REFERENCE :	PRP-Restart-002	
TITLE :	Post COVID-19 Air Operator Restart Checklist	الهيئة العامة للطيران المدني GENERAL CIVIL AVIATION AUTHORITY

Organization Details			
Operator:		AOC No.:	
Assessment Date:		Phone:	
Operator Representative:		Email:	
Inspector			

*C/PC/NCS = Complied With/Partially Complied With/Not Complied With

GM Ref.	Items	C	PC	NC	Comments
1. Operator Restart Safety Plan	(a) Resumption plan submitted with a timeline that supports the management of the next steps.				
	(b) Establishment of resumption plan is based on the Management of Change Process?				
	(c) Is the plan consistent with scaling up of the operations?				
	(d) Does the resumption plan includes what is expected of service providers for when restarting operations				

	(e) Designated Airline Representative for the Airline Restart Plan				
2. Pilots' Training	(a) Impact on LPC/OPC (training plan in lieu of Simulator) Conducted during COVID-19				
	(b) Impact on Refresher Training Conducted during COVID-19				
	(c) Impact on Recurrent Mandatory Training Conducted during COVID-19				
	(d) Impact on Required training related to special operations.				
	(e) Validity of TRI's/TRE's/SFE's				
	(f) Monitoring Distance Learning Training and Effectiveness				
3. Cabin Crew Training	(a) Impact on Initial Training Conducted during COVID-19				
	(b) Impact on Recurrent Mandatory Training Conducted during COVID-19				
	(c) Impact on Refresher Training Conducted during COVID-19				

	(d) Impact on Conversion and Differences Training Conducted during COVID-19				
	(e) Impact on Senior Cabin Crew Members Training Conducted during COVID-19				
	(f) Validity of Designated Cabin Crew Examiners				
	(g) Monitoring Distance Learning Training and Effectiveness				
4. Flight Dispatchers	(a) Impact on Initial Training Conducted during COVID-19.				
	(b) Impact on Recurrent Mandatory Training Conducted during COVID-19.				
	(c) Monitoring Distance Learning Training and Effectiveness				
5. Staff Recency	(a) Impact on Pilots' Recency				
	(b) Impact on Cabin Crew Recency				
	(c) Impact on Flight Dispatchers Recency				
6. Staff Licenses	(a) Impact on Pilots' expiring licenses due to alleviations in place.				Surveillance activities required to maintain

					validity of certificates (i.e. due audits) and exemptions in place.
	(b) Impact on Cabin Crew expiring licenses due to alleviations in place.				
	(c) Impact on Flight Dispatchers expiring licenses due to alleviations in place.				
7. Staff Medical Certificates	(a) Impact on Pilots' expiring Medical Certificates due to alleviations in place.				
	(b) Impact on Cabin Crew expiring Medical Certificates due to alleviations in place.				
	(c) Impact on Flight Dispatchers Medical Certificates due to alleviations in place.				
8. Flight & Duty Time Limitations	(a) Exceptional operational considerations related to Flight & Duty Time Limitations, flight duty periods and fatigue.				
9. Human Factors	(a) Exceptional operational considerations related to Human Factors				
	(b) Stress factors while working (layovers (food/hotel service availability), concern about catching virus)				
10. Availability of Resources	(a) Availability of resources to support activities such as preparation of aircraft to flight, reconfiguration and affecting mass and balance of the aircraft, maintenance, disinfection of aircraft.				

	(b) Impact of Workforce Changes (Retirements, New Hires, Furloughs, Departures, Loss of Key Personnel) and management of Staffing Levels (Across Domains).				
	(c) Availability Employee Assistance Program (EAP)/Welfare Department to manage Stress, Fatigue, Depression, Anxiety, Anger, Mental Health Distrust, etc..				
11. Minimum Equipment List	(a) The MEL that takes into account of the aeroplane types and variants operated and the type(s)/area(s) of operation.				
12. Financial Sustainability	(a) Ability to manage day to day administration, operations, cover maintenance aspects,				
13. Accommodation Facilities & Crew Transport	(a) Exceptional operational considerations related to Accommodation Facilities.				
	(b) Exceptional operational considerations related to crew transport.				
14. Safety Management System	(a) Any discontinuation of HIRA, SA and SPM and safety promotion during the COVID-19 period?				
	(b) Any new hazards identified due to current situation?				
	(c) Are Hazards mitigated properly?				
	(d) Impact on safety culture, people behaviors, the reporting system, budgets for training, SMS effectiveness.				
	(e) Identify human factors and human performance related risks.				

15. Availability of Accountable License Holders, Manager & Post Holders	(a) Pre-COVID-19 Staff Availability (including AM/PH and License holders) assured? (if not – what hazard has been integrated in the resumption plan and how was it mitigated?)				
	(b) Any hazard stemming from flexibility provisions granted to License Holders?				
16. Quality System	(a) Any discontinuation of internal quality audit programme during the COVID-19 period?				
	(b) Any finding not closed or contained?				
	(c) Management review conducted as per the plan?				
17. Policies, Manuals and Documentation	(a) Policies, Manuals and Documentation have been assessed and have been found addressing the applicable rule?				
	(b) Policies, Manuals and Documentation address the action plan that operator has put in place to phase out granted flexibility provisions.				
	(c) Centralized Tracking of Changes to Policies, Procedures, Exemptions, and Deviations from Standard Procedures				
	(d) Introduction of New SOPs in Response to Business Model Changes (Pax/Cargo Ops) & Non-standard Operations, Late Changes to Loads, Weather, and Runway Conditions				
	(e) EFB Currency/Updates				

	(f) Any flexibility provisions required by the operator other than those published by the GCAA?				
18. Availability and serviceability of emergency equipment.	(a) Evidence of Availability & Serviceability of emergency & First Aid equipment.				
	(b) Serviceability of Aeroplane Systems				
	(c) Availability of infrastructure				
19. ROSI	(a) Any significant ROSI that should be investigated				
	(b) Management of occurrences and monitoring them for trends.				
	(c) Reduction in Safety Data Reporting and Its Operational Impact				
20. GCAA Audits	(a) Any significant GCAA audit not conducted as per standard procedure? If yes- what's the significance of not conducting before restart?				
	(b) Any GCAA audit finding to be resolved before restart.				
21. Cargo Handling Procedure	(a) Evidence of Revised Passenger and Cargo Handling Procedure due to operating cargo in a passengers' aircraft.				
22. Emerging threats	(a) Any emerging risk identified such as cyber-security: or mental health of personnel or unavailability.				

23. Others	(a) Review of Special operations (CAT II/ III, MNPS, RVSM, RNP, etc). (b) Review of Fuel procedures in the Engineering and/or Operation Manual on quality of fuel are controlled; fuel uplift/accomplishment of water drain checks. (c) Review of Cargo Loading Procedures to crew on how the aircraft can be loaded demonstrate on how to control carriage of cargo in passenger aircraft. (d) Review of Engine Health Monitoring (EHM): If required by the aircraft/engine type the operator should contain in the manual. (e) Review of De-Icing/Anti-Icing. If applicable Procedures should be available to crew detailing aircraft de-icing/anti-icing procedures. (f) Review of the carriage of dangerous goods approval.				

Satisfactory ☐		Unsatisfactory ☐	
Limitation : After reviewing the checklist, identify any limitation that should be applied to ensure safe operations			
Inspector Name:			
Line Manager:			
Date:		Signature:	