



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

Form#: GCAA/OPS/2509
Origin: Flight Operations

JOB AID AND SCHEDULE OF EVENTS: AOC 004

GCAA REF.	NAME OF OPERATOR: _____	SCHEDULED DATE	REVISED DATE	INSPECTOR SIGNATURE	DATE		REFERENCE
					RECEIVED/ ACCOMPLISHED	RETURNED FOR CHANGES	
	4. DEMONSTRATION AND INSPECTION PHASE						
	A. Evaluate Operator Conducting Training						
	1. Training Facilities						
	2. Training Schedules						
	3. Flight Crewmember Training Evaluation:						
	a. Company Procedures Indoctrination						
	b. Emergency Equip. Drills Training						
	c. Ground Training						
	d. Flight Training						
	e. Differences Training						
	4. Check Airmen/Instructor						
	5. Cabin Crew:						
	a. Company Procedures Indoctrination						
	b. Emergency Equipment Drills Training						
	c. Ground Training						
	6. Crew Resource Management						
	7. Flight Supervision and Monitoring/Flight Following						
	8. Dangerous Goods Training:						
	a. Crewmembers						
	b. Ground Personnel						
	9. Security Training						
	10. Maintenance Training:						
	a. Director of Maintenance						
	b. Quality Manager						
	c. Quality System Personnel						
	B. Testing/Certification						
	1. Pilots						
	2. Flight Engineers						
	3. Flight Operations Officers						
	4. Cabin Attendants						
	C. Aircraft Conformity Inspection						
	D. Main Operations Base						
	E. Main Maintenance Base						
	F. Station/Facilities (Operations)						
	G. Station/Facilities (Maintenance)						
	H. Flight Supervision and Monitoring/Flight Following						
	I. Recordkeeping Locations						
	1. Crewmember:						
	a. Training						
	b. Flight & rest Times						
	c. Qualification						
	2. Maintenance:						
	a. Aircraft Records						
	b. Maintenance Personnel Training:						
	(i) Director of Maintenance						
	(ii) Quality Manager and Staff						
	(iii) Contract Employees						



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J.	Flight/Trip Records						
K.	Emergency Evacuation Demonstration						
L.	Ditching Demonstration						
M.	Demonstration Flight Evaluation						
N.	Proof of Economic Authority [State]						

REMARKS:

SIGNATURES: