



CAAV Bulletin: 001-2019 [Effective 01 January] National Surveillance & Inspection Program Guidelines

- A. This bulletin provides a method for publishing and amending the general surveillance, inspection and audit guidelines which will be used by the Flight Safety Standards Department of the Civil Aviation Authority of Vietnam.
- B. This document contains the primary guidance to CAAV inspectors regarding the planning, conduct and tracking of surveillance relating to organizations, aircraft and individuals subject to the safety oversight of the CAAV.

The primary amendments were:

- Updated MARI for SMS Inspection
- Increased inspection on the flight crew training in-progress with the minimum pre-determined number of samples
- Re-emphasized the need for monthly assessments of the MARI progress by FSSD Management.

1.1 GENERAL

1.1.1 PURPOSE

This bulletin outlines the concepts regarding the methodologies for a comprehensive surveillance program that will be planned and executed each year to ensure a credible evaluation of the certification basis for organizations and key personnel.

1.1.2 BACKGROUND

1.1.2.1 Continuing Validation an ICAO Standard

- A. Continuing validation of the original basis for certification is required by ICAO Standards for organizations and individuals to ensure that the required standards of operation are maintained.
- B. This bulletin provides the foundation for the methodologies and minimum events by which the CAAV will continuously monitor operations conducted by the AOC holders and other aviation organization holders.

1.1.2.2 A Confirmation Process

- A. The issuance of a license, certificate or other approval is not the end of the 5-step certification process. This process is occurring on a continuous basis.
- B. The CAAV then conducts a continuing annual surveillance plan of inspections, observations and audits, both planned and ad-hoc, to confirm that the aviation community continues to meet the basis for issuance of the approvals given during the original certification.

1.1.2.3 An On-Going Validation System

- A. The guidance in this bulletin replaces the concept of a once-a-year focused audit to confirm an organization's conformance with the applicable requirements.
- B. It establishes an on-going process of surveillance methodologies to create a system that is, throughout the year, confirming that the organization or individual remains in conformance.



1.1.2.4 Safety Concerns must be Corrected

- A. If, during the inspection processes, the CAAV determines that there are safety concerns, the holder of the license, certificate or other approval must take the necessary and timely action to achieve a mutually agreed upon resolution.
- B. Correction of some of these safety concerns may require confirming re-inspections, document evaluation, satisfactory demonstrations and acceptance or approval.

1.1.2.5 Annual Re-Validation

It should be noted that, even when there are no requests for certification actions from the organization, this annual program of surveillance and inspection is, in effect, “re-validating” the aviation organizations on an annual basis.

1.1.3 STATUS OF THIS BULLETIN

1.1.3.1 Issuance

- A. This is a initial version of this bulletin for the calendar year 2019. The bulletin is issued on 15 December 2018 and effective on 01 January 2019.
 - The MARI inspection guidance in the appendices should be assumed to contain calendar year 2019 requirements (January to December) 2019 MARI guidance, as amended by this revision.
- B. For the budget aspects, the draft of this bulletin will be constituted and considered on each 15 November annually.

1.1.3.2 Expiration

The guidance in this bulletin will expire on 31 December 2019, unless amended before that date.

1.1.4 FILING OF THIS BULLETIN

The official version of this bulletin is available in the Inspector Toolkit that resides on the CAAV server.

- Bulletins are currently located in the Technical Guidance Manuals folder.
- Bulletins are numbered to appear at the bottom of this folder.

● The inspectors may download this file to their computer or print the bulletin in hard-copy, but such action changes the bulletin status from an “official” copy to an “unofficial” copy.

● Revisions to the official copy of this bulletin may occur several times during the year.

1.2 DEFINITIONS & ACRONYMS USED IN THIS BULLETIN

1.2.1 DEFINITIONS

- A. Where used in CAAV documents, verbal communications and the CASORT database relating to the national surveillance program, the following definitions will apply—
 - 1) **Ad-Hoc.** Where used as an adjective to the terms “audit” or “inspection,” this term indicates that the inspection was not planned prior to the initiating event that resulted in the decision to conduct of the inspection.
 - 2) **A-Item Inspection.** The phrase is used generically to indicate an inspection that has been assigned on an ad-hoc basis by management to an employee for accomplishment. The requirement for this inspection has been inserted into the CASORT Action database to provide for management tracking of its specific accomplishment.



- 3) **Audit, Inspect and Inspection.** The act of conforming (confirming) that records, manuals, policies, procedures, infrastructure, systems and individuals that are “approved” for use in aviation remain in compliance with the applicable regulatory requirements and relevant published safety practices.
- The terms “audit,” “inspect” and “inspection” as used in CAAV guidance are synonymous.
 - Where these synonymous terms are used in FSSD guidance, they are considered to denote an “inspection.”
- 4) **Comprehensive.** Where used as an adjective to the terms “audit” or “inspection,” this term indicates that an inspection included all elements normally used to confirm that organization continues to comply with the applicable requirements to “hold” a certificate granted by CAAV.
- A “comprehensive” inspection is the culmination of a series of smaller inspections to make this determination.
 - The series of smaller inspections may be accomplished in a short period of time or spread out over months, as long as all applicable elements are confirmed during the period.
- 5) **Focused.** Where used as an adjective to the terms “audit” or “inspection,” this term indicates a “special” inspection that concentrates resources to confirm the continued compliance of an organization with the approval requirements for a specific program, curriculum, fleet or other organizational element.
- The “focused” inspection methodology is used in situations where the FSSD has a basis to suspect the continued compliance of the organization to specific required elements.
 - The methodology involves the dispatch of a team (of 2 or more) inspectors shortly after any concern arising from an inspection or investigation.
- 6) **M-Item Inspection.** The phrase is used generically to indicate an inspection that has been planned to occur during the certification or revalidation of an organization.
- ◆ The requirement for this inspection is inserted into the CASORT Action database by management to ensure that this inspection is completed with satisfactory results before the certification is completed.
- 7) **Monitor or Observation.** The conduct of an inspection through the methodology of monitoring the actual performance of an individual during the accomplishment of a specific task.
- The terms “monitor” and “observation” are considered to be synonymous and may be used by CAAV personnel to describe the same inspection method.
- 8) **No-Notice.** Where used as an adjective to the terms “audit” or “inspection,” this term indicates that the organization or individuals being inspected will not receive prior notification before the start of the inspection. The inspection may be previously planned or ad-hoc.
- 9) **Revalidation.** A structured process to reassess an organization’s compliance with the VARs and selected critical safety programs that are approved for their use in aviation, and will include operational validation inspections.
- A “revalidation” employs a series of selected focused evaluations and inspections to make this assessment.
- 10) **R-Item Inspection.** The phrase is used generically to indicate an inspection that has been planned by management, whether at the beginning or during the year, and the requirement for which has been inserted into the CASORT Action database to ensure tracking of accomplishment during a specific quarter or month of the work year.
- 11) **Surveillance.** This term indicates an on-going process of inspections employing the different methodologies described in this bulletin to provide the CAAV with confirmation that



the organizations and individuals remain in a compliant status with the applicable requirements.

1.2.2 ACRONYMS

- 1) **AOC** – Air Operator Certificate
- 2) **A-Item** – Management Assigned Task
- 3) **AMO** – Approved Maintenance Organization
- 4) **ATO** – Approved Training Organization
- 5) **AWO** – All Weather Operations
- 6) **CAAV** – Vietnam Civil Aviation Authority
- 7) **CASORT** – Civil Aviation Safety Oversight Reporting and Tracking
- 8) **ETOPS** – Extended Range Operations
- 9) **FSSD** – Flight Safety Standards Department
- 10) **LVTO** – Low Visibility Takeoff
- 11) **M-Item** – Minimum Certification Event
- 12) **MARI** – Minimum Annual Required Inspections
- 13) **PBN** – Performance-Based Navigation
- 14) **PEL** – Personnel Licensing
- 15) **RNP** – Required Navigation Performance
- 16) **R-Item** – Required Inspection
- 17) **RVSM** – Required Vertical Separation Minima
- 18) **VARs**– Vietnam Aviation Regulations

1.3 COMPREHENSIVE SURVEILLANCE PLAN

1.3.1 VARIETY OF INSPECTIONS METHODOLOGIES USED

The comprehensive surveillance plan conducted by the CAAV will include a variety of inspection methodologies, using—

- A planned program of minimum required annual inspections (R-Item Inspections) as outlined in this bulletin that is up-loaded into the CASORT database for implementation throughout the year.
- The subsequent addition of other planned R-item inspections by up-load when safety concerns and other risk factors indicate a need for such inspections.
- No-notice methodology when appropriate to situations where prior notice should not be necessary to have access to on-going operations.
- Ad-hoc methodology where the inspector is already on-site and in position to conduct other related inspections.
- Monitoring and observations methodologies to confirm that the approved policies, procedures and processes are being implemented.
- Focused inspections where there is a safety concern that requires timely assessment to confirm that the organizations' approved processes and programs continue to meet the applicable standards.
- Comprehensive inspections where the complexity and type of organization lends itself to this type of confirmation.



1.3.2 QUARTERLY CONSIDERATION OF SURVEILLANCE PROGRAM REVISION

- A. CAAV management will evaluate the overall results of the surveillance program for each organization each quarter to consider the necessity for additional or more complex inspections to confirm that the organizations and individuals continue to meet certification standards.
- B. This evaluation process will also consider the organization or individual's recent historical data, including—
 - 1) Identified safety concerns, status of corrective actions and residual risk;
 - 2) Incident investigations and contributing factors; and
 - 3) Other identified hazards and risks associated with the specific organization's complexity and operations.
- C. Any significant safety event or unfavorable trends will also trigger additional or more complex inspections, including—
 - Focused inspections
 - Comprehensive inspections
 - Re-examinations for fitness

1.4 START WITH THE ANNUAL MARI PLAN

1.4.1 ENSURE ADEQUATE CAAV PRESENCE

- A. The CAAV will program a minimum number of inspections annually to ensure that there is adequate CAAV presence on a continuing basis where of civil aviation operations are conducted, especially where those operations involve—
 - 1) Approved (certificated) aviation organizations;
 - 2) Licensed aviation personnel; and
 - 3) Designated (authorized) persons.
- B. In June of each year CAAV will identify the types and numbers of inspections that will be necessary to insure compliance with initial certification standards throughout the coming year. The inspections will be scheduled and conducted in a manner that validates the original certification basis of the certificate holder.

● MARI = **Minimum Annual Required Inspection**
● These are assigned using the planned event code "R" and appear in the reports as "R-items."

● The baseline recommended inspections are outlined in the appendices to this bulletin.
● Guidance for the planning, timing and accomplishment are provided in paragraph 1.9 of this bulletin.

1.4.2 SCHEDULED MONTHLY OR QUARTERLY

- A. At a minimum, these MARI inspections will be scheduled quarterly so that minimum types and numbers of inspections will occur evenly throughout the year allowing the FSSD to implement a "continuous" validation process.

The assignment of the R-item inspections to the inspector on a monthly basis allows the CASORT database to "prompt" the inspector with a 30-day prior notification banner.

- B. These minimum inspections and their timing will be up-loaded into the CASORT Action database in accordance with the instructions included in this Bulletin and the CASORT Manual.

Refer to Chapter 6 of the CASORT Manual for more detailed instructions on preparation and execution of the up-load.

1.4.3 REQUIRED ACCOMPLISHMENT OF THE BASELINE MARI PLAN

- A. Maintaining CAAV presence at each organization on a regular basis throughout the year is a key element of the MARI plan.
- B. The MARI plan constitutes the baseline “minimum” presence desired. The credibility of the CAAV safety oversight program is at risk if it cannot implement a minimum plan.
- C. The only basis for cancellation should be that the—
- Organization is no longer actively involved in aviation and a process has been initiated to execute a formal surrender, suspension or revocation of all authorizations.
 - Aircraft is no longer operated by the organization or has been de-registered.
 - Individual is no longer employed by the organization or no longer holds designation from CAAV.
- D. Failure to implement the MARI inspections as planned is considered a basis for—
- 1) Demotion of a manager, supervisor and inspector; and
 - 2) Adverse disciplinary action against the inspector.



No cancellation or rescheduling of “R-item” inspections should be authorized, except under strict guidelines.



- No inspector or supervisor may make a CASORT Action entry cancelling an “R” inspection.
- Only CAAV-MIS is authorized to make this entry..

1.4.4 IDENTIFIED HIGH OR MEDIUM RISK SAFETY CONCERNS

- A. Additional “R-Inspections” will be generated by safety concerns given an initial risk assessment as “High” or “Medium” risk.
- Normally a follow-up inspection is accomplished shortly after the immediate resolution to confirm the necessary correction occurred and is working.
- B. Management will also insert a new “R” inspection ensure that the “fix” used to mitigate and resolve the safety concern—
- 1) Has actually corrected the concern; and
 - 2) Does not have unintended consequences.

Management will generate a new “R” inspection to assess the status of the “fix” 60-90 days after the satisfactory follow-up inspection.

1.4.5 RISK ASSESSMENT OF UNFAVORABLE TRENDS

- A. The CAAV will carefully examine any conditions that may indicate a significant deterioration in the operator’s financial conditions. The existence of any of the following conditions may generate the need for special inspections—
- 1) A pattern of safety concerns identified by CAAV inspectors or other civil aviation authorities;
 - 2) Repetitive reoccurrence of the same safety concerns;
 - 3) Significant lay-offs or turnovers of personnel;
 - 4) Delays in meeting payroll;



- 5) Reduction of safe operating standards or evidence of cutting corners;
 - 6) Decreasing standards of training;
 - 7) Demands for “cash on delivery” by suppliers who formerly granted the operator credit;
 - 8) Inadequate maintenance of aircraft;
 - 9) Shortage of supplies and spare parts;
 - 10) Curtailment or reduced frequency of revenue flights;
 - 11) Sale or repossession of aircraft or other major equipment; and
 - 12) Labor unrest, including actual strikes by employees or civil revolt by any persons that could impact the AOC holders ability to safely execute its responsibilities.
- B. These special inspections based on higher levels of risk will be added to the MARI plan at anytime during the year.

1.5 OPPORTUNITIES FOR ADDITIONAL INSPECTIONS

The MARI Inspection Plan is only the starting point for the national surveillance program.

1.5.1 PLANNING TO ENSURE MAXIMUM INSPECTION COVERAGE

- A. Inspectors and managers are expected to take the advantage of their presence on-site or in travel status to conduct additional inspections of Vietnam organizations.
- B. These inspections are in addition to the MARI inspections, but are contribute to provide a more extensive picture of the compliance posture of the organizations and individuals surveilled.

- The conduct of these additional inspections is critical to the on-going CAAV validation processes.
- Inspectors must be aware of and alert for these opportunities when on-site or traveling.

1.5.2 COMBINE MARI INSPECTIONS WITH OTHER INSPECTIONS

- A. The planned MARI inspection provides the budgeted opportunity for inspectors to be present (on-site) to conduct inspections.
- B. Inspectors are expected to take advantage of this positioning to conduct other related and unrelated inspections (ad-hoc or planned) that are possible due to the location and type of operations and maintenance that is occurring at that site.
- These may be no-notice inspections.

- Managers should assist the inspectors in planning for these additional inspections.
- Consider the use of the “A=Management Assigned” feature to ensure the inspector is aware of the need for the inspection.

