



# Checklist – Inspection of Loading and Load Control

(Non-HC RPT)

**Applicant** ..... **Locality** .....

CAO 20.16.1,  
20.16.2

Advisory information is given in Chapter 7 of the AOCM, *Other than High Capacity RPT Operations Initial Issue of an AOC*. See CAO 20.16.1 and 20.16.2 for details on legislative requirements.

## Load System

- CAO 100.7 Approved by Weight Control Authority ..... Yes  No
- System appropriate for operations in regard to ease of use, speed of use, appropriate units and divisions used..... Yes  No
- Instructions in *Operations Manual* ..... Yes  No
- If computer is used:
- System checked for accuracy (applicant to demonstrate)..... Yes  No
  - Manual backup system available ..... Yes  No

**Comments:** .....  
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## Load Rejection Policy

For Charter and RPT operations, an operator is required to provide policy and procedures in the operations manual for the pilot in command to offload passengers or cargo when any performance limit would otherwise be exceeded.<sup>1</sup>

Yes  No

**Comments** .....  
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<sup>1</sup> CASA has adopted Air Safety Recommendation R980107 by the BASI (ATSB) to include a load rejection policy requirement for “Regional Airlines” operators in the operations manual and recommendation R980106 for CASA to include guidance in the AOCM. This was a result of a BASI Regional Airlines Safety Study conducted between Oct 1995 and July 1997.

## Approved Load Controllers (Non Flight Crew)

- CAO 20.16.1 Properly appointed by operator and approved by CASA  
(as per CAO 20.16.1) ..... Yes  No
- Approval process, training syllabus and competency checks contained in a  
company-controlled document..... Yes  No
- Appropriate training and competency check ..... Yes  No
- Competency checked during inspection ..... Yes  No
- CAR 235(9) Responsibilities in relation to CAR 235(9) clearly defined in *Operations*  
*Manual* ..... Yes  No

**Comments:** .....  
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## Load Sheet(s)

- CAO 20.16.1 Signed by pilot or approved load controller ..... Yes  No
- CAO 20.16.1 Contain(s) all information required by CAO 20.16.1  
Para 5.3 paragraph 5.3..... Yes  No
- Contain(s) all passenger and cargo configurations required for the loading  
system(s) ..... Yes  No
- Copy carried in aircraft and one left at departure ..... Yes  No

**Comments:** .....  
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## Communications System (Advisory)

- Satisfactory communication system provided between load controller and
- Passenger check-in..... Yes  No
  - Cargo acceptance ..... Yes  No
  - Aircraft loaders ..... Yes  No
  - Fuel supplier ..... Yes  No
  - Crew ..... Yes  No

**Comments:** .....  
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# Cargo Loading

System to ensure cargo loaded in correct location ..... Yes  No

Cargo loading locations are included on load sheet ..... Yes  No

Cargo restraint system/s adequate:

• Certification ..... Yes  No

• Labelling ..... Yes  No

• Maintenance ..... Yes  No

• User instructions ..... Yes  No

Where applicable, restraint systems provided for the carriage of cargo:

• In the passenger compartment ..... Yes  No

• On passenger seats ..... Yes  No

• Behind passengers ..... Yes  No

• In pilot compartment ..... Yes  No

• In the cargo compartment(s) ..... Yes  No

Comments: .....  
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 .....

Signed ..... Printed Name .....  
**Flying Operations Inspector**

Date .....

Signed ..... Printed Name .....  
**Airworthiness Inspector**

Date .....

Please send material relating to this application by email: <input type="checkbox"/> Yes <input type="checkbox"/> No				
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