



Flight Operations Division,
 No. 27 Persiaran Perdana,
 Level 2, Block Podium B, Precinct 4,
 62618, PUTRAJAYA Tel.: 603 8871 4103, Fax.: 603 8871 4334
 Email address: : ops.faoc@caam.gov.my; ops.faoc.group@caam.gov.my

FOREIGN AIR OPERATOR CERTIFICATE (FAOC) COMPLIANCE MATRIX

Operator Name:			
Contact Person		Contact Email Address:	

This compliance matrix consists of four sections that list the evidence that CAAM expects an air operator intending to conduct international commercial air transport operations to have included in its manuals or other documents that are required to be submitted to CAAM together with the Malaysian Foreign Air Operator application form.

Section A, B, C and D lists the procedures that CAAM expects an air operator intending to conduct international commercial air transport operations to have included in the operator's manuals or other documents. The list of procedures has been extracted from ICAO Annex 6 and other associated ICAO documents.

This compliance matrix will be used as a communications tool between CAAM and the applicant during the assessment process. The information provided by completing this compliance matrix will be used by CAAM's inspectors when assessing your application for a Foreign Air Operator Certificate. If your documentation does not address ALL of the items listed in this compliance matrix, the assessment of your application may be delayed.

USER INSTRUCTIONS AND GUIDELINES

1. Identify the relevant section of your operations manuals, maintenance manuals or other documentation that addresses each procedure listed in each section in the compliance matrix.
2. Click in the column titled 'Operator Document Reference' and enter the document reference for the procedure. The document reference should identify the manual, volume, section and paragraph(s) that contain the procedure.
3. If a procedure is deemed to be not applicable to your operation, indicate this in the column titled 'Operator Document Reference' and provide a short explanation why the procedure is not applicable.
4. Items that are not covered by a procedure in the operator's documents, but are available to the CAAM inspector assessing your application, should be identified. These matters will be taken up with the operator and resolved before the assessment is finalised.
5. Section (Dangerous Goods) consists of two parts:
 - Part 1 must be completed in full by all operators
 - Part 2 must be completed in full if you intend to carry dangerous goods (including company materials).
6. You are not required to complete the grey columns titled 'CAAM USE ONLY'. CAAM will use these columns to record the assessment outcome for each procedure listed. If CAAM is unable to locate the evidence required (using the 'Operator Document Reference' you supply), CAAM will mark the item as *Unsatisfactory* (in red font) in the 'Document Evaluation' column and include comments regarding the issues identified. A list of those unsatisfactory items will be returned to you and you will be required to address these matters before your assessment is finalised.

