



DIRECTORATE GENERAL OF CIVIL AVIATION, INDIA

ANNUAL SURVEILLANCE PROGRAMME

2009

Part – 2

**(AIRCRAFT AND ENGINEERING DTE; DTE. OF AERODROME STANDARDS, FLIGHT INSPECTION DTE, TRAINING
& LICENSING, AIR SAFETY DTE INCLUDING CABIN CREW, DANGEROUS GOODS AND FOREIGN OPERATORS
SURVEILLANCE)**

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LIST OF OFFICERS/INSPECTORS CARRYING OUT SURVEILLANCE CHECKS FOR THE YEAR 2009

S.No.	Name	Designation
	DIRECTORATE OF RESEARCH & DEVELOPMENT (AIRCRAFT & ENGINEERING DIVISION)	
1.	R. Chinnadurai	Director
2.	D N Lahon	Director
3.	Lalit Gupta,	Dy. Director
4.	G RajaShekar	Dy. Director
5.	I. Chakraborty	SSO
6.	Dr. Ramakant Singh	SSO
7.	Hillol Biswas	SSO
8.	C.K. Sutradhar	SO
9.	D.R. Shankhla	SO
10.	M.K. Sahu	SO
11.	Rajeev Gaur	SO
12.	S.K. Singh	SO
13.	Arun Singh Rawat,	JSO
14.	Ms. Meenu Kapil	JSO
	DIRECTORATE OF AERODROME STANDARD	
	(a) REGULAR INSPECTORS	
1.	Bharat Bhushan	Dy. Director
2.	M.T. Bokade	Dy. Director
	(b) SECONDED INSPECTORS	
1.	R.S. Dagar	
2.	J.B. Singh	
3.	S.K. Singh	
4.	K.L. Verma	
5.	Anil Thakur	
6.	Virender Singh	
7.	A.K. Puri	
	DIRECTORATE OF FLIGHT INSPECTION	
	(a) REGULAR INSPECTORS	
1.	Capt. H.Y. Samant	Chief Flight Operations Inspector
2.	Capt. Arvind Kathpalia	Flight Operations Inspector
3.	Capt. R.S. Dhillon	Flight Operations Inspector
4.	Capt. Irshad Ahmed	Flight Operations Inspector (Helicopter)

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S.No.	Name	Designation
5.	Capt. C.S. Randhawa	Flight Operations Inspector
6.	Capt. P.V. Atmaram	Flight Operations Inspector
7.	Capt. N. Sivaramakrishnan	Flight Operations Inspector
8.	Capt. Nishank Roy	Flight Operations Inspector
9.	Capt. Rajiv Yadav	Flight Operations Inspector
10.	Capt.K.P. Banaji	Flight Operations Inspector
11.	Capt. H.S. Malhotra	Flight Operations Inspector
12.	Capt. R. Gupta	Flight Operations Inspector
13.	Capt. R.S. Sandhu	Flight Operations Inspector
14.	Capt. S.P.S. Suri	Flight Operations Inspector
15.	Capt. Deepak Dutta	Flight Operations Inspector
16.	Mr. Ashutosh Vasistha	Dy. Director (Operations)
	(b) SECONDED INSPECTORS	
1.	Capt. Mehboob Bhat	
2.	Capt. N.T. Malkani	
3.	Capt. Harinder Singh	
4.	Capt. H. S. Sandhu (Helicopters)	
5.	Capt Sultan Singh	
6.	Capt. Sandeep Varma	
7.	Capt. I.P.S. Sachar	
8.	Capt. N.Puri	
9.	Capt. Nitin Anand	
10.	Capt.M.S. Chaddha	
11.	Capt. V.K. Khosla	
12.	Capt. S.D. Mathur	
13.	Capt. R.K. Datta	
14.	Capt. Khaleel Anwar	
	DIRECTORATE OF TRAINING & LICENSING	
1.	Capt. Binodini	Senior Pilot
2.	Capt. Nehra,	Senior Pilot
3.	Sh. A. K. Bhardwaj	DDTL
4.	Sh. D. C. Sharma,	DD(Ops)
5.	Sh. V. P. Singh	AD(Ops)
	DIRECTORATE OF AIR SAFETY	
	ENGINEERING	
1.	Bir Singh Rai	Director
2.	R.S. Passi	Dy. Director

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S.No.	Name	Designation
3.	Maneesh Kumar	Dy. Director
4.	K.L. Melena	Asstt. Director
5.	M.J. Singh	Asstt. Director
6.	Sanit Kumar	Asstt. Director
7.	Amit Gupta	Air Safety Officer
8.	Ram Nath	Director
9.	M. Moitra	Sr. Air Safety Officer
10.	Hari Narayan Mishra	Air Safety Officer
11.	S. Durairaj	Air Safety Officer
12.	C.P.M.P. Raju	Director
13.	Sanjay Bramhanne	Sr. Air Safety Officer
14.	A.X. Joseph	Sr. Air Safety Officer
15.	R. Rajendran	Sr. Air Safety Officer
	OPERATIONS OFFICER DEPUTED TO AIR SAFETY DIRECTORATE	
1.	D.C. Sharma	Dy. Director
2.	R.P. Kashyap	Operations Officer
3.	Smt. Suvrita Saxena	Astt. Dir (Ops)
	CABIN CREW DIVISION	
	(a) REGULAR INSPECTORS	
1.	R.S. Passi	Dy. Director
2.	Smt. Suvrita Saxena	Astt. Dir (Ops)
	(b) SECONDED INSPECTORS	
1.	Mrs. Priti Bhowmick	
2.	Ms. Seema Yadav	
3.	Naresh Rao	
4.	Ms. Juanella Colaco	
5.	I.G. Sambandam	
6.	A.K. Gupta	
7.	Ms. Anshu Sharma	
	DANGEROUS GOODS DIVISION	
	SECONDED INSPECTORS	
1.	Shri. B.Govindarajan	
2.	Shri Subhayu Ghosh	
3.	Shri Suresh Anantha Narayanan	
4.	Shri M.R. Nair	
5.	Shri P. Mirchandani	
6.	Shri Shazil Merchant	
7.	Shri R.G. Paniker	

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S.No.	Name	Designation
8.	Shri Venantius (Veny) D'Souza	
9.	Shri Imaran Khan	
10.	Smt C. Lakshmi Prabhu	
11.	Shri C.D. Lokendernath	
12.	Shri Pankaj David	
	FOREIGN OPERATORS SURVEILLANCE TEAMS	
	TEAM NO. 1	
1.	Shri R.P. Sahi, JDG	
2.	Capt. H.Y. Samant, CFOI	
3.	Shri R.K. Khanna, DAW	
4.	Shri Manish Kumar, DDAS	
	TEAM NO. 2	
1.	Shri A.K. Chopra, JDG	
2.	Capt. Arvind Kathpalia, FOI	
3.	Shri Bir Singh Rai, DAS	
4.	Shri V.K. Arora, DAW	
	TEAM NO. 3	
1.	Shri R.K. Maheshwari, JDG	
2.	Capt. R.S. Dhillon, FOI	
3.	Shri C.P.M.P. Raju, DAS	
4.	Shri S. Dutta, DAW, Mumbai	
	TEAM NO. 4	
1.	Shri Charan Dass, DDG	
2.	Capt. V.K. Khosla, FOI	
3.	Shri G.T. Selvan, DAW, Bangalore	
4.	Shri R.S. Passi, DDAS	

ANNUAL DETAIL OF SURVEILLANCE

NAME OF DIRECTORATE	NO. OF ANNUAL INSPECTIONS
DIRECTORATE OF RESEARCH & DEVELOPMENT (AIRCRAFT & ENGINEERING DIVISION)	10
DIRECTORATE OF AERODROME STANDARD	22
DIRECTORATE OF FLIGHT INSPECTION	810
DIRECTORATE OF TRAINING & LICENSING	30
DIRECTORATE OF AIR SAFETY - DELHI	302
DIRECTORATE OF AIR SAFETY - MUMBAI	302
DIRECTORATE OF AIR SAFETY - CHENNAI	301
DIRECTORATE OF AIR SAFETY - KOLKATA	237
DIRECTORATE OF AIR SAFETY - HYDERABAD	298
CABIN CREW DIVISION	408
DANGEROUS GOODS DIVISION	59
FOREIGN OPERATORS SURVEILLANCE	24
GRAND TOTAL	2803

**DIRECTORATE OF RESEARCH & DEVELOPMENT
(AIRCRAFT & ENGINEERING DIVISION)**

ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009

PROPOSED TOTAL NUMBER OF ANNUAL INSPECTIONS – 10

**ANNUAL SURVEILLANCE PLAN FOR THE YEAR 2009
DIRECTORATE OF RESEARCH & DEVELOPMENT
(AIRCRAFT ENGINEERING DIVISION)**

Name of Organisation	Jan.	Feb.	March	April	May	Jun	July	Aug	Sep.	Oct	Nov	Dec
Center for Civil Aircraft Design & Development (C – CADD), Bangalore		✓										
Rotary Wing Research & Development Centre (RW RDC), Bangalore			✓									
Taneja Aerospace & Aviation Ltd. (TAAL), Bangalore				✓								
Aircraft Design & Engineering Services Pvt. Ltd. (ADES), Bangalore					✓							
Aircraft Research & Design Centre (ARDC), Bangalore						✓						
CADES Digitech Pvt. Ltd., Bangalore							✓					
Honeywell Technology Solutions Lab (Pvt.) Ltd., Bangalore								✓				
TSL Technologies Private Limited, Bangalore									✓			
Hindustan Aeronautics Ltd., Kanpur										✓		
Hindustan Aeronautics Ltd., Lucknow											✓	

DIRECTORATE OF AERODROME STANDARDS

ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009

PROPOSED TOTAL NUMBER OF ANNUAL INSPECTIONS – 22

ANNUAL SURVEILLANCE PROGRAMME OF AERODROMES FOR THE YEAR 2009

S.N.	Name of Airport	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
1.	Aizwal, Mizoram		√										
2.	SSSA Puttaparthi, AP		√										
3.	CIAL, Cochin, Kerala									√			
4.	I G I Airport, New Delhi				√								
5.	CSIA, Mumbai, Maharastra				√								
6.	Trivendrum Airport, Kerala							√					
7.	NSCBI, Kolkata, W B							√					
8.	Chennai International Airport, Chennai, Tamilnadu										√		
9.	JVSL Vijaynagar Aerodrome, Karnataka										√		
10.	SVBP Airport, Hyderabad, Gujrat									√			
11.	HIAL, Hyderabad, AP						√						
12.	Coimbatore Airport, Tamilnadu			√									
13	Lucknow Airport, Uttar Pradesh											√	

S.N.	Name of Airport	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14	Jaipur Airport, Rajasthan			√									
15	LGB International Airport, Guwahat, Assam						√						
16.	LBS Airport, Varanasi, Uttar Pradesh											√	
17.	Amritsar International Airport, Punjab												√
18.	Dr Ambedkar International Airport, Nagpur, Maharastra												√
19.	Calicut Airport, Kerala					√							
20.	RG International Airport, Shamshabad, AP								√				
21	Jamshedpur Aerodrome, Jharkhand								√				
22.	BIAL, Devenahalli, Bangalore					√							

NOTE: Surveillance Programme would be reviewed on deployment of secondment officials.

DIRECTORATE OF FLIGHT INSPECTION

ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009

PROPOSED TOTAL NUMBER OF ANNUAL INSPECTIONS – **816**

ANNUAL SURVEILLANCE CHECKS FOR THE YEAR 2009

FLIGHT INSPECTION DIRECTORATE

Figures in the column representing month of the year indicates number of checks/inspection to be conducted.

S.No	Operator	Type of aircraft	No. of A/c	Type of Surveillance Checks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	NACIL (I)	A 319 / 320 / 321	69	Cockpit	2	2	3	2	2	3	2	2	3	2	2	3		
				Cabin	2	2	3	2	2	3	2	2	3	2	2	3		
				Ramp	2	2	3	2	2	3	2	2	3	2	2	3		
				Station	2	2	3	2	2	3	2	2	3	2	2	3		
		A.330	2	Cockpit			1			1				1			1	
				Cabin		1			1			1				1		
				Ramp	1			1			1				1			
				Station Facility		1			1			1				1		
		Beechcraft 1900 D (surveillance of foreign crew on wet leased aircraft)	1	Cockpit												1		
				Cabin													1	
				Ramp											1			1
				Station Facility												1		

S.No	Operator	Type of aircraft	No. of A/c	Type of Surveillance Checks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
2	Alliance Air	B 737-200	11	Cockpit	1			1			1			1						
				Cabin		1			1			1			1					
				Ramp			1			1			1			1			1	
				Station Facility	1				1				1			1				
		ATR 42-320	7	Cockpit	1				1				1			1				
				Cabin		1				1				1			1			
				Ramp			1				1				1				1	
				Station Facility	1				1				1			1				
		CRJ-700	2	Cockpit	1				1				1			1				
				Cabin		1				1				1			1			
				Ramp			1			1					1			1		
				Station Facility	1				1				1			1				
3	NACIL (A)	A 310-304/300/324/326	15	Cockpit		1	1	1	1	1		1	1	1		1				
				Cabin	1	1	1	1	1		1	1		1		1				
				Ramp			1	1	1	1	1	1		1		1	1		1	
				Station Facility		1	1	1	1	1	1		1		1	1		1		
		B 747-401	6	Cockpit		1					1			1				1		
				Cabin	1				1				1			1				
				Ramp		1				1				1				1		
				Station Facility		1				1			1			1			1	
		B 777-200 ER / B.777-200A	14	Cockpit		1	1			1			1	1		1	1	1		
				Cabin		1			1	1	1		1	1	1	1	1		1	
				Ramp	1			1	1	1			1		1	1	1	1		
				Station Facility		1			1	1	1		1		1		1	1	1	
		B 767-300 ER	2	Cockpit		1					1	1				1				
				Cabin				1				1				1			1	
				Ramp		1			1				1				1			
				Station Facility				1				1				1			1	
		B 757-200 ER	1	Cockpit		1					1			1				1		
				Cabin				1				1			1			1		
				Ramp		1					1				1			1		
				Station Facility				1						1		1	1			

S.No	Operator	Type of aircraft	No. of A/c	Type of Surveillance Checks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
4	Air India Charters	737-800	20	Cockpit		1	1		1	1		1	1		1	1				
				Cabin			1	1	1	1	1		1	1						
				Ramp		1		1		1	1		1	1		1	1	1		
				Station Facility		1	1	1		1		1	1	1	1	1		1		
5	Jet Airways	B 737-400/700/800/901	55	Cockpit		1	2	2	2	1	2	2	2	2	2	2	2			
				Cabin		2	2	1	2	2	2	2	2	2	2	1	2	2		
				Ramp	1	2	1	2	1	2	2	1	2	2	2	2	2	2		
				Station Facility	1	1	2	2	2	2	1	2	2	2	2	2	2	1	2	
		A-330-200/203	11	Cockpit		1					1			1			1			
				Cabin			1				1				1			1		
				Ramp		1					1				1			1		
				Station Facility			1				1				1			1		
		ATR 72-500 / 212A	11	Cockpit	1				1				1				1			
				Cabin		1	1				1								1	
				Ramp		1				1						1		1		
				Station Facility	1				1				1						1	
		B.777-300 ER	10	Cockpit																
				Cabin			1					1			1		1			
				Ramp	1			1				1				1				
				Station Facility		1					1				1			1		

S.No	Operator	Type of aircraft	No. of A/c	Type of Surveillance Checks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec					
6	<i>Jet Lite</i>	B 737-300/400/700/801	17	Cockpit	1	1		1		1	1		1		1	1					
				Cabin		1	1	1	1			1	1	1			1				
				Ramp	1		1		1	1	1		1			1	1				
				Station Facility	1		1	1		1		1			1		1	1	1		
		CL-600-2B	7	Cockpit		1					1		1		1						
				Cabin			1						1	1		1					
				Ramp	1			1		1		1						1			
				Station Facility		1				1						1			1		
7	<i>Kingfisher Airlines</i>	A – 319/320/ 322	47	Cockpit	1	2	2	2	1	2	2	2	2	2	2	2					
				Cabin		2	1	2	2	2	2	2	2	2	1	2	2	2			
				Ramp	1	1	2	1	2	2	2	1	2	2	2	2	2	2	2		
				Station Facility	1	2	2	2	2	1	2	2	2	2	2	2	1	2	1		
		ATR-72-501/ATR 42	36	Cockpit		1	2	1	2	1	2	1	2	1	2	1	2	1			
				Cabin	1	2	1	2	1	2	1	2	1	2	1	1	1	1	1		
				Ramp		1	2	1	2	1	2	1	2	1	2	1	1	2	2		
				Station Facility		2	1	2	1	2	1	2	1	2	1	2	1	2	1	1	
		A.330	5	Cockpit		1					1				1			1			
				Cabin			1				1					1			1		
				Ramp		1				1					1		1				
				Station Facility			1				1	1							1		
8	<i>Go Airlines</i>	A 320	7	Cockpit		1			1						1						
				Cabin			1			1				1				1			
				Ramp		1				1				1					1		
				Station Facility			1						1		1				1		

S.No	Operator	Type of aircraft	No. of A/c	Type of Surveillance Checks	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
9	Spice Jet	737-800/900	18	Cockpit		1	1	1	1	1		1		1		1				
				Cabin		1		1		1		1	1	1	1	1		1		
				Ramp			1		1	1	1	1	1	1	1	1	1		1	
				Station Facility		1		1	1		1		1		1	1	1	1	1	
10	IndiGo	A320	19	Cockpit		1	1		1	1	1	1		1		1				
				Cabin		1		1		1		1	1	1	1	1	1		1	
				Ramp			1		1	1	1	1	1	1	1	1	1		1	
				Station Facility		1		1	1		1		1		1	1	1	1	1	
11	Blue Dart Aviation	B.737-201	4	Cockpit			1			1			1			1				
				Ramp			1			1			1			1		1		
				Station Facility		1		1			1						1			
		B.757-237	3	Cockpit			1	1			1				1					
				Ramp			1				1			1	1	1				
				Station Facility		1		1						1	1	1				
12	Paramount Airways	Embraer 170-100/LR/200 LR	5	Cockpit			1		1					1		1				
				Cabin		1		1		1				1						
				Ramp			1				1			1			1	1		
				Station Facility		1			1				1				1			
13	MDLR Aviation	AVRO 146-RJ71	2	Cockpit		1		1			1				1					
				Cabin			1			1			1		1			1		
				Ramp		1			1			1		1		1				
				Station Facility			1			1			1		1		1			
14	Deccan Cargo & Express Logistics Pvt Ltd	Air bus 310	1	Cockpit						1			1			1				
				Ramp						1			1		1			1		
				Station Facility						1			1		1			1		
Total					31	73	73	66	71	74	66	69	76	69	68	74	810			

Type of Inspection	Interval
Enroute (Cockpit and Cabin)	Quarterly
Station Facility	Quarterly
Apron Inspection	Quarterly
TRTO	Annual

Note:

1. Action Plan for Surveillance Checks as per ICAO Doc 8335-AN/ 875.
2. Action Plan for Surveillance Checks on Station Facility Inspection shall be developed by Operators so as to ensure that all the Stations in their areas of operations are inspected every two years. Station Facility Inspection shall be conducted by DGCA nominated Examiners as per the Standardized Check-list available on DGCA website.
3. The frequency of Inspections stated above is minimum and can be increased by the Operators.
4. Frequency of Surveillance Check has been determined taking into consideration the size of aircraft fleet. For a fleet of upto 10 aircraft quarterly Surveillance Check (En-route, Apron & Station Facility) is projected.