1.5.3 REQUIRED TRAVEL PROVIDES OPPORTUNITY FOR INSPECTIONS

- A. Required travel by inspectors, such as travel to accomplish MARI inspections, conduct investigations and attend training and seminars, should be used to conduct inspections.
- B. Where possible, inspectors positioning for MARI inspections will conduct ramp, station and in-flight inspections of Vietnam AOC holders during their transit period.

- Managers should assist the inspectors in planning for these additional inspections.
- Consider the use of the “A=Management Assigned” feature to ensure the inspector is aware of the need for the inspection.



- C. Inspectors are expected to review their travel arrangements to identify the additional inspections they will be able to conduct.

1.5.4 REQUIRED EVALUATIONS PROVIDE OPPORTUNITY FOR INSPECTIONS

- A. On-demand evaluations also put the inspector in position to conduct inspections of organizations, aircraft, individuals and records.
 - For example, when conducting a PEL skill test for a pilot graduate of an ATO, the inspector has the opportunity to also conduct and record an aircraft ramp inspection, student record inspection and even an aerodrome inspection.
 - For example, when conducting or monitoring a PEL skill test for a graduate of an ATO with maintenance ratings, the inspector has the opportunity to conduct also conduct a facilities and equipment inspection and a student record inspection.
 - For example, when conducting a PEL type rating check, the inspector has the opportunity to conduct a simulator inspection, AOC or ATO student record inspection and flight documents and records inspection.
- B. Expanding the surveillance sample in these situations, if implemented, would provide more insight into the school compliance and quality and demonstrate a higher level of safety oversight than just accomplishing the primary task.

1.5.5 INVESTIGATIONS CREATE OPPORTUNITY FOR INSPECTIONS

- A. The requirements for incident notification and the subsequent mandatory investigation of the incidents by the FSSD again put the inspectors in position to conduct related inspections that contribute to the overall compliance picture of the organization.
 - For example, a reported incident of a pilot starting engines when cargo doors were open and cargo handlers were still working would initiate an incident investigation requiring a timely on-site visit. If the aircraft is still available, an aircraft inspection (flight deck, cabin and/or exterior) would be conducted.
 - For example, a reported incident of an unqualified person at the controls of an aircraft, would involve a on-site visit to crew scheduling to collect evidence of the crew names, allowing an opportunity for a spot inspection of crew flight time records and even crew training and qualification records.
- B. Investigation may also surface safety concerns, that would trigger a focused inspection of the related elements, additional inspections by the team members would result, as the assigned team of inspectors move about to assess the extent of the factors contributing to the concern.

1.6 FOCUSED & COMPREHENSIVE INSPECTIONS

1.6.1 GENERAL

- A. In addition to the guidance above, CAAV management will also make use of more detailed inspections, such as those associated with focused and comprehensive inspections.
- B. The use of focused and comprehensive inspections generally create the need for a team of inspectors to accomplish these inspections efficiently.

Focused and comprehensive inspections must be used sparingly in MARI context.

1.6.2 FOCUSED INSPECTIONS

- A. Focused inspections are used to address specific elements of the organization where the FSSD has identified a safety concern which may need thorough and timely mitigation.
 - The CAAV may consider budgeting for inspection where several inspectors are present on-site at the same time conducting separate, sometime un-related inspections.



- These situations do not meet the definition of a focused inspection, but may give the appearance that a focused inspection is occurring.
- B. The use of a focused inspection should also be considered when an organization complains about a specific inspector's findings.
- CAAV management must first determine whether the inspector's findings were valid and should be corrected by the organization.
 - A timely focused inspection will provide management with insight into the validity of the organization's claims as opposed to the validity of the inspector's findings.

It is not unusual for an organization's personnel to complain about an inspector in order to minimize the extent and validity of the inspector's findings.

1.6.3 COMPREHENSIVE INSPECTION

- A. While an R-item meeting the definition of a "comprehensive inspection" may be included in the MARI program, their use should generally be confined to smaller organizations.
- But, when included, it must be one of a series of scheduled inspections for that organization.
- B. The use of a comprehensive inspection by a team of inspectors for a concentrated period will have a significant and disruptive impact on a large organization. As a result, the use of such inspections will be limited to justifiable situations.
- C. For large organization with complex operations, comprehensive inspections should primarily be limited to situations where—
- 1) There is a serious question whether the organization continues to meet applicable minimum requirements to hold the certificate.
 - 2) The MARI plan for that organization has not been properly implemented and there are noticeable holes where CAAV presence has not been on-site for surveillance.
 - 3) Management has determined that the CAAV annual surveillance may have been in-effective or compromised by the inspector conduct or methodology and a "second-set of eyes" may be necessary to confirm the compliance status of the organization.

Comprehensive inspections will not be used as a once-a-year basis to avoid having at least a quarterly inspection presence by the CAAV.

1.6.4 RE-VALIDATION PROJECTS

- A. If the CAAV management and inspectors are implementing the national surveillance program on a consistent basis, it will not be necessary to conduct a re-validation of the regulatory and technical compliance of an organization.
- B. When a re-validation program for a specific organization is deemed necessary, this process should not be allowed to affect the accomplishment of an existing MARI plan for the organization on the planned schedule.



The planned MARI inspections must be accomplished as scheduled to ensure the continued CAAV safety oversight presence.

1.7 ADDITIONAL INSPECTION GUIDELINES

1.7.1 PLANNED NO-NOTICE INSPECTIONS

- A. The CAAV will also plan to conduct of series of inspections on a no-notice basis to ensure that the presence of their inspectors may be expected at any place and any time that civil aviation operations are occurring.



- B. The CAAV inspectors will also conduct and assist other inspectors in the accomplishment of unplanned, no notice inspections.
- C. All qualified inspectors will be expected to participate in inspections during the conduct of other inspector tasks associated with the certificated organizations.
- D. The assigned inspector will ensure that such inspections are being conducted on a regular basis.

1.7.2 PLANNED & UNPLANNED INSPECTIONS

- A. Inspectors are not to limit their inspection activities to MARI inspections. They are expected to take planned or unplanned opportunities to conduct inspections through the normal course of day-to-day activities with the AOC holder and their personnel.
- B. Examples of unplanned opportunities include—
 - When traveling to other airports to conduct CAAV business, inspectors will conduct in-flight inspections on Vietnams AOC holders;
 - While on location at other airports, inspectors will conduct station inspections of Vietnams AOC holders;
 - While observing proficiency checks in simulators, inspectors will evaluate the simulator readiness and capability; or
 - When conducting an enroute inspection, the inspector may also be able to conduct a ramp inspection of the cabin and emergency equipment readiness.

1.8 RESPONSIBILITIES FOR IMPLEMENTATION OF SURVEILLANCE PROGRAM

1.8.1 FSSD MANAGER

- A. The FSSD Manager is responsible for the establishment of the requirements and the satisfactory implementation of the national surveillance and inspection program
- B. He will ensure that the technical supervisors are tracking the accomplishment of these inspections on a monthly basis.
- C. He may authorize special inspection projects when risk assessments identify potential hazards that need detailed attention.
- D. He is the only person who can authorize the cancellation of specific MARI inspections after the plan has been uploaded to CASORT.

1.8.2 SUPERVISORS OF TECHNICAL SPECIALITY GROUPS

- A. FSSD technical supervisors will ensure that there are qualified inspectors in each technical discipline to conduct the surveillance and inspection tasks outlined in this bulletin.
- B. The technical supervisors are responsible for the proper planning of the MARI program for their technical specialization.
- C. The technical supervisors are responsible for determining the status of their MARI program on a monthly basis.
- D. The technical supervisors shall ensure that all of their inspectors are aware of the priorities and have a plan for the completion of the remaining unfinished inspections during the proper quarter of the year.
- E. The technical supervisors may recommend the cancellation of specific MARI inspections to the FSSD Manager.
 - All cancellation recommendations will be made by the supervisor in writing with justification included.



