



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Flying Training Organizations
FTOs/TRTOs Operations Manual Structure Evaluation Checklist

• Inspector Name	• Operator Name
• Date	• Operator Representative

No.	IEM No. 3 to JCAR-FCL 1.055 Requirements	OPS Manual Reference	Compliance	
			YES	NO

1	CHAPTER 1. GENERAL
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a	A list and description of all volumes in the Operations Manual			
b	Administration (function and management)			
c	Responsibilities (all management and administrative staff)			
d	Student discipline and disciplinary action			
e	Approval / authorization of flights			
f	Preparation of flying program (restriction of numbers of Airplanes in poor weather)			
g	Command of Airplane			
h	Responsibilities of pilot-in-command			
i	Carriage of passengers			
j	Airplane documentation			
k	Retention of documents			
l	Flight crew qualification records (licenses and ratings)			
m	Revalidation (medical certificates and ratings)			
n	Flying duty period and flight time limitations (flying instructors)			
o	Flying duty period and flight time limitations (students)			
p	Rest periods (flying instructors)			
q	Rest periods (students)			
r	Pilots' log books			
s	Flight planning (general)			
t	Safety (general) - equipment, radio listening watch, hazards, accidents and incidents (including reports), safety pilots etc			

2	CHAPTER 2. TECHNICAL
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a	Airplane descriptive notes			
b	Airplane handling (including checklists, limitations, Airplane maintenance and technical logs, in accordance with relevant JCARs, etc.)			
c	Emergency procedures			
d	Radio and radio navigation aids.			
e	Allowable deficiencies (based on MMEL, if available).			



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			YES	NO

3	CHAPTER 3. ROUTE
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a	Performance (legislation, take-off, route, landing etc.)			
b	Flight planning (fuel, oil, minimum safe altitude, navigation equipment etc.).			
c	Loading (load sheets, mass, balance, limitations)			
d	Weather minima (flying instructors)			
e	Weather minima (students - at various stages of training)			
f	Training routes/areas			

4	CHAPTER 4. STAFF TRAINING
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a	Appointments of persons responsible for standards/competence of flying staff			
b	Initial training			
c	Refresher training			
d	Standardizations training			
e	Proficiency checks			
f	Upgrading training			
g	FTO staff standards evaluation			

• Overall Inspection Result of Operations Manual	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory

• Remarks	

Inspector Name	Signature	Date