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
A1 - GENERAL					
1	ICAO Ann 6 Pt I, App2, Sect. 2.1.1	Instructions outlining the responsibilities of operating personnel pertaining to the conduct of flight operations.			
2	ICAO Ann 6 Pt I, App2, Sect. 2.1.2	Information and policy relating to fatigue management including:			
		a) rules pertaining to flight time, flight duty period, duty period limitations and rest requirements for flight and cabin crew members in accordance with Chap 4,4.10.2 a); and			
		b) policy and documentation pertaining to the operator's FRMS in accordance with Annex 6, Appendix 7.			
3	ICAO Ann 6 Pt I, App2, Sect. 2.1.3	A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is required.			
4	ICAO Ann 6 Pt I, App2, Sect. 2.1.4	Where relevant to the operations, the long range navigation procedures, engine failure procedure for EDTO (ETOPS) and the nomination and utilisation of diversion aerodromes.			
5	ICAO Ann 6 Pt I, App2, Sect. 2.1.5	The circumstances in which a radio listening watch is to be maintained.			
6	ICAO Ann 6 Pt I, App2, Sect. 2.1.6	The methods for determining minimum flight altitudes.			
7	ICAO Ann 6 Pt I, App2, Sect. 2.1.7	The methods of determining aerodrome-operating minima.			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
8	ICAO Ann 6 Pt I, App2, Sect. 2.1.8	Safety precautions during refuelling with passengers on board.			
9	ICAO Ann 6 Pt I, App2, Sect. 2.1.9	Ground handling arrangements and procedures.			
10	ICAO Ann 6 Pt I, App2, Sect. 2.1.10	Procedures, as prescribed in Annex 12, for pilots-in-command observing an accident.			
11	ICAO Ann 6 Pt I, App2, Sect. 2.1.11	The flight crew for each type of operation, including the designation of the succession of command.			
12	ICAO Ann 6 Pt I, App2, Sect. 2.1.12	Specific instructions for the computation of aircraft fuel and oil quantities to be carried, taking into account all circumstances of the operation including possibility of loss of pressurisation and the failure of one or more engines while en-route.			
13	ICAO Ann 6 Pt I, App2, Sect. 2.1.13	The conditions under which oxygen will be used and the amount of oxygen determined in accordance with Chapter 4,4.3.9.2.			
14	ICAO Ann 6 Pt I, App2, Sect. 2.1.14	Instructions for mass and balance control.			
15	ICAO Ann 6 Pt I, App2, Sect. 2.1.15	Instructions for the conduct and ground control of de-icing/ anti-icing operations.			
16	ICAO Ann 6 Pt I, App2, Sect. 2.1.16	The specifications for the operational flight plan.			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
17	ICAO Ann 6 Pt I, App2, Sect. 2.1.17	Standard Operating Procedures (SOP) for each phase of flight.			
18	ICAO Ann 6 Pt I, App2, Sect. 2.1.18	Instructions on the use of normal checklists and the timing of their use.			
19	ICAO Ann 6 Pt I, App2, Sect. 2.1.19	Departure contingency procedures. (i.e. Procedures following an engine failure on take-off)			
20	ICAO Ann 6 Pt I, App2, Sect. 2.1.20	Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call out.			
21	ICAO Ann 6 Pt I, App2, Sect. 2.1.21	Instructions on the use of autopilots and auto throttle in IMC.			
22	ICAO Ann 6 Pt I, App2, Sect. 2.1.22	Instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved.			
23	ICAO Ann 6 Pt I, App2, Sect. 2.1.23	Departure and approach briefings.			
24	ICAO Ann 6 Pt I, App2, Sect. 2.1.24	Procedures for familiarisation with areas, routes and aerodromes.			
25	ICAO Ann 6 Pt I, App2, Sect. 2.1.25	Stabilised approach procedure.			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
26	ICAO Ann 6 Pt I, App2, Sect. 2.1.26	Limitation on high rates of descent near the surface.			
27	ICAO Ann 6 Pt I, App2, Sect. 2.1.27	Conditions required to commence or continue an instrument approach.			
28	ICAO Ann 6 Pt I, App2, Sect. 2.1.28	Instructions for the conduct of precision and non-precision instrument approach procedures.			
29	ICAO Ann 6 Pt I, App2, Sect. 2.1.29	Allocation of flight crew duties and procedures for the management of crew workload during night and IMC instrument approach operations.			
30	ICAO Ann 6 Pt I, App2, Sect. 2.1.30	Instructions and training requirements for the avoidance of controlled flight into terrain (CFIT) and policy for the use of the ground proximity warning system (GPWS).			
31	ICAO Ann 6 Pt I, App2, Sect. 2.1.31	Policy, instructions, procedures and training requirements for the avoidance of collisions and the use of the airborne collision avoidance system (ACAS/TCAS).			
32	ICAO Ann 6 Pt I, App2, Sect. 2.1.32	Information and instructions relating to the interception of civil aircraft including:			
		a) procedures (as prescribed in Annex 2) for pilots-in-command of intercepted aircraft; and			
		b) visual signals used by intercepting and intercepted aircraft, as contained in Annex 2.			
33		For Aeroplanes intended to be operated above 15,000 m (49,000 ft):			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
	ICAO Ann 6 Pt I, App2, Sect. 2.1.33	a) information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation; and			
		b) procedures in the event that a decision to descend is taken, covering: 1) the necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining provisional descent clearance; and 2) the action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.			
34	ICAO Ann 6 Pt I, App2, Sect. 2.1.34	Details of the safety management system (SMS) provided in accordance with Chapter 3 and 4 of Annex 19.			
35	ICAO Ann 6 Pt I, App2, Sect. 2.1.35	Information and instructions on the carriage of dangerous goods, in accordance with Annex 6, Chapter 14, including action to be taken in the event of an emergency.			
36	ICAO Ann 6 Pt I, App2, Sect. 2.1.36	Security instructions and guidance.			
37	ICAO Ann 6 Pt I, App2, Sect. 2.1.37	The search procedure checklist in accordance with Annex 6, Chapter 13, 13.3. (i.e. Search for bombs, weapons or other dangerous devices)			
38	ICAO Ann 6 Pt I, App2, Sect. 2.1.38	Instructions and training requirements for the use of head-up displays (HUD) and enhanced vision systems (EVS) equipment as applicable.			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
39	ICAO Ann 6 Pt I, App2, Sect. 2.1.39	Instructions and training requirements for the use of the Electronic Flight Bag (EFB), as applicable.			

