	Imminent threat of crewmember incapacitation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
39.	Imminent threat or loss of aircraft control?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	Imminent threat of destruction of a system or component which makes continued safety of the flight and subsequent landing appropriate? <i>NOTE: under these criteria, a flight crew donning oxygen masks in response to a depressurization or turning of the fuel and ignition in case of a hot start, are examples of situations requiring mandatory immediate action items.</i>	
40.	Are immediate action items explicitly identified as such in the operator's AOM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
41.	Are immediate action items strictly limited to only those actions necessary to stabilise the situation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
42.	<i>NOTE: inspectors must ensure that all remaining actions are accomplished by "challenge do verify" (CDV) checklists. CDV checklists have checklist items that require confirmation from a second crewmember before the step may be taken.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
43.	If the operator proposes to replace immediate action items in an AFM procedure with challenge to verify (CDV) checklist procedures in an AOM, is he able to show compliance with the above criteria relating to immediate action items and demonstrate an equivalent level of safety through validation tests?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
MANDATORY CONFIRMATION ITEMS		
	Do the operator's procedures clearly identify critical procedural steps that must be confirmed by a second crewmember before the required action may be taken and the crewmember responsible for giving the confirmation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
44.	Do the types of procedural actions that require this confirmation include the following?	
	(a) Action resulting in the shutting down of an engine?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(b) Actions resulting the deactivation of flight controls?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	(c) Actions that if performed incorrectly, in the wrong sequence, or at the wrong time would produce a catastrophic result, even if the incorrect action is not highly likely.	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(d) Actions where past experience or analysis has shown that there is a high probability for error or incorrect action and which creates a hazardous situation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	CREWMEMBER ROLE	
45.	Does the AOM clearly define the various crewmember roles and responsibilities and properly express the following:	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
46.	(a) Does the operator's policy and guidance make it clear that the PICs primary responsibility is to manage the actions of the crew and the conduct of the flight? <i>NOTE: while the PIC may delegate the management of the flight and manipulation of the controls to the co-pilot, the AOM must not indicate that the PIC can delegate the responsibility for safe conduct of the flight.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(b) Does the operator's manual contain policy and guidance to those flight crewmembers not in command as to their responsibilities to the PIC and their responsibilities for the safe conduct of the flight?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
47.	(c) Does the AOM contain guidance for the PIC concerning the conditions and circumstances under which a co-pilot may operate the aircraft? <i>NOTE: The operator's policies must delineate the limits of authority delegated to the co-pilot when the co-pilot is the pilot flying (PF). The operator's policies should address crew management in critical situations. For example, there may be certain situations in which the co-pilot should be the pilot flying (PF) so that the PIC can concentrate on managing those situations, particularly ensuring that required actions and appropriate checklists are properly accomplished. Procedures for transfer of control must be clearly addressed in the AOM.</i>	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(d) Does the AOM clearly express the requirements for proper and effective communication and co-operative action between crewmembers and the essential communications interaction between the PF and the pilot not flying (PNF)?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	(e) Does the AOM contain a requirement for briefings and adequate guidance for the content of those briefings?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	OPERATIONS NOT EVALUATED IN AIRCRAFT CERTIFICATION	
48.	Where the operator proposes to conduct operations which have not been evaluated during aircraft certification, has the operator developed and obtained approval of procedures for the conduct of the proposed operation?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>

	NOTE: such operations are often indicated by the absence of a procedure for the operations in the AFM. Examples of such operations could include power-back and taxi with engine shutdown.	
49.	Has the proposed procedure been thoroughly evaluated and co-ordinated with the AWI, manufacturer and appropriate authority before granting approval?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	LIMITATIONS	
50.	When operating limitations are incorporated in an AOM, is each limitation co-related and identified with that contained in the AFM?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
51.	Are all AFM operating limitations published in the AOM and clearly identified as AFM limitations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
52.	If the operator has added limitations to the AOM which are not contained in the AFM, is a method used which clearly distinguishes operator added limitations from AFM limitations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
53.	Does the AOM contain a statement that crewmembers are responsible for being aware of and for observing all limitations?	N/A <input type="checkbox"/> OK <input type="checkbox"/> Finding <input type="checkbox"/> Not Checked <input type="checkbox"/>
	<i>Comments</i>	

RECOMMENDED:

Approved

Non Approved

Inspector's Name: _____

(Reasons cited below)

REMARKS AND OBSERVATIONS

INSPECTOR'S SIGNATURE