



**GUYANA CIVIL AVIATION AUTHORITY
AVIATION SAFETY AND SECURITY DIRECTORATE**

Form#: GCAA/OPS/2508
Origin: Flight Operations

JOB AID AND SCHEDULE OF EVENTS: AOC 003

GCAA REF.	3.	NAME OF OPERATOR: _____ DOCUMENT EVALUATION PHASE	SCHEDULED DATE	REVISED DATE	INSPECTOR SIGNATURE	DATE		REFERENCE
						RECEIVED/ ACCOMPLISHED	RETURNED FOR CHANGES	
	A.	Evaluate Applicable Training Manuals						
	1.	Crew Member Training Curricula:						
	a.	Company Procedures Indoctrination						
	b.	Emergency Equipment Drills Training						
	c.	Ground Training (Handling/Service/De-icing)						
	d.	Flight Training						
	e.	Recurrent Training						
	f.	Transition/Upgrade Training						
	g.	Differences Training						
	h.	Security						
	i.	Dangerous Goods						
	j.	Check Airmen/Flight Instructor						
	k.	Crew Resource Management						
	2.	Flight Operations Officer/Dispatcher Training						
	a.	Initial Training						
	b.	Recurrent Training						
	c.	Instructor Qualifications						
	d.	Human Performance Training						
	3.	Cabin Crew Training						
	a.	Initial Training						
	b.	Recurrent Training						
	c.	Differences Training						
	d.	Human Performance Training						
	4.	MCM – Maintenance personnel Training programme						
	a.	Maintenance Training						
	b.	Inspection personnel training						
	c.	Instructor qualification						
	5.	Other Ground personnel training						
	a.	Ground handling/ servicing personnel training						
	b.	Station personnel training						
	c.	Instructor qualification						
	B.	Evaluate Management Personnel Qualifications						
	1.	Accountable Manager						
	2.	Director of Operations						
	3.	Director of Maintenance						
	4.	Quality Manager (QM) [If only one QM for both Operations/Maintenance]						
	a.	QM for Operations (if applicable)						
	b.	QM for Maintenance (if applicable)						
	5.	Chief Pilot						
	6.	Director of Safety						
	7.	Head of Training						
	8.	Other						
	9.	Evaluate Request for Deviation Letter (if applicable)						

REMARKS:



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GCAA REF.	3. DOCUMENT EVALUATION PHASE (CONTINUED)	SCHEDULED DATE	REVISED DATE	INSPECTOR SIGNATURE	DATE		REFERENCE
					RECEIVED/ ACCOMPLISHED	RETURNED FOR CHANGES	
	C. Evaluate Operator's Manual System						
	1. Completed Operations Manual						
	a. Emergency exit plan						
	b. Carry-on Baggage plan						
	2. Completed Maintenance Control Manual						
	3. GCAA Approved Aircraft Flight Manual and procedures to keep up-to-date.						
	4. Aircraft Checklists						
	a. Normal						
	b. Abnormal						
	c. Emergency						
	5. Cabin Attendant Manual						
	6. Flight Supervision and Monitoring/Flight Following						
	7. Station/Facility Operations						
	8. Company Emergency Manual						
	9. Aerodrome Data & En Route Manual (Charts and Plates)						
	10. Aerodrome/Runway Analysis (Performance)						
	11. Minimum Equipment List (MEL)						
	a. MEL Management Programme						
	12. Configuration Deviation List						
	13. Maintenance Technical Manuals:						
	14. Fueling/Refueling/Defueling						
	15. Ground Servicing Manual						
16. Mass and Balance Control Programme							
17. Dangerous Goods manual							
18. Security Manual							
19. Reliability Programme							
20. Completed Continuous Airworthiness Maintenance Programme							
21. Emergency Plan/Notification							
22. Passenger Briefing Cards							
	D. Other Evaluations						
	1. Aircraft Lease						
	2. Maintenance Contracts/Agreements						
	3. Servicing Contracts/Agreements						
	4. Exemption/Deviation Requests/Justification						
	5. Plan for Emergency Evacuation Demonstration						
	6. Plan for Demonstration Flight						
	7. Final Compliance Statement						
	8. Initiate Specific Operating Provisions preparation						
	9. Training Contracts						
	10. De-icing/Anti Icing						
	11. Exit Row Seating						
	12. SMS Manual						
	13. Financial Assessment						
14. GCAA debriefing in preparation for Demonstration and Inspection phase							

REMARKS:

SIGNATURES: