



Section/division **FLIGHT OPERATIONS**
 Telephone number: **011-545-1000**
 Physical address **Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng**
 Postal address: **Private Bag X73, Halfway House 1685**

Form Number: CA 135-06
 Fax Number: **011-545-1350**

Website: www.caa.co.za

OPERATIONS AUDIT CHECKLIST (PART 135) CROP SPRAYERS

OPERATIONS AUDIT CHECKLIST (PART 135) CROP SPRAYERS			
OPERATOR			
FILE NUMBER		OPERATIONS NUMBER	
PHYSICAL ADDRESS			
POSTAL ADDRESS			
		POSTAL CODE	
TELEPHONE NUMBER		FAX NUMBER	
CELL PHONE NUMBER		E-MAIL ADDRESS	
BASE OF OPERATIONS			
AUDIT TEAM			
LICENCE NUMBER :			
CLASS of License::			
Type of Air service:			
Category of Aircraft:			
DATE APPLICATION RECEIVED			
DATE AIR OPERATION CERTIFICATE ISSUED			
AIR OPERATION CERTIFICATE EXPIRY DATE			
AUDIT CARRIED OUT	PREVIOUS DATE	CURRENT DATE	
PREVIOUS FINDINGS			
LEVEL 1			
LEVEL 2			
LEVEL 3			
NOTES FOR THIS INSPECTION			

ORGANISATION/MANAGEMENT					
CATS 135.04.2. OPERATIONS MANUAL					
Check Management Plan as per Operations Manual		N/A	Satisfactory	Not Satisfactory	Note number
1.	Chief Executive Officer				
2.	Person Responsible Aircraft				
3.	Safety and Security Officer				
4.	Person Responsible Operations				
5.	Security Manager				
6.	Quality Manager				
7.	Air Service License available for presentation				
8.	AOC and Operations Specification for presentation				
9.	Check adhere to 1 AOC 3 Aircraft/ if 3 AOC one AMO				
10.	Operations Manual: Check it complies with amendment dates as per CAA copy				
11.	No hand amendment on Operations Manual				
QUALITY CONTROL AND SAFETY					
QUALITY CONTROL SYSTEM CATS 135.10.8, CAR 135.10.7					
SMALL OPERATORS					
12.	Is there a Quality/Audit Manager and System Category of Aircraft				
13.	Do they use a checklist				
14.	Is there an Audit Schedule				
15.	Is there a feedback and control system to ensure that corrective and preventive actions are carried out as necessary				
16.	Are records kept				
17.	Where is this formalised and controlled				
<i>Whatever arrangements are made, the operator retains the ultimate responsibility for the quality system and especially the completion and follow-up of corrective actions</i>					
SAFETY MANAGEMENT SYSTEM CATS 135.10.2(2.1.4) CAR 135.10.1					
18.	Is there a documented accident prevention and flight safety program				
19.	Is there a control/feedback system for QA and Safety related matters to be addressed				
20.	Is use made of Incident/Accident/Hazard Reporting forms				
21.	Does the Safety Plan allow for continued education of personnel through lectures, articles, briefings etc				
22.	Has the operator established a SMS manual				
EMERGENCY MANAGEMENT CATS 135.04.2(2.1.13)					
		N/A	Satisfactory	Not Satisfactory	Note number

23.	Is there an Emergency Response Plan				
24.	Are the plans at the company's operational bases coordinated with the corporate plan				
25.	Is the ERP regularly reviewed				
PUBLICATIONS					
CATS and CARS: Check amendment date					
26.	Vol 1				
27.	Vol 2				
28.	Vol 3 and Vol 4				
29.	AIP: Check amendment date				
AIC and NOTAMS					
OPERATIONS					
OPERATIONS (CAR 135.07.3) CATS 135.07.13 (4)(f)					
31	Manning Levels: Check that sufficient number trained for efficient flight following.				
32	Supervision: Check the level of the operator's supervision.				
FLIGHT DOCUMENTATION					
33	Operational Flight Plans CAR 135.04.5. Check the Operators method of producing the Operational Flight Plan. Check this complies with the Operations Manual.				
34	Fuel Checks (CAR 91.07.12, CATS 135.04.5(2)(3) CAR 135.04.5: Check the Operational Flight Plan has a method for the crew to check fuel consumed. Check the start/finish fuel is logged and that the finish fuel would have been sufficient to divert to alternate while on aircraft ferry.				
35	Method to check fuel consumption				
CHECK AIRCRAFT RECORDS SPREADSHEET FOR ALL REQUIREMENTS					
36	Aircraft Documents- Check all				
37	Aircraft Manual Approved/ Accepted				
PILOT RECORD AND TRAINING					
CHECK PILOT RECORDS SPREADSHEET FOR ADDITIONAL REQUIREMENTS					
PILOT TRAINING RECORDS					
37	Conversion Training (CAR 135.03.6) Check the Operator retains copies of all type Conversion training. Check the Operator has records of type Conversion of already rated hiring's.				
38	Competency Training CAR 135.03.6: Check the Operator has on file the records of All (full and part time) 6 monthly competency checks. (six monthly checks)				
39	Confirm Pest Control Operator Certificate with P-number is valid and displayed				

AIRCRAFT ON AOC

	Registration	Type	Owner	AMO	Certified AUV	Lease Agreement	Certificate of Registration	3rd Party	Insured Amount	Radio Licence	Release to Service	Cert of Airworthiness	Weight and Balance	OM Checked
1.	ZS-				Kg									
2.	ZS-				Kg									
3.	ZS-				Kg									
4.	ZS-				Kg									
5.	ZS-				Kg									
6.	ZS-				Kg									
7.	ZS-				Kg									
8.	ZS-				Kg									
9.	ZS-				Kg									
10.	ZS-				Kg									
11.	ZS-				Kg									
12.	ZS-				Kg									
13.	ZS-				Kg									
14.	ZS-				Kg									
15.	ZS-				Kg									
16.	ZS-				Kg									
17.	ZS-				Kg									
18.	ZS-				Kg									
19.	ZS-				Kg									
20.	ZS-				Kg									
Category A1	Any aircraft excluding helicopter's, with max certified mass exceeding 20 000 kg													
Category A2	Any aircraft excluding helicopter's, with max certified mass exceeding 5700 kg but not exceeding 20 000 kg													
Category A3	Any aircraft excluding helicopter's, with max certified mass of 2700 kg or less													
Category A4	Any aircraft excluding helicopter's, with max certified mass exceeding 2700 kg but not exceeding 5700 kg													
Category H1	Any single engine helicopter													
Category H2	Any multi engine helicopter													

PILOT RECORDS

	Name	Licence CPL or ATPL	Number	Licence Expiry Date	Instrument Renewal Expiry Date	Medical Expiry Date	Dangerous Goods Expiry Date (Valid 2 years)	CRM Expiry Date SA-CATS-OPS 135.03.3, 135.03.5, 135.03.7 (Valid 1 year)
1.								
2.								
3.								
4.								
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11								
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14								
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24								

DEBRIEF		
Operator Representatives		
Team		
Operations		
Training		
Administration		
Documentation		
Recommendations		
SIGNATURE OF INSPECTOR	NAME IN BLOCKLETTERS	DATE
SIGNATURE OF INSPECTOR	NAME IN BLOCKLETTERS	DATE
I was de-briefed on the audit/inspection and have read and accept / do not accept the findings and observations of the flight operations inspector/s.		
SIGNATURE OF REPRESENTATIVE	NAME IN BLOCKLETTERS	DATE

CONCLUSIONS: FINDINGS AND OBSERVATIONS	
LEVEL 1 FINDING (Constitutes non-compliance which necessitate the exercising of immediate discretionary enforcement action/powers vested in the inspectors, authorized officers and/or authorized persons in the interest of safeguarding aviation safety)	
LEVEL 2 FINDING (Constitutes non-compliance requiring the client to develop action plans with time frames and coupled with a follow-up inspection to verify rectification of the non-compliance)	
LEVEL 3 FINDING (Constitutes non-compliance which is left to the client to rectify and which will not necessitate a follow-up inspection but which can be followed up at the next inspection. The client is required to notify the CAA when the rectification has been effected within an agreed timeframe.)	

ENTRY MEETING AGENDA

1.	Thank the operator for their attendance, co-operation and use of their facilities
2.	Introduce the team.
3.	Explain the purpose of the inspection/audit.
4.	Emphasise confidentiality of the inspection/audit.
5.	Define the objective and scope of the audit: to establish the correct implementation of procedures set out in the ops manual and other relevant regulations. Point out, however, that international best practice and good common sense cannot always be covered by legislation and the checklist may, therefore, in the interests of flight safety, contain a few items of this nature
6.	Explain the methodology and that there will be times when it is not possible or necessary to review or examine 100% of a company's operation. This is when sampling principles apply.
7.	Explain non-compliance and the associated grading's.
8.	State when team and team/operator liaison meetings will take place.
9.	Confirm logistical arrangements e.g. available office space, time for meals, etc.
10.	Verify that all operator staff members are aware of the audit/inspection taking place.
11.	Explain the purpose of the closing meeting and confirm the detail and time if possible.
12.	Allow time for the operator to ask questions.
13.	Allocate inspectors to various departments if need be.