



**SIERRA LEONE CIVIL  
AVIATION AUTHORITY**

**AOC INSPECTION  
NOTIFICATION**

**Reference**

**FORM:O-OPS001-3**

**Revision**

**01**

**Date**

**FORM-O-OPS AOC INSPECTION NOTIFICATION**

**AOC NAME** : \_\_\_\_\_

**AOC NUMBER** : \_\_\_\_\_

**AOC BASE** : \_\_\_\_\_

## AOC INSPECTION NOTIFICATION

Date : .....

From : **Flight Operations, Sierra Leone Civil Aviation Authority.**

To : **Accountable Manager** .....

Subject: **AOC Inspection.**

This is to notify you of an upcoming inspection and to provide the details of the inspection.

Type of inspection: **AOC Initial / Renewal**

Date: ..... Time: ..... Place of pre-briefing: .....

Planned sequence of inspection activities: **See as attached – Appendix 1**

The following members of your staff are requested to be present: **See as attached – Appendix 2**

The inspection will generally cover the company's AOC setup including personnel, documentation / records, facilities and equipment which are deemed critical to support a safe air transport operation. A corrective action request may be directed to your office should the outcome of the inspection indicate that corrective action is warranted.

Date: ..... Time: ..... Place of de-briefing: .....

Please provide the Authority Inspector(s) any assistance required while at your location. Thank you in advance for your cooperation. Should you require any further information regarding the inspection, please contact the undersigned at telephone **+232 76806885** Extension .....

Yours sincerely,

.....

## **Appendix 1**

### **INSPECTIONS ACTIVITIES SHALL INCLUDE BUT ARE NOT LIMITED TO;**

1. Pre-briefing
2. Review of AOC Manuals / Documentations.
3. Review of AOC Structure / Management Personnel.
4. Staffing:
  - Required crew, qualification requirements.
  - Required operations personnel, qualification requirements
5. Training:
  - Required crew training.
  - Required operations personnel training.
6. Operational Control System:
  - Legislation
  - Operational records
  - Training records
  - Maintenance records
  - Emergency response system & Occurrence reporting systems
  - Crew member fatigue control
  - Flight following system.
7. Aircraft operated
  - Required aircraft documentation
  - Required aircraft maintenance documentation / records
  - Physical inspection of aircraft.
8. De-brief

## **Appendix 2**

### **REQUIRED MEMBERS OF YOUR STAFF**

1. accountable Manager
2. Quality Manager
3. Head of Safety
4. Head of Operations
5. Chief Pilot
6. Head of Maintenance