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ISSA Mandatory Observations

Edition 1

Applicable for ISSM Edition 7



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Mandatory Observations

Mandatory Observation – Flight Operations (MO - FLT)			
<p>Applicability: This checklist is intended to be used for the observation/direct examination of flight scheduling/pairing processes/records; such observation includes interviews of flight crew schedulers and other relevant personnel. Valid for the ISSM Part I – Ed. 7</p> <p>Note: <i>This checklist contains a listing of ISARPs that are relevant to flight crew scheduling. It is recommended that the checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation/examination of flight crew scheduling operations.</i></p>			
Flight Crew Scheduling Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Scheduling complies with defined flight crew composition/number of flight crew members based on mission factors	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.3.1	
Scheduling tracks/accounts for valid flight crew member medical assessment	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.3.4	
Scheduling requires flight crew member qualification in accordance with Table 2.3 and requirements of State	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.4.1	
Scheduling tracks/accounts for flight crew member recency-of-experience qualification requirement	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.3.7	
Scheduling and crew pairing account for PIC qualification for operations into airports of intended landing	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.3.9	
Scheduling tracks/accounts for PIC qualification for routes/airports that require special knowledge/skills	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.3.10	
Scheduling includes management of fatigue-related safety risk	Yes <input type="checkbox"/> No <input type="checkbox"/>	FLT 3.4.3	

Mandatory Observation – Operational Control and Flight Dispatch Operations (MO - DSP)

Applicability: The following group of checklists are intended to be used for the observation/direct examination of operational control activities, processes, procedures, facilities; such observation includes interviews of operational control/flight dispatch and other relevant personnel.

Valid for the ISSM Part I – Ed. 7

Note:

This checklist contains a listing of ISARPs that are relevant to ops control and dispatch operations. It is recommended that the checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation/examination of these operations.

Operational Control Administration (as applicable to operator's operational control system)

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Applicability/exercise of operational control authority	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 1.3.4	
Responsibilities for individual functions/duties/tasks	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 1.3.5	
Assignment of functional responsibilities/duties to FOO personnel	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 1.3.6	
Preparedness to implement emergency actions	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 1.3.7	

Flight Coordination/Monitoring (as applicable to operator's operational control system)

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
PIC provided with documents/information/data necessary for safe conduct of flight	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.1.2	
Acceptance of OFP by PIC and (if applicable) FOO	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.2.5	
Coordination of changes to ATS flight plan by FOO/FOA (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.2.7	

Flight Coordination/Monitoring (as applicable to operator's operational control system)

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Guidance/procedures for control of flights to be conducted under partial VFR; availability of meteorological reports, determination of expected times/conditions that will permit compliance with VFR	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.2.9A	
Procedures for monitoring/assessing meteorological conditions for operational airports	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.2.9B	
Procedures for monitoring/assessing approach/landing suitability for planned alternate airports, determination of ETU	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.2.9C	
Guidance/procedures/restrictions that ensure flights do not exceed aircraft performance weight limitations	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.3.1	
Access to same dangerous goods information as provided to PIC; preparedness to provide dangerous goods information in event of accident	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 3.7.3	

Flight Planning (as applicable to operator's operational control system)			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Process for selection/designation of take-off alternate airports	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.1.1	
System/process for selection/designation of second destination alternate airport	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.1.5	
Planned minimum flight altitudes are not less than those within the limits established by the applicable authorities	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.2.1	
Process or procedures to ensure sufficient usable fuel for safe flight completion taking into account unplanned deviations	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.3.1	
Process or procedures to ensure planned flight usable fuel is based on all relevant data/operating conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.3.2	
Process or procedures for calculating planned final reserve fuel	Yes <input type="checkbox"/> No <input type="checkbox"/>	DSP 4.3.12	

Mandatory Observation – Aircraft Engineering and Maintenance (MO - MNT)

Applicability: This checklist is intended to be used for the observation/direct examination of line aircraft engineering and maintenance operations.

Conditions: The activity observed must be performed on the operator’s aircraft and include authorized maintenance personnel and standards parts that must meet applicable airworthiness standards. The activity observed should include a scheduled line maintenance task in accordance with Maintenance Program or nonroutine/deferred maintenance activity.

Valid for the ISSM Part I – Ed. 7

Note:

This checklist contains a listing of ISARPs that are relevant to line maintenance operations. It is recommended that this checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation aircraft engineering and maintenance operations (it may not be possible to accomplish all listed observations).