A2 - AIRCRAFT OPERATING INFORMATION

40	ICAO Ann 6 Pt I, App2, Sect. 2.2.1	Certification and operating limitations.			
41	ICAO Ann 6 Pt I, App2, Sect. 2.2.2	The normal, abnormal and emergency procedures to be used by the flight crew, and the checklists relating thereto as required by Chapter 6, 6.1.4.			
42	ICAO Ann 6 Pt I, App2, Sect. 2.2.3	Operating instructions and information on the climb performance with all engines operating, if provided in accordance with Chapter 4, 4.2.4.3.			
43	ICAO Ann 6 Pt I, App2, Sect. 2.2.4	Flight planning data for pre-flight and in-flight planning with different thrust/ power and speed settings.			
44	ICAO Ann 6 Pt I, App2, Sect. 2.2.5	The maximum crosswind and tailwind components for each aeroplane type operated and reductions to be applied to these values having regard to gusts, low visibility, runway surface conditions, crew experience, use of autopilot, abnormal and emergency circumstances, or any other relevant operational factors.			
45	ICAO Ann 6 Pt I, App2, Sect. 2.2.6	Instructions and data for mass and balance calculations.			
46	ICAO Ann 6 Pt I, App2, Sect. 2.2.7	Instructions for aircraft loading and securing of load.			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
47	ICAO Ann 6 Pt I, App2, Sect. 2.2.8	Aircraft systems, associated controls and instructions for their use as required by Chapter 6, 6.1.4			
48	ICAO Ann 6 Pt I, App2, Sect. 2.2.9	The minimum equipment list and configuration deviation list for the aeroplane types operated and specific operations authorised, including any requirements relating to operations where performance-based navigation is prescribed.			
49	ICAO Ann 6 Pt I, App2, Sect. 2.2.10	Checklist of emergency and safety equipment and instructions for its use.			
50	ICAO Ann 6 Pt I, App2, Sect. 2.2.11	Emergency evacuation procedures including type specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crewmember.			
51	ICAO Ann 6 Pt I, App2, Sect. 2.2.13	Survival and emergency equipment for different routes and the necessary procedures to verify its normal function before take-off, including procedures to determine the required amount of oxygen and the quantity available.			
52	ICAO Ann 6 Pt I, App2, Sect. 2.2.14	Details of the ground-air visual signal code for use by survivors as contained in Annex 12.			

A3 - ROUTES AND AERODROMES

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
53	ICAO Ann 6 Pt I, App2, Sect. 2.3.1	A route guide to ensure that the flight crew will have, for each flight, information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for their operation, and such other information considered necessary for the proper conduct of flight operations. The route guide should contain specific information detailing the conduct of operations to, from and within Malaysian territory.			
54	ICAO Ann 6 Pt I, App2, Sect. 2.3.2	The minimum flight altitudes for each route to be flown.			
55	ICAO Ann 6 Pt I, App2, Sect. 2.3.3	Aerodrome operating minima for each of the aerodromes that are likely to be used as intended landing or as alternate aerodromes.			
56	ICAO Ann 6 Pt I, App2, Sect. 2.3.4	Increase of aerodrome operating minima in the case of degradation of approach or aerodrome facilities.			
57	ICAO Ann 6 Pt I, App2, Sect. 2.3.5	Instructions for determining aerodrome operating minima for instrument approaches using HUD and EVS.			
58	ICAO Ann 6 Pt I, App2, Sect. 2.3.6	The necessary information for compliance with all required flight profiles required by regulations, including the determination of:			
		<ul style="list-style-type: none"> take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures that affect take-off distance 			
		<ul style="list-style-type: none"> take-off climb limitations 			