TRTO Inspection : NACIL - Annual

TRTO Inspection : Jet Airways - Annual

DIRECTORATE OF TRAINING & LICENSING

ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009

PROPOSED TOTAL NUMBER OF ANNUAL INSPECTIONS - 30

**ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009
(FLYING TRAINING INSTITUTES)
DIRECTORATE OF TRAINING & LICENSING**

Sl.	Flying clubs	Jan – Mar	April-Jun	July-Sept.	Oct- Dec
1.	IGRUA		Dogra		
2.	NFTI (Gondia, Maharashtra)	Binodini			
3.	Bihar Flying Club, Patna				Nehra
4.	Gujarat Flying Club, Vadodara		Binodini		
5.	Haryana Flying Club, Karnal	VP 21-22/3/09			
6.	Haryana Flying Club, Hissar	VP 28/3/2009			
7.	M P F C , Bhopal				Nehra
8.	M P F C , Indore				Nehra
9.	Norther India F C, Patiala		Binodini		
10.	A P Avn. Academy		Sinha		
11.	Madras Flying Club		Nehra		
12.	Yash Air Ltd., Ujjain, M.P.		A K B 13-14/4/2009		
13.	Flytech Aviation Academy, Hyderabad			Binodini	
14.	Alchemist Aviation Private Ltd. Jamshedpur	Nehra			
15.	Wings Avn. Pvt. Ltd., Hyderabad		Nehra		
16.	Garg Aviation, Kanpur		DC 28-5-2009		
17.	Ahmedabad Aviation & Aeronautics, Ahmedabad		A Sardana, DTL 17-18/4/2009		
18.	Ambar Aviation, Pant Nagar				Nehra & VP
19.	Multiple Manpower Pvt. Limited, Behala, Kolkata				Binodini
20.	Touchwood Aviation Academy, Raipur			Binodini	
21.	Amritsar Avn. Club			Nehra	
22.	Bombay Flying Club	Nehra			
23.	Govt. Trg. Inst. Bhubnaeshwer			Binodini	
24.	Birmi Flying Club, Patiala				Nehra
25.	Rajiv Gandhi Aviation Academy, Kerala	Nehra			

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26.	HAL Rotary Wing Bangalore	Nehra			
27.	Saraswati Flying academy , Sultanpur	Binodini			
28.	Banasthali Flying Academy	Binodini			
29.	Acadey of CARVAR Aviation, Baramati	Binodini			
30.	Harshita Flying Training Institute , Khargaon	Binodini			
31.	SVKM Flying Academy, Shirpur		Nehra		
32.	Chetak Aviation Academy, Aligarh		Binodini		
33.	Sha shib flying academy , Guna		Binodini		
34.	AMBITION FLYING CLUB ALIGARH			Nehra	
35.	HICA, Pinjore				Nehra
36.	Nagpur flying club				Binodini
37.	Orient Flying School , Pondichery		Binodini		
38.	Sai Flytech Avn. Academy, Bilaspur				Nehra
39.	Chimes Avn. Academy, Sagar			Binodini	
40.	Pionier Flying Club, Aligarh				Nehra & VP

DIRECTORATE OF AIR SAFETY

ANNUAL SURVEILLANCE PROGRAMME FOR THE YEAR 2009

PROPOSED TOTAL NUMBER OF ANNUAL INSPECTIONS - **1440**

SURVEILLANCE PROGRAMME CALENDER FOR THE YEAR 2009
DIRECTORATE OF AIR SAFETY DELHI REGION

Item of Inspection	Months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CVR	2	2	2	2	2	2	2	2	2	2	2	2
DFDR	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Flight Medical Examination	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Operation Office & Dispatch	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Commercial & Cargo	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	2 OPT	2 OPT	2 OPT
*Load & Trim Sheet	5	5	5	5	5	5	3	3	3	3	3	3
Training Records of Crew	1 OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT
Line Maintenance/ Stores	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Ramp	5	5	5	5	5	5	3	3	3	3	3	3
Airports	DEL			Var			Amrt					Luck
Fire Services	1	1	1	1	1	1	1	1	1	1	1	1
Fuel Vendors	1		1		1		1		1		1	
Flying Club		Pat			IGRUA			Ali			Pant	

Note: (1) Ramp Inspection, Inspection of engineering facilities, Airport Inspection, Inspection of Airport fire services, Fuel Vendors are to be done together during outstation visit.

(2) A monthly statement of the inspections carried out with salient deficiencies observed and follows up actions taken to be forwarded by 5th of succeeding month.

(3) OPT – Operator including General Aviation Operators.

(4) * More emphasis should be laid on General Aviation Operators.

SURVEILLANCE PROGRAMME CALENDER FOR THE YEAR 2009
DIRECTORATE OF AIR SAFETY MUMBAI REGION

Item of Inspection	Months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CVR	2	2	2	2	2	2	2	2	2	2	2	2
DFDR	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Flight Medical Examination	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Operation Office & Dispatch	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Commercial & Cargo	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	2 OPT	2 OPT	2 OPT	2 OPT
*Load & Trim Sheet	5	5	5	5	5	5	3	3	3	3	3	3
Training Records of Crew	1 OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT
Line Maintenance/ Stores	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Ramp	5	5	5	5	5	5	3	3	3	3	3	3
Airports	AHD			GOA			Mum					NAG
Fire Services	1	1	1	1	1	1	1	1	1	1	1	1
Fuel Vendors	1		1		1		1		1		1	
Flying Club		CARVER			YASH			BFC			TCH Wood	

- Note: (1) Ramp Inspection, Inspection of engineering facilities, Airport Inspection, Inspection of Airport fire services, Fuel Vendors are to be done together during outstation visit.**
- (2) A monthly statement of the inspections carried out with salient deficiencies observed and follows up actions taken to be forwarded by 5th of succeeding month.**
- (3) OPT – Operator including General Aviation Operators.**
- (4) * More emphasis should be laid on General Aviation Operators.**

SURVEILLANCE PROGRAMME CALENDER FOR THE YEAR 2009
DIRECTORATE OF AIR SAFETY CHENNAI

Item of Inspection	Months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CVR	2	2	2	2	2	2	2	2	2	2	2	2
DFDR	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Flight Medical Examination	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Operation Office & Dispatch	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Commercial & Cargo	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	2 OPT	2 OPT	2 OPT	2 OPT
*Load & Trim Sheet	5	5	5	5	5	5	3	3	3	3	3	3
Training Records of Crew	1 OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT	1OPT
Line Maintenance/ Stores	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Ramp	5	5	5	5	5	5	3	3	3	3	3	3
Airports	Trv			Chennai			Calicut					Madu
Fire Services	1	1	1	1	1	1	1	1	1	1	1	1
Fuel Vendors	1		1		1		1		1		1	
Flying Club		HAL			Trv.			MFC				

- Note:** (1) Ramp Inspection, Inspection of engineering facilities, Airport Inspection, Inspection of Airport fire services, Fuel Vendors are to be done together during outstation visit.
(2) A monthly statement of the inspections carried out with salient deficiencies observed and follows up actions taken to be forwarded by 5th of succeeding month.
(3) OPT – Operator including General Aviation Operators.
(4) * More emphasis should be laid on General Aviation Operators.

SURVEILLANCE PROGRAMME CALENDER FOR THE YEAR 2009
DIRECTORATE OF AIR SAFETY KOLKATTA REGION

Item of Inspection	Months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CVR	2	2	2	2	2	2	2	2	2	2	2	2
DFDR	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Flight Medical Examination	2 OPT		2 OPT		2 OPT		1 OPT		1 OPT		1 OPT	1 OPT
Operation Office & Dispatch	1 OPT		1 OPT		1 OPT		1 OPT		1 OPT		1 OPT	
Commercial & Cargo	1 OPT		1 OPT		1 OPT		1 OPT		1 OPT		1 OPT	
*Load & Trim Sheet	5	5	5	5	5	5	3	3	3	3	3	3
Training Records of Crew	1 OPT		1 OPT		1 OPT		1 OPT		1 OPT		1 OPT	
Line Maintenance/ Stores		2 OPT		2 OPT		2 OPT		2 OPT		2 OPT		2 OPT
Ramp	5	5	5	5	5	5	3	3	3	3	3	3
Airports	Kol			Guw			Tata					Imph
Fire Services	1	1	1	1	1	1	1	1	1	1	1	1
Fuel Vendors	1		1		1		1		1		1	
Flying Club		Mult						Patna			Bhub	

- Note:** (1) Ramp Inspection, Inspection of engineering facilities, Airport Inspection, Inspection of Airport fire services, Fuel Vendors are to be done together during outstation visit.
(2) A monthly statement of the inspections carried out with salient deficiencies observed and follows up actions taken to be forwarded by 5th of succeeding month.
(3) OPT – Operator including General Aviation Operators.
(4) * More emphasis should be laid on General Aviation Operators.

SURVEILLANCE PROGRAMME CALENDER FOR THE YEAR 2009
DIRECTORATE OF AIR SAFETY HYDERABAD REGION

Item of Inspection	Months											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CVR	2	2	2	2	2	2	2	2	2	2	2	2
DFDR	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Flight Medical Examination	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Operation Office & Dispatch	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Commercial & Cargo	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	2 OPT	2 OPT	2 OPT	2 OPT
*Load & Trim Sheet	5	5	5	5	5	5	3	3	3	3	3	3
Training Records of Crew	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Line Maintenance/ Stores	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	2 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT	1 OPT
Ramp	5	5	5	5	5	5	3	3	3	3	3	3
Airports												HAL
Fire Services	1	1	1	1	1	1	1	1	1	1	1	1
Fuel Vendors	1		1		1		1		1		1	
Flying Club		Wing			APA			RG				

- Note:** (1) Ramp Inspection, Inspection of engineering facilities, Airport Inspection, Inspection of Airport fire services, Fuel Vendors are to be done together during outstation visit.
(2) A monthly statement of the inspections carried out with salient deficiencies observed and follows up actions taken to be forwarded by 5th of succeeding month.
(3) OPT – Operator including General Aviation Operators.
(4) * More emphasis should be laid on General Aviation Operators.

CABIN CREW SURVEILLANCE PLAN 2009

S. No.	AIRLINE	CABIN INSPECTION	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	NACIL(A)	PRE-FLIGHT	0	1	3	0	1	0	2	0
		IN-FLIGHT	2	1	2	0	2	0	2	0
		POST-FLIGHT	0	0	1	0	1	0	1	0
2	NACIL(I)	PRE-FLIGHT	2	1	2	0	2	0	2	0
		IN-FLIGHT	11	5	2	0	4	0	4	0
		POST-FLIGHT	1	1	3	0	3	0	3	0
3	Air India Express	PRE-FLIGHT	0	0	0	2	0	0	2	0
		IN-FLIGHT	0	2	0	3	0	0	2	0
		POST-FLIGHT	0	0	0	2	0	0	2	0
4	Alliance Air	PRE-FLIGHT	0	0	0	2	0	2	0	0
		IN-FLIGHT	4	0	0	4	0	4	0	2
		POST-FLIGHT	0	0	0	2	0	2	0	0
5	Jet Airways	PRE-FLIGHT	2	2	0	4	0	2	1	2
		IN-FLIGHT	9	4	4	4	4	4	4	4
		POST-FLIGHT	1	2	0	4	2	2	1	2
6	Jet Lite	PRE-FLIGHT	0	0	0	2	0	2	1	2
		IN-FLIGHT	8	0	2	2	0	4	2	4
		POST-FLIGHT	2	0	0	2	0	2	1	2

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7	Kingfisher									
		PRE-FLIGHT	0	2	3	0	2	4	1	2
		IN-FLIGHT	3	8	4	4	4	4	4	4
		POST-FLIGHT	0	0	3	0	2	4	1	2
8	SpiceJet	PRE-FLIGHT	0	5	0	0	2	0	0	2
		IN-FLIGHT	0	5	0	4	2	2	0	4
		POST-FLIGHT	0	5	0	0	2	0	0	2
9	IndiGo	PRE-FLIGHT	0	5	2	0	2	0	0	2
		IN-FLIGHT	0	2	4	0	2	2	0	4
		POST-FLIGHT	0	5	2	0	2	0	0	2
10	MDLR	PRE-FLIGHT	0	0	1	0	1	0	1	0
		IN-FLIGHT	0	0	2	0	2	0	2	0
		POST-FLIGHT	0	0	1	0	1	0	1	0
11	Paramount	PRE-FLIGHT	0	2	0	0	2	0	2	0
		IN-FLIGHT	0	4	0	0	4	0	4	0
		POST-FLIGHT	0	1	0	0	2	0	2	0
12	GoAir	PRE-FLIGHT	0	2	1	2	0	2	0	2
		IN-FLIGHT	9	0	4	3	0	4	0	2
		POST-FLIGHT	0	2	2	2	0	2	0	2
SUB-TOTAL		PRE-FLIGHT	4	20	12	12	12	12	12	12
		IN-FLIGHT	46	31	24	24	24	24	24	24
		POST-FLIGHT	4	16	12	12	12	12	12	12

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PROJECTED

Total Pre-flight Surveillance 2009	96
Total In-flight Surveillance 2009	220
Total Post-flight Surveillance 2009	92

**DANGEROUS GOODS ANNUAL SURVEILLANCE PROGRAMME FROM JUNE 2009 TO DECEMBER 2009
NORTHERN REGION – DELHI**

Sl. No.	ORGANIZATION	TYPE OF OPERATOR	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1.	Air India NACIL (I)	Air Operator	SG						
2.	Indigo	Air Operator		SA					
3.	Spice Jet	Air Operator							SG
4.	Air India NACIL (A)	Air Operator				SA			
5.	Jet Airways	Air Operator	SA						
6.	Kingfisher	Air Operator		SG					
7.	Blue Dart Aviation	Air Operator			SA				
8.	Jet Lite	Air Operator					SG		
9.	DIAL – Cargo	Aerodrome Operator	SG						
10.	Globe Ground	Ground Handling Agent			SG			SA	
11.	Cambatta Aviation	Ground Handling Agent		SG					
12.	Asia Aviation	NSOP						SG	
13.	AR Airways	NSOP						SA	
14.	Himalayan Heli Services	NSOP				SA			
15.	Indo Pacific Aviation	NSOP		SA					
16.	India Fly Safe Aviation	NSOP			SG				
17.	MDLR	NSOP					SA		
18.	Pawan Hans	NSOP				SG			
19.	Religare Aviation	NSOP					SG		
20.	Span Air	NSOP							SA
21.	Trans Bharath	NSOP							SA
22.	Jagson	NSOP						SG	

Surveillance schedule carried out by Seconded Instructors will be controlled by the Regional Director of Airworthiness, Northern Region

SG= Sh. Subhayu Ghosh

SA= Sh. Suresh Anantha Narayanan

DANGEROUS GOODS ANNUAL SURVEILLANCE PROGRAMME FROM JUNE 2009 TO DECEMBER 2009

WESTERN REGION – MUMBAI

Sl. No.	ORGANIZATION	TYPE OF OPERATOR	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1.	Air India NACIL (A) including AICL	Air Operator	SM						
2.	Jet Airways	Air Operator	MRN						
3.	Kingfisher	Air Operator		PM					
4.	Air India NACIL (I)	Air Operator			SM				
5.	Blue Dart Aviation	Air Operator				MRN			
6.	Indigo	Air Operator					PM		
7.	Go Airways	Air Operator						RGP	
8.	Spicejet	Air Operator						PM	
9.	MIAL – Cargo	Aerodrome Operator							MRN
10.	Cambatta Aviation	Ground Handling Agent							RGP
11.	Global Vectra Helicorp Pvt. Ltd.	Ground Handling Agent						SM	
12.	Mesco Airlines	NSOP					MRN		
13.	Pawan Hans	NSOP				PM			
14.	Raymond Ltd.	NSOP			RGP				
15.	Reliance Commercial Dealers	NSOP		SM					
16.	Taj Air	NSOP	RGP						
17.	United Helichraters	NSOP			PM				

Surveillance schedule carried out by Seconded Instructors will be controlled by the Regional Director of Airworthiness, Western Region

MRN= Sh. M.R. Nair

PM= Sh. P. Mirchandani

SM= Sh. Shazli Merchant

RGP= Sh. R.G. Panikar

**DANGEROUS GOODS ANNUAL SURVEILLANCE PROGRAMME FROM JUNE 2009 TO DECEMBER 2009
SOUTHERN REGION – CHENNAI**

Sl. No.	ORGANIZATION	TYPE OF OPERATOR	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1.	Blue Dart Aviation	Air Operator					CLP		
2.	Paramount Airways	Air Operator				VD			
3.	Air India NACIL (A) including AICL	Air Operator		IK					
4.	Air India NACIL (I)	Air Operator			VD				
5.	Jet Airways	Air Operator					IK		
6.	Kingfisher	Air Operator	VD						
7.	Spicejet	Air Operator						IK	
8.	Indigo	Air Operator							VD
9.	AAI – Cargo	Aerodrome Operator		VD					
10.	Business Jet India	NSOP			IK				

Surveillance schedule carried out by Seconded Instructors will be controlled by the Regional Director of Airworthiness, Southern Region

VD= Sh. Venantius D'souza

IK= Sh. Imran Khan

CLP= Smt. C.Lakshmi Prabhu

**DANGEROUS GOODS ANNUAL SURVEILLANCE PROGRAMME FROM JUNE 2009 TO DECEMBER 2009
SOUTHERN REGION – HYDERABAD**

Sl. No.	ORGANIZATION	TYPE OF OPERATOR	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
1.	Air India NACIL (I)	Air Operator	CLP						
2.	Jet Airways	Air Operator		CDL					
3.	Kingfisher	Air Operator			PD				
4.	GMR	Aerodrome Operator				CLP			
5.	AI-SATS	Ground Handling Agent					CDL		
6.	Menezles	Ground Handling Agent						PD	
7.	GMR- Menezles	Ground Handling Agent							CDL

Surveillance schedule carried out by Seconded Instructors will be controlled by the Controller of Airworthiness, Hyderabad.

CLP= Smt. C.Lakshmi Prabhu

CDL= Sh. C D Lokendernath

PD=Sh. Pankaj David

**SURVEILLANCE PROGRAMME CALENDAR FOR RAMP INSPECTION OF FOREIGN OPERATORS
FOR THE YEAR 2009.**

Sl. No.	Foreign Operator	Country	Station	July	Aug	Sept.	Oct	Nov	Dec
1.	Qantas Airways,	Australia	Mumbai	Team No. 3					
2.	Biman Bangladesh Airlines	Bangladesh	Delhi		Team No. 2				
3.	Gulf Air	Bahrain	Delhi, Mumbai	Team No. 1					
4.	Druk Air	Bhutan	Delhi		Team No. 1				
5.	Finnair	Finland	Mumbai		Team No. 3				
6.	Air France	France	Delhi			Team No. 1			
7.	Lufthansa German Airlines	Germany	Delhi, Mumbai	Team No. 2					
8.	Mahan Air	Iran	Delhi						Team No. 2
9.	Royal Jordanian Airways	Jordan	Delhi, Mumbai				Team No. 1		
10.	Kenya Airways	Kenya	Mumbai			Team No. 3			
11.	Korean Air	Korea	Mumbai				Team No. 3		
12.	KLM Royal Dutch Airlines	Netherland	Delhi, Mumbai					Team No. 2	

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Sl. No.	Foreign Operator	Country	Station	July	Aug	Sept.	Oct	Nov	Dec
13.	Oman Air	Oman	Delhi, Mumbai						Team No. 1
14.	Qatar Airways	Qatar	Delhi, Mumbai				Team No. 2		
15.	Saudi Arabia Airlines	Saudi Arab	Delhi, Mumbai			Team No. 2			
16.	South African Airways	South Africa	Mumbai					Team No. 3	
17.	Thai Airways	Thailand	Delhi, Mumbai	Team No. 2					
18.	Turkish Airlines	Turkey	Mumbai						Team No. 3
19.	Emirates	United Arab Emirate	Delhi					Team No. 1	
20.	Etihad Airways	-do-	Mumbai		Team No. 3				
21.	British Airways	United Kingdom	Mumbai			Team No. 3			
22.	Virgin Atlantic Airways	-do-	Delhi		Team No. 1				
23.	American Airlines	USA	Delhi	Team No. 1					
24.	Continental Airlines	-do-	Mumbai , Delhi		Team No. 2				

SURVEILLANCE CHECKLISTS

**DIRECTORATE OF RESEARCH & DEVELOPMENT
(AIRCRAFT & ENGINEERING DIVISION)**

SURVEILLANCE CHECKLIST

Aircraft Research and Design Centre, HAL, Bangalore

DOA Approval Number:

Category of Approval:

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of ARDC representative(s):

Date:

SI No.	Surveillance question	CAR-21 / DOM Paragraph	Remark by organization	Compliance Status	Remark by DGCA, if any.
1.0	Status of compliance findings of last audit / surveillance conducted by AED.				
2.0	Eligibility				
2.1	Whether the organization is eligible to be approved as per CAR 21 –JB	21. B233 DOM para 1.1			
2.2	Whether the JB approval is appropriate for the purpose of assisting applicants for or holders of Type Certificates in showing compliance	21. B233 DOM para 1.1			
3.0	Application				
3.1	Whether the application for a Design Organization Approval –JB has been made along with requisite fees. to DGCA.	21. B234			
3.2	Have you provided an outline of the information required by 21.B243 and the Terms of Approval requested to be issued under 21 B251 to DGCA.	21. B234			
4.0	Design Assurance System (DAS)	21. B239, DOM Chapter 17			
4.1	Which procedure caters for changes to the Design Assurance System?				

DGCA-INDIA

ANNUAL SURVEILLANCE PROGRAMME 2009 (PART 2)

4.2	How does the DAS cover the involvement of the DGCA, notably when discrepancies of the approved type design are handled.				
4.3	What preventive action is taken to avoid occurrence of such discrepancies				
4.4	Show the internal audit schedule, planning, and audit results on the subject of "corrective action".				
4.5	Show from file, the record of corrective / preventive actions where discrepancies have been found notably during the type design process or personnel area.				
4.6	Show details of the recommendations made on the audit results in the field of corrective/preventive measures.				
4.7	What procedure is used for the follow up of audit recommendations?				
4.8	Does the procedure prescribe the method of response or feed-back from the organization to the Chief of Airworthiness				
4.9	Show how the Chief of Airworthiness is able to monitor the proper balance between airworthiness / safety issues and commercial effects in case of a Mandatory corrective actions.				
4.10	Show the details of the method to monitor the corrective measures that are involved in rectifying the discrepancies found on the Approved Type designs.				

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4.11	Show a design report each from static analysis, Design, Dynamic and Composites in which three stage clearance such as Showing compliance(SCE), Independent checking (CVE) and Airworthiness approval have been incorporated.				
5.0	Responsibilities	21-B 239			
5.1	Head of Design Organisation	21 B 239(a)			
5.1.1	How does HODO ensures that written procedures have been followed.				
5.1.2	Does HODO make written statement to the TC applicant.				
5.1.3	Which role the HODO plays in the authorization of any change in DOA.				
5.1.4	Show from reports or give other systematic information regarding HODO's involvement.				
5.1.5	Show from reports and discrepancies documents that the decision process made by the HODO are based on the (independent) suggestions and recommendations by the Chief of Airworthiness, Chief of Design and Chief of Independent Monitoring and Surveillance.				
5.2	Chief of Airworthiness	21 B239(a)			
5.2.1	How the Chief of Airworthiness is involved in formulating procedures with TC applicant				
5.2.2	How the type investigation program and test program are conducted with TC				

	applicant.				
5.2.3	How does the significant events of other aeronautical parts designed by other DO and relevant to the parts designed by ARDC are monitored.				
5.3	Chief of Monitoring and Surveillance	21 B 239(c)			
5.3.1	Whether there is a integration between DO's and partner/subcontractor's design assurance system.				
5.3.2	Demonstrate, by showing some documents, the effectiveness of integration system mentioned in 5.3.2.				
5.3.3	How many internal surveillances have been carried during the current calendar year.				
5.3.4	Show records of surveillance / audits and corrective action taken against the non- conformances.				
5.3.5	Show from the recordings that regular management review meetings on the progress of these actions takes place.				
5.3.6	Show reporting of internal audit findings and progress to HODO.				
6.0	Transferability	21.B249			
6.1	Show that the Chief Executive Officer's responsibilities to properly inform the Regulatory Authority have been clearly defined .				
6.2	Show the procedure which details the conditions under which a transfer of the Design Organization Approval could be made.				
7.0	Responsibility of DO	21-B 265			
6.1	Show the "office order" instructing the				

	officials to follow DOM.				
6.2	Whether the procedural manual and DOM are distributed				
8.0	Human Resource Development / Training				
8.1	How many officers are trained in FAR 27/29 ,CAR-21.				
8.2	How frequently recurrent trainings are conducted to up date the knowledge in design and regulation				
9.0	Continued Airworthiness	21.3, DOM, ch. 13			
9.1	Which decisions lead to the issue and category of a SB? Is there a flowchart? Show an example?				
9.2	Who determines the classification of the SB? Based on what?				
9.3	What are the phases in the creation process of an SB? How and when are these phases formally closed? Whether these are reviewed?				
9.4	Who determines the necessary amount of man-hours to incorporate an SB? Based on what?				
9.5	How will the modification sequence be prescribed ?				
9.6	How does a customer report the incorporation of a SB?				
9.7	How will compliance with incorporation of SB be assured?				

9.8	How will the result of issuance of an SB be determined and reviewed? Has the intended improvement been met?				
9.9	How will be the specification of the modification kit and applicability for the intended configuration be determined? How is correctness and deliverability of materials assured?				
9.10	Has the SB-process been audited before and what were the results?				
10.0	Testing	21.33 , 21.35			
10.1	How the engineering department is involved in theoretical evaluation and certification test.				
10.2	How is it assured that the planned test is in accordance with the means of compliance ?				
10.3	How DGCA (both Hq. and local office) is informed about the progress of test program, results, briefing and execution of tests ? Show records.				
10.4	What critical aspect and possibly new limitations obtained from the tests are reported to DGCA ? Show records				
10.5	Has the test department been audited? By whom and what are the results ?				

DGCA Auditors

Design Organisation representative

1)

1)

NAME :

NAME :

DGCA-INDIA

Designation:

2)

NAME :

Designation:

Designation:

2)

NAME :

Designation:

ANNUAL SURVEILLANCE PROGRAMME 2009 (PART 2)

SURVEILLANCE CHECKLIST

ROTARY WING RESEARCH & DESIGN CENTRE, HAL, BANGALORE.

DO Approval Number: **5-8/96-RD**

Category of Approval: **JA**

Date of last surveillance inspection/audit carried out:

Date of validity of Design Organisation Approval:

Name & Designation of the Audit Team In-charge:

Name & Designation of the Audit Team Member(s):

Name & Designation of RWR&DC representative:

Date of Audit:

S/N	COMPLIANCE STATEMENT	COMPLIANCE STATUS	REMARKS
1	<p>Any change in the set-up of the design organization?</p> <ul style="list-style-type: none"> a. If yes, what are the changes in the set-up? b. Whether DGCA was informed about such changes in writing? c. Whether DGCA had approved the changes in the set-up? d. Whether the amendment duly incorporated in Design Organization Manual (DOM)? 		
2	<p>Any change of the personnel nominated as Chief Executive/Chief of Design/Chief of Certification/Project Directors or any other authorized signatories?</p> <ul style="list-style-type: none"> a. If yes, what are the changes in authorized signatories? b. Whether DGCA was informed about such changes in writing? c. Whether DGCA had approved the changes in authorized signatories? d. Whether the amendment duly incorporated in Design Organization Manual (DOM)? 		
3	<p>Whether internal audit was carried out for ensuring adherence to design assurance system established by DOM?</p> <ul style="list-style-type: none"> a. What are the criteria for identification of auditors for carrying out internal audits? b. Number of internal audits carried out during last one year? c. Any non-compliance was reported? d. If yes, what was the action taken by office of Chief of Certification and Head of Design Organisation to eliminate the non-compliance? 		
4	How the following are assured before commencement of a		

	<p>flight test:</p> <ul style="list-style-type: none"> - correct configuration - correct condition - no changes made to the test article after evaluation test - conformity with drawings of the article/product to be tested 		
5	Number of flight tests carried out as a part of compliance demonstration required by Modification Leaflet/Service Bulletin applicable to civil DHRUV helicopter.		
6	Which part/division of RWR&DC takes care of calibration of flight test equipment (both on-board and ground based equipment used during flight tests)?		
7	Whether records of such calibrations are maintained?		
8	Has the flight test department been audited as part of internal audit? If yes, what are the audit findings?		
9	<p>CAR 21.3 & DOM Ch 13.</p> <p><i>System for Collection, Investigation and Analysis of Data.</i></p> <ul style="list-style-type: none"> a. Number of failure, malfunction or defect reports received by Manager (Responsible) Customer Services Department from Operators of civil DHRUV helicopter during the last one year. b. Whether these reports were submitted by the Operators in the format prescribed at Appendix – II to the Ch.13 of DOM? c. Number of such reports received by Manager Responsible (Quality) from Manager Responsible (Customer Services Department). d. Any difference in the number of such reports received by Manager Responsible (Customer Services Department) and Manager Responsible (Quality)/Office of Chief of Certification? If so, please explain the reason for the same. 		

	<p>e. Number of cases for which Failure Review Board (FRB) was convened by Manager Responsible (Quality)/Office of Chief of Certification for analysis and decision making during the last six months.</p> <p>f. Number of cases for which FRB was not convened? Please provide the reason for not doing so.</p>		
10	<p>CAR 21.3 & DOM Ch 13.</p> <p><i>Reporting to the DGCA.</i></p> <p>a. Number of failure, malfunction or defect reports submitted to DGCA(AED) Bangalore office by Manager (Responsible) Quality during the last one year.</p> <p>b. Number of failure, malfunction or defect reports not submitted to DGCA(AED) Bangalore office from Manager (Responsible) Quality/Office of Chief of Certification during the last one year. Reason for not doing so.</p> <p>c. Whether all the defect reports were submitted to DGCA within prescribed time limit?</p>		
11	<p>CAR 21.3 & DOM Ch 13.</p> <p><i>Investigation of Reportable Occurrences.</i></p> <p>a. Number of failures, malfunctions or defects for which design or manufacturing deficiency were analyzed as the main reason.</p> <p>b. Whether all such analyses were reported to the DGCA and corrective action was proposed? If no, reason for the same.</p> <p>c. No. of reportable Occurrences under Investigation. List of Investigation under progress.</p>		
12	<p>CAR 21.61 & DOM Ch 13.</p> <p><i>Continued Airworthiness.</i></p>		

	<ul style="list-style-type: none"> a. Number of Operators operating civil variant DHRUV helicopter as per the record of Customer Services Division (CSD). b. Their name and addresses. c. Number of civil DHRUV helicopter delivered to operator during last one year. d. Transmittal records showing that each known operator has been provided with the at least one set of complete Instructions for Continued Airworthiness comprising descriptive data and accomplishment instructions. e. Number of Service Bulletins/Service letters/Modification leaflet issued by RWR&DC pertaining to civil variant DHRUV helicopter during the last one year. f. Whether these SBs/SL were communicated to each known owner/operator of civil variant DHRUV helicopter by CSD/publication division. g. Number of report received by CSD from operator regarding problems with the implementation of a corrective action. h. Number of Manual (such RFM, MM, WDM etc.) revisions communicated to each known operator during the last one year by CSD/publication division. 		
<p>13</p>	<p>CAR 21.105 Record Keeping & Ch 13 of DOM</p> <ul style="list-style-type: none"> a. Number and name of affected Manuals identified through SBs/Modification leaflet issued during last one year. b. Number of changes made to those Manuals. c. Whether the amendment to manuals is effected immediately or periodical. d. Whether history of amendments for each manual are maintained? 	<p>Immediate/ periodical Yes/No</p>	
<p>14</p>	<ul style="list-style-type: none"> a. Status of the non-compliance findings observed during last audit/surveillance inspection carried out. 		

	<p>b. Whether calibration of the test equipment are carried out by when due? c. whether the calibration reports are maintained properly? d. Where is the calibration done? e. List of proposed of parts/components for installation on civil ALH that have been submitted to DGCA as a modification to DHRUV helicopter. f. Any other information.</p>		
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Signature of DGCA Audit team

representative

Signature and seal of RWR&DC

SURVEILLANCE CHECKLIST

AERO ACCESSORIES & SYSTEMS PVT. LTD. (AASPL)

DOA Approval Number:

Category of Approval:

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of AASPL representative(s):

Date:

S/N	COMPLIANCE STATEMENT	COMPLIANCE STATUS	REMARKS
1	Any change in the Design Assurance System that is significant to the showing of compliance of certification requirements during last one year?		
2	Whether all the changes pertaining to Design Assurance System of AASPL/TSL was communicated to DGCA for concurrence?		
3	Whether the Design Organization Manual (DOM) was updated after the change in Design Assurance System?		
4	Whether the DOM and their amendments release are distributed to holders of Manual as listed in Para 1.3.5 of DOM and distribution records maintained?		
5	Number and name of Facilities upgraded/added during last one year.		
6	Number of engineers working on projects related to civil aircraft who have attended training/awareness program on		

	CAR 21 during last one year.		
7	Number of engineers working on projects related to civil aircraft who have not been provided with CAR 21 awareness/ training.		
8	<p>Details of testing carried out during last one year. (ie Sept '07 – Sept '08)</p> <ul style="list-style-type: none"> a. Number of tests carried out at AASPL/TSL test facility. b. Number of tests carried out at test facilities other than AASPL? c. Names of other test facilities where tests were carried out. d. Whether test equipment/instrument calibration of the test facilities of others organisations were verified before start of test? Whether calibration report is enclosed as part of test report? 		
9	<p>Number of Internal Audits that has been carried out during last one year.</p> <ul style="list-style-type: none"> a. Whether records of vendor audit report are maintained? b. Any non-compliance observed during vendor audit? c. What was the corrective action taken by AASPL/TSL on non compliance finding? 		
10	<p>Number of vendors audited by AASPL/TSL during last one year.</p> <ul style="list-style-type: none"> a. Whether records of vendor audit report are maintained? b. Any non-compliance observed during vendor audit? c. What was the corrective action taken by AASPL/TSL on non compliance finding? 		
11	Whether AASPL/TSL was audited by C-CADD, NAL as part of their vendor/supplier audit program during last one year?		

	<p>a. If yes, provide the audit results for verification.</p> <p>b. Any non-compliance observed by C-CADD audit team.</p> <p>c. Provide the proof of action taken by AASPL/TSL on to rectify the non-compliance observation.</p>		
12	<p>Number of test equipment available with AASPL.</p> <p>a. Whether calibration records of all test equipment are maintained?</p> <p>b. Whether all test instrument and equipment are calibrated when due? Whether these instrument/equipment are calibrated by Government of India approved organisation? Name the organisation.</p>		
13	<p>Provide details of design activities of TSL/AASPL during last one year.</p>		

Signature of DGCA Audit team :

Representative :

Signature and seal of AASPL

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SURVEILLANCE CHECKLIST

CADES DIGITECH PVT.LTD. HAL, BANGALORE

DOA Approval Number :

Category of Approval :

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Names and Designation of the Audit Team Member(s):

Name and Designation of organisation representative(s):

Sl. No.	Surveillance question	CAR-21 / DOM Paragraph	Remark by organization	Compliance Status	Remark by DGCA, if any.
1.0	Status of compliance findings of last audit / surveillance conducted by AED.				
2.0	Eligibility				
2.1	Whether the organization is eligible to be approved as per CAR 21 –JB	21. B233 DOM para 1.1			
2.2	Whether the JB approval is appropriate for the purpose of assisting applicants for or holders of Type Certificates in showing compliance	21. B233 DOM para 1.1, 3.1			
3.0	Application				
3.1	Whether the application for a Design Organization Approval –JB has been made along with requisite fees. to DGCA.	21. B234			
3.2	Have you provided an outline of the information required by 21.B243 and the Terms of Approval requested to be issued under 21 B251 to DGCA.	21. B234			
4.0	Design Assurance System (DAS)	21. B239, DOM Chapt 17			
4.1	Which procedure caters for changes to the Design Assurance System?				

DGCA-INDIA**ANNUAL SURVEILLANCE PROGRAMME 2009 (PART 2)**

4.2	How does the DAS cover the involvement of the DGCA, notably when discrepancies of the approved type design are handled.				
4.3	What preventive action is taken to avoid occurrence of such discrepancies				
4.4	Show the internal audit schedule, planning, and audit results on the subject of "corrective action".				
4.5	Show from file, the record of corrective / preventive actions where discrepancies have been found notably during the type design process or personnel area.				
4.6	Show details of the recommendations made on the audit results in the field of corrective/preventive measures.				
4.7	What procedure is used for the follow up of audit recommendations?				
4.8	Does the procedure prescribe the method of response or feed-back from the organization to the Chief of Airworthiness				
4.9	Show how the Chief of Airworthiness is able to monitor the proper balance between airworthiness / safety issues and commercial effects in case of a Mandatory corrective actions.				
4.10	Show the details of the method to monitor the corrective measures that are involved in rectifying the discrepancies found on the Approved Type designs.				

4.11	Show a design report each from static analysis, Design, Dynamic and Composites in which three stage clearance such as Showing compliance(SCE), Independent checking (CVE) and Airworthiness approval have been incorporated.				
5.0	Responsibilities	21-B 239			
5.1	Head of Design Organisation	21 B 239(a)			
5.1.1	How does HODO ensures that written procedures have been followed.				
5.1.2	Does HODO make written statement to the TC applicant.				
5.1.3	Which role the HODO plays in the authorization of any change in DOA.				
5.1.4	Show from reports or give other systematic information regarding HODO's involvement.				
5.1.5	Show from reports and discrepancies documents that the decision process made by the HODO are based on the (independent) suggestions and recommendations by the Chief of Airworthiness, Chief of Design and Chief of Independent Monitoring and Surveillance.				
5.2	Chief of Airworthiness	21 B239(a)			
5.2.1	How the Chief of Airworthiness is involved in formulating procedures with TC applicant				
5.2.2	How the type investigation program and test program are conducted with TC				

	applicant.				
5.2.3	How does the significant events of other aeronautical parts designed by other DO and relevant to the parts designed by CADES are monitored.				
5.3	Chief of Monitoring and Surveillance	21 B 239(c)			
5.3.1	Whether there is a integration between DO's and partner/subcontractor's design assurance system.				
5.3.2	Demonstrate, by showing some documents, the effectiveness of integration system mentioned in 5.3.2.				
5.3.3	How many internal surveillances have been carried during the current calendar year.				
5.3.4	Show records of surveillance / audits and corrective action taken against the non- conformances.				
5.3.5	Show from the recordings that regular management review meetings on the progress of these actions takes place.				
5.3.6	Show reporting of internal audit findings and progress to HODO.				
6.0	Transferability	21.B249			
6.1	Show that the Chief Executive Officer's responsibilities to properly inform the Regulatory Authority have been clearly defined .				
6.2	Show the procedure which details the conditions under which a transfer of the Design Organization Approval could be made.				
7.0	Responsibility of DO	21-B 265			

DGCA-INDIA**ANNUAL SURVEILLANCE PROGRAMME 2009 (PART 2)**

6.1	Show the "office order" instructing the officials to follow DOM.				
6.2	Whether the procedural manual and DOM are distributed				
8.0	Human Resource Development				
8.1	How many officers are trained in FAR 25/23,CAR-21				
8.2	How frequently recurrent trainings are conducted to up date the knowledge in design and regulation				
9.0	Continued Airworthiness	21.3, DOM ch13			
9.1	Who would ensure the continued airworthiness of the part after TC of the product is issued.				
9.2	Have you identified the group to be involved in product support activity after the aircraft enters in to service.				

DGCA Auditors**Organisation Representative**

1)

NAME :
Designation:

2)

NAME :
Designation:

1)

NAME :
Designation:

2)

NAME :
Designation:

SURVEILLANCE CHECKLIST

C-CADD, NATIONAL AEROSPACE LABORATORY, BANGALORE

DOA Approval Number:

Category of Approval:

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of C-CADD, NAL representative(s):

Date:

General	Remark by organization	Compliance status
<p>1. Subsequent to last surveillance carried out by DGCA officers, whether any pending issues are there ?</p> <p>(a) If yes, what are those issues ?</p> <p>(b) Whether at all answers were not provided in respect of the specific surveillance check-list questions ?</p> <p>(c) Whether partial answers were provided ?</p> <p>(d) In either of the cases as in b or c, full compliance to the previous surveillance questions should be shown ?</p> <p>(e) If compliance already have been shown, then provide substantiation documents.</p>		
<p>2. Any change in the set-up of the design organization after the last DGCA inspection?</p> <p>e. If yes, what are the changes in the set-up?</p> <p>f. Whether DGCA was informed about such changes in writing?</p> <p>g. Whether DGCA had approved the changes in the set-up?</p> <p>Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		

<p>3. Any addition/deletion in the “Scope of Approval” (as defined in the DOM at the time of approval) after the last DGCA inspection?</p> <ul style="list-style-type: none"> a. If yes, what is the addition/deletion in scope of approval? b. Whether DGCA was informed about such addition/deletion of scope of approval in writing & fresh approval sought? c. Whether DGCA had granted permission for the extension of scope of approval? <p>Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>4. Any change in the facilities of design organization as compared to the original facilities like library, computer, testing laboratories, etc, (established at the time of approval) after the last DGCA inspection?</p> <ul style="list-style-type: none"> a. If yes, what are the changes in the design organization? b. Whether DGCA was informed about such changes in writing? c. Whether DGCA had approved the changes in the set-up? <p>Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		

<p>5. Any change of the personnel nominated as Chief Executive/Chief of Design/Chief of Certification/Project Directors or any other authorized signatories after the last DGCA inspection?</p> <ul style="list-style-type: none"> e. If yes, what are the changes in authorized signatories? f. Whether DGCA was informed about such changes in writing? g. Whether DGCA had approved the changes in authorized signatories? <p>Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>6. Any change in the premises of design organization or part of design organization after the last DGCA inspection?</p> <ul style="list-style-type: none"> a. If yes, what are the changes in the premises? b. Whether DGCA was informed about such changes in writing? c. Whether DGCA had approved the changes in premises? <p>Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>7. Whether the progress report for the work done during last one year under the scope of approval has been submitted to DGCA?</p>		

<p>8. Any change in sub-contractor/s or contracts with sub-contractor/s?</p> <p>a. If yes, furnish the list of such sub-contractor/s along with their contract/s on separate sheet?</p> <p>b. Whether DGCA was informed about such changes in writing?</p> <p>c. Furnish progress of work under sub-contract/s on separate sheet.</p>		
<p>9. Whether the QC system is working properly to monitor the quality of item supplied by sub-contractor/s?</p> <p>a. If yes, what is the procedure followed to ensure the quality?</p> <p>b. Whether the items supplied by them are acceptable to the DO?</p> <p>c. Whether the records of such inspection maintained properly?</p>		
<p>10. Whether emphasis is given on requirements of Continued Airworthiness? Show How?</p>		
<p>11. Whether calibration of relevant equipment used being done periodically?</p> <p>a. If yes, whether the calibration reports are maintained properly?</p> <p>b. What is the frequency of calibration?</p> <p>c. Where is the calibration done?</p>		
<p>12. Show details of monitoring of the functioning (or role) of the Head of Airworthiness Office in case of the resolutions of the airworthiness discrepancies which have an important commercial adverse effect.</p>		

13. Show the details of the method to monitor the capabilities of all functions that are involved in the treatment of discrepancies found on the Approved Type designs.		
14. Show procedures and measures to verify that the design organization has:		
➤ The availability of all the necessary airworthiness requirements.		
➤ An adequate system to timely update, disseminate, record, and control these requirements.		
➤ Personnel with adequate knowledge and experience of airworthiness requirements.		
➤ The ability to properly interpret and apply airworthiness requirements and advisory material.		
15. Show the planned actions for the systematic monitoring and checking of the following subjects:		
➤ To assure that the DOM procedures and instructions are adhered to :		
at management level		
at working level		
➤ the proper conduct of a complete Type investigation of a Major change.		
➤ The selection and nomination of Airworthiness Office personnel.		
➤ The liaison between the design office and production/maintenance organizations to the type design.		
➤ The assurance to DGCA that prototype models and test specimen are in conformation to the Type Design (CAR21.33(c)(2)).		
➤ A compliance verification process		

➤ The proper issue of the Declaration of Compliance.		
➤ The approval of the technical contents of manuals required by the applicable CARs.		
➤ The proper closure of all the compliance documents required for a Major change.		
16. Show the results from the actions of question 15.		
17. Show the audit schedule, planning, and audit results		
18. Show details of the recommendations made on the audit results in the field of corrective/ preventive measures.		
19. Show from the records that regular management review meetings on the progress of these actions takes place.		
20. Show reporting on internal audit findings and progress to HODO and Quality Assurance Manager of the DOA.		
21. Show whether 'corrective actions' proposed in the audit report have been incorporated.		
22. Which procedure caters for the resolution of conflicts on the executions of the actions?		
23. Show that details of trainings / courses attended by officials of design organization are updated in the organizational 'training dossier'.		
24. Show that the independency of the Design Assurance monitoring system exists.		
25. Show that the SCEs and CVEs as mentioned in the DOM for different areas are competent (both education and technical competence) to carry out the requisite functions.		
26. Show that periodic surveillance of the subcontractors have been carried out.		

<p>27. Show from the actions of question 26 that concerns/ deficiencies (if any) have been addressed/ corrected.</p>		
<p>28. Provided updated list of sub-contractors and locations/ countries from where the subcontractors function.</p>		
<p>29. (a) Do proper 'working arrangements' have been signed between the DOA holder and the sub-contractors ?</p> <p>(b) If yes, show the documents.</p>		
<p>30. (a) Whether all the subcontractors have been audited ?</p> <p>(b) What procedures for audit have been followed for sub-contractors located in countries other than India ?</p> <p>(c) If answer to question 30 (a) is yes, show records.</p> <p>(d) If answer to question 30 (a) is no, provide explanation.</p>		

Signature of DGCA Audit team

Signature and seal of TAAL representative

TANEJA AEROSPACE AND AVIATION LTD., BANGALORE

DOA Approval Number: 5-23/96-RD

Category of Approval: JB

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of TAAL representative(s):

Total No. of pages:

Date:

Sr. No.	General	Compliance status	Remark
1	Subsequent to last surveillance carried out by DGCA officers, whether non conformance found? (a) If yes, what are those? (b) whether any corrective action have been taken to rectify those? (c) Provide substantiation documents.		
2	Provide the progress report for the work done during this year under the scope of approval. Name of the operators for which minor/major modifications have been carried out during last one year.		
3	Specify the type of changes/modifications carried out.		
4	How information related to continued airworthiness is shared between M/s TAAL and M/s Partenavia? Show records.		
5	Feedback reports from operators flying aircraft designed by M/s TAAL regarding its in-service performance and any other problem.		
6	System for collection, Investigation and Analysis of Data. Number of failure, malfunction or defect reports received by Manager (Responsible) Customer Service Department from Operator of any Civil aircraft after carrying out minor/major modification during last one year		

7	Show from reports and discrepancies documents that the decision process made by the HODO are based on the (independent) suggestions and recommendations by the Manager Quality Assurance (MQA).		
8	Show internal audit schedule, planning and audit results.		
9	Show reporting on internal audit findings and progress to HODO and Quality Assurance Manager of the DOA.		
10	What is the frequency of internal audit ? Show records.		
11	Show that the independency of the Design Assurance monitoring system exists.		
12	Which procedure caters for Changes to the Design Assurance System?		
13	<p>a. Whether calibration of test and other equipment being done periodically? b. whether the calibration reports are maintained properly? c. What is the frequency of calibration? d. Where is the calibration done?</p> <p>Please show the records showing calibration status.</p>		
14	Does the organization manage the interfaces between different groups involved in design and development to ensure effective communication and		

	clear assignment of responsibility ?		
15	What is the procedure to amend DOM? Also tell how amendments are circulated?		
16	Who can change the DOM?		
17	<ul style="list-style-type: none"> a. No. of Service Bulletins / mandatory modification issued for the incorporation in the aircraft designed by M/s TAAL. b. No. of Service Bulletins / mandatory modification issued for the incorporation in the aircraft designed by M/s Partenavia c. Records of such bulletins/ modifications are maintained properly? 		
18	What procedures are followed for continued Airworthiness?.		
19	Show the record of trainings provided to the staff. Whether training on CAR 21 has been provided? Also Show training schedule for 2008.		
20	Furnish details of training / course attended by officials of design organization during the current calendar year.		

Signature of DGCA Audit team

Signature and seal of TAAL representative

SURVEILLANCE CHECKLIST

AIRCRAFT DESIGN AND ENGINEERING SERVICES PRIVATE LIMITED, BANGALORE

DOA Approval Number: 5-18/93-RD

Category of Approval: JB

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of ADES representative(s):

Date:

Sr. No.	General	Compliance status	Remark
1.	Any changes taken place in the scope of approval during the preceding year?		
a.	If yes, what is the changes taken place?		
b.	Has DGCA been informed about such changes?		
c.	Whether such changes was incorporated in the DOM.		
2.	Any changes occurred in the Design Assurance System?		
a.	If yes, what are the changes occurred in the DA system?		
b.	Whether such changes have been informed to DGCA.		
c.	After DGCA's concurrence, whether such changes have been incorporated in the DOM.		
3.	Any revision carried out in the DOM?		
a.	If yes, what is the revision taken place?		
b.	Whether revision has been concurred by DGCA.		
c.	Whether DOM and such revision update are circulated to Manual holders		
4.	What are the areas in SARAS and HANSA aircraft where ADES is lending support to NAL as of date?		
5.	Does MOU exist for every work package with NAL?		
6.	Is HODO is exercising its authority in accordance with DA system to control		

	and co-ordinate with its functionaries- such as Design Group, Airworthiness & Certification Group and Independent Monitoring Group?		
7.	Whether the Chief of Design, Chief of Airworthiness & Certification, and Independent Monitoring Group are reporting to HODO		
8.	Any change in designated personnel taken place in the preceding year?		
a.	If yes, who are the persons have been changed?		
b.	Whether such changes were intimated to DGCA for approval.		
c.	Whether such changes were incorporated in the DOM after duly approved by DGCA.		
9.	Show that all the drawings are checked & cleared by different group related with the group area such as chief of design/deputy chief of design, stress analysis, weight, material & process, checking & co-ordination group.		
10.	Whether Organization has carried out its internal audit in the current year.		
a.	Show the report of its internal audit.		
b.	Has any non-compliance been observed?		
c.	If yes, What are the corrective actions taken to improve the system.		
11.	Whether Designers are updated about		

	technical developments by conducting seminar/lecture program.		
a.	Show the record how many such program were carried out during the preceding year.		
b.	Whether technicians are periodically trained, show the record.		
12.	Are the designated personnel aware of their responsibilities to discharge their function in accordance with the DOM?		
13.	Does the Manual & Publication Group works in accordance with CAR 21.57 and CAR 21.61, Show the record?.(7.1.6)		
14.	Demonstrate that how the documents of various groups are maintained.		
15.	Whether failure safety analysis with respect to system/component is carried out by ADES and how many reports have been generated so far.		
16.	Are there sufficient personnel in Airworthiness & Certification Group to discharge their function?		
17.	As and when amendment takes place in any drawing due to some development, is SOP also updated immediately and intimated to method & planning/manufacturing group?		
18.	Whether ADES conducts awareness program on CAR 21, FAR 25, and FAR 23 on regular basis to newly recruited personnel, show the record.		

19.	How does ADES fulfill the continued airworthiness programme as a JB organization? What understanding ADES has in this regard with NAL?		
20.	What role ADES does play in reporting of failures, malfunction, and defects on product to DGCA?		
21.	Whether ADES is well aware of its responsibilities in accordance with CAR 21, Sub Part JB.		
22.	Is there any difficulty to comply with CAR 21, Issue II, Rev 0		

Signature of the Auditors:**Signature of Auditee:**

SURVEILLANCE CHECKLIST

ASERDC, ACCESSORIES DIVISION, HAL LUCKNOW

DOA Approval Number:

Category of Approval:

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of ASERDC representative(s):

Date:

General	Remark by organization			Compliance Status
1. Subsequent to last surveillance carried out by DGCA officers, whether any pending issues are there? (a) If yes, what are those issues? (b) Whether at all answer were not provided i.r.o. the specific surveillance check-list questions? (c) Whether partial answers were provided?				
2. Whether calibration of test equipment being done periodically? a. If yes, whether the calibration reports are maintained properly? b. What is the frequency of calibration? c. Where is the calibration done? Please show the records showing calibration status of all the testing facilities as given below: para 2.4.1, 8.3 QM				
1. Sinusoidal & Random vibration 2. Acceleration 3. Bump 4. Hot & Cold 5. Kasco Hot/ Cold/ Altitude 6. Envirotec Hot/ Cold chamber 7. Kasco salt fog & humidity 8. Sand & dust 9. Zetatek K3 Hot & Cold 10. Zetatek -1 Hot & Cold 11. Zetatek-2 Hot & Cold 12. Humidity 13. CM Hot/ cold 14. Vibration /Shock	Calib. date	Due date	Sig of supervisor	
3. Show the records of calibration of measuring instruments / equipment in metrology lab. (para 2.4.3)				

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4. Show internal audit schedule, planning and audit results. Show the internal audit reports of the current year		
5. Whether all the tests have been performed for BOIs as per QP-10-20-TP test schedule. Show records. (para 8.5.1)		
6. Show the record of CAR 21 training/ awareness programme provided to the design staff during the current year. (para 8.12)		
7. Show the directory of vendors for the current year? Whether any vendor has been black listed. (para 8.15.1 viii)		
8. Any change in the set-up of the design organization after the last DGCA inspection? a. If yes, what are the changes in the set-up? b. Whether DGCA was informed about such changes in writing? c. Whether DGCA had approved the changes in the set-up? d. Whether the amendment duly incorporated in Design Organization Manual (DOM)?		
9. Any addition/deletion in the "Scope of Approval" (as defined in the DOM at the time of approval) after the last DGCA inspection? a. If yes, what is the addition/deletion in scope of approval? b. Whether DGCA was informed about such addition/deletion of scope of approval in writing & fresh approval sought? c. Whether DGCA had granted permission for the extension of scope of approval? d. Whether the amendment duly incorporated in Design Organization Manual (DOM)?		

<p>10. Any change in the facilities of design organization as compared to the original facilities like library, computer, wind tunnel testing, testing laboratories, etc, (established at the time of approval) after the last DGCA inspection?</p> <p>a. If yes, what are the changes in the design organization?</p> <p>b. Whether DGCA was informed about such changes in writing?</p> <p>c. Whether DGCA had approved the changes in the set-up?</p> <p>d. Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>11. Any change of the personnel nominated as Chief Executive/Chief of Design/Chief of Certification/Project Directors or any other authorized signatories after the last DGCA inspection?</p> <p>a. If yes, what are the changes in authorized signatories?</p> <p>b. Whether DGCA was informed about such changes in writing?</p> <p>c. Whether DGCA had approved the changes in authorized signatories?</p> <p>d. Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>12. Show records of corrective /preventive measures taken towards deficiencies pointed during earlier internal audit. (para 9.7 of DOM.</p>		
<p>13. Whether system is in place for timely submission of application for DOA renewal? Whether this application was submitted on time last year, if not, then give reason (para 9.7 of DOM.?)</p>		

14. How many DI reports were prepared/ issued during this current year, give details.		
15. How effectively the design assurance team is working? Show the procedure as per para 9.5 of DOM.		
16. What is the Design software programme currently in use.		
17. Whether any design assurance team personnel supposed to be directly reporting to HODO, is also performing design activity under Chief of Design?		

Signature of the Auditors:

Signature of Auditee:

SURVEILLANCE CHECKLIST

TRANSPORT AIRCRAFT & RESEARCH & DEVELOPMENT CENTRE, HAL, KANPUR

DOA Approval Number:

Category of Approval:

Date of Surveillance inspection/ audit carried out:

Date and validity of Design Organisation Approval:

Name and Designation of the Audit Team In-charge:

Name and Designation of the Audit Team Member(s):

Name and Designation of TARDC representative(s):

Date:

General	Remarks by organization	Compliance Status
<p>1. Subsequent to last surveillance carried out by DGCA officers, whether any pending issues are there? (a) If yes, what are those issues? (b) Whether at all answer were not provided i.r.o. the specific surveillance check-list questions? (c) Whether partial answers were provided?</p>		
<p>2. Any change in the facilities of design organization as compared to the original facilities like library, computer, wind tunnel testing, testing laboratories, etc, (established at the time of approval) after the last DGCA inspection as per para 2.3 of DOM ? d. If yes, what are the changes in the design organization? e. Whether DGCA was informed about such changes in writing? f. Whether DGCA had approved the changes in the set-up? g. Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>3. Number of Service Bulletins/ Service letters issued during last one year.</p>		

<p>4. Any change of key personnel. nominated as Chief Executive/Chief of Design/Chief of Certification /Project Directors or any other authorized signatories after the last DGCA inspection as per Ch. 4. of DOM ?</p> <p>h. If yes, what are the changes in authorized signatories?</p> <p>i. Whether DGCA was informed about such changes in writing?</p> <p>j. Whether DGCA had approved the changes in authorized signatories?</p> <p>k. Whether the amendment duly incorporated in Design Organization Manual (DOM)?</p>		
<p>5. Whether the QC system is working properly to monitor the quality of item supplied by sub-contractor/s?</p> <p>d. If yes, what is the procedure followed to ensure the quality?</p> <p>e. Whether the items supplied by them are acceptable to the DO?</p> <p>f. Whether the records of such inspection maintained properly?</p>		
<p>6. Whether calibration of test equipment being done periodically?</p> <p>d. If yes, whether the calibration reports are maintained properly?</p> <p>e. What is the frequency of calibration?</p> <p>f. Where is the calibration done?</p>		
<p>7. Show internal audit schedule, planning and audit results. Show the internal audit reports of the current year (para 17.6.2)</p>		
<p>8. Show details of the recommendations made on the audit results in the field of corrective /preventive measures.</p>		

9. Show whether 'Corrective actions' proposed in internal audit report have been incorporated.		
10. What is the format of the minor/major modification carried out by TARDC. Whether the form is included in the form.		
11. Show the procedure for amendment/ changes to drawings. Show examples for revision of drawings, as per Chapter 8 of DOM.		
12. What procedures are followed for the improvement of the quality of a product?		
13. What procedures are followed for continued Airworthiness as per para 13.3 of DOM?.		
14. How effectively the design assurance team is working? Show the relevance of the statement made in DOM under para 17.2 that chief of Airworthiness on behalf of HODO for implementation of DAS in reference to CAR 21.A239.		
15. Show the airworthiness Group in the DOM. (para 17.1)		
16. Show the record how independent monitoring function is effective.		
17. Show the record of Minor/Major repair/ modification work carried out on civil aircrafts during the current year. CAR21.3 & DOM Ch14		
18. show the record of internal/external training record pertaining to CAR 21 awareness.		

Signature of the Auditors:

Signature of Auditee:

SURVEILLANCE CHECKLIST
HONEYWELL TECHNOLOGY SOLUTIONS LAB (PVT) LTD., BANGALORE.

DO Approval No.:

Category of Approval: **JB**

Date of last surveillance inspection carried out:

Date of validity of Approval:

Name & Designation of the Surveillance Team In-charge:

Name & Designation of the Surveillance Team Member(s):

Name & Designation of HTSL representative:

Total No of Pages:

Inspection Date:

S/N	COMPLIANCE STATEMENT	COMPLIANCE STATUS	REMARKS
2	Any change in the Design Assurance System that is significant to the showing of compliance of certification requirements during last six months?		
3	Whether all the changes pertaining to Design Assurance System of HTSL was communicated to DGCA for concurrence?		
4	Whether the name of personal shown in DOM Ch 4 (page4-4), Annexure-6.6 & Ch 18 are available with HTSL.		
5	Whether the Design Organization Manual (DOM) was updated after the change in Design Assurance System?		
6	Whether the DOM and their amendments release are distributed to holders of Manual as listed in Para 1.3.7 of DOM and distribution records maintained?		
7	Number and name of Facilities upgraded/added since January 2007.		
8	F Number of staff trained on domain training on Avionics since January 2007.		
9	Number of engineers working on projects related to civil aircraft who have attended training/awareness program on CAR 21/certification during last one year.		
10	Number of engineers working on projects related to civil aircraft who have not been provided with CAR 21 awareness/ training.		
11	Whether the guidelines and reports stated at Para 2.3.1 are easily accessible to the staff working in various domains.		
12	Number of baseline audits carried out since January 2007 (Para 9.1.5).		
13	Whether Internal Audits are carried out every quarterly. (Para 17.5)		
14	Number of Inspectors identified and provided training as per Para 18.1.3 for project related to civil aircraft.		

Signature of DGCA Surveillance team

Signature and seal of HTSL representative

SURVEILLANCE CHECK LIST---- AERODROME

Name of Aerodrome

Date of Surveillance / audit carried out:

Date and validity of Aerodrome Approval:

Name and Designation of the Surveillance / Audit Team In-charge:

Name and Designation of the Surveillance / Audit Team Member(s):

Name and Designation of Aerodrome representative(s):

AERODROME STANDARDS DIRECTORATE

SURVEILLANCE INSPECTION CHECK LIST

Checklist broadly covers all areas of aerodrome operation, procedures & facilities.

Effort should be made to cover areas depending on the time allocated for the inspection and deficiencies to be reflected quoting the legislative reference of CAR/ guidance material.

The level of findings (Level I or Level II) defined in the DGCA surveillance manual should be indicated for the each observations.

NAME OF AERODROME :				
DATE OF INSPECTION :				
PHYSICAL CHARACTERISTICS:		CAR,SEC-4, Ser. B, Pt I / ICAO Ref.	OBSERVATIONS	Level
A	RUNWAY :	3.1		
i	ORIENTATION OF ALL RUNWAY(S)	3.1.1		
ii	SURFACE CONDITION (DEPRESSION, POT HOLE, RUTTING):	3.1.21		
iii	SURFACE FRICTION/RUBBER DEPOSIT/ DATE OF LAST FRICTION TEST WITH COEFFICIENT VALUE:	5.1.23,Doc 9137 pt-8- chapter 7		
iv	SLOPES:	3.1.12		
v	VISUAL MARKINGS (TDZ, AIMING POINT, THR,C/L,SIDE STRIP , DESIGNATION, RET/ TWY LINKS ETC) :	5.2		
vi	BASIC STRIP (FLUSHING , GRADING , OBSTACLE):	3.4,3.4.6,3.4.8		

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vii	LIGHTINGS (THR, END, TDZ,C/L , RETIL):	5.3.8,5.3.11,5.3.13, 5.3.12,5.3.14		
viii	SIGNAGES (INFORMATIVE / MANDATORY) :	5.4		
ix	APPROACH LIGHTS (SIMPLE/ CAT-I/II/III)	5.3.14		
x	PAPI (DATE OF LAST SURVEY):	5.3.24		
xi	RESA :	3.5		
xii	ANY OTHER OBSERVATION :			
B	APRON :	3.13		
i	SURFACE CONDITION (DEPRESSION, POT HOLE, RUTTING):	3.13.1		
ii	VISUAL MARKINGS (BREAK AWAY POINT,EDGE ,VEHICULAR LANE , TAXI LANE ,SAFETY LINE , EQPT PARKING AREA ETC) :	5.2, 5.2.14,		
iii	LIGHTS : EDGE , FLOOD LIGTS ETC.:	5.3.23		
iv	ILLUMINATION LEVEL ON APRON (IN LUX):	5.3.1.10		
v	SIGNAGES (INFORMATIVE / MANDATORY) :	5.4.2,5.4.3		
vi	PARKING STAND IDENTIFICATION / COORDINATES/DOCKING SYSTEM (PAPA AGNIS / VDGIS) / AEROBRIDGE ETC. :	5.2.13, 5.2.14		
vii	EQUIPMENT PARKING AREA :	Doc 9137 pt-8-10.6.1.1		
viii	FOD COLLECTION SYSTEM :	Doc 9137 pt-8-10.6.3		
ix	ANY OTHER OBSERVATION :			

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C	OPERATIONAL AREA :			
i	BOUNDARY WALL :	9.10		
ii	NORMAL AND EMERGENCY ACCESS ROUTES :	9.2.26-28		
iii	SIGNAL SQUARE .WIND DIRECTION INDICATOR:	5.1		
iv	COOLING OFF PIT :	BCAS requirement		
v	ISOLATION PARKING STAND :	3.14		
vi	OBS. LIGHTS OF OBSTRUCTIONS / OBSTACLES :	6.1.1		
vii	ARP & ITS MAINTENANCE :	9.5		
viii	DRAINAGE :	Doc 9137 pt-9- chapter 5		
ix	HOLDING POSITION MARKING (TWY , ROAD ETC):	5.2.10		
x	DEMARCATION OF LOCALIZER & GLIDE PATH SENSITIVE / CRITICAL AREAS :	Annex 11-3.8.2©		
xi	ANY OTHER OBSERVATION :			
D	TAXIWAYS :	3.9		
i	MARKINGS (C/L , EDGE , ITH):	5.2.8, 5.2.11		
ii	LIGHTS: EDGE, CENTER LINE (IF AVBL.) ETC :	5.3.17,5.3.16		
iii	SURFACE CONDITION :	3.9.13,3.9.14		
iv	STRIP :	3.11		
v	SIGNAGES (INFORMATIVE / MANDATORY)	5.2.17,5.2.16		
vi	ANY OTHER OBSERVATION :	5.2.13,5.2.14		
E	ARFF :	9		

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i	CATEGORY :	9.2.5,9.2.6		
ii	EQUIPMENTS OF RESCUE & FIRE FIGHTING :	9.2.20,9.2.38, Doc 9137 pt-8-17.1.2©		
iii	EXTINGUISHING AGENTS :	9.2.8		
iv	SOPS :	AD AC-1		
v	TRAININGS/ DRILL (FULL SCALE & TABLE TOP EMERGENCY EXERCISE) :	9.2.34,9.2.35,Doc 9137 pt-7-13.2		
vi	COMMUNICATION SYSTEMS :	9.2.31,9.2.32		
vii	RESCUE RESOURCES , EXTINGUISHING AGENTS, WATER STORAGE :	9.2.19,9.2.20/ 9.2.8/ 9.2.14,9.2.15		
viii	HYDRANT SYSTEM :	Doc 9137 pt-8-17.7.2		
ix	MAINTENANCE OF RECORDS(LOG BOOKS, VEHICLE, DRILL ETC) :	Aerodrome Manual		
x	ANY OTHER OBSERVATION :	9.2.38		
F	AERODROME INFORMATION (AD 2) :			
i	DATE OF PUBLICATION :	Doc 9137 pt-8-Chapter 2		
ii	ADEQUACY OF INFORMATION :	Doc 9137 pt-8-Chapter 2		
iii	CURRENT NOTAM'S :	Doc 9137 pt-8-Chapter 2		
iv	OPERATIONAL RESTRICTIONS, IF ANY :	AIP		
v	ANY OTHER OBSERVATION :			
G	AERODROME OPERATIONS :			
i	AERODROME MANUAL :	1.4.4		

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ii	SOPS FOR OPERATIONS AND MAINTENANCE :	Aerodrome Manual		
iii	AIRPORT EMERGENCY PLAN :	9.1,Doc 9137 pt-7		
iv	ANTIHIJACKING PLAN :	Doc 9137 pt-7		
v	BOMB THREAT CONTINGENCY PLAN :	Doc 9137 pt-7		
vi	OBSTACLE REGULATION & CONTROL PROCEDURES :	4.2.14-4.2.26,Doc 9137 pt-6, pt-8- chapter 12		
vii	COORDINATION BETWEEN ATM & AERODROME OPERATIONS :	2.13, Doc 9137 pt-8-1.4		
viii	WILD LIFE CONTROL MECHANISM :	9.4,Doc 9137 pt-8- chapter 9		
ix	AEMC MEETING & ACTION ITEMS :	AD AC-1		
x	CONSTRUCTION/ DEVELOPMENT ACTIVITIES :	Doc 9137,pt 8- chapter 8		
xi	OBSTACLE CONTROL PROCEDURE :	Doc 9137,pt6 Chapter 4		
xii	CONTROL & COMPLIANCE OF OBSTRUCTIONS, DATE OF LAST SURVEY CARRIED :	Doc 9137 pt 8- chapter 12		
xiii	AERODROME CHARTS : GRID MAP , ZONING MAP, TYPE A & B, DATE OF PUBLICATION,:	Doc 9137,pt 7- chapter 7, Doc 9137,pt 8- 12.6,15.5		
xiv	LICENCING COMPLIANCE SYSTEM & AVAILABILITY OF EQUIPMENTS FOR STNDARDISATION :	AD AC No.2		
xv	STAND BY POWER SUPPLY FOR ESSENTIAL SERVICES :	Doc 9137,pt9-3.3.8		
xvi	FOLLOW ME / OPS. JEEP :	Doc 9137,pt-8-2.2-3.2		

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xvii	ANY OTHER OBSERVATION :			
H	SAFETY MANAGEMENT SYSTEM :	1.5		
i	SAFETY MANAGEMENT MANUAL :	Doc 9859		
ii	SAFETY MANAGER AND SYSTEMS FOR IMPLEMENTATION :	Doc 9859-8.6,10.1-10.6		
iii	STATUS OF IMPLEMENTATION :	Doc 9859-chapter 10		
iv	COMPLIANCE OF SMS :	Doc 9859-chapter 8&9		
v	ANY OTHER OBSERVATION :			
I	AVAILABILITY & ADEQUACY OF TRAINED MANPOWER FOR AERODROME OPERATIONS :			
i	AERODROME OPERATIONS :	Doc 7192-AN/857,part E-2		
ii	ARFF :	9.2.36,Doc 9137 pt-8-17.6		
iii	MAINTENANCE :	Doc 9137 pt 9-1.5.7		
iv	ANY OTHER OBSERVATION :			
J	ATC :			
i	SERVICES PROVIDED / UNIT :	Annex 11-3.2		
ii	COMMUNICATION FACILITIES : VHF, TELEPHONE, DSC , FIRE ALARM , ALDEIS LAMP, ETC. :	Doc 9137 pt 7-12.2.3, Annex 11-6.2		
iii	AVAILABILITY OF RELEVANT ICAO DOCS, ATS CIRCULARS, AICS, NOTAMS, DGCA- CARS :	Annex 11- chapter 7		
iv	DISPLAY OF LANDING, INSTRUMENT APPROACH ,	Doc 9426		

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	AERODROME CHARTS, GRID MAP ETC. :			
v	AVAILABILITY OF UPDATED DOCS REGARDING : AEP , BOMB THREAT, SEARCH & RESCUE, AIR SAFETY CIRCULARS TO DEAL WITH THE SITUATION IN THE EVENT OF AIRCRAFT INCIDENT / ACCIDENT ETC. :	Doc 9426		
vi	DISPLAY OF THE LIST OF MEDICAL PRECTIONERS, WHO SHOULD BE AVAILABLE IN CASE OF AN EMERGENCY, TOGETHER WITH THEIR ADDRESSES & TELEPHONE NUMBERS IN THE CONTROL TOWER :	Doc 9426		
vii	RWY LIGHTING AND REMOTE STATUS INDICATOR OF NAV. AIDS :	Doc 9426		
viii	ANY OTHER OBSERVATION :			
K	COMMUNICATION/NAVIGATION FACILITIES :			
i	NAV FACILITIES (NDB/DVOR/MSSR/ILS)	Sec 4, Series -X, part 1		
ii	SERVICEABILITY / RELIABILITY STATUS OF NAVIGATIONAL AIDS:	Sec 4, Series -X, part 1		
iii	SERVICEABILITY / RELIABILITY STATUS OF AIR GROUND COMMUNICATION FACILITIES (VHF, HF ETC), INTER UNIT COMMUNICATION :	Sec 4, Series -X, part 1		
iv	GROUND / AIR CALIBRATION STATUS OF NAVIGATION AID DVOR , ILS, SMR , ASMGCS :	Sec 4, Series -X, part 1		

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v	CHECK QUALITY OF RECORDING :	Annex 11-6.2-6.4		
vi	ANY OTHER OBSERVATION :			
L	METEOROLOGY :			
i	FACILITIES – CLASS I/ II/III :	Annex 3-chapter 2		
ii	SERVICES PROVIDED AND THEIR ADEQUACY :	Annex 3-chapter 2		
iii	MET REPORTS :	Annex 3-chapter 4		
iv	TIMELY DISSEMINATION :	Annex 3-chapter 4		
v	ANY OTHER OBSERVATION :			
M	PASSENGER FACILITATION :			
i	CAPACITY & ADEQUACY OF TERMINAL BUILDING :	Doc 9137,pt 9- chapter 9		
ii	DRINKING WATER :	Doc 9137,pt 9- chapter 9		
iii	COMMUNICATION/PA SYSTEM :	Doc 9137,pt 9- chapter 9		
iv	AIR CONDITION/VENTILATION :	Doc 9137,pt 9- chapter 9		
v	GRIEVANCES REDRESSAL MECHANISM :	Aerodrome manual		
vi	AVAILABILITY & ADEQUACY OF TRAINED MANPOWER :	Doc 9137,pt7, Doc 9137,pt 8-17.6		
vii	FACILITIES FOR PHYSICALLY CHALLENGED PERSON :	Sec3, Series M, pt 1		
viii	AVAILABILITY OF FIRE FIGHTING SYSTEM / EQUIPMENTS:	Doc 9137,pt 9- 9.1.4		
ix	MEDICAL FIRST AID FACILITIES:	Doc 9137,pt 7- Appendix 3		
x	CHECK IN COUNTERS/	Aerodrome Manual		

	WEIGHING SCALE			
xi	BAGGAGE MAKE UP/BREAK UP AREA	Doc 9137,pt 9-9.7		
xii	ANY OTHER OBSERVATION :			

REMARKS :

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LIST OF OBSERVATION :

SIGNATURE OF INSPECTING OFFICER :

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SURVEILLANCE CHECK LISTS
FLIGHT INSPECTION DIRECTORATE

GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

RAMP INSPECTION REPORT

<i>OPERATOR & AOC No.</i>			<i>PLACE OF INSPECTION</i>		<i>DATE & TIME OF INSPECTION</i>	
<i>DGCA INSPECTOR</i>		<i>REGISTRATION & MSN Nbr.</i>		<i>AIRCRAFT TYPE</i>		<i>FUEL ON BOARD(COMPARE WITH FUEL POLICY & CFP)</i> <i>kg</i>
<i>PILOT IN COMMAND</i>		<i>CO PILOT</i>		<i>FLT No. INCOMING</i>		<i>FLT No. OUTGOING</i>
<i>SENIOR FLIGHT ATTENDANT</i>		<i>GROUND ENGINEER AME</i>		<i>COMING FROM (ORIGIN)</i>		<i>GOING TO(DESTINATION)</i>
S no	DESPATCHING	S/US	S no	AIRCRAFT	S/US	
1	<i>Fuelling</i>		25	<i>Operational Control</i>		
2	<i>Equipment/Safety/Extinguishers</i>		26	<i>Communications equipment</i>		
3	<i>High Visibility jackets/AME, Drivers & Marshalls- Authorisation</i>		27	<i>Navigation equipment</i>		
4	<i>Coordinator/Load controller</i>		28	<i>First aid kits/medical kits</i>		
FLIGHT CREW INFORMATION			29	<i>Life jackets</i>		
5	<i>License /Ratings/Currency/Medicals</i>		30	<i>Rafts/slides</i>		
6	<i>On duty Time</i>			<i>Emergency radio/survival/Eqpt.</i>		
7	<i>Flight time and FDTL</i>			<i>Accessibility of emergency exits</i>		
8	<i>Flight equipment (incl. personal)</i>			<i>Seats and safety belts</i>		
LOADING			MISCELLANEOUS			
9	<i>Passenger control</i>					
10	<i>Cabin Baggage</i>					
11	<i>Cargo location & security</i>					
12	<i>Re- fuelling procedures</i>					
13	<i>Mass & Balance calculations-allowances</i>					
14	<i>Ground servicing procedures</i>					
MANUALS & DOCUMENTS (updated)						
15	<i>Operations Manual and FCOM, AFM etc.</i>					
16	<i>Maintenance Manual & MEL/ CDL</i>					
17	<i>Flight or Journey Log book</i>					
18	<i>Maps /charts /Instrument approach charts</i>					
19	<i>Navigation Logs/ CFP</i>					
20	<i>Checklists</i>					
21	<i>Aircraft Registration certificate</i>					
22	<i>Certificate of Airworthiness/Noise/ Insurance/Wt & Bal schedule</i>					
23	<i>Radio License</i>					
24	<i>AOC – Operations specifications</i>					

Reference S no	S/US	COMMENTS	
<i>Inspector</i>		<i>Signature of Flight operations</i>	
FOR OFFICE USE ONLY			
Reference to operator required		YES	NO
Reference to Operator on date			
ATR received from Operator on date			
REPORT TO BE PUT TO CFOI IN CASE OF US REMARKS			
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CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

CABIN INSPECTION REPORT

CABIN INSPECTION REPORT					
<i>OPERATOR</i>		<i>DGCA INSPECTOR</i>		<i>FLIGHT NO</i>	
<i>PILOT IN COMMAND</i>		<i>CO PILOT</i>		<i>AIRCRAFT TYPE</i>	
<i>SENIOR FLIGHT ATTENDANT</i>		<i>FLIGHT ENGINEER/NAVIGATOR</i>		<i>DEPARTURE PLACE</i>	
				<i>ARRIVAL PLACE</i>	
				<i>DEPARTURE TIME(UTC)</i>	
				<i>ARRIVAL TIME(UTC)</i>	
S no	CABIN PRE-FLIGHT	S/US	S no		S/US
1	<i>Emergency Equipment</i>		29	<i>No smoking/Exits/Seat belt signs</i>	
2	<i>Fire extinguishers</i>		30	<i>Use of seat belts</i>	
3	<i>First Aid kits/Medical kits</i>		31	<i>Clarity of PA system announcements</i>	
4	<i>Portable oxygen bottles/Masks</i>		32	<i>Use of video(for S no 25-32)</i>	
5	<i>Megaphones</i>			INFLIGHT	
6	<i>Emergency Exits</i>		33	<i>Cabin attendant duty station</i>	
7	<i>Evacuation Slides</i>		34	<i>Seat location/safety harness</i>	
8	<i>Life jackets</i>		35	<i>Pax monitoring for use of seat belts</i>	
9	<i>Rafts</i>		36	<i>Flight attendant position for Takeoff & Landing</i>	
10	<i>Electric torches</i>		37	<i>Galley Equipment/ Serving Carts: Restraints</i>	
11	<i>Emergency radio & survival equipment</i>		38	<i>Use of child restraint devices</i>	
12	<i>Cabin Attendants seats & Harnesses</i>		39	<i>Stowage of cabin baggage</i>	
13	<i>Passenger Briefing cards</i>		40	<i>Turbulent air security</i>	
14	<i>Passenger seats & Restraint Devices</i>		41	<i>Crew co ordination</i>	
15	<i>Lavatory No Smoking signs/Decals</i>		42	<i>Response to flight deck calls</i>	
	GALLEY		43	<i>Monitoring of seat belt/No smoking signs</i>	
16	<i>Storage compartments /restraints</i>		44	<i>Cabin occurrences/difficulties</i>	
17	<i>Oxygen</i>		45	<i>Emergency Handling</i>	
18	<i>Intercom</i>		46	<i>Arm/Disarm evacuation slides</i>	
	CABIN ATTENDANT KNOWLEDGE			OTHER	
19	<i>Currency of certificate of competency & Handbook</i>		47	<i>Compliance with DGCA rules & regulations</i>	
20	<i>Required personal equipment</i>		48	<i>Compliance with Operators rules/procedures</i>	
21	<i>Emergency Equipment</i>		49	<i>Handling of handicapped persons</i>	
22	<i>Emergency Procedures</i>			MISCELLANEOUS	
23	<i>First Aid</i>		50		
24	<i>Dangerous goods</i>		51		
	DEPARTURE & PASSENGER BRIEFING		52		

25	<i>Required Information</i>		53	
26	<i>Life Jacket demonstration</i>		54	
27	<i>Emergency Exits Instruction</i>			
28	<i>Oxygen demonstration</i>			

Reference S no	S/US	COMMENTS

Inspector

Signature of Flight operations

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CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

COCKPIT ENROUTE INSPECTION REPORT

OPERATOR & AOC No.		DGCA INSPECTOR		FLIGHT No./ SECTOR		DATE OF INSPECTION	
PILOT IN COMMAND		CO PILOT		AIRCRAFT TYPE & MODEL		REGISTRATION & MSN No.	
SENIOR FLIGHT ATTENDANT		FLIGHT ENGINEER/NAVIGATOR		DEPARTURE AIRPORT		ARRIVAL AIRPORT	
<i>For Office use only: Whether entered: Action required:</i>				DEPARTURE TIME (UTC)		ARRIVAL TIME (UTC)	
S no	PRE FLIGHT	S/US	S no	APPROACH & LANDING	S/US		
1	Flight Despatch procedures-Weather analysis, NOTAMS, Route planning		27	Approach & Missed approach- briefing & preparation			
2	RTOW use & Fuel planning		28	MEA/MSA awareness (descent)			
3	Pre flight external checks		29	Area arrival, altitude & speed control			
4	Knowledge of on board documentation		30	Holding procedures & endurance			
5	Pre flight acceptance/knowledge of MEL/tech log(PDR)		31	FMS preparation & cross checking with approach chart			
6	Load & Trimsheet –understanding		32	Aircraft configuration & speed control			
7	Cabin crew briefing + for Cockpit access - Normal/Emergency code/Single pilot		33	ILS/VOR/NDB/RADAR/Visual approach-use of Aids & Runway Identification			
8	Before departure briefing		34	Stabilized approach/Landing/Auto land			
	DEPARTURE		35	Missed approach			
9	Communication with ATC & Ground personnel – phraseology		36	Taxi in, parking & shutdown			
10	Aircraft Push back procedures(-use of lights)		37	Snag reporting			
11	Engine Start procedures-specific for engine type			FLIGHT CREW			
12	Taxying procedures		38	Flight deck vigilance/ Situational awareness			
13	IFR/VFR or PIC/SIC (Cross out as appropriate)		39	CRM/Judgmental skills			
14	Take Off- V1 VR V2 compliance/ cross wind technique/FMA & Instrument monitoring		40	Standard callouts			
15	Departure-SID compliance/Noise abatement procedures/Altitude & Speed control		41	Handling of emergencies & Non standard practices			
16	Flight Following procedures		42	Compliance with aircraft limitations			
17	Altitude & MSA/ MEA awareness		43	Use of checklists			
	ENROUTE		44	OPS manual & SOP adherence			
18	SOP compliance		45	License, Medical & Recurrency records			
19	Radio Communications & Monitoring			AERODROMES & OTHERS			
20	Engine Fail /Emergency descent- Briefing & Procedures/Planning		46	Runways, Taxiways- markings & lighting			
21	Use of TCAS, Weather Radar- procedures, use, monitoring, avoidance		47	Public Protection			
22	Use of NAVAID/FMS - Position awareness[RNAV]		48	Ground personnel			
23	Knowledge of Technical circulars			MISCELLANEOUS			

24	Communication Failure procedures-awareness & briefing		49		
25	Fuel consumption checks		50		
26	Special Operations: RVSM/ ETOPS/ RNAV- Procedures & Planning		51		

Reference S no	S/US	COMMENTS
<i>operations Inspector</i>		<i>Signature of Flight</i>
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Reference to operator required	YES	NO
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CIVIL AVIATION DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION

STATION FACILITY INSPECTION REPORT

<i>FILE REFERENCE</i>			<i>DATE OF INSPECTION</i>		
<i>AIRLINE/ OPERATOR</i>			<i>STATION LOCATION</i>		
<i>AERODROME OPERATOR</i>			<i>DGCA INSPECTOR</i>		
<i>AIRCRAFT TYPES USED BY OPERATOR AT THIS STATION</i>			<i>OPERATOR'S STATION/ AIRPORT MANAGER</i>		
S no	PERSONNEL		S/US	S no	S/US
	<i>POST</i>	<i>Number</i>		35	<i>Aircraft loading area</i>
1	<i>Office coordinator</i>			36	<i>Fuelling</i>
2	<i>Assistant coordinator</i>			37	<i>Fire protection during engine start up</i>
3	<i>Mass & Balance officers</i>			38	<i>Control of Ramp vehicles</i>
4	<i>Teletype operators</i>			39	<i>Severe weather plan</i>
5	<i>Reservation Officers</i>			40	<i>FOD (foreign object damage) protection</i>
6	<i>Facility Staffing & currency of training</i>			41	<i>Lighting condition</i>
7	<i>Personnel proficiency</i>			42	<i>Cargo loading</i>
8	<i>System for disseminating information to personnel</i>				AERODROME
9	<i>Duty time limitations</i>			43	<i>Taxy way lighting/condition</i>
10	<i>Records</i>			44	<i>Runway lighting condition</i>
11	<i>Currency & adequacy of manuals</i>			45	<i>Approach lighting aids</i>
12	<i>Preparation of load manifests</i>			46	<i>Navigation facilities</i>
13	<i>Facility organization- effectiveness</i>			47	<i>Obstruction /Lighting markings</i>
14	<i>Emergency telephone listing</i>			48	<i>Firefighting equipment & category</i>
15	<i>Bomb Threat: Telephone response procedure</i>			49	<i>Medical services</i>
16	<i>Emergency plans: Display</i>			50	<i>Aerodrome traffic advisory</i>
17	<i>Certificated personnel</i>			51	<i>Boundary Lighting</i>
	DESPATCH FLIGHT RELEASE			52	<i>Windsock/ Tetrahedron lighting</i>
18	<i>Dispatch /Flight release procedures</i>			53	<i>Runway Markings (Paint & lighting)</i>
19	<i>Determination of runway conditions</i>			54	<i>Blast Fences</i>
20	<i>NOTAM's</i>			55	<i>Security of aircraft</i>
21	<i>Flight planning</i>				MISCELLANEOUS
22	<i>Mass & Balance</i>			56	<i>Remote Bay- if available</i>
23	<i>Equipment/Space</i>			57	<i>Overall Security at Airport</i>
24	<i>Communications</i>			58	
25	<i>Emergency procedures of Flight dispatch</i>			59	
26	<i>Hours of operation</i>			60	
27	<i>Communication Procedures on Standby power</i>				
28	<i>Flight following procedure</i>				
29	<i>Procedure of suspending /Restricting operation</i>				
30	<i>Dispatch area of responsibility</i>				
31	<i>Dispatcher's re-current training</i>				
32	<i>Member aerodrome snow committee if applicable</i>				
33	<i>Weather reporting facility of station</i>				

	APRON				
34	<i>Public safety at ramp/ gate</i>				

Reference S no	S/US	COMMENTS

<i>Inspector</i>	<i>Signature of Flight operations</i>
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Reference to operator required	YES	NO
Reference to Operator on date		
ATR received from Operator on date		

REPORT TO BE PUT TO CFOI IN CASE OF US REMARKS

CFOI

SURVEILLANCE CHECK LIST

DIRECTORATE OF TRAINING AND LICENSING

CHECK LIST FOR OVERSIGHT PROGRAMME OF FLYING TRAINING INSTITUTE**A1. General**

Name and address of the flying training institute	
Name of the President, (if elected Managing Committee is functioning), otherwise name of the Manager and whether he has been approved by DGCA	
Name of the Chief flight Instructor or Flight Instructor Incharge	
Name of the Quality Control Manger	
Principal base of operation	
Satellite base of operation, if any	
Number of serviceable aircraft available. How many of them have valid C of A?	
Number of i) Flying Staff (excluding CFI) ii) Engineering Staff (excluding QCM) iii) Other staff iv) Honorary Flying Instructors v) Unpaid engineering trainees	
Details of approval of the flying training institute.	
Whether the flying training institute has non-scheduled operator's permit? If yes, then details of the permit.	
Date of last oversight and surveillance inspection.	

A2. Organisation and Management

Aspects to be audited or questions to be answered	Status	Comments
Is the approval of flying training institute current?	Yes/No	
Has the approval been displayed prominently in the chief Flight Instructor's room?	Yes/No	
Are the Board of Directors same, which were at the time of grant of initial approval of the Institute?	Yes/No	
If the Board of Directors have changed since the initial approval of the Institute, have the approval been obtained for new Board of Directors from DGCA?	Yes/No	
Whether the flying training institute is maintaining the principal business offices at the same place and address, which is shown in the approval letter of the DGCA?	Yes/No	
Is the principal business office is being shared with any other organisation?	Yes/No	
Whether the flying institute is using any other airport as base for imparting the flying training?	Yes/No	
If so, whether the approval has been obtained from DGCA?	Yes/No	
Whether approvals of CFI/FII/FI are valid?	Yes/No	
Whether any foreign pilots are being used for imparting training? If yes, then the	Yes/No	

details of DGCA approval.		
Whether Flight Instructors who need pilotlicences to function have appropriate licences/ratings and whether their medical is valid ?	Yes/No	
Whether trainee pilots have valid licences and medical assessment?	Yes/No	

A3. Documentation (Technical & Operational)

Aspects to be audited or questions to be answered	Status	Comments
Whether complete compendium along with latest check-list is available with the training institute?	Yes/No	
Whether all flying training circulars issued as on date are available with the flying training institute?	Yes/No	
Whether the flying training institute is maintaining a standing order register?	Yes/No	
Whether Aircraft Manual (Aircraft Act and Rules), CARs, AICs, Air Safety Circulars, Operations Circulars available in the flying training institute?	Yes/No	
Whether AIP with latest amendments available?	Yes/No	
Whether the flying training institute subscribes for Jeppesen Maps and Charts along with its revisions?	Yes/No	
Whether topographical charts for VFR flying are available?	Yes/No	
Whether a master folder showing various documents available in the flying training institute is being maintained?	Yes/No	
Whether an approved training manual containing flying syllabus for PPL, CPL is available?	Yes/No	
Has any contingency plan been made for aircraft accident, disabled aircraft removal, list of emergency telephones, list of doctors?	Yes/No	

A4. Training Records

Aspects to be audited or questions to be answered	Status	Comments
Whether records are being maintained to show that proper briefing/de-briefing of the trainee pilots is being conducted by CFI/FII/FI?	Yes/No	
Whether records are being maintained to show that each student has gone through proper ground training prior to starting the flying?	Yes/No	
Whether records are being maintained to show that all the training flights have been authorised only by instructors approved for the purpose?	Yes/No	
Whether records are being maintained to show that the flying training is being conducted in accordance with the approved syllabus prescribed in the approved training manual?	Yes/No	

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Whether there is a system to check that the flying timings certified by the institute tally with the aerodrome records?	Yes/No	
Whether there is a system to check that pilots enrolled by the flying training institute meet the requirements like educational qualifications, age etc. of the Aircraft Rules?	Yes/No	
Whether dossier of each trainee pilot is maintained and updated including the supporting documentation?	Yes/No	
Whether details of flying training of SC/ST candidates nominated by DGCA are available?	Yes/No	

A5. Operations

Aspects to be audited or questions to be answered	Status	Comments
Whether proper briefing/debriefing procedures have been established?	Yes/No	
Whether proper Met information is available for the airports and the en-route before undertaking the training flights?	Yes/No	
Whether co-ordination procedures have been established to obtain FIC and ADC numbers?	Yes/No	
Whether flight planning is discussed to ensure carriage of proper fuel on board?	Yes/No	
Whether procedures have been established to ensure that Centre of Gravity is within limits?	Yes/No	
Whether standardised check-lists are available for normal, abnormal and emergency procedures?	Yes/No	
Whether MEL procedures have been established?	Yes/No	
Whether proper maps and charts are required to be carried for the flights?	Yes/No	
Whether a check-list is available to show the documents required to be carried on board?	Yes/No	
Whether operational procedures have been established to ensure that documents required to be carried on board are available?	Yes/No	
Whether procedures have been established under which the trainee pilots can be sent on their first solo and subsequent solos?	Yes/No	
Whether procedures have been established under which the trainee pilots can be sent on their first solo cross-country flight?	Yes/No	
Whether procedures have been established under which the trainee pilot can be sent for night flying?	Yes/No	

A6. Facilities

Aspects to be audited or questions to be answered	Status	Comments
Whether adequate space is available for pilot briefing/ debriefing?	Yes/No	
Whether adequate space is available for the students waiting for their training flights?	Yes/No	

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Whether adequate arrangement and equipment is available for pilot briefing?	Yes/No	
Whether the space used for instructional purposes is properly lighted and ventilated?	Yes/No	
Whether proper audio-visual training aids are available?	Yes/No	
Whether similar arrangements are available at the satellite bases approved for carrying out flying training by the institute?	Yes/No	
Whether a proper library available, which provides ready access to trainee pilots the documentation, aviation books, literature etc.?	Yes/No	
Whether proper telephone connections with STD facilities are available?	Yes/No	
Whether proper communication arrangements with ATC authorities are available?	Yes/No	
Whether alarm bell and siren facilities at a suitable location are available with the flying training institute?	Yes/No	
Whether sufficient number of fire extinguishers available?	Yes/No	
Whether first-aid room with proper kits and validity available?	Yes/No	
Whether trained manpower is available to handle safety services?	Yes/No	
Whether proper coordination with local fire station exists?	Yes/No	
Whether 'No-Smoking' sign have been displayed at prominent places?	Yes/No	
Whether simulator is being used for conducting the training?	Yes/No	
If yes, whether simulators are functioning properly?	Yes/No	
Whether ground instructors are properly qualified?	Yes/No	

A7. Airports

Aspects to be audited or questions to be answered	Status	Comments
Whether the flying training institutes exclusively use the runway of the airport?	Yes/No	
If yes, whether proper communication arrangements exist with ATC?	Yes/No	
If yes, whether proper and adequate safety services are provided by the training institute or by ATC?	Yes/No	
Whether ground signal areas are properly marked and lighted?	Yes/No	
Whether smooth runway with clear runway markings available?	Yes/No	
Whether wind sock or wind direction indicator is visible from each end of the runway at ground level?	Yes/No	
Whether night training flights are carried out at the airport?	Yes/No	
If yes, then whether proper night flying facilities are available at the airport?	Yes/No	
Whether proper traffic pattern has been established for carrying out the flying training?	Yes/No	
Whether proper drills have been established in case of aircraft emergency during	Yes/No	

flying at the airport?		
Whether airport perimeter fencing is available with adequate watch and ward for preventing runaway incursion during aircraft operation?	Yes/No	

A8. Flying Checks

Aspects to be audited or questions to be answered	Status	Comments
Whether procedures have established for the Flight Instructors and Assistant Flight Instructor to carry out flying checks of trainee pilots to ensure standardized flying training?	Yes/No	
Whether procedures have established for the Chief Flight Instructor to carry out flying checks of Flight Instructors, Assistant Flight Instructor and the trainee pilots to ensure standardized flying training?	Yes/No	
Whether reports on various flying checks carried out are available?	Yes/No	

A9. Airworthiness

Aspects to be audited or questions to be answered	Status	Comments
Whether the institute's approval maintenance valid?	Yes/No	
Whether the approval certificate displayed?	Yes/No	
Whether the Quality Control Manual approved?	Yes/No	
Whether the approved Quality Control Manager is a full time regular employee of the institute?	Yes/No	
Whether there is a change in institute since approval of manual in term of aircraft type/level of inspection/manpower etc?	Yes/No	
Whether the operation of institute spread at more than one aerodromes? If yes, whether every set-up is equipped with maintenance facility to the level of maintenance for which it is certified? (If certain instruments/equipments are carried from one base to another, cross-check with stores register for actual movement of such equipments?)	Yes/No	
Whether the Organization follows a standard maintenance programme approved by DGCA?	Yes/No	
If yes, is the maintenance program approved and adhered to?	Yes/No	
Whether there was at any time any deviation to the maintenance programme?	Yes/No	
If so, was the approved procedure followed?	Yes/No	
Whether the maintenance schedules are approved?	Yes/No	
Are they amended as per latest version of maintenance manual?	Yes/No	
Whether SBs and ADs are received in the institute? Check for latest arrival date and its implementation?	Yes/No	
Whether the procedure for dissemination information to working engineers exists?	Yes/No	
Whether the log-books are complete in respect of periodic inspection,	Yes/No	

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replacement of part and compliance of SBs/Ads etc.?		
Whether the institute has adequate number of qualified engineers/ technicians proportional to the activity of the institute?	Yes/No	
Whether the technicians employed are adequately trained?	Yes/No	
Whether the training records of AMEs and Technicians kept with QCM?	Yes/No	
Whether the Institute maintains fuel/oil upliftment records?	Yes/No	
Whether trend monitoring chart of turbine engines, if applicable, maintained?	Yes/No	
Whether the institute has hanger space to carry out inspection? If yes, whether the hanger space is available Throughout the year?	Yes/No Yes/No	
Whether the hangar is properly lighted and ventilated?	Yes/No	
Whether there is adequate ground equipment such as trestles, workbenches to carry out the work?	Yes/No	
Whether proper procedure exists for tagging of all removed articles in the hanger?	Yes/No	
Whether the Bonded stores are clean and well arranged?	Yes/No	
Whether Quarantine store are properly tagged?	Yes/No	
Whether the tyres are kept in stores properly and a record of rotation maintained?	Yes/No	
Whether a defect register is maintained?	Yes/No	
Whether the institute stocks fuel in bulk? If yes, whether licence for explosives has been obtained?	Yes/No Yes/No	
Whether a standard procedure for keeping fuel in barrels followed by the institute? If yes, whether proper procedures is followed for barrel fuelling?	Yes/No Yes/No	
Whether a chapter in QC manual exists for barrel fuelling?	Yes/No	
Whether the institute carries out battery charging? If yes whether an approval has been obtained in respect of shop and individual?	Yes/No Yes/No	
Whether the battery charging equipment is serviceable and calibrated?	Yes/No	
Whether there is a first-aid station in the battery shop?	Yes/No	
Whether inspections of aircraft are carried out as per standard check-list for serviceability of equipments, instruments, availability of onboard documents, updating of flight manuals etc.? Whether for Cessna 150/152 aircraft emergency door ejection mechanism is for serviceable?	Yes/No Yes/No	
Whether the Nav-lights, VHF & ELT, if installed are serviceable?	Yes/No	
Whether the precision tools/ instruments are calibrated periodically?	Yes/No	

Checklist for airworthiness inspection of Flying Training Institute aircraft

Aspects to be audited or questions to be answered	Status	Comments
Whether C of A is valid	Yes/No	
Whether the owners name plate is same as in the C of R?	Yes/No	
Check for following documents: Certificate of Registration Certificate of Airworthiness Flight Release Certificate WT licence Journey logbook Weight schedule Pilot hand book/AFM	Yes/No	
Check for Emergency equipment on Board		
Check for availability of First aid kit		
Check for "No Smoking" placard in the Cockpit		
Check for Compass correction card		
Check Marking of instruments in the cockpit		
Check for Serviceability of ELT		
Check for painting of prop tips		
Inspect exterior of aircraft for any damages Check for any fuel/ oil leaks		
Check for placards		
Check if the Pitot static probe is covered when aircraft is on ground for more than 2 hours		
Check for creep marks on tyres		
Check for door locking		
Check whether defects are rectified promptly		
Check for serviceability of night flying instruments if certified for night flying		

A10. Financial

For flying training institutes under subsidy scheme

Aspects to be audited or questions to be answered	Status	Comments
Has a financial audit been carried out?	Yes/No	
Whether a copy of the audited balance sheet of the club available? What are the financial assets of the club?	Yes/No	
Whether institute is depositing amount towards accident reserve fund and overhaul fund?	Yes/No	

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For all flying training institutes

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Aspects to be audited or questions to be answered	Status	Comments
Whether the flying training institute is making payment to all its employees regularly?	Yes/No	
Whether payments are being made regularly to AAI and fuel vendors?	Yes/No	
Whether aircraft and seats are insured?	Yes/No	
Whether CFI/ PII and FIs are insured?	Yes/No	

A11. Advertisement

Aspects to be audited or questions to be answered	Status	Comments
Whether the flying training institute has given any advertisement, which states that the institute has been approved? If yes, whether these advertisements are in accordance with the scope of approval?	Yes/No	
Whether the flying training institute clearly differentiate in their advertisement between the courses, which are approved and those courses which are not approved or not covered under the scope of approval granted to the flying training institute?	Yes/No	
If the flying training institute is not holding a current approval of the institute, whether the institute has removed all indications and signboards etc. in this regard?	Yes/No	
Whether the training institute has given any advertisement regarding flying training without having any approval of the institute?	Yes/No	
Whether any complaint has been received from the trainees by the institute regarding their training? If yes, what action has been taken by the institute?	Yes/No Yes/No	

SURVEILLANCE CHECK LIST

AIR SAFETY DIRECTORATE

CHECKLIST FOR PREFLIGHT MEDICAL CHECKUP

Name of the Operator:		Type of Operation:	Scheduled / Non-Scheduled / Private
Place of Inspection		Date & Time of Insp.	
Airline Operator's Base Stn.			
Name of the Medical Department Head/in-charge		Contact No.	
		e-mail id	
Duty Doctor Name and Qualification.		Contact No.	
		e-mail id	
Items to be checked	Observation/Finding	In Compliance with	
Check whether Doctor(s) is (are) permanent or in Contract		(For other than main base for scheduled operator, and other operators may have doctors on contact or pooling their resources as per Draft CAR Sec-5, Series 'F' part- III issue – I under para 4 sub para 2, page No.3.)	
Check whether doctors are qualified(min MBBS) & undergone relevant training on PFmedical exam		Draft CAR Sec-5, Series 'F' part- III issue – I	
Check whether adequate Number of Doctors available for Carrying out PFMC to the crew		General Air Safety requirement	
Check whether adequate Facility/ arrangement available for Carrying out PFMED at out stations:-		General Air Safety requirement	
Check for the availability of company policy (Operation Manual) for carrying out pre-flight medical checkups and dealing B.A. positive cases.		General Air Safety requirement	
Whether crew are reporting in time at PF medical room		Draft CAR Sec-5, Series 'F' part- III issue – I & CAR Sec 8,SER A, Part-II	

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Whether min. 40% Flight Crew and 20% Cabin Crew are regularly under going PFMC for Alcohol Consumption checkup.		(for Scheduled operators per day and 15 calendar days for other operators. As per DRAFT CAR Section 5 Series F part III issue I under para 3.4.1)		
Whether PFMC Procedure at foreign destination complied?		(As per DRAFT CAR Section 5 Series F part III issue I under para 3.4.2 'For flight destination outside India, where more than 10crew takes place in a calendar week, PFMC shall be carried out at least once in a month. At other foreign destination, PFMC shall be done at least once in a period of two months.')		
Whether all foreign destinations, complete set of crew are subjected PFMC?		(As per DRAFT CAR Section 5 Series F part III issue I under para 3.4.3 'At foreign destinations complete set of Flight crew member & Cabin Crew member shall be subjected to PFMC.')		
B.A. Equipments				
Whether at all the times, two B.A. equipments are available and one shall be attachable with a servi-ceable printer (check both B.A. equipments and printer condition)? - Alco sensor-4 is recommended.		Type of B.A.equpts.	Alco III/ IV	Alco III/ IV
		S.No.		
		Last Calibration date		
		Calibration due		
Whether last calibration details are appended on the instruments?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under para 4 'Equipment to be used' , page No.3.)		
Whether Calibration rates are equal or less than the time specified by the Manufacturer's Manual.		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under para 4 'Equipment to be used', page No.3 at least once or as per the manufacturer's requirements.)		

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Whether Pre-flight room is equipped with essential equipments Like, stethoscope, B.P Apparatus, Torchlight etc., and whether Emergency life saving drugs are within the expiry date and under the control of the doctor?		General Air Safety requirements
Whether stock register is maintained properly and monitored periodically		CAR Sec 8,SER A, Part-II
Whether adequate mouth pieces within the expiry period are available at the pre-flight room?		General Air Safety requirements
If mouth pieces are issued to the individual crew, then the mouth pieces are distributed under their signature with date?		General Air Safety requirements
Whether spare batteries are available for the B.A. Apparatus?		General Air Safety requirements
Whether checks are being carried out in maximum possible privacy at a designated pre-flight room?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under heading ' Procedure for Pre-flight medical Examination , page No.3.)
Whether, Preflight medical examination book for alcohol, contains the declaration' I confirm that I am not under the influence of Alcohol.'?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under heading ' Procedure for Pre-flight medical Examination , page No.3.)
Whether, the medical book is prepared as per the Annexure – II format		(as per DRAFT CAR Section 5 Series F part III issue -I?)
Whether preflight medical book is serially numbered and in bound volume?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under heading ' Procedure for Pre-flight medical Examination , page No.3.)

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Whether separate preflight medical book records, Post flight medical records are being maintained for Flight Crew and Cabin Crew?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under item 10 heading ' Preservation of the Records , page No.6.)
Whether Alco sensor(if used) is used under AUTO mode only for PF med. Exam		General safety requirement
Whether memory read-out is printed and preserved regularly for every 100 tests.		General safety requirement
Whether daily self test is done on the start of the day for serviceability and print out record is available		General safety requirement
Whether available alco sensors are put in service regularly		General safety requirement
Whether before each test doctor run airblank on instrument and obtain reading 0.00		Draft CAR Sec-5, Series 'F' part- III issue – I
Whether all the positive cases are promptly reported to the; <ol style="list-style-type: none"> 1. concern DGCA regional Air Safety Office, 2. DAS, HQ and 3. DGCA Air Safety Office at Base station of the Optr. Along with documents and printouts? 		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under heading ' Procedure for Pre-flight medical Examination , page No.4 para 3.)
Whether set-out procedure is properly followed by the doctors for positive alcohol case		Draft CAR Sec-5, Series 'F' part- III issue – I
Check for post flight medical done in last 3 months & details of authority.		Draft CAR Sec-5, Series 'F' part- III issue – I

Is airlines offering its services to any other airlines and details of permission from competent authority.		General safety requirement	
Check whether airlines is using others facilities/services & details of permission from competent authority.		General safety requirement	
Preservation of Records:-			
Whether last six moths relevant records are being preserved?		(as per Draft CAR Sec-5, Series 'F' part- III issue – I under item 10 heading ' Preservation of the Records , page No.6.)	
Any other Observation/ Remarks:-			
Inspector Details			
Inspector's Office Address	Inspector Name	Designation	Inspector Signature
Place		Date	

Ramp Inspection Worksheet

Ramp Inspection checklist includes area:

- **A.** --- General Apron Safety Items
- **B.** --- Movement of Vehicle in Apron
- **C.** --- Refueling Operation
- **D.** --- Safety Training
- **E.** --- Parking, Securing of Aircraft in Bay
- **F.** --- Aircraft Worksheet – Flight Deck, Safety/ Cabin Items, Aircraft Condition

For checklist items guidance have been taken from

- Annex 1
- Annex 6
- Annex 8
- Annex 9
- Annex 18
- ICAO Airport Services Manual Part 1
- ICAO Airport Services Manual Part 8
- Indian Civil Aviation Regulation
- Air safety Circulars

Note:

1. Ramp Inspection Worksheet comprises of 06 areas of inspection. During surveillance as per the time permissible, inspection can be carried out in phased manner.
2. It is advisable that during inspection representative of Aerodrome Operator and/ or Aircraft Operator may be associated.
3. Any major finding which could have direct impact on safe operation of aircraft may require immediate action by the Inspecting Officer in consultation with Regional Director of Air Safety

RAMP SURVEILLANCE CHECKLIST

Date of Inspection : Airport Owner/Operator :

Place of Inspection :

Inspecting Officer : Aerodrome Representative:

Aircraft Operator representative:

No.	Inspection Check	Ref	Remarks
A.	Apron Safety --- General		
	Apron : International/ Domestic/ General Aviation/ Remote		
	Bay Inspected :		
A1	Condition of paved surface of Apron/ Bay	CAR Section 4 Series 'B' Part I Para 10.2	
A2	Does the aircraft stand provide the minimum clearance	CAR Section 4 Series 'B' Part I Para 3.13.6	
A3	Check if proper Stand marking as per requirements	CAR Section 4 Series 'B' Part I Para 5.2.13	
A4	Are there safety lines painted to define the areas intended for use by ground vehicles and other servicing equipment to provide safe separation from aircraft	CAR Section 4 Series 'B' Part I Para 5.2.14.	
A5	Is Apron being regularly swept so as to ensure that aprons is clean and clear of foreign object debris (FOD)	ICAO Doc 9137 Chapter 10 Para 10.6.3	
A6	Are there any FOD bins available	ICAO Doc 9137 Chapter 10	

	on the parking bays and other strategic positions?	Para 10.6.3	
A7	Are FOD bins emptied regularly?	Good Safety Practices	
A8	Is the Apron at regular interval cleaned to remove Oil, Grease and Rubber marks	ICAO Doc 9137 Chapter 10 Para 10.6.4	
A9	Does the airport have an apron management service at the airport? Is Bay allocation given in time to facilitate proper bay preparation by the ground handler of the arriving aircraft?	ICAO DOC 9137 Chapter 10	
A10	Is provision made for smaller aircraft to be properly Moored	Good Safety Practices	
A11	Availability of Apron Flood Lighting of appropriate illuminance and with proper aiming such that an aircraft stand receives light from two or more directions to minimize shadows.	CAR section 4, Series B Part I Para 5.3.23	
A12	Are airside staff allowed to smoke on airside?	Good Safety Practices	
A13	If yes, are there designated smoking areas on airside and do airside users abide to smoking in those areas only	Good Safety Practices	
A14	Is all apron equipment parked in designated staging areas?	ASC 4 of 2007	
A15	Check all Ground Equipment kept are in serviceable condition and fitted with reflective tapes	ASC 4 of 2007	
A16	All Ground Equipments that	Good Safety Practices	

	touches the aircraft must have protective buffers at contact point.		
A17	Is Ground point available on bay. If yes has ramp grounding points been checked for resistance and properly marked (static ground 10,000 ohms or less) (electric ground 10 ohms max for maintenance.	Good Safety Practices	
A18	Check that personnel not walking on active apron or taxi lane.	ASC 4 of 2007	
A19	All personnel including security staff wearing high visibility jacket	ASC 4 of 2007	
A20	Do all apron equipment and vehicles adhere to the speed limit permitted when on the ramp?	ASC 4 of 2007	
A21	Are all standard operating procedures adhered to during the servicing of the aircraft?	Good Safety Practices	

B.	Movement of Vehicles in Apron		
B1	Vehicles operating in the airside are fitted with anti-collision lights	ASC 4 of 2007	
B2	Aerodrome Operator ensures that AVP is issued to vehicle operator only after undergoing proper training	ASC 4 of 2007	

B3	<p>Has the aerodrome operator implemented measures to ensure that all drivers are familiar with</p> <ul style="list-style-type: none"> a. Geography of Aerodrome b. Aerodrome Signs, marking and lighting c. Radio telephonie operating procedures d. Terms and phrases used in aerodrome control e. Airport rules and procedures f. Specialist functions in case of Rescue and Fire Fighting etc. g. Adequate training of driving the relevant vehicle/ Equipment 	CAR Section 4 Series B Part I Para 18.1	
B4	Periodic training for special procedure for low visibility operation	CAR Section 4 Series B Part I Para 18.4	
B5	Additionally driver should be holding state driving licence	CAR Section 4 Series B Part I Para 18.2	
B6	Has the airport operator developed rules and procedures to regulate the movement of vehicles and equipment on the movement area	CAR Section 4 Series B Part I Para 9.5	
B7	Do all drivers adhere to the limits of maximum permissible speed and standard operating procedures when on the apron/s and service roads	ASC 4 of 2007	
B8	Are vehicles plying on the airside fitted with Speed	ASC 4 of 2007	

	Governor. If not is there exemption letter available.										
B9	If violation of airside vehicular movement observed give following details	-----	<table border="1"> <tr> <td>Type of violation</td> <td></td> </tr> <tr> <td>Vehicle No.</td> <td></td> </tr> <tr> <td>Operator</td> <td></td> </tr> <tr> <td>Company</td> <td></td> </tr> </table>	Type of violation		Vehicle No.		Operator		Company	
Type of violation											
Vehicle No.											
Operator											
Company											
B10	Interview: (One Sample per apron) Verify if the driver has all necessary authorization to operate a vehicle on airside and if he/she is knowledgeable on the standard operating procedures governing vehicular movement on the airport	-----									
	Safety in vicinity of Aircraft										
B12	Wearing of Safety Shoes by those working in close proximity of aircraft or equipments	Good Safety Practices									
B13	Vehicles not approaching aircraft when engine is ON	Good Safety Practices									
B14	Equipment and vehicles requiring to back up to or from an aircraft during the servicing of that aircraft, be directed by a marshaller.	Good Safety Practices									
B15	No Vehicle drive through or park in the red hatched area under the movable aerobridge.	Good Safety Practices									
B16	Vehicle not left unattended in running condition in the vicinity of aircraft	Good Safety Practices									
B17	Tall vehicles which are capable	Good Safety Practices									

C7	To prevent staff and drivers going under aircraft wings, are safety cones placed around wingtips, vent areas and Engines	CAR Section 2 Series 'H' Part II	
C8	Aircraft and supply sources are correctly bonded and correct earthing procedure followed	CAR Section 2 Series 'H' Part II	
C9	Fire Extinguisher of a suitable type readily available	CAR Section 2 Series 'H' Part II	
C10	Check that during refueling Emergency Stop 'Dead man's Handle' being manned	CAR Section 2 Series 'H' Part II, Para 9.1	
C11	Refueler is chocked after parking		
C12	Does aircraft refueling take place whilst passengers are boarding or disembarking from the aircraft. Is all necessary precautions being taken accordingly	CAR Section 2 Series 'H' Part II, Para 22.3	
C13	Are fuel/ oil spillages reported, appropriately treated and cleaned immediately	ICAO Doc 9137 Chapter 10 Para 10.6.2.1	
C14	Interview: Are the staff charged with ensuring airside safety aware and knowledgeable about the prescribed refueling procedure	-----	
D	Safety Training		
D1	Are all personnel working on apron inducted in terms of airport standard operating	Good Safety Practices	

	procedures		
D2	Is the safety training being given by duly competent personnel	Good Safety Practices	

E.	Parking, Securing of Aircraft in Bay		
	Aircraft Registration :	ATA of Aircraft :	
	Flt No :	Sector :	
	Ground Handler :		
	Marshaller :	Trained/ Untrained :	
E1	Is the Marshaller on the aircraft stand prior to the arrival of the aircraft? (One sample per apron)	ICAO Doc 9137 Chapter 10 Para 10.5.3 and CAR Section 4 Series E part I Para 3.4	
E2	Is the marshalling signals used compliant with ICAO requirements?	CAR Section 4 Series E part I Para 3.4.3	
E3	Is all marshalling staff adequately trained? (Sample: Verify marshaller details with marshalling training records)	CAR Section 4 Series E part I Para 3.4.4	
E4	Check that Marshaller is using Fluorescent wand for day and illuminated wand for night.	CAR Section 4 Series E part I Para 3.4.6	
E5	Is the aircraft properly chocked once stationary?	Good Safety Practices	
E6	Are the steps used suitable for the type of aircraft?	Good Safety Practices	
E7	Is aero-bridge used for disembarking or embarking passenger. If yes, are the air-	Good Safety Practices	

	bridge operators suitably trained?		
E8	Do apron staff approach the aircraft prior to been given the go-ahead from the aircraft engineer?	Good Safety Practices	
E9	Are the apron equipment in a serviceable and roadworthy condition	ASC 4 of 2007	
E10	Interview: An apron equipment operator on the content of the standard operating procedures governing the use of such equipment.	-----	