Line Maintenance Operations

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Open/Closed MEL/CDL and other deferred maintenance items are being deferred in accordance with MEL/CDL requirements or appropriate maintenance data	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.4.2	Rectification interval is not expired, relevant maintenance procedures are applied when required.
ADs for which compliance can be physically checked (if applicable).	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.5.1	Sample an AD and check its compliance physically if it could be easily checked.
MEL is customized for the type/model of sampled aircraft. (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.5.3	Visual observation of MEL items and checking if customization is correct in MEL.
Compare the repair status and the physical status of the aircraft/engine(s)/propeller(s) and their repaired components as applicable.	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.6.1	Sample repairs on the sampled aircraft and then compare with relevant records afterwards.
Personnel signing maintenance release are appropriately licensed and authorized.	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.4.1	
Personnel signing maintenance release receive initial and recurrent training that are appropriate to individually assigned tasks and responsibilities.	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.5.1	
Production of complete maintenance release for specific maintenance activity being performed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.10.1	
Calibration of tools used in maintenance activity being performed.	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.11.1	

Aircraft Part/Component Installation/Replacement			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
New part/component being installed meets applicable standards of airworthiness (if applicable to activity observed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.3.1	
Used part/component being installed meets applicable standards of airworthiness (if applicable to activity observed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.3.2	
Installation/replacement accomplished using approved data/in accordance with regulations	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.6.1	
Personnel signing maintenance release are appropriately licensed/authorized	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.4.1	
Production of complete maintenance release for specific maintenance activity performed	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.10.1	
Proper calibration of tools used in maintenance activity performed	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 4.11.1	
AD/SB Management			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
AD/SB process includes identification, planning, accomplishment, certification, recording, follow-up monitoring	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.5.1	
Planning system includes tracking/forecasting of AD/SB action/limits	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.2.1	
AD/SB process ensures modifications/repairs accomplished using approved data/in accordance with regulations	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 2.6.1	
AD/SB process accomplished/recorded in accordance with MMM	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 3.4.1	
Records system includes current status of AD/SB compliance, individual aircraft compliance	Yes <input type="checkbox"/> No <input type="checkbox"/>	MNT 3.1.1	

Mandatory Observation – Ground Handling Operations (MO - GRH)

Applicability: This checklist is intended to be used for the observation of load control activities, processes, procedures, records; such observation includes interviews all relevant ground operations personnel.
Valid for the ISSM Part I – Ed. 7

Note:

This checklist contains a listing of ISARPs that are relevant to the ground handling operations. It is recommended that the checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation of ground handling operations.

Load Control Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Load control system includes functions necessary to address aircraft load, weight/balance calculation, production of final load sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.3.1	
Load control system includes process/method for providing applicable dangerous goods information to PIC	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.3.4	
Aircraft Loading Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Aircraft loaded in accordance with loading instructions/weight/balance requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.4.1	
Handling of dangerous goods to prevent damage and maintain separation	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.4.3	
Procedures for addressing dangerous goods packages/shipments that appear to be leaking or damaged	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.4.4	
Aircraft Ground Handling Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Implementation of safety procedures for aircraft ground handling operational activities	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.2.2	
Aircraft Ground Movement Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Procedures completed prior to aircraft arrival at the assigned parking gate or stand	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 3.2.2	
Aircraft Fueling Operations			
Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Establishment of ground-aircraft communication link during aircraft fueling operations	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 4.1.2	
Implementation of area safety procedures during aircraft fueling operations	Yes <input type="checkbox"/> No <input type="checkbox"/>	GRH 4.1.5	

Mandatory Observation – Cargo Operations (MO - CGO)

Applicability: The following group of checklists are intended to be used for the observation of cargo acceptance and cargo handling activities, procedures, equipment, facilities; such observation includes interviews of cargo acceptance, cargo handling and other relevant cargo operations personnel.
Valid for the ISSM Part I – Ed. 7

Note:

This checklist contains a listing of ISARPs that are relevant to cargo operations. It is recommended that this checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation cargo operations (it may not be possible to accomplish all listed observations).

General Cargo Acceptance

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Process for ensuring cargo shipments comply with applicable requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	CGO 3.1.1	

Acceptance of Dangerous Goods Cargo

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Dangerous goods acceptance checklist reflects all applicable requirements and identifies the person(s) that performed the checklist	Yes <input type="checkbox"/> No <input type="checkbox"/>	CGO 3.2.1	
Use of dangerous goods acceptance checklist to verify package marking/labelling, documentation compliance	Yes <input type="checkbox"/> No <input type="checkbox"/>	CGO 3.2.2	
Procedures for inspection of dangerous goods shipments prior to acceptance	Yes <input type="checkbox"/> No <input type="checkbox"/>	CGO 3.2.4	

Mandatory Observation – Security Management (MO - SEC)

Applicability: This checklist is intended to be used for the observation of aviation security operations and activities; such observation includes interviews of personnel of security operations and other relevant personnel.

Valid for the ISSM Part I – Ed. 7

Note:

This checklist contains a listing of ISARPs that are relevant to aviation security operations. It is recommended that the checklist be used by auditors as a memory aid for assessing implementation of the ISARPs during the observation security operations. (it may not be possible to accomplish all listed observations)

Passenger/Baggage Security

Focus of Observation/Examination	Observed	ISARPs	Notes/Comments
Originating passengers/cabin baggage are subjected to screening prior to aircraft boarding.	Yes <input type="checkbox"/> No <input type="checkbox"/>	SEC 3.4.1	
Process to ensure cargo shipments for transport on all flights have been subjected to the appropriate security controls, including screening where required, prior to being loaded onto an aircraft.	Yes <input type="checkbox"/> No <input type="checkbox"/>	SEC 3.7.1	

Note 1: Applicable for operators that have exclusive control over airport airside areas and/or security restricted areas.

Note 2: As mandated by the State.

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