



**Inspector** .....

**Applicant** .....

**Route Details** .....

Crew scheduled in accordance with flight and duty limits      Satisfactory       Unsatisfactory

**Pre-flight Documents Available and Correct**

- Met and NOTAMS ..... Satisfactory       Unsatisfactory
- Flight plans ..... Satisfactory       Unsatisfactory
- Fuel load in accordance with *Operations Manual* . Satisfactory       Unsatisfactory
- Aircraft performance data..... Satisfactory       Unsatisfactory

**Aircraft Documents On Board**

- Certificate of Registration\* ..... Satisfactory       Unsatisfactory
- Certificate of Airworthiness\* ..... Satisfactory       Unsatisfactory
- Maintenance release ..... Satisfactory       Unsatisfactory
- Aircraft *Flight Manual* (if required)..... Satisfactory       Unsatisfactory
- *Operations Manual* (POH)/MEL ..... Satisfactory       Unsatisfactory
- Licence with respect to aircraft radio equipment\* . Satisfactory       Unsatisfactory

**Operational Documents On Board**

- Flight crew’s licences and medical certificates ..... Satisfactory       Unsatisfactory
- Cargo manifest \* ..... Satisfactory       Unsatisfactory
- Passenger manifest ..... Satisfactory       Unsatisfactory
- Applicable AIP or equivalent as required ..... Satisfactory       Unsatisfactory

\* Indicates documents not required for flight within Australia.

**Flight Check System Checklist**

- Approved version ..... Satisfactory       Unsatisfactory
- Used correctly..... Satisfactory       Unsatisfactory

### Passenger Handling and Loading

- Method of passenger weight calculation in accordance with *Operations Manual* ..... Satisfactory  Unsatisfactory
- Handicapped persons not assigned to emergency exit rows ..... Satisfactory  Unsatisfactory
- Procedures for identifying handicapped passengers ..... Satisfactory  Unsatisfactory
- Handicapped, sick or injured persons not hazardous to other occupants..... Satisfactory  Unsatisfactory
- Passenger safety on tarmac (vehicles, props, jet blast) ..... Satisfactory  Unsatisfactory
- Carry on baggage in accordance with *Operations Manual*..... Satisfactory  Unsatisfactory
- Method of baggage weight calculation in accordance with *Operations Manual* ..... Satisfactory  Unsatisfactory

### Baggage and Cargo Loading/Unloading

- Baggage/freight loaded in assigned locker ..... Satisfactory  Unsatisfactory
- Cargo restraint ..... Satisfactory  Unsatisfactory
- Handling of dangerous goods ..... Satisfactory  Unsatisfactory

### Load Control

- Communications with
  - Flight deck crew ..... Satisfactory  Unsatisfactory
  - Baggage loader ..... Satisfactory  Unsatisfactory
  - Passenger check-in..... Satisfactory  Unsatisfactory
  - Refueller ..... Satisfactory  Unsatisfactory
- Compilation of load sheet..... Satisfactory  Unsatisfactory
- Last Minute Changes (LMCs) to flight crew ..... Satisfactory  Unsatisfactory

## Refuelling Procedures

- Proximity of buildings and aircraft..... Satisfactory  Unsatisfactory
- Refuelling equipment is mobile..... Satisfactory  Unsatisfactory
- No-smoking signs on tarmac ..... Satisfactory  Unsatisfactory
- Two or more fire extinguishers available..... Satisfactory  Unsatisfactory
- Refuelling with Pax on board
  - Pax briefing completed ..... Satisfactory  Unsatisfactory
  - Cabin attendant at designated stations prepared for evacuation ..... Satisfactory  Unsatisfactory
  - Seat belt signs off ..... Satisfactory  Unsatisfactory
  - Emergency signs armed ..... Satisfactory  Unsatisfactory
  - Areas outside aircraft exits clear of service vehicles ..... Satisfactory  Unsatisfactory
  - Aircraft and fuelling equipment earthed..... Satisfactory  Unsatisfactory
- Other CAO 20.9 requirements..... Satisfactory  Unsatisfactory

CAO209

## Pre-flight Procedures

- Flight Crew drills and procedures in accordance with *Operations Manual*
  - Use of checklist..... Satisfactory  Unsatisfactory
  - Confirmation of load control documents..... Satisfactory  Unsatisfactory
  - Confirmation of dangerous goods information.... Satisfactory  Unsatisfactory
  - Calculation of take-off performance..... Satisfactory  Unsatisfactory
  - Airways clearance/navigation systems preparation ..... Satisfactory  Unsatisfactory
- Flight deck to cabin communications in accordance with *Operations Manual* ..... Satisfactory  Unsatisfactory
- Cabin crew drills and procedures in accordance with *Operations Manual*..... Satisfactory  Unsatisfactory 
  - Check of emergency equipment..... Satisfactory  Unsatisfactory
  - Passenger restraints and seats upright ..... Satisfactory  Unsatisfactory
  - Stowage of loose articles and pax service items..... Satisfactory  Unsatisfactory
  - Aisles and exits clear ..... Satisfactory  Unsatisfactory
  - Briefing of handicapped passengers ..... Satisfactory  Unsatisfactory
- Passenger briefing cards
  - Correct ..... Satisfactory  Unsatisfactory
  - In place..... Satisfactory  Unsatisfactory