SECTION A – FLYING OPERATIONS

No.	ICAO Reference	Evidence Required	Operator Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
		<ul style="list-style-type: none"> en-route climb limitations 			
		<ul style="list-style-type: none"> approach climb limitations and landing climb limitations 			
		<ul style="list-style-type: none"> landing runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures that affect take-off distance 			
		<ul style="list-style-type: none"> supplementary information, such as tyre speed limitations. 			
A4 – TRAINING					
59	ICAO Ann 6 Pt I, App2, Sect. 2.4.1	Details of the flight crew training programme as required by Chapter 9, 9.3.			
60	ICAO Ann 6 Pt I, App2, Sect. 2.4.3	Details of the flight operations officer/flight dispatcher training programme when employed in conjunction with a method of flight supervision.			

SECTION B – CABIN SAFETY

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
B1 - AIRCRAFT OPERATING INFORMATION					
61	ICAO Ann 6 Pt I, App2, Sect. 2.1.2	Details of the company's fatigue management system or the rules governing flight times and flight duty periods and for the provision of adequate rest periods for cabin crew members in accordance with the regulations established by the State of the Operator.			
62	ICAO Ann 6 Pt I, App2, Sect. 2.1.8	Details of the cabin crew procedures and safety precautions during refuelling with passengers on board.			
63	ICAO Ann 6 Pt I, App2, Sect. 2.1.35	Information on the carriage of dangerous goods and action to be taken including cabin crew procedures, in the event of an emergency.			
64	ICAO Ann 6 Pt I, App2, Sect. 2.1.36	Security instructions and guidance.			
65	ICAO Ann 6 Pt I, App2, Sect. 2.1.37	Details of the cabin crew search procedure and guidance on the appropriate course of action to be taken should a bomb or suspicious object be found. Information on the least-risk bomb location specific to the aircraft.			
66	ICAO Ann 6 Pt I, Chap 12, Sect. 12.1	Minimum number of crew required for each type of aeroplane.			
67	ICAO Ann 6 Pt I, Chap 12, Sect. 12.2	Procedures for cabin crew to occupy a seat in accordance with Chapter 6 Section 6.16 during take-off and landing and whenever the pilot-in-command so directs.			

SECTION B – CABIN SAFETY

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
68	ICAO Ann 6 Pt I, Chap 12, Sect. 12.3	Location of cabin crew seats and procedures for cabin crew to be seated with seat belt or, when provided, safety harness fastened during take-off and landing and whenever the pilot-in-command so directs.			
69	ICAO Ann 6 Pt I, App2, Sect. 2.2.10	The location, number and types of emergency and safety equipment carried on board the aircraft and instructions for its use.			
70	ICAO Ann 6 Pt I, Chap 12, Sect. 12.1 and App2, Sect. 2.2.11	Details of the duties and functions to be performed by each member of the cabin crew in the event of an emergency or a situation requiring the emergency evacuation of the aircraft, including:			
		• type specific procedures			
		• crew coordination			
		• assignment of crew emergency positions			
		• duties assigned to each crew member.			
71	ICAO Ann 6 Pt I, App2, Sect. 2.2.12	The normal, abnormal and emergency procedures to be used by the cabin crew, the checklists for these procedures and aircraft systems information required, including a statement related to the necessary procedures for the coordination between flight and cabin crew.			

SECTION B – CABIN SAFETY

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
72	ICAO Ann 6 Pt I, App2, Sect. 2.2.13	Details of the survival and emergency equipment for different routes and the necessary cabin crew procedures to verify its normal function before take-off.			
B2 - TRAINING					
73	ICAO Ann 6 Pt I, App2, Sect. 2.4.2 and Chap 12, Sect. 12.4	Details of the approved training programme to be completed by all persons before being assigned as a cabin crew member.			
74	ICAO Ann 6 Pt I, Chap 12, Sect. 12.4	Details of recurrent training programme to be conducted annually before being assigned as a cabin crew member.			
75	ICAO Ann 6 Pt I, Chap 12, Sect. 12.4	Training programme to ensure that each cabin crew member is:			
		a) competent to execute assigned safety duties and functions in the event of an emergency or emergency evacuation			

SECTION B – CABIN SAFETY

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
		b) drilled and capable in the use of emergency and lifesaving equipment required to be carried: (i) portable fire extinguishers (ii) personal flotation devices such as life jackets (iii) life rafts (iv) evacuation slides (v) emergency exits (vi) oxygen equipment (vii) emergency locator transmitter (ELTs) (viii) first aid kits and medical supplies			
		c) when operating an aircraft above 3000m (10000ft), knowledgeable in regards to the effects of the lack of oxygen and the effects of loss of pressurisation			
		d) aware of other crew members' assignments and function in an emergency			
		e) aware of types of dangerous goods in the cabin and completion of the dangerous goods programme required by Annex 18			
		f) aware of human performance as related to passenger cabin safety duties including flight crew – cabin crew coordination.			

B3 - PASSENGERS

SECTION B – CABIN SAFETY

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
76	ICAO Ann 6 Pt I, Chap 4, Sect. 4.2.12.1 and Sect. 4.2.12.2	Details of the procedures to ensure that passengers are made familiar with the location and use of the following: <ul style="list-style-type: none"> • seat belts • emergency exits • life jackets • oxygen dispensing equipment • other emergency equipment provided for individual use. 			
77	ICAO Ann 6 Pt I, Chap 4, Sect. 4.2.12.3	Procedures to instruct passengers in an emergency during the flight.			
78	ICAO Ann 6 Pt I, Chap 4, Sect. 4.2.12.4	Procedures to ensure that passengers are secured in their seats during take-off, landing, turbulence or any emergency concerning flight.			
79	ICAO Ann 6 Pt I, Chap 4, Sect. 4.8	Procedures to ensure the safe stowage of carry-on baggage.			

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
C1 - MAINTENANCE CONTROL MANUAL					
80	The operator's Maintenance Control Manual (however called) shall contain the following information: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2				
	ICAO Ann 6 Pt I, Chap 11, Sect 11.2 a)	a) a description of the maintenance procedures required (Chap 8, Sect 8.1.1) for each aircraft type including details of the administrative arrangements between the operator and the approved maintenance organisation when applicable			
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.1.1	Operator shall ensure that, in accordance with procedures acceptable to the State of Registry:			
		b) each aeroplane they operate is maintained in an airworthy condition			
		c) the operational and emergency equipment necessary for an intended flight is serviceable			
		d) the certificate of airworthiness for each aeroplane they operate remains valid.			
81	The operator's Maintenance Control Manual (however called) shall contain the names and duties of persons required by 8.1.4: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 b)				
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.1.4	An operator shall employ a person or group of persons to ensure that all maintenance is carried out in accordance with the maintenance control manual.			
82	The operator's Maintenance Control Manual (however called) shall contain a reference to the Maintenance Programme as required by 8.3.1: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 c)				

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY			
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>		
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.3.1	a) the operator shall provide, for the use and guidance of maintenance and operational personnel concerned, a maintenance programme approved by the State of Registry					
		b) the design and application of the operator's maintenance programme shall observe Human Factors principles.					
83	<p>The operator's Maintenance Control Manual (however called) shall contain a description of the methods used for the completion and retention of the operator's maintenance records required by 8.4.</p> <p>ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 d)</p> <p>8.4.1 An operator shall ensure that the following records are kept for the periods mentioned in 8.4.2:</p> <p>Note1: The records in 8.4.1 a) to e) shall be kept for a minimum of period of 90 days after the unit to which they refer has been permanently withdrawn from service.</p> <p>Note 2: The records in 8.4.1 f) shall be kept for a minimum period of 1 year after the signing of the Maintenance Release.</p>						
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.4	a) the total time in service (hours, calendar time and cycles, as appropriate) of the aeroplane and all life-limited components You must provide both the completion and retention document references. For retention period refer to Note 1	Completion Reference				
Retention Reference							
b) the current status of compliance with all mandatory continuing airworthiness information You must provide both the completion and retention document references. For retention period refer to Note 1		Completion Reference					
		Retention Reference					
			Completion Reference				

