TRIP RECORDS INSPECTION

CAAI OPS DIRECTIVE
OPS 2.1.012

AIR OPERATOR SURVEILLANCE

1. Objective

1.1. The primary objective of trip records inspections is for inspectors to ensure that operators meet the regulatory requirements of IANR.OPS.539, as applicable, for the proper use, documentation, and retention of operational trip records. Inspectors can evaluate trip records to reconstruct a particular flight or a series of flights by examining flightplans, dispatch or flight releases, loading and weight documents, weather documents, and other related flight information retained by the operator.

1.2. Trip record surveillance includes an evaluation of the quality of the recorded data, a check of the calculations for accuracy, and a check of the operator's compliance with IANRs and company procedures. This section contains requirements for operator trip records and also guidance to be used by inspectors when evaluating and conducting an inspection of an operator's trip records.

2. General

2.1. TRIP RECORDS REQUIREMENTS.
Inspectors should ensure that, in the subject areas that follow, operators meet the following requirements:

2.1.1. **Load Manifests, Dispatch Releases, and Flightplans**.
Operators are required by IANR.OPS.539 to retain for at least three months the originals, copies, or electronic versions of the completed load manifest (or information from it, except information concerning cargo and passenger distribution); the dispatch release; and the flightplan. Inspectors should review these records as follows:

2.1.1.1 Load Manifest. Inspectors should ensure that the operator's load manifest contains the following information:

- Individual weights of the aircraft, fuel and oil, cargo and baggage, passengers, and crewmembers
- Maximum allowable takeoff weight: runway to be used, runway-limit, and climb limit, en route performance limits, destination landing weight limits, and destination or alternate landing distance limits
- Total aircraft takeoff weight (as computed under approved procedures)
- Documentation that the aircraft is properly loaded with the center of gravity within approved limits
- Passenger names (unless such information is maintained elsewhere by the operator)

2.1.1.2 Dispatch Release. Inspectors should ensure that the operator's dispatch release contains the following information:

- Aircraft identification number.
- Trip number
- Departure airport, intermediate stops, destination airports, and alternate airports
- A statement of the type of operation (IFR or VFR)
- Minimum fuel required
- Weather reports and forecasts for the destination airport, each intermediate stop, and any alternate airport that is the latest information available at the time the release is signed

2.1.1.3 Flightplan. Inspectors must ensure that the operator's ATC flightplan contains at least the following:

- Aircraft identification number
- Type of aircraft
- Flight number
- Name of the pilot-in-command (PIC) (usually found on the dispatch release)
- Point and proposed time of departure
- Proposed route, cruising altitude (or flight level), and true airspeed at the cruising altitude
- Point of first-intended landing and the estimated elapsed time until over that point
- Amount of fuel on board (in hours)
- An alternate airport—if the first point of intended landing does not have a prescribed standard instrument approach procedure, or the weather at that airport for at least one hour before and one hour after the estimated time of arrival (ETA) indicates the ceiling will be at least 2,000 feet above the airport elevation and the visibility will be at least 3 miles
- Number of persons in the aircraft, except where that information is otherwise readily available to the CAAI.
- Any other information that either air traffic control (ATC) or the PIC finds necessary for ATC purposes.

2.1.1.4 Airworthiness Release. Inspectors must ensure that the airworthiness release has been prepared in accordance with the procedures set forth in the operator's manual. The release must also include a statement of certification that the following conditions have been met:

- Any work performed on the aircraft was performed in accordance with the requirements of the operator's manual
- All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed
- No known condition exists that would make the aircraft not airworthy
- Concerning the work performed, the aircraft is in condition for safe operation

NOTE: The airworthiness release must be signed by an authorized certified mechanic, repairman, or an authorized official of a repair station that is responsible for the completed work. A certified repairman may sign the release or entry only for the work for which he is employed and certified to accomplish. Additionally, the operator may state in the operator's manual that the signature of an authorized certified mechanic or repairman constitutes certification that the preceding conditions have been met, thus making it unnecessary to include a restatement of all of the required conditions.

2.1.2. **Dispatch Releases and Flightplans.**

A dispatch release must be signed and a flightplan must be executed by both the PIC and the aircraft dispatcher for the following types of flights:

- All scheduled flights
- All extra-section (unscheduled) flights
- All charter flights
- All ferry flights
- All proving flights
- All flights undertaken to reposition an airplane after landing at an unscheduled airport

2.1.2.1 4) Weather information, navigation facilities, communication procedures, terrain and obstructions, minimum flight levels, instrument approach procedures, airport diagrams, and NOTAMs

3. Reference Material, Forms & Job-Aids

3.1. Job-Aids

3.1.1. OPSF 2.1.012A

4. Process

4.1. **TRIP RECORDS INSPECTION AREAS.**

During a trip records inspection, the inspector should not consider any one inspection area to be more important than any other inspection area. Five general inspection areas have been identified as areas to be evaluated during trip records inspections (see OPSF 2.1.012A for job aid). These areas are:

- General
- Flightplan
- dispatch/flight release
- load manifest
- Other required documents.

A definition of, and applicable guidance for, these inspections are as follows:

4.1.1. **A. General Inspection Area.**

This inspection area refers to those inspection elements that are common to all trip records. Inspectors should evaluate such items as record availability, legibility,

currency, and content, as they relate to regulatory recordkeeping requirements.