**Taxi/Pre-take-off Procedures**

- Pushback procedures ..... Satisfactory  Unsatisfactory
- Flight deck/ground communication..... Satisfactory  Unsatisfactory
- Use of checklist ..... Satisfactory  Unsatisfactory
- Crew briefings as per *Operations Manual* ..... Satisfactory  Unsatisfactory
- Arming of cabin slides..... Satisfactory  Unsatisfactory
- Passenger oral briefing covers
  - No smoking (including toilets) ..... Satisfactory  Unsatisfactory
  - Seat belts..... Satisfactory  Unsatisfactory
  - Emergency exits..... Satisfactory  Unsatisfactory
  - Use of oxygen ..... Satisfactory  Unsatisfactory
  - Flotation devices..... Satisfactory  Unsatisfactory
  - Hand luggage stowage ..... Satisfactory  Unsatisfactory
  - Survival equipment (if carried)..... Satisfactory  Unsatisfactory
- Check of passenger seat belts ..... Satisfactory  Unsatisfactory
- Cabin to flight deck communication ..... Satisfactory  Unsatisfactory
- On time departure/scheduled turnaround time ..... Satisfactory  Unsatisfactory

**Flight Phase**

- Flight deck drills and procedures in accordance with *Operations Manual*
  - Monitoring of flight path ..... Satisfactory  Unsatisfactory
  - Adherence to clearances ..... Satisfactory  Unsatisfactory
  - Crew coordination ..... Satisfactory  Unsatisfactory
  - Use of checklist..... Satisfactory  Unsatisfactory
  - Altimetry/height awareness ..... Satisfactory  Unsatisfactory
  - Navigation..... Satisfactory  Unsatisfactory
  - Communications ..... Satisfactory  Unsatisfactory
  - Systems operations ..... Satisfactory  Unsatisfactory
  - Fuel/weather/operational control..... Satisfactory  Unsatisfactory
  - Considerations ..... Satisfactory  Unsatisfactory
  - Monitoring/human factors ..... Satisfactory  Unsatisfactory
  - Turbulence penetration ..... Satisfactory  Unsatisfactory
  - Descent planning ..... Satisfactory  Unsatisfactory
  - Approach briefing (inspector to nominate instrument approach procedure) ..... Satisfactory  Unsatisfactory
  - Approach/speed control ..... Satisfactory  Unsatisfactory
  - Procedures at minima ..... Satisfactory  Unsatisfactory
  - Airfield layout knowledge ..... Satisfactory  Unsatisfactory
  - ATC requirements and procedures ..... Satisfactory  Unsatisfactory
  - En route knowledge ..... Satisfactory  Unsatisfactory
  
- Cabin crew duties and procedures in accordance with *Operations Manual*
  - Passenger control..... Satisfactory  Unsatisfactory
  - Response to flight deck signals..... Satisfactory  Unsatisfactory
  - Handling of service carts ..... Satisfactory  Unsatisfactory
  - Location of emergency equipment ..... Satisfactory  Unsatisfactory
  - Limitations of emergency equipment
    - Fire extinguishers ..... Satisfactory  Unsatisfactory
    - Oxygen ..... Satisfactory  Unsatisfactory
    - Protective breathing equipment (PBE).. Satisfactory  Unsatisfactory

- Response to simulated emergency ..... Satisfactory  Unsatisfactory 
  - Onboard cabin fire ..... Satisfactory  Unsatisfactory
  - Bomb threat procedures ..... Satisfactory  Unsatisfactory
  - Toilet fire..... Satisfactory  Unsatisfactory
  - Handling of incapacitated pax..... Satisfactory  Unsatisfactory
- Handling of disorderly pax..... Satisfactory  Unsatisfactory
- Response to turbulence warning (simulate if necessary) ..... Satisfactory  Unsatisfactory
- Knowledge of emergency procedures..... Satisfactory  Unsatisfactory 
  - Ditching..... Satisfactory  Unsatisfactory
  - Crash landing ..... Satisfactory  Unsatisfactory
  - Emergency evacuation ..... Satisfactory  Unsatisfactory
- Stowage of equipment prior to landing ..... Satisfactory  Unsatisfactory
- Slide disarming procedures..... Satisfactory  Unsatisfactory

**Aircraft and Equipment**

- Belt/no-smoking signs ..... Satisfactory  Unsatisfactory
- Life jackets ..... Satisfactory  Unsatisfactory
- Rafts/emergency beacon (if required) ..... Satisfactory  Unsatisfactory
- Galley equipment/security ..... Satisfactory  Unsatisfactory
- PA/Intercom equipment..... Satisfactory  Unsatisfactory
- Fixed oxygen system ..... Satisfactory  Unsatisfactory
- Portable oxygen system..... Satisfactory  Unsatisfactory
- Protective breathing equipment..... Satisfactory  Unsatisfactory
- Ship’s library ..... Satisfactory  Unsatisfactory

**Intermediate Port/Turn-around (flight crew considerations)**

- Airfield layout/knowledge..... Satisfactory  Unsatisfactory
- Parking arrangements/procedures..... Satisfactory  Unsatisfactory
- Refuelling arrangements/procedures ..... Satisfactory  Unsatisfactory
- Update of operational information
  - Met..... Satisfactory  Unsatisfactory
  - NOTAMS ..... Satisfactory  Unsatisfactory
  - Flight plans ..... Satisfactory  Unsatisfactory
- Use of the MEL (simulated problem)..... Satisfactory  Unsatisfactory

**Port Facilities Capable of Supporting the Services**

- Passenger handling ..... Satisfactory  Unsatisfactory
- Baggage and cargo handling..... Satisfactory  Unsatisfactory
- Tarmac vehicle control ..... Satisfactory  Unsatisfactory
  
- Meets scheduled turn-around times..... Satisfactory  Unsatisfactory
  
- Effectiveness of company operational control  
(EROPS outside Australian FIR) ..... Satisfactory  Unsatisfactory
  
- Capacity of company to notify relevant persons of  
operational changes ..... Satisfactory  Unsatisfactory