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
		<p>c) appropriate details of modifications and repairs</p> <p>You must provide both the completion and retention document references.</p> <p>For retention period refer to Note 1</p>	Retention Reference		
		<p>d) the time in service (hours, calendar time and cycles, as appropriate) since the last overhaul of the aeroplane or its components subject to a mandatory overhaul life</p> <p>You must provide both the completion and retention document references.</p> <p>For retention period refer to Note 1</p>	<p>Completion Reference</p> <p>Retention Reference</p>		
		<p>e) the current status of the aeroplane's compliance with the maintenance programme</p> <p>You must provide both the completion and retention document references.</p> <p>For retention period refer to Note 1</p>	<p>Completion Reference</p> <p>Retention Reference</p>		
		<p>f) the detailed maintenance records to show that all requirements for the signing of a maintenance release have been met</p> <p>You must provide both the completion and retention document references.</p> <p>For retention period refer to Note 2</p>	<p>Completion Reference</p> <p>Retention Reference</p>		
84	The operator's Maintenance Control Manual (however called) shall contain a description of the operator's maintenance records required by 8.4: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 d)				

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.4.3	In the event of a temporary change of operator, the records shall be made available to the new operator. In the event of any permanent change of operator, the records shall be transferred to the new operator.			
85	The operator's Maintenance Control Manual (however called) shall contain a description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by 8.5: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 e)				
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.5.1	a) the operator of an aeroplane over 5,700kg maximum certificated take-off mass shall monitor and assess maintenance and operational experience with respect to continuing airworthiness and provide the information as prescribed by the State of Registry and report through the system specified in Annex 8, Part II Sect. 4.2.3 f) and 4.2.4.			
86	The operator's Maintenance Control Manual (however called) shall contain a description of the procedures for complying with service information reporting requirements of Annex 8, Part II, Sect. 4.2.3 f): ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 f)				
	ICAO Ann 8 Pt II, Chap 4 Sect. 4.2.3 f)	Ensure that, in respect of aeroplanes over 5,700kg and helicopters over 3,175kg maximum certificated take-off mass, there exists a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is transmitted to the organisation responsible for the type design of that aircraft. Where a continuing airworthiness safety issue is associated with a modification, the State of Registry shall ensure that there exists a system whereby the above information is transmitted to the organisation responsible for the design of the modification.			

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
87	The operator's Maintenance Control Manual (however called) shall contain a description of the procedures for assessing continuing airworthiness information and implementing resulting actions as required by 8.5.2: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 g)				
	ICAO Ann 6 Pt I, Chap 8 Sect. 8.5.2	a) the operator of an aeroplane over 5,700kg maximum certificated take-off mass shall obtain and assess continuing airworthiness information and recommendations available from the organisation responsible for the type design and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the State of Registry.			
88	The operator's Maintenance Control Manual (however called) shall contain: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 h)				
	ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 h)	Description of procedures for implementing action resulting from mandatory continuing airworthiness information.			
89	The operator's Maintenance Control Manual (however called) shall contain: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 i)				
	ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 i)	Details of the system of analysis and continued monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency in that programme.			
90	The operator's Maintenance Control Manual (however called) shall contain: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 j)				
	ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 j)	Description of the aircraft types and models to which the manual applies.			

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
91	The operators Maintenance Control Manual (however called) shall contain: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 k)				
	ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 k)	Description of the procedures for ensuring that unserviceabilities affecting airworthiness are recorded and rectified.			
92	The operator's Maintenance Control Manual (however called) shall contain: ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 l)				
	ICAO Ann 6 Pt I, Chap 11, Sect. 11.2 l)	Description of the procedures for notifying the State of Registry of significant in service occurrences.			
93	ICAO Ann 6 Pt I, Chap 8 Sect. 8.8.1	A maintenance release shall be completed and signed to certify that the maintenance work performed has been completed satisfactorily and in accordance with approved data and the procedures described in the maintenance organisation's procedures manual.			

C2 - MAINTENANCE PROGRAM

Maintenance Programme shall contain details of the following for each aircraft type:

ICAO Ann 6 Pt I, Chap 11, Sect. 11.