RAMP SURVEILLANCE CHECKLIST

F. Aircraft Worksheet

Aircraft Registration : Operator/ Owner :
 Flight No. : Sector Operated/ Operating :
 ATA : ETD :
 Crew details :

Flt Crew	Name	License No	Validity	IR Validity	Medical Validity	FRTTO validity
PIC						
Copilot						
Cabin Crew	Name	SEP No.	Validity	Safety Checks Validity		
IFM						

A. Flight Deck			
General			
FA1.	Check General conditions	Good Safety Practices	
FA2.	Emergency Exit condition	----	
FA3	Equipments	----	
Documentation			
FA4.	Manuals & logbook Check Availability Controlled Copy and Updated	CAR Section 2 Series X Part VII	
FA5.	Checklists	CAR Section 2 Series X Part	

	Availability of Normal, Non Normal, Emergency Checklist Bomb Scare Checklist	VII	
FA6.	Radio Navigation Charts Check if Charts are available for intended flight and updated	CAR Section 2 Series X Part VII, ICAO Annex 6 Para 6.2.3	
FA7.	MEL and Deferred Defect Checklist	ICAO Annex 6 Para 6.1.2	
FA8	Certificate of Registration Availability	CAR Section 2 Series X Part VII	
FA9	Certificate of Airworthiness Availability and validity	CAR Section 2 Series X Part VII	
FA10	Noise Certification or equivalent Check for availability	CAR Section 2 Series X Part VII ICAO Annex 6 Para 6.3 & ICAO Annex 16 Vol I Part I and II	
FA11	Air Operator Certificate a. Check for availability of original or certified copy b. Availability of associated conditions and limitations	CAR Section 2 Series X Part VII	
FA12	Radio License Check for availability and validity	CAR Section 2 Series X Part VII	
FA13	Other documents to be carried on board	CAR Section 2 series X, Part VII	
Flight Data			
FA14	Operational Flight Plan	ICAO Annex 6, Para 4.1 and	

	Check availability and suitability to flight route and for adequate fuel, oil reserve planning and supply on board	11.1	
FA15	Load Sheet Check availability, completeness and correctness	CAR Section 2 Series X Part VII ICAO Annex 6, Para 4.3.1 and 11.1	
FA16	Check for availability of aircraft performance information including limitation, runway analysis data and adequate enroute performance data	ICAO Annex 6 Para 5.1	
FA17	Check availability of cargo and passenger manifest	CAR Section 2 Series X Part VII ICAO Annex 9 Para 2.12 and 4.12	
FA18	Check availability of adequate weather report and forecast	ICAO Annex 6, Para 4.3.5.2	
FA19	Check availability of NOTAM for the route of flight	Annex 15 chapter 1	
Safety Equipment			
FA20	Portable Extinguisher for presence, condition and expiry date	CAR Section 2 series 'O', ICAO Annex 6, Para 6.2.2.b.1	
FA21	Life Jacket/ Floatation device for presence and expiry date	CAR Section 2 series 'O', ICAO Annex 6, Para 6.5.2 and 6.5.3	
FA22	Condition of safety harness	CAR Section 2 series 'O', ICAO Annex 6, Para	

		6.2.2.C.3	
FA23	Availability of Emergency Flash Light	CAR Section 2 series 'O', ICAO Annex 6, Para 6.10	
B. Cabin safety			
FB1	General condition	ICAO Annex 8, Part IIA, 4.1	
FB2	Safety Harness condition	CAR Section 2 series 'O', ICAO Annex 6, Para 6.16	
FB3	First aid Kit for availability, seal and expiry date of Medical certificate	CAR Section 2 series 'O' Part III, ICAO Annex 6, Para 6.2.2.a	
FB4	Passenger seat belt Random check for availability Availability of sufficient number of extension belt	CAR Section 2 series 'O', ICAO Annex 6, Para 6.2.2.C.2	
FB5	Emergency Flash light for availability	CAR Section 2 series 'O', ICAO Annex 6, Para 6.10.f	
FB6	Passenger Briefing Card availability	CAR Section 2 series 'O', ICAO Annex 6, Para 6.2.2	
FB7	Appropriate number of Cabin Crew	CAR Section 2 Series X Part	
FB8	Valid SEP of Cabin Crew	Aircraft Rule 38B	
FB9	Safety of Cabin Baggage Restriction of hand baggage to be carried on board. Monitoring of the same by Cabin Crew	ASC 3 of 1999	
FB10	Coordination between Cabin and Ground Crew	Operation Circular	
C. Aircraft External Condition			
FC1	General Condition	-----	

D. Cargo			
FD1	General condition of cargo compartment and containers	-----	
FD2	Dangerous Goods If DGR item on board as per cargo manifest, check that Pilot has received appropriate notification	ICAO Annex 18, Para 9.1 and 9.2	
FD3	Proper distribution and securing of cargo on board	ICAO Annex 6, Para 4.3.1	
FD4	Precautions taken to prevent Tail tipping during loading / unloading of freighter aircraft	Good Safety Practices	
S.No.	Any other Findings		Remarks

Inspecting Officers Signature with Date :

Aerodrome Representative Signature with Date :

SURVEILLANCE CHECKLIST LIST
STORES

No.	Inspection Check	Ref	Remarks
1.	Check that previous inspection findings are rectified/complied.		
2.	Check for approved of stores inspector.	CAR, SEC2 , SER E, PART 7	
3.	Check stores for cleanliness, proper lighting and adequate number of proper type of fire extinguisher.	CAR, SEC2 , SER E, PART 7 & CAR 145 A25(c)	
4.	Check records for the fire drill conducted for stores personnel's and their proficiency.	CAR, SEC2 , SER E, PART 7 & AAC 3/2000, page 4&8	
5.	Check the system of indexing items whether computerized or manual-do a random check for the location of items as per index.	CAR, SEC2 , SER E, PART 7& CAR 145 A25(d)	
6.	Check records of temperature and humidity.	CAR, SEC 2,SER S, PART -1& CAR 145 A25(c),(d)	
7.	Check that quarantine items are not kept in the bonded store.	CAR, SEC2 , SER E, PART 7, CAR 145 A 25(d)	

8.	Check availability of cold storage and special storage of rubber items.	CAR, SEC 2,SER S, PART -1, CAR 145 A 25(d)	
9.	Check that other than aircrafts items other commercial items are not stored in the store.	CAR, SEC2 , SER E, PART 7 & CAR 145 A25(d)	
10.	Check that defective items or suspected failure items are not stored in the bonded store.	CAR, SEC2 , SER E, PART 7, CAR 145 A 25(d)	
11.	Check that proper records are available for the calibration of tools and test equipments. (torque wrenches, pressure gauges etc..)	CAR, SEC 2,SER S, PART -1, CAR 145 A 25(d)	
12.	Check that all components are properly stored/packed.	CAR, SEC 2,SER S, PART -1, CAR 145 A 25(d)	
13.	Check that the storage and shelf life rubber hoses	CAR, SEC 2,SER S, PART -1, CAR 145 A 25(d)	
14.	Check that Electrostatic Sensitive Devices are kept on the conductive mats and not on the floor.	CAR 145 A 25(d) &AAC 3/2000&6/2000	
15.	Check personnel handling ESDs are aware of the precautions to be taken while handling the items.	CAR 145 A 25(d)& AAC 3/2000&6/2000	
16.	Check that Electrostatic	CAR 145 A 25(d) &AAC	

	Sensitive Devices are not stored along side non-ESDs items.	3/2000&6/2000	
17.	Check that all metal cupboards/racks used for storing the ESDs items are properly grounded.	CAR 145 A 25(d) &AAC 3/2000&6/2000	
18.	Check records that tyres are kept properly and are rotated on regular intervals.	CAR, SEC 2,SER S, PART -1	
19.	Check that all POL items stored separately.	CAR, SEC 2,SER S, PART -1	
20.	Any other findings:		

Note:All the above checks are also to be cross checked with CAR 145A25(c)&(d)

Inspector Details			
Inspector's Office Address	Inspector Name	Designation	Inspector Signature
Place		Date	

SURVEILLANCE CHECKLIST LIST
LINE MAINTENANCE

No.	Inspection Check	Ref	Remarks
1	Check that previous inspection findings are rectified/complied.	General requirements	
2	Check that the operator adequate space/hanger	SEC2,SER E,Part-IV	
3	Check availability number of appropriately licensed AME in communcerating with the number of aircraft maintained by that office.	SEC2,SER E,Part-IV	
4	Check availability of adequately skilled technician/staff to assist the AMEs.	SEC2,SER E,Part-IV	
5	Check the availability of the following updated documents for reference and use- Maintenance Manual, Trouble Shooting manual, list of circulars issued by Q.C department of the operator, copy of MEL, MOE, working copies of log books	SEC2,SER E,Part-IV	
6	Check availability of necessary tools/special tools to carry out appropriate checks/schedules	SEC2,SER E,Part-IV	
7	Check availability of wheel change equipment including spare wheels, T.P gauges, wheel	SEC2,SER E,Part-IV	

	charging facility		
8	Check whether the tools/equipments which requires calibration is available.	SEC2,SER E,Part-IV	
9	Check availability of Ground Power unit, jet starter/battery cart including battery Charger.	SEC2,SER E,Part-IV	
10	Check the condition of the battery cart and the batteries.	General safety practices	
11	Check the availability of adequate and appropriate trestles, ladders etc	General safety practices	
12	Check the system of obtaining spare from stores in case of defect rectification.	SEC2,SER E,Part-IV	
13	Adequate no of cones are available used at the time aircraft parked at the bay.	General safety practices	
14	Check that the technicians have under gone basic ramp training and marshaling training.	General safety practices	
15	Check the defect reporting system to QC	SEC2,SER E,Part-IV	
16	Check the system of disseminating information from QC to line maintenance to carry out any schedule on the aircraft.	SEC2,SER E,Part-IV	
17	Check the training records of the license AME and the scope of approval to certify the aircraft.	SEC2,SER E,Part-IV	
18	Check the duty roster and duty	General safety practices	

	allocation for fatigue finding		
19	Check the placards availability for the invoking of the MEL	General safety practices	
20	Check no of people holding valid ADP to drive on the Apron.	General safety practices	

Note:All the above checks are also to be cross checked with CAR 145A25

Inspector Details			
Inspector's Office Address	Inspector Name	Designation	Inspector Signature
Place		Date	

SURVEILLANCE CHECKLIST FOR LOAD AND TRIM

SI No	Itemized requirements checked	Remark	Comments
I	Training Programme		
1	Check L&T personnel undergone Basic indoctrination and initial training		
2	Check records of Transition Training for correctness		
3	Check whether Refresher/ Recurrent trainings are done by L&T personnel regularly.		
4	Check Conversion Training of L&T personnel and records – <ul style="list-style-type: none"> • Exam by instructor in coordination with DGCA 		
5	Check Practical Training given to L&T trainee – (He shall prepare 2 load and trim sheet under qualified instructor)		
II 1	Check: Training infrastructure – <ul style="list-style-type: none"> • Training school to have DGCA 		

SI No	Itemized requirements checked	Remark	Comments
	approval <ul style="list-style-type: none"> • Initial approval and the conditions if any • Revision of training program if any • Shall have training program • List of written instructional material • List of training devices • Programmed hour for each training subject • List of qualified instructor 		
2	Instructors –availability of approved instructors. (Check knowledge of Air safety circulars, AIC, CAR, Aircraft Rules and other instructions issued by the DGCA from time to time.)		
3	Check whether training programme for the persons engaged in preparation of load & trim sheet and supervising loading meets the requirements of CAR.		
4	Check The load and Trim has approval of DGCA		
5	Check The load and Trim is computed manually or by computer and procedure need to be approved by DGCA		

SI No	Itemized requirements checked	Remark	Comments
6	Check Load distribution is done according to aircraft rule and DGCA directive.		
7.	Whether adequate L&T personnel are available		
8	Whether personnel involved in L& T are DGR trained		
9	Whether weighing machines are regularly calibrated and availability of documents/records		CAR sec 2 Ser X,part-II
10	Check calibration details are displayed on the machine		
11	.check weighing machines for their correct indications on zero load condition.		
12	Whether relevant regulations of checking hand baggage is followed(cage check etc.,)		
13	Ensure aircraft weight does not increase more than RTOW		
14	Check responsibility of Officer preparing L & T for loading of the aircraft.		
15	Evidence that aircraft is loaded to		

SI No	Itemized requirements checked	Remark	Comments
	approved schedule and C.G is in limit		
16	Rostering of the L & T staff after approved course and currency of refresher		
17	Check for new comers of L&T are supervised by their senior person.		
18	Check whether name,approval/license no.,time and date of personnel signing L&T are recorded in L&T sheet		
19	Check for overwriting,cutting and editing in the documents		
20	Check pax manifest and cargo manifest are made properly and closed.		
21	Check for proper contents of completed load & trim sheet and passenger/cargo manifest.		
22	Check whether manifests are in tally with L&T sheet		
23	Is there any rounding off figures done especially for T/o weight		
24	Check carriage of one copy of load & trim sheet on board the aircraft after		

SI No	Itemized requirements checked	Remark	Comments
	certification by PIC.		
25	Check for any recent violations of overloading or near underloading conditions		
26	Check violations are reported to concerned regional Airsafety office/DGCA HQ		
27	Check for register of manual preparation of L&T and procedure followed.		
28	Availability of approved L&T manual		
29	Availability of current RTOW charts for a/c type operated by the station		
30	Whether standard weight of pax/pilot is followed for L&T computation		
31	In case of DGR cargo, check any special notification to pilot is given		
32	Check for separate load sheet for DGR goods		
33	Check for availability of proper procedure including safety precautions for detecting, handling and disposing off DGR goods/radioactive material.		
34	Cross Check for DGR/radioactive goods entry in flight plan		
35	Check all relevant documents of loading		

SI No	Itemized requirements checked	Remark	Comments
	are properly closed and authenticated		
36	Check the availability of last 6 months records.		

Any deviation and or non implementation of the provisions therein the above mentioned item shall be NON CONFORMANCE to the sub rule2(b) of rule 58 of the Aircraft Rules 1937 and the relevant CAR – Section 2; Series 'F', Part XXII, Issue I dated 06/08/1993

Place:

Date:

Name of Officer:

Designation:

DGCA SURVEILLANCE CHECK LIST
OPERATION OFFICE AND DESPATCH

Name of the Organization _____

Date: From _____ To _____ Place _____

Debriefing Done on _____

Debriefing Attended by _____

Name and Designation of Officer _____

S.No.	Items	Non Compliance with	Observations
	DOCUMENTATION		
1	Company Ops Manual, ICAO Annex 6, AIP, AIC, CAR, approved MEL, Air Safety Circulars are available and are updated.	CAR Section 8, Series A-II, Para 3.6	
2	The route guide (such as Jeppesen Charts) is available in the aircraft and flight operations office with latest update.	CAR Section 8, Series A-II, Para 3.5	
3	System exists and personnel are marked to carry out amendments to the various documents and for distribution to the crew members.	CAR Section 8, Series A-II, Para 3.7	
4	Operational flight plans are prepared and examine whether fuel requirements and aircraft weight limitations are properly reflected.	CAR Section 8, Series A-II, Para 3.26	

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5	In all the manuals the amendments sheet is available and all the amendments are duly signed.	CAR Section 8, Series A-II, Para 3.7	
6	Check list for various circulars issued are available.	CAR Section 8, Series A-II, Para 3.5	
7	System of dissemination of information/circulations exists and is working and records maintained.	CAR Section 8, Series A-II, Para 3.8	
8	Availability of Airplane Flight Manual (AFM), for its amendments and verify that check list from manufacturers is available and AFM is updated.	CAR Section 3, Series C-II, Para 6.18	
9	Check list of documents in the nav. Kit taken on board.	CAR Section 3, Series C-II, Para 6.18	
10	The operator is on mailing list from various suppliers of the manuals/circulars. Verify from the placement of order and the receipt letters.	CAR Section 8, Series A-II, Para 3.5	
11	The RTOW charts for various airports and types of aircraft are available with flight dispatch/crew members/commercial.	CAR Section 8, Series A-II, Para 3.5	
12	Availability of flight dispatcher manual.		
13	How many circulars have been issued by the operator in the preceding year and whether it has covered the weak areas.	CAR Section 8, Series A-II, Para 3.25	

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14	The flight operations office is adequately manned and equipped with communication and other assisting equipments.	CAR Section 8, Series A-II, Para 3.4	
15	The flight despatchers are qualified and approved	CAR Section 7, Series M-II, Para 14.1	
16	Availability of doctors and proper medical equipments	CAR Section 8, Series A-II, Para 3.17	
17	Availability for company channel.		
18	The records maintenance for FDTL, licence/IR, medical check up, proficiency check, refresher and flight safety courses. Verify that these records are neatly maintained and computerized also check that these are updated regularly and some personnel are earmarked to carry out these functions at the main and also at sub-bases stations for their operation.	CAR Section 8, Series A-II, Para 3.10	
19	The operational flight plans are prepared and carry out checks that data given on the operational flight plan is in order.	CAR Section 8, Series A-II, Para 3.26	
20	Contingency plan for dealing with bomb threat, hijacking, accident and other emergencies are available.	DGCA/STD/DOC/CL/04	
21	Flight Operations Office is getting proper feed back of	CAR Section 8, Series A-II, Para 3.14	

	weather information and this office gets the destination and alternate aerodrome before commencement of the flight.		
22	FDTL is being closely monitored by this office. Check for any violations of daily duty hours, weekly rest, weekly hours of flying and yearly hours of flying from records.	CAR Section 8, Series A-II, Para 3.10	
23	Briefing to the pilots is complete and comprehensive.	CAR Section 3, Series C-II, Para 6.21	
24	Latest crew records in respect of their training and proficiency checks are available with them.	CAR Section 8, Series A-II, Para 3.10	
25	The office is being supervised and there is adequate control over the activities of this office.	CAR Section 8, Series A-II, Para 3.4	
26	The office is processing the pilots' special reports and particular personnel are entrusted to carry out these functions.		
27	The flight despatchers are given the refreshers.	CAR Section 7, Series M-II, Para 7 & 14.2	

SURVEILLANCE CHECKLISTS

CABIN CREW DIVISION

**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION
AIRCRAFT CABIN INSPECTION CHECKLIST**

POST FLIGHT

1. FACTUAL DETAILS

Operator:	Flight No.
Aircraft type:	Aircraft Registration:
Pilot-in-command:	Senior Cabin Attendant:
Departure Station:	Destination Station:
Date of Inspection:	

2 POST DEBRIEFING:

2.1	Carried out appropriately	
2.2	Review of Flight Report	
2.3	Specific debrief (If any)	

3. CABIN ATTENDANT KNOWLEDGE/PROFICIENCY:

3.1	Currency of last Refresher /Safety Emergency Course (SEP).	
3.2	Emergency equipment – Cabin / Cockpit (Handling and use)	
3.3	Emergency procedures (Emergency exit/brace for impact/abort take off /decompression drill/cabin-galley-toilet fire/unruly passenger handling/emergency communication with cockpit/ Bomb Threat Procedure and LRBL).	
3.4	First aid (Knowledge/proficiency)	
3.5	Dangerous goods Carriage in cabin by passengers (Knowledge)	

4. CABIN ATTENDANT FLIGHT BAG:

4.1	Required personal equipment bag (Overnight Kit) including carriage of Cabin Safety Manual.	
4.2	Cabin documents	
4.3	Safety Circulars	

Any other observation/remarks:

**PLACE:
DATE:**

**SIGNATURE OF INSPECTOR:
NAME:**