- The justification will be entered in the "Remarks" section of the cancelled action item.
- F. The technical supervisors shall also ensure the accomplishment of no-notice inspections designed to sample compliance during periods when MARI are not planned for the organization or individuals.
- G. The technical supervisors shall ensure that risk assessment is being conducted on an on-going basis and recommendations for special inspection projects are provided to the FSSD Manager.

1.8.3 CAAV INSPECTORS

- A. Inspectors will use the guidelines contained in this bulletin to plan MARI inspections for their assigned organization, aircraft and individuals.
- B. The MARI inspections are assigned to specific inspectors. These inspectors are responsible for ensuring the completion of these inspections on a quarterly basis.
- C. All inspectors are expected to maintain an awareness of the FSSD' unfinished MARI inspections and work with the assigned inspector to complete these inspections in a timely manner.
- D. An inspector may recommend the cancellation of an MARI inspection when the organization, aircraft or individual is no longer subject to the oversight of the CAAV.
- E. All inspectors are expected to maintain an awareness of identified hazards, perform risk assessment and recommend the need for special surveillance or inspection projects.

1.9 MARI-SPECIFIC PLANNING GUIDELINES

The appendices to this bulletin outlines the minimum numbers and types of inspections that should be planned and/or each year to ensure a credible assessment of the certification basis for organizations and key personnel.

- The goal should be to spread the inspections evenly through the calendar year to take advantage of the Notification (reminder) feature in CASORT.
- The work should also be spread evenly among the inspectors to ensure that no one is getting a significantly heavier assignment.

1.9.1 GUIDANCE FOR SCHEDULING THE MARI INSPECTIONS

1.9.1.1 Scheduled Each 12 Calendar Months

Those inspections that are planned **once each 12 calendar months** should be scheduled for the same quarter each year, unless other surveillance or information indicates a need for an earlier or special inspection.

- The last quarter of the year should be planned with less inspections than the first 3 to ensure that the requirements at the end of year are not overwhelming.

- If the inspector is assigned multiple (with more than one operator) 1 each 12 months, these should be assigned evenly (by annual quarter).
- The goal is to ensure that the inspector does not have a heavy load in 1 quarter that will be difficult to accomplish in that quarter.

1.9.1.2 Scheduled Each 6 Consecutive Months

Those inspections that should occur each 6 consecutive months (twice a year) should not be assigned to occur in consecutive quarters. Separate them by 1 quarter.

1.9.1.3 Scheduled Quarterly

- A. Those inspections that are quarterly should be scheduled one per quarter, unless there is a base month requirement associated with the inspection.
- B. Where two types of aircraft are involved the scheduling should be spaced evenly by quarters through the year.



- C. The following inspections should be spaced evenly through the quarters over the year—
- Ramp inspections
 - In-flight inspections
 - Training-in-progress inspections
 - Maintenance-in-progress (Spot) inspections.

1.9.2 USING THE MARI PLANNING FORM

- A. The principal inspectors should use a MS Excel (or Word) table form similar to that shown as below to plan their annual minimum required inspections.
- B. After coordination with their supervisor, this form should be provided to the Data Quality Coordinator (DQC) for entry into an EXCEL form for table upload into the CASORT Action database.

MS Excel tables are preferred because they are the medium to upload planned files to CASORT.

1	2	3	4	5	6	7	8	9	10
Action Number	Planned Event	Inspector	Action Taken	Date Accomplished	Organization	Location ID	Aircraft M/M/S	Designee#	Simulator#

- 1) Using the bulletin as the guideline, the Action Number for specific job tasks required by the bulletin for this organization during the 12 calendar month period are inserted in this column. A separate row will be entered for each separate inspection event required by this bulletin.
- 2) The single letter "R" will be inserted in this column. The software uses this **R** to recognize this record as a MARI record.
- 3) Initially this column is left blank (unless management has already specified the person to be assigned to accomplish the inspection).
- 4) The single letter "P" will be inserted in this column. The software will recognize that this record is a P = Planned record. This P is used for a number of reports regarding MARI inspections.
- 5) This column is for insertion of the planned date of completion. This date will be the last day of the quarter in which it will be accomplished (Example: 31/03/2016, 30/06/2016, 30/09/2016, 31/12/2016). The date must be entered as DD/MM/YYYY (Two numbers for day, two numbers for month, four numbers for year) or the software will not upload the file.
- 6) Insert the Organization ID in this field. This Organization Id must be identical to the one in the Organization menu in the CAA Actions database. If it is not the software will reject the file.
- 7) Insert the Location ID where this inspection is planned to occur. (Again this Location Id must already be identical to the one located in the Location Menu in the CAA Actions database or the file will be rejected from the upload.
- 8) If a specific make/model/series of aircraft will be the focus of this inspection, it should be entered in this field. This entry must be identical to the same MMS in the Aircraft MMS menu in the CAA Actions database.
- 9) If a specific designee is to be inspected, the designee's assigned number will be entered in this field.
- 10) If a specific simulator or other FSTD is to be inspected, the assigned number of that device will be entered in this field.

1.9.3 PRINT OUT THE CAAV MINIMUM ANNUAL INSPECTION PLAN

- A. After the contents of the planning form are entered into the CASORT Action database, the DQC will print the Reports > All Unfinished MARI Inspections to a PDF file.
- B. From that PDF file, the DQC will then—
- 1) Print a hard-copy of the original MARI plan for filing in the Working Binder for that organization;

All inspectors are encouraged to regularly print out their personal MARI assignments by accessing, from the CASORT: **Reports>>MARI (Inspector)**.



- 2) A hard-copy of the MARI plan will be provided to all inspectors for their reference; and
- 3) The digital copy will be stored in the digital annual folder for that organization.

1.9.4 UPLOADING PLANNED INSPECTIONS IN ACTION DATABASE

A. The three most critical entries to establish an MARI record are the fields for—

- 1) Planned event,
- 2) Action taken and
- 3) Date accomplished.



Only the Data Quality Coordinator will actually upload the MARI planned events into the Action Database.

B. The process for entering a single MARI record is described in the CASORT Database Instructions Manual in Chapter 6.

- 1) *If a specific PEL license holder is to be included in the MARI*, enter that person's name in the "PIC Number" field.
- 2) *If a specific designee is to be included in the MARI*, enter that persons name in the "Designee Number" field.
- 3) *If a specific maintenance technician is to be included in the MARI*, enter that person's name in the "Maintenance Representative" field.
- 4) *If a specific simulator is to be included in the MARI*, enter the simulator number in the "Simulator Number" field.

C. The alternative way to enter the data is for the Data Quality Coordinator to enter the information in multiples directly into the database table. This is only permitted by password access.

1.9.5 ACCESSING REPORTS TO UNFINISHED MARI ACCOMPLISHMENT

A. The three available reports for determining the MARI inspections that have not yet been completed are—

- 1) Unfinished MARI by Inspector
- 2) Unfinished MARI by organization
- 3) Unfinished MARI – All organizations

All inspectors are encouraged to access these reports to determine their assigned inspections and those of other inspectors.

B. The completion of all MARI inspections in the assigned quarter is essential to the credibility of a safety oversight organization. Each inspector should print out a—

- 1) Unfinished MARI by Inspector report - on a regular basis to determine where he personally stands in relation to completion of his assigned inspections; and
- 2) Unfinished MARI All organizations report — to take on inspection trips out of the office in the event an inspection opportunity occurs during the trip.

This could preclude the need to send another inspector on travel later to complete that particular inspection.

C. The technical supervisor will print out an All Unfinished MARI report each week to maintain an awareness of the rate of completion.

1.9.6 FINDING MARI RECORD ID IN PREPARATION FOR ENTRY

A. All of these reports have been sequenced so that the RECORD ID of the MARI RECORD is located in the last column on the leftmargin of the printed report.



- B. Mark a line through a selected inspection on the paper copy of the report and transfer this number to your inspection notes in preparation for database entry.
- C. If you are in the office, make your entry directly into the database.
 - Go to VIEW Action RECORDS and search for the specific Record ID.

Monthly evaluations of the implementation of the MARI will be conducted by supervisors.

1.9.7 ENTERING ACCOMPLISHMENT OF THE MARI INSPECTIONS IN ACTION DATABASE

- A. Timely accomplishment and proper entry of MARI inspections is critical to the credibility of the CAAV. All inspectors should treat this as one of the highest priorities in their day-to-day accomplishment of job tasks.
- B. Follow the guidance provided in Chapter 5 of the CASORT Inspector Database Instructions Manual. After accomplishment of an MARI inspection, the record planned for that inspection must be found.

Refer to Chapter 5 of the CASORT Manual for more detailed instructions on completion of MARI (R-item) records following an inspection.

- It is very important that the proper Record ID for this inspection be located in the database.
- DO NOT OVERWRITE THE RECORD until You Have Confirmed The Record Id Number At The Top Left Of The Action Data Entry Page.

1.9.8 COMPLETION OF THE MARI ACTION ENTRY

The following table (right column) depicts completion of the planned MARI—

RECORD ID NUMBER	431	<ul style="list-style-type: none"> ● Go to VIEW Action RECORDS and search for the specific Record ID file. ● The Action inspection number must remain the same. DO NOT CHANGE. 	431
ACTION NUMBER	2601A		2601A
PLANNED EVENT	R	DO NOT CHANGE THIS ENTRY!	R
INSPECTOR	VN-RLB	<ul style="list-style-type: none"> ● If a different inspector accomplished the MARI, his initials would be inserted in the closeout record. 	VN-PLR
PROJECT NUMBER	Not Planned	<ul style="list-style-type: none"> ● MARI Inspections do not have a project number. 	Not Applicable
ACTION TAKEN	P	<ul style="list-style-type: none"> ● The P must be OVERWRITTEN with the results of the inspection. ● This may be either S or F. 	S or F
DATE ACCOMPLISHED	31/12/2014	<ul style="list-style-type: none"> ● The planned quarter date must be OVERWRITTEN with the actual date accomplished. 	01/11/2014
ORGANIZATION	A-VNAA	DO NOT CHANGE THE ORGANIZATION	A-VNA
LOCATION/FROM	VVNB	This location is usually NOT OVERWRITTEN with the exception of enroute or ramp inspections.	VVNB
PRIMARY PEL-NUMBER		Fill out as necessary to the actual inspection.	100321-ATPL, Ho Minh Tan
AIRCRAFT REGISTRATION		<ul style="list-style-type: none"> ● If a specific aircraft registration was planned, the actual inspection must be of that aircraft. 	VN-AGE



DESTINATION	Not Planned	<ul style="list-style-type: none"> If this was an enroute inspection, the destination would be entered in the closeout record. If a specific type of aircraft was planned, the actual inspection must be of that type of aircraft. <p>If a specific person's name was planned, the actual inspection must be of that person.</p> <p>If a specific person's name was planned, the actual inspection must be of that person.</p> <p>If a specific person's name was planned, the actual inspection must be of that person.</p> <p>Fill out as necessary to the actual inspection.</p> <ul style="list-style-type: none"> MARI inspections do not have a tracking number 	VVTS
AIRCRAFT MMS	B787-200		B787-200
OTHER CREW NUMBER			100683, Mai Hung
DESIGNEE NUMBER			100487-DPE, Thang
MAINTENANCE REPRESENTATIVE			Trin
MANAGEMENT REPRESENTATIVE			Qyen
TRACKING NUMBER	Not Planned		Not Applicable

1.10 ENSURING COMPLETION OF THE MARI PLAN

1.10.1 CONCEPT OF "MINIMUM" ANNUAL REQUIRED INSPECTION

- A. All international auditors are looking to see that the CAAV has a program of "validation" of the original basis for the certification approval or authorization.
- B. The expected methodology of validation will be one of "prescription" or "risk-based" using some "minimum" indicators.
- The CAAV surveillance program is prescriptive because it prescribes the minimum inspections.
- When the CAAV publishes a "minimum" program of inspections it is understood that this program, if completed (and all identified safety concerns are resolved) "validates" the continuation of the approvals.
 - This published surveillance program will be used as the performance indicator for the accomplishment of the program.

1.10.2 EXPECTATIONS OF INTERNATIONAL AUDITORS

- A. International auditors will be expecting that the CAAV will accomplish the complete all inspections published as "minimum" validation program.
- B. If they find that the CAAV failed to accomplish a significant number of the "minimum" inspections, they will expect to see—
- The CAAV withdraw the approvals and/or authorizations that should have been validated; or
 - The CAAV took timely action (upon identifying the shortfall) to accomplish a focused inspection to revalidate the operator's approvals and authorization.

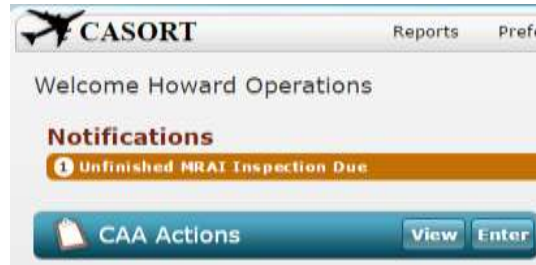


- Leaving the planned inspections unaccomplished will be disqualifying.
- It is important to have timely identification of possible shortfall and to ensure accomplishment.



1.10.3 UNFINISHED MARI INSPECTION DUE NOTIFICATION

- A. The CASORT Action database has a “Notification” feature that displays a reminder on the user’s Home Page that a planned MARI inspection has not been accomplished.
 - This feature actuates when the MARI is within 30 days of the programmed “complete-by” date.
 - This reminder continues to appear until the inspection is accomplished (or cancelled).



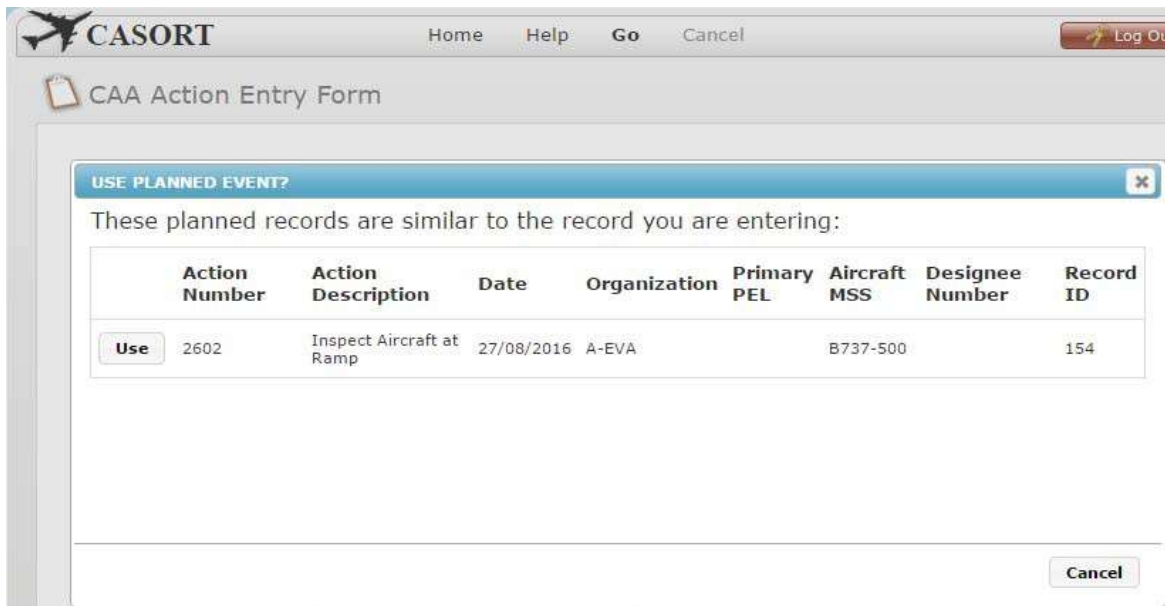
- B. *Placing* the cursor anywhere on the notification and *clicking* will display the MARI inspection(s) files that are not accomplished.

Record	Target	Action#	Action Description	Name	PE	Action	Org	PEL#	Designee#	Sim#
View	154	2016-08-27	2602	Inspect Aircraft at Ramp	THXO	R	P	A-EVA		

- C. Selecting a specific file will display it in the *VIEW*. If the user desires to edit, select *EDIT* and complete the record.
 - If the completion is recorded as either S=Satisfactory or F=Findings, the software will no longer display a notification for that specific file.

1.10.4 RECORD REPLACEMENT FEATURE

- A. The CASORT software also has a feature that recognizes when the user is entering a new inspection record *that should be a MARI record*.



- B. When enough data is entered that the software recognizes the similarity of the records, it will display the above text box. When this box appears, the user has two choices—

- 1) *Select Use*. This action will display the MARI record for user to complete it; or

This prevents users from recording a new record when they should have been completing a MARI.



- 2) *Select Cancel*. This action will close the text box and allow the user can complete the new record.
- C. To determine whether to display a “replacement” reminder, the feature looks back 90 days from the assigned MARI complete-by date and 30 days after the date has past.

1.10.5 USE STANDARD REPORTS

- A. Managers (and other users) should use the standard reports to ensure that the inspectors are completing the programmed MARI as a priority.

Unfinished MRAI Reports

These reports provide for the quick ability to ascertain the status of unfinished required annual inspections.

[UNFINISHED Minimum Required Annual Inspections](#)

[Status of Minimum Required Annual Inspections](#)


- B. These two reports allow the management to review the status of the MARI inspections.
 - The UNFINISHED report displays only those MARI inspections that are still in the “unfinished” status. A variety of filters are provided. The most used filters are “range of dates, “inspector” and/or “organization”. Normally the managers review the unfinished inspections for the inspector and operators.
 - The STATUS report allows management to review the status of planned vs completed MARI inspections. It is an especially helpful tool for re-constructing the past completion of MARI. Again, a variety of filters are provided to drill-down within the reports.
- C. By the start of the second month of each quarter, managers should print (or have printed) on on Monday morning of each week, a separate UNFINISHED MARI report for each inspector.
 - This report should be shared with the inspector who should advise of his/her personal schedule to complete these inspections in the future.
 - This methodology gives the manager an early opportunity to agree with the inspector’s plan or request priority completion in the assigned quarter.

Following this protocol will ensure that the inspector does not get to the end of the quarter with unfinished MAR inspections.

1.10.6 CANCELLING A MARI INSPECTION

- A. MARI inspections should only be cancelled by management for the following reasons—

- The organization no longer holds a CAAV certificate.
- The aircraft no longer is operated by a CAAV certificated organization.
- The designee is no longer authorized to act on behalf of the CAAV.
- The approval or authorization that generated the MARI requirement has been withdrawn.

	<ul style="list-style-type: none">● Inspectors are not authorized to X=Cancelled a MARI record.● Only management may authorize the cancellation of a MARI record, following the protocol outlined in this section.
--	---

- B. To ensure international credibility, MARIs may not be cancelled for the following reasons—

- Lack of funds to travel to an inspection).
- No qualified inspector for the MARI inspection.
- Inspector just did not have time to conduct inspection.

Managers should consider alternative methods to ensure accomplishment, such as re-assigning the MARI to an inspector who is available to conduct the inspection.



C. The protocol for cancelling a MARI will be the manager's determination that the inspection can not be accomplished. The DQC will be advised to cancel the specific (Record Id) records by revised the following fields.

Managers should be prepared and comfortable with their rationale for the cancellation of any MARI inspections when interacting with international auditors.

- The Action Taken will revised to X=Cancelled.
- The Date will be revised to the current date.
- An entry will be inserted in the Memo field detailing why the MARI was cancelled. (Example: "This MARI was cancelled because the aircraft is no longer authorized for operations by this organization.")

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APPENDIX 1-A

Surveillance of Air Operators (Commercial Air Transport)

1. Guidelines - Minimum Annual Maintenance Inspections

The following inspections will be accomplished by assigned airworthiness inspectors on each AOC holder—

3602A: Inspect Maintenance Manual

- One (1) inspection each 12 calendar month period for each AOC holder.

The primary document for this inspection will be the Maintenance Control Manual.

3602B: Inspect Maintenance Program

- One (1) inspection per year for each type of aircraft operated by the organization.

3603: Inspect Maintenance Main Base [Comprehensive]

- One (1) inspection each 12 calendar month period for each AOC holder.

3604: Line Station Inspection

- Two (2) each 12 calendar month period for AOC holders in scheduled operations with passenger aircraft configured for more than 19 passengers or more than 2500 kg payload.

3606E: Inspect Maintenance Training Records

- One (1) each 12 calendar month period for each organization.

3610C: Inspect Maintenance Reliability Program

- One (1) each 12 calendar month period for each covered fleet.

3617A: Inspect AOC Maintenance Planning and Control

- One (1) comprehensive inspection each 6 consecutive months.

3607A: Inspect Aircraft for C of A Renewal

- One (1) each year for each aircraft.

3622: Inspect Aircraft Records (Comprehensive)

- One (1) each 12 calendar month period for each aircraft

3623: Inspect Aircraft on Ramp

- One (1) per quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500 kgs payload.



3627: Inspect Maintenance-In-Progress

- One (1) for each specific aircraft type every 12 consecutive months.

3638: Inspect SMS Program Conformance

- One (1) inspection each 12 calendar month period for each AOC holder.

2. Guidelines - Minimum Annual Avionics Inspections

The following inspections will be accomplished by assigned airworthiness inspectors on each AOC holder—

4602A: Inspect Maintenance Manual

- One (1) inspection each 12 calendar month period for each AOC holder.

The primary document for this inspection will be the Maintenance Control Manual.

4602B: Inspect Maintenance Program

- One (1) inspection per year for each turbine engined aircraft operated by the organization.

4606: Inspect Training Records

- One (1) each 12 calendar month period for each organization with special operations approvals..

4607A: Inspect for Aircraft C of A Renewal

- One (1) each year for each aircraft.

4622: Inspect Aircraft Records

- One (1) each 12 calendar month period for each aircraft

4623: Inspect Aircraft on Ramp

- One (1) per quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500 kgs payload.

4627: Inspect Maintenance-In-Progress

- One (1) each 12 calendar month period for a specific aircraft type that is turbine-engined and engaged in scheduled operations.

4638: Inspect SMS Program Conformance

- One (1) inspection each 12 calendar month period for each AOC holder.

3. Minimum Annual AOC Operations Inspections

2601: Inspect Flight Crew Procedures In-Flight

- One (1) per quarter for each type (fleet) of aircraft configured for more than 19 passengers or more than 2500 kg payload operated by the AOC holder.
- One (1) per quarter for each type (fleet) of aircraft with capacity for 10-19 passengers operated by the AOC holder.



