

OPS 1.1.012	 CAAI	Inspector Handbook
Conducting Base Inspection		Revision 2
		17 JAN 2014

1. Objective

1.1. This directive contains direction and guidance to be used by CAAI inspectors for conducting base inspections.

1.2. WTS codes:

1.2.1. OPS 1616

2. General

2.1. LOCATION OF INSPECTION.

2.1.1. A base inspection is usually conducted at the operator's main base of operations or place of business. In some cases, operators may elect to retain selected records at different locations, such as at an office located in a residence, at an office building, or in portable files. The locations may differ as widely as the operators' activities differ.

2.2. Coordination with Airworthiness

2.2.1. Base inspections are also carried out on the Operators' maintenance by Airworthiness Inspectors. Although separate in nature, the inspections can be combined and performed in conjunction with the Operations Base Inspection.

2.3. Definitions

2.3.1. A base inspection is an important function that provides the CAAI with a comprehensive review of all of an operator's activities.

2.4. Scope

2.4.1. Base inspection may contain several areas of inspection. During certification, all area must be covered. During ongoing surveillance, areas can be covered periodically. The inspection areas are:

- Operations records
- Trip records
- Crew and Dispatcher Records:
 - Flight and duty time records
 - Training records

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3. Reference Material, Forms & Job-Aids

3.1. Reference Material

- 3.1.1. OPS 1.1.016 – Operational Control
- 3.1.2. OPS 2.1.012 – Trip Records Inspection
- 3.1.3. OPS 2.1.016 – Crew and Dispatcher Records Inspection

3.2. Job-Aids

- 3.2.1. F 1.1.012-1 – Base Inspection Job-Aid

4. Process

4.1. INSPECTION PREPARATION.

4.1.1. Prior to conducting a base inspection, the inspector should review and become familiar with:

- General correspondence with the operator.
- Any applicable manuals.
- Past findings and key issues.

4.1.2. Since the scope of the Base Inspection is extremely large, the OI inspector(s) carrying out the inspection decide on the exact scope of the inspection. During operator certification the Base Inspection should encompass the whole scope, but may be divided into several visits, as desired by the PM.

4.2. NOTIFICATION OF INSPECTION.

The inspector should notify the operator to arrange a time when the appropriate personnel will be available for the inspection.

4.3. CONDUCT OF INSPECTION.

The strategy used by an inspector for accomplishing a base inspection depends on the size and complexity of the operator. Because operators conduct business in a variety of ways, it is not necessary to identify each item that must be examined during a base inspection. The Job Aid F 1.1.012-1 will aid the inspector in accomplishing a base inspection and can be used to record the results. During initial certification, evaluations of some items cannot be conducted until the demonstration flights. To complete a base inspection, inspectors should examine, as a minimum, the items that follow.

4.3.1. OpSpecs.

The inspector should review the operator's OpSpecs to

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ensure the type of operation is reflected in the base inspection.

4.3.2. Operations Manual.

The inspector should complete an inspection of the manuals, as applicable.

4.3.2.1 The inspector should determine whether or not manual procedures are being followed by interviewing operator personnel or by observing employees in the performance of their duties.

4.3.3. Records.

The inspector should conduct the following records inspections (To ensure operator has an adequate system for tracking and storing):

- Trip records
- Flight and duty time records
- Training records
- Operations records

The Trip Records can be reviewed either during the base inspection or during the Operational Control Inspection (Directive AW/OPS 1.1.016). Guidance for checking the Trip Records is available in Directive OPS 2.1.012.

Guidance for reviewing Crew and Dispatcher records is available is Directive OPS 2.1.016.

4.3.4. Operational Information.

The inspector should inspect the operator's proposed method of control of the aircraft flight operations (if for initial certification). Detailed guidance on Operational Control is available in Directive OPS 1.1.016.

4.3.5. Facilities.

The inspector should inspect the various physical elements to ensure the facilities will support the proposed flight operations (if for initial certification).

NOTE: Some operators may elect to retain aircraft maintenance records at the location where maintenance is performed; this location may differ from the operator's main base of operations.

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4.4. DEBRIEFING.

The inspector should plan to debrief the operator as part of the base inspection. Quite often the operator may have participated directly in the inspection and may have the capability to make corrections quickly. The following debriefing points apply:

- The debriefing should include both acceptable and unacceptable areas.
- The inspector must be clear when indicating any areas that the operator must correct before further operations can be conducted.
- The inspector should advise the operator that a formal letter containing a listing of the discrepancies (if any) will be sent to the operator and made part of the permanent file.
- The inspector should schedule any required follow-up inspections.

5. Task Outcomes

5.1. When discrepancies are discovered, inspectors should:

- 5.1.1. Inform the operator in writing of the discrepancies.
- 5.1.2. Cite the unacceptable procedure, policy, instruction or method and explain how it is inconsistent with the appropriate regulation.
- 5.1.3. During the AOC certification process, inform the operator that certification approval cannot be granted until the discrepancy is resolved.
- 5.1.4. During the AOC certification process, notify the PM.
- 5.1.5. Schedule a follow-up inspection
- 5.1.6. At the conclusion of the follow-up inspection, debrief the operator.