94	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.1 a)	Maintenance tasks and intervals at which these tasks are to be performed, taking into account the anticipated utilization of the aircraft.			
95	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.1 b)	When applicable, the continuing structural integrity programme.			

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
96	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.1 c)	Procedures for deviating from the maintenance programme:			
		a) maintenance task intervals			
		b) continuing structural integrity programme (when applicable).			
97	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.1 d)	When applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines.			
98	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.2	Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such.			
99	ICAO Ann 6 Pt I, Chap 11, Sect. 11.3.3	The Maintenance programme should be based on the maintenance programme information, made available by the State of Design or by the organisation responsible for the type design.			

C3 - JOURNEY LOG BOOK

100	ICAO Ann 6 Pt I, Chap 11, Sect. 11.4.1	Details of the aeroplane journey log book.			
-----	--	--	--	--	--

C4 - RECORDS OF EMERGENCY AND SURVIVAL EQUIPMENT CARRIED

SECTION C – AIRWORTHINESS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
101	ICAO Ann 6 Pt I, Chap 11, Sect. 11.5	Operators shall at all times have available for immediate communication to rescue coordination centre, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation. The information shall include, as applicable, the number, colour and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequency of the emergency portable radio equipment.			

C5 - PRESERVATION OF FLIGHT RECORDER RECORDS

102	ICAO Ann 6 Pt I, Chap 11, Sect. 11.6	An operator shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposal as determined in accordance with Annex 13.			
-----	--	---	--	--	--

SECTION D – DANGEROUS GOODS
PART 1 - ALL OPERATORS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
D1 - TRAINING					
103	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.1.1	An established, and maintained, initial and recurrent dangerous goods training program.			
104	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.2	Training verified before personnel perform duty.			
105	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.3	Recurrent training undertaken within 24 months of previous training.			
106	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.4	Test to verify training competency.			
107	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.5	Record of training maintained, including mandatory information.			
108	ICAO Technical Instructions Pt 1; Chap 4, Sect. 4.2.6 and Chap 4, Sect. 4.2.7	Subject matter and training are relevant to employees' duties.			

SECTION D – DANGEROUS GOODS

PART 1 - ALL OPERATORS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
109	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.10	Operator ensures training is provided to agency personnel.			

D2 - ESTABLISHED POLICIES AND PROCEDURES TO IDENTIFY AND REJECT UNDECLARED DANGEROUS GOODS

The operator must have established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, to identify and reject undeclared dangerous goods. Typical policies and procedures would include:

ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)

110	ICAO Ann 6 Pt I, Chap 14, Sect. 14.2 b)1)	Company Materials identified as dangerous goods.			
111	ICAO Technical Instructions Pt 7; Chap 6, Sect. 6.1	Cargo Acceptance Procedures.			
112	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.4	Provisions to aid recognition of undeclared dangerous goods.			
113	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.8	Provision of information – cargo acceptance area.			
114	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.2	Provision of notices to passengers at airport ticket areas, check-in and boarding areas, with visual examples, regarding dangerous goods that are not permitted in passengers' baggage.			

SECTION D – DANGEROUS GOODS

PART 1 - ALL OPERATORS

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
115	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.1	Ticket purchase and check-in cannot be completed at the airport until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.			
116	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.4	Remote check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.			
117	ICAO Technical Instructions Pt 7; Chap 5, Sect. 5.1.4	Automated check-in cannot be completed until passengers have indicated that they have understood restrictions on dangerous goods in passengers' baggage.			

D3 - DANGEROUS GOODS OCCURRENCES

The operator has established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, to report to appropriate authorities in State of Occurrence occasions of undeclared dangerous goods. Such policies and procedures would include:

ICAO Ann 6 Pt I, Chap 14, Sect 14.2 b)

118	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.4	Dangerous goods accidents and incidents.			
119	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.5	Undeclared or misdeclared dangerous goods discovered in cargo or mail.			
120	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.5	Procedures for reporting undeclared dangerous goods when discovered and for reporting dangerous goods which are not permitted under ICAO Technical Instructions Part 8 Sect 1.1.1.			

SECTION D – DANGEROUS GOODS**PART 1 - ALL OPERATORS**

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
121	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.3	Procedures for dealing with suspected contaminated baggage or cargo.			