2602: Inspect Aircraft on Ramp

- One (1) per quarter per aircraft type (fleet) for AOC holders operating aircraft configured for more than 19 passengers or more than 2500 kg payload.
- Two (2) each 12 calendar month period for AOC holders operating aircraft with capacity for 19 or less passengers.

2603D: Inspect Pilot Proficiency Check: Simulator

- Two (2) each 12 calendar month period for AOC holders operating aircraft with capacity for 19 or more passengers for each type of aircraft of AOC holders

2603F: Inspect Pilot Line Check

- One (1) each 12 calendar month period for AOC holders operating aircraft with capacity for 19 or more passengers for each type of aircraft of AOC holders

2603G: Inspect Cabin Crew [CCM] Competency Check

- Two (2) each 12 calendar month period for AOC holders operating aircraft with capacity for 19 or more passengers for each type of aircraft of AOC holders

2603H: Inspect Fit Dispatcher Competency Check

- Two (2) each 12 calendar month period for AOC holders using flight dispatchers

2604: Inspect Facilities & Equipment

- One (1) each quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500 kg payload.
- One (1) each 6 consecutive months for each AOC holder operating aircraft with capacity for 10 to 19 passengers.
- One (1) each 12 calendar month period for each AOC holder (other than single pilot operators) operating aircraft configured for up to 9 passengers.

2604C: Inspect Training Facilities & Equipment

- One (1) each 12 calendar month period for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500 kg payload.

2605B: Inspect Crew Scheduling Facilities & Support

- One (1) each 12 calendar month period for AOC holders operating aircraft with capacity for 19 or more passengers for each type of aircraft of AOC holders

2606: Inspect Flight Preparation Records

- One (1) per quarter for each AOC holder operating aircraft configured for more than 19 passengers or more than 2500 kg payload.
- Two (2) each 12 calendar month period for each AOC holder operating aircraft with capacity for 19 or less passengers.

2608: Inspect Personnel Records

- One (1) per quarter for each AOC holder operating aircraft with capacity for more than 19 passengers.
- Two (2) each 12 calendar month period for each AOC holder operating aircraft with capacity for 19 or less passengers.

2610A: Inspect Flight Crew Training-in-Progress

- 03 percent of number of pilots per type rating for each 6 consecutive months for AOC holders of aircraft with capacity for more than 9 passengers operating in scheduled passenger service.



2611A: Inspect Simulator for AOC Holder

- One (1) each 12 calendar month period for each simulator used by one or more AOC holders.

2612D: Inspect Flight/General Operations Manual

- One (1) comprehensive review each 12 calendar month period for each AOC holder operating aircraft with capacity for more than 19 passengers or more than 2500 kg payload in scheduled service.

2613A: Inspect Aircraft Type-Specific Manual, Part B

- One (1) comprehensive review each 12 calendar month period for each aircraft type operated by an AOC holder operating aircraft with capacity for more than 19 passengers or more than 2500 kg payload in scheduled service.

2615: Inspect Station Processes & Records

- One (1) domestic station each quarter for each AOC holder operating aircraft in passenger service capacity for more than 19 passengers or more than 2500 kg payload
- 25 percent of number of international stations each 12 calendar months for each AOC holder operating aircraft with capacity for more than 19 passengers

2638: Inspect SMS Program Conformance

- One (1) inspection each 12 calendar month period for each AOC holder.

4. Minimum Annual AOC Cabin Safety Inspections

8601: Inspect Aircraft Passenger Cabin at Ramp

- One (1) per quarter per aircraft type for AOC holders operating aircraft configured for more than 19 passengers or more than 2500 kg payload.
- Two (2) each 12 calendar month period for AOC holders operating aircraft with capacity for 10-19 passengers.

8602A: Inspect Cabin Crew Procedures In-Flight

- One (1) per quarter for each type of aircraft configured for more than 19 passengers or more than 2500 kg payload operated by the AOC holder.

8603A: Inspect Cabin Crew Qualification Records

- Two (2) each 12 calendar month period for each AOC holder operating aircraft with capacity for more than 20 passengers.

8604: Inspect Cabin Crew Member Manual

- One (1) comprehensive review each 12 consecutive months for each AOC holder of aircraft with capacity for more than 19 passengers operating in scheduled passenger service.

8608: Inspect Cabin Crew Member Emergency Drill

- One (1) emergency drill during each 12 consecutive months period for each AOC holder of aircraft with capacity for more than 19 passengers operating in scheduled passenger service.

8609: Inspect Cabin Crew Member Training-in-Progress

- One (1) for each 6 consecutive months for AOC holders of aircraft with capacity for more than 19 passengers operating in scheduled passenger service.

8626: Inspect Passenger Service-in-Progress

- One (1) each quarter for each AOC holder operating aircraft in scheduled passenger service configured for more than 19 passengers or more than 2500 kg payload
- One (1) each 12 calendar month period for each AOC holder operating aircraft in scheduled passenger service configured for 19 or less passengers.



5. Minimum Annual AOC Flight Control Safety Inspections

2606E: Inspect Retained Trip [Flight] Records

- Two (2) inspections each 12 consecutive months for each AOC holder

2607A: Inspect Operational Control [Dispatch] Comprehensive

- One (1) comprehensive inspection each 12 calendar month period for each AOC holder.authorized to use flight dispatch

2608C: Inspect Flight Dispatcher Qualification Records

- Two (2) comprehensive inspections each 12 calendar month period for each AOC holder.authorized to use flight dispatchers

2608D: Inspect Load Control Qualification Records

- Two (2) comprehensive inspections each 12 calendar month period for each AOC holder

2609J: Inspect Flight Dispatcher Performance

- Two (2)each 12 calendar month period for each AOC holder.authorized to use flight dispatchers (observe the performance of a dispatcher throughout a full shift).

2612F: Inspect Flight Dispatch Procedures Manual

- One (1) comprehensive review each consecutive 12 months for each AOC holder.authorized to use flight dispatchers.

2612Q: Inspect Flight Dispatcher Training Program

- One (1) comprehensive review each consecutive 12 months for each AOC holder authorized to use flight dispatchers

End of Appendix 1-A



APPENDIX 1-B
SURVEILLANCE OF AOC SPECIAL OPERATIONS

Where possible, the airworthiness and operations inspectors will schedule their inspections to occur during the same time period.

1.10.7 MINIMUM RVSM INSPECTIONS

4665: Inspect RVSM Program Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months.

2601E: Inspect RVSM Procedures In flight

- One (1) each 12 consecutive months for each type of aircraft RVSM approved for each AOC holder

2620: Inspect RVSM Program Conformance

- One (1) comprehensive inspection each 12 consecutive months for each AOC holder with RVSM approval.

1.10.8 MINIMUM PBN-SPECIFIC INSPECTIONS

4662: Inspect PBN Program Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months.

2601C: Inspect PBN Procedures In flight

- One (1) each 6 consecutive months for each type of aircraft approved for PBN operations for each AOC holder.

2621: Inspect PBN Program Conformance

- One (1) comprehensive inspection each 12 consecutive months for each AOC holder with PBN approval.

1.10.9 MINIMUM ALL-WEATHER OPERATIONS-SPECIFIC INSPECTIONS

4664: Inspect AWO Program Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months.

2601D: Inspect All Weather Operations Procedures In flight

- One (1) each 6 consecutive months for each type of aircraft approved low visibility takeoff or Category I operations for the AOC holder (may be accomplished during a proficiency check in Level D simulator.)

2622: Inspect All-Weather Operations Program Conformance

- One (1) comprehensive inspection each 12 consecutive months for each AOC holder with All-Weather Operations approval.

1.10.10 MINIMUM EDTO INSPECTIONS

3630: Inspect EDTO Program Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months.