4.1.2. **Flightplan Inspection Area.**
This inspection area refers to the flight planning requirements operators. Inspectors should evaluate such items as flightplan content, listing of alternate airports, and fuel loads. Many operators incorporate the flightplan and the dispatch/flight release into one document. This is acceptable and reduces the duplication of information that may be required by both documents.

4.1.3. **Dispatch/Flight Release Inspection Area.**
This inspection area refers to the part requirements for operators.

4.1.4. **Load Manifest Inspection Area.** This inspection area refers to the regulatory requirements. Inspectors must inspect and validate the operator's loading documents to ensure accuracy and compliance with IANRs.

4.1.5. **Other Required Documents Inspection Area.** This inspection area refers to such items as pertinent weather forecasts, NOTAMs, fuel slips, and other documents that are issued to flight crewmembers before each flight.

4.2. **GENERAL INSPECTION PRACTICES AND PROCEDURES.**
Trip records inspections are usually conducted at the operator's principal base of operations. Some operators have established a system where line stations forward all trip record information to one central location where the information is retained for the required time period. Some operators have most of their trip record information stored in a computerized format. Inspectors should use the following general, procedural guidelines when conducting an inspection of an operator's trip records.

4.2.1. **Preplanning Inspection.**
Before conducting the actual inspection, inspectors should familiarize themselves with the operator's trip records procedures, formats, and means of disseminating information to flightcrews. Inspectors should preplan the inspection by deciding which specific areas should be concentrated upon, such as listing alternate airports, accurate fuel loads, dispatch release time versus actual block-out time, and accurate and timely weather information.

4.2.2. **Initial Contact With Operator.**
Inspectors should contact the operator's personnel

responsible for maintaining trip record files and advise them that an inspection shall be conducted. Upon arriving at the recordkeeping location, the inspector should properly identify one's self and request records for a specific series of trips. This ensures that the operator has an effective means of storing record information and is capable of retrieving specific trip information at the CAAI's request. Inspectors should also request space at the operator's facility to conduct the inspection.

NOTE: If an operator uses electronic records, it is important that the inspector become familiar with the system before conducting the surveillance.

4.2.3. **Examination of Documents.**

During the conduct of the actual inspection, inspectors should examine all of the available documents for each flight and cross-check the information between the trip records. For example, the fuel load on a dispatch release should be the same as the fuel load on the load manifest, the flightplan, and the fuel slip within the operator's specified tolerance.

4.3. **SPECIFIC INSPECTION PRACTICES AND PROCEDURES.**

When conducting trip records inspections, inspectors should use the Air Carrier Trip Records Inspection Job Aid (see OPSF 2.1.012A). This job aid contains all of the required trip record information for each type of air carrier. Items on the job aid provide additional guidance to the inspector for the evaluation of specific trip records items, such as the information that must be contained in an airworthiness release. For all trip records inspections, the inspector should, as a minimum, evaluate the operator's records for the following:

4.3.1. **Accuracy and Completeness.**

Inspectors should ensure that each trip record package they examine contains all of the required information according to the job aid and also pertaining to the actual flight it represents. Each document should have a flight number or a trip number and an aircraft identification number (registration) which clearly identifies the applicable flight.

4.3.2. **Aircraft Weight Information.**

Each trip records package, regardless of the type of operator, must contain aircraft weight, balance (CG), and loading information. Passenger and cargo weight information must be accurately reflected on the load

manifest. When evaluating this information, inspectors should take into account the following:

4.3.2.1 Many operators have approved systems which result in weight and balance "finals" being transmitted to the flightcrew via air-ground passive communication systems (ACARS) or company radio frequencies after the aircraft has departed the gate or ramp area. This information, which normally consists of adjusted takeoff gross weight and trim settings, is critical to the crewmembers for the accurate determination of the takeoff data. Inspectors should ensure that the information contained on the load manifest accurately portrays the actual passenger and cargo weights.

4.3.2.2 Load manifests must contain, as a minimum, two weight and balance notations:

- The maximum allowable takeoff weight
- The actual takeoff gross weight for the particular flight

NOTE: Inspectors should ensure that these two weight figures are clearly annotated on the load manifest document.

4.3.3. **Minimum Fuel Required.**

Inspectors should examine operator trip records to ensure that they include an annotation of the minimum fuel required to conduct the flight. Although not specifically required by regulation, many operators will provide a breakdown of fuel loads, such as trip fuel, alternate fuel, reserve fuel, and holding fuel. When examining fuel figures, inspectors should cross-check the dispatch or flight release fuel quantity (or weight) with the load manifest fuel quantity (or weight) to ensure that the figures are the same. Additionally, inspectors must ensure that the operator's flightplan includes the amount of fuel on board (in hours), and that this figure matches, within the operator's allowable tolerance, the fuel figures shown on the flight release and the load manifest.

NOTE: Inspectors may obtain a close estimate of hourly fuel burn information from the cruise control charts in the applicable aircraft operating manual.

5. Task Outcomes

5.1. **Task Completion.**

Completion of this task can result in the following:

- Satisfactory inspection, or
- Requirement for a followup inspection for a specific discrepancy.

5.2. **Task Documentation.**

5.2.1. Document inspection results in WTS.

5.2.2. File all supporting paperwork in the operator's sharedocs file.

5.3. **FUTURE ACTIVITIES.**

5.3.1. Schedule followup inspections, as applicable.