SECTION D – DANGEROUS GOODS

PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>

D4 - CARRIAGE OF DANGEROUS GOODS

The operator has established dangerous goods policies and procedures, in the Company Operations (or Dangerous Goods) Manual, for dangerous goods this would include policies and procedures for:

ICAO Ann 6 Pt I, Chap 14, Sect. 14.3 b)4)

122	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Accepting dangerous goods for carriage on board an aircraft.			
123	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Handling dangerous goods for carriage on board an aircraft.			
124	ICAO Ann 18, Chap 8, Sect. 8.9	Ensuring that cargo aircraft only consignments of dangerous goods are not carried on a passenger aircraft.			
125	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.4	Ensuring that cargo aircraft only consignments of dangerous goods are only carried in certain compartments, unit load devices (ULDs) or specified circumstances.			
126	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.1	Inspecting dangerous goods for evidence of damage or leaking prior to loading.			
127	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.4.2	Loading and securing dangerous goods on board an aircraft.			
128	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.2	Ensuring that incompatible dangerous goods are appropriately segregated.			

SECTION D – DANGEROUS GOODS

PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
129	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.9.6	Ensuring radioactive materials are appropriately separated.			
130	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.11	Ensuring provisions regarding dry ice, including aircraft type, ventilation rates, method of packing and stowing, segregation from animals and communication to ground staff at origin, transit and destination.			
131	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.13	Ensuring packages and ULDs with self-reactive substances, organic peroxides and lithium batteries are shaded from direct sunlight and away from sources of heat.			
132	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.3	Removing packages containing dangerous goods which appear to be damaged or leaking from an aircraft.			
133	ICAO Technical Instructions Pt 7; Chap 3, Sect. 3.1	Inspecting dangerous goods for evidence of damage or leaking when unloading/loading.			
134	ICAO Technical Instructions Pt 7; Chap 2, Sect. 2.2.2	Ensuring that Company Materials classified as dangerous goods, carried as cargo on board an aircraft, are packaged, marked, labelled, declared and accepted, inspected, stowed, secured and unloaded in accordance with the technical instructions.			

D5 - PROVISION OF INFORMATION TO PILOT-IN-COMMAND AND RETENTION OF DOCUMENTATION

SECTION D – DANGEROUS GOODS**PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)**

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
135	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1.1	Providing the necessary information to the pilot-in-command.			
136	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1	Information to the pilot-in-command is clearly legible or printed.			
137	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.4	Information to the pilot-in-command includes signed confirmation from person responsible for loading and inspection and stowage.			
138	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.7	Pilot indicates on a copy of the information (or by other suitable means), that the information has been received.			
139	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.5	Information to pilot-in-command is readily accessible in flight.			
140	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.1.1.b)	Copy of the information is provided to relevant person specified in the operations manual.			
141	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.11.1	Procedures for retaining documentation for consignment that have been accepted (Transport Document, Acceptance Checklist and NOTOC).			

SECTION D – DANGEROUS GOODS

PART 2 – OPERATORS WHO CARRY DANGEROUS GOODS (INCLUDING COMPANY MATERIALS)

No.	ICAO Reference	Evidence Required	Company Document Reference	CAAM USE ONLY	
				Document Evaluation <i>Satisfactory?</i> <i>Unsatisfactory?</i>	CAAM's Comments <i>(incl. initials and date)</i>
142	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.11.2	Procedures for retaining documentation for consignment that has been rejected (Transport Document and Acceptance Checklist).			

D6 - APPROVAL AND LIMITATIONS

143	ICAO Ann 6 Pt I, Chap 14, Sect. 14.4 ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.2	The operator has provided information in the operations manual (or other appropriate manual) to ensure that all personnel, including third party personnel, involved in the acceptance, handling, loading and unloading of cargo are informed of the operator's operational approval and limitations with regard to the transport of dangerous goods.			
144	ICAO Technical Instructions Pt 7; Chap 4, Sect. 4.2	Instructions to the employees/agents covering the dangerous goods which may be carried on the operator's aircraft including: a) dangerous goods not to be carried b) dangerous goods of the operator c) operator variations d) dangerous goods subject to State Approval or Exemption.			