4630: Inspect EDTO Program Conformance

- One (1) comprehensive inspection for each AOC holder each 12 consecutive months.



2601G: Inspect EDTO/ETOPS Procedures Enroute [In-Flight]

- One (1) each 6 consecutive months for each type of aircraft approved low visibility takeoff or Category I operations for the AOC holder (may be accomplished during a proficiency check in Level D simulator.)

2623: Inspect EDTO/ETOPS Program Conformance

- One (1) comprehensive inspection each 12 consecutive months for each AOC holder with All-Weather Operations approval.

End of Appendix 1-B



APPENDIX 1-C

Surveillance of Approved Maintenance Organizations

1.10.10 CAAV APPROVED AMO ORGANIZATIONS

3650: Inspect AMO [Comprehensive]

- One (1) each 12 calendar month period for each AMO specifically approved by the CAAV to conduct maintenance and inspection of aircraft and/or engines for AOC holders.

4650: Inspect AMO [Comprehensive]

- One (1) each 12 calendar month period for each AMO specifically approved by the CAAV to conduct maintenance and inspection of aircraft avionics for AOC holders.

1.10.11 FOREIGN APPROVED MAINTENANCE ORGANIZATIONS

3652B: Inspect Foreign AMO for AOC Holder Maintenance

- One (1) each 12 calendar month period for each foreign AMO authorized to provide maintenance and inspection of aircraft and/or engines for a Vietnam AOC holder each 12 calendar months.

4652B: Inspect Foreign AMO for AOC Holder Maintenance

- One (1) each 12 calendar month period for each foreign AMO authorized to provide maintenance and inspection for aircraft avionics for a Vietnam AOC holder each 12 calendar months.

The CAAV has authorized foreign AMOs certificated by foreign CAAs to provide maintenance to Vietnam AOC holders. The CAAV does not certificate these AMOs under Part 5. Inspectors are to use this task to validate that the facilities, equipment, tools, data and maintenance personnel are adequate to meet the AOC holders maintenance needs as authorized. Do not use the standards of the foreign CAA to conduct this validation inspection.

End of Appendix 1-C



APPENDIX 1-D

Personnel Licensing Surveillance

Minimum PEL surveillance requirements are met by the ramp, in-flight and crew member records inspections that are programmed elsewhere in this document.

Inspectors with assigned MARI inspections of crew member and AMT qualification records are encouraged to invite the PEL officers to assist in the conduct of these inspections.

PEL officers are authorized to conduct inspections of crew member and AMT qualification records separate from the MARI inspection requirements to meet additional surveillance and investigation needs.

End of Appendix 1-D



APPENDIX 1-E

Surveillance of Approved Training Organizations

1.10.12 MINIMUM MAINTENANCE INSPECTIONS

3648: Inspect ATO [Comprehensive]

- One (1) per each ATO with maintenance curriculums per each 12 months.

3648J: Inspect ATO Training-in-Progress

- One (1) for each maintenance curriculum per quarter, to include all curriculums in any 18 consecutive months for each ATO

3648D: Inspect ATO Training Facilities

- One (1) each training facility each 12 consecutive months for each ATO specifically authorized by the CAAV to conduct training of maintenance personnel.

3648L: Inspect ATO Training Records

- One (1) each 12 consecutive months for each ATO conducting maintenance training.

1.10.13 MINIMUM AVIONICS INSPECTIONS

4648: Inspect ATO [Comprehensive]

- One (1) per each ATO with avionics curriculums each 12 months.

4648J: Inspect ATO Training-in-Progress

- One (1) for each avionics curriculum per quarter, to include all curriculums in any 18 consecutive months for each ATO

4648D: Inspect ATO Training Facilities

- One (1) each training facility each 12 consecutive months for each ATO specifically authorized by the CAAV to conduct training of avionics personnel.

4648L: Inspect ATO Training Records

- One (1) each 12 consecutive months for each ATO conducting avionics training.

1.10.14 MINIMUM OPERATIONS INSPECTIONS

2618: Inspect ATO [Comprehensive]

- One (1) per each ATO with operations curriculums each 12 months.

2618G1: Inspect ATO Chief Instructor Standardization

- One (1) per ATO with operations curriculum each 12 months (may be schedule with comprehensive inspection)

2618L: Inspect ATO Records

- One (1) per each 12 months (should be schedule 6 months after comprehensive inspection)

2618J: Inspect ATO Training-in-Progress

- One (1) for each operations curriculum per quarter, to include all curriculums in any 18 consecutive months for each ATO

2611D: Inspect Simulator for ATO

- One (1) each 12 consecutive months for each approved simulator.



2611B: Inspect Training Device

- One (1) each 18 consecutive months for each approved training device.

1632: Inspect Foreign ATO (Validation)

- One (1) per each validated Foreign ATO each 12 months..

End of Appendix 1-E



APPENDIX 1-F

Surveillance of Designees

1.10.15 OPERATIONS DESIGNEES

2636B: Inspect Designated Pilot Examiner (Monitor Work)

- One (1) for each DPE each 12 calendar months

2636G: Inspect Designated Flight Dispatcher Examiner (Monitor Work)

- One (1) for each DDFE each 12 calendar months

2636D3: Inspect DFOI (Monitor Work)

- One (1) for each DFOI each 12 calendar months

2636D4: Inspect DCSI (Monitor Work)

- One (1) for each DCSI each 12 calendar months

1.10.16 DESIGNATED CABIN CREW Examiner

8636: Inspect Cabin Crew Check Person (Monitor Work)

- One (1) for each CCM check person each 12 calendar months

1.10.17 AIRWORTHINESS DESIGNEES

3676A/4676A: Inspect Designated Maintenance Examiner (Monitor Work)

- One (1) for each DME each 12 calendar months

1.10.18 MEDICAL DESIGNEES

2636E: Inspect Designated Aviation Medical Examiner (Monitor Work)

- One (1) for each DAME each 12 calendar months

End of Appendix 1-F



APPENDIX 1-G

Dangerous Goods

1.10.19 6644A INSPECT AOC DANGEROUS GOODS [COMPREHENSIVE]

- One (1) comprehensive dangerous goods inspections will be performed each 12 calendar month period for each AOC holder with authorization to transport dangerous goods by air.

1.10.20 6636E INSPECT DANGEROUS GOODS TICKETING & GATE PROCEDURES

- One (1) each 12 consecutive month period for each scheduled AOC holder of aircraft with passenger capacity of more than 9 passengers that is not authorized to transport dangerous goods by air.

1.10.21 6645A INSPECT AOC [No DG TRANSPORT] CARGO ACCEPTANCE

- One (1) each 12 consecutive month period for each AOC holder of aircraft of with a maximum takeoff gross weight of more than 5600 kgs that is not authorized to transport dangerous goods by air.
- Six (6) ramp inspections of aircraft with a maximum takeoff gross weight of less than 5600 kgs that are not authorized to transport dangerous goods by air.

End of Appendix 1-G



APPENDIX 1-H Surveillance of Foreign Operators

1630: Inspect Foreign Operator on Ramp (SAFA)

- One (1) per each 12 months for each foreign AOC operator

End of Appendix 1-H



APPENDIX 1-I Aerial Work Operators

2612S: Inspect Aerial Work (AWC) Operator Manual

- One (1) per each 12 months for each AOC operator with Aerial Work

2627: Inspect Aerial Work [AWC] Operation

- One (1) per each 12 months for each AOC operator with Aerial Work

3607D: Inspect Aircraft [Aerial Work Conformity]

- One (1) per each 12 months for each AOC operator with Aerial Work

4607D: Inspect Aircraft [Aerial Work Conformity]

- One (1) per each 12 months for each AOC operator with Aerial Work

- End of Bulletin -



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