**STANDARD OPERATING PROCEDURES**

**COMPLIANCE CHECKLIST**

**SPO**

**CAA OF LATVIA**

**AIRCRAFT OPERATIONS DIVISION**

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| **Applicant** *(official name, address, telephone number, fax number and e-mail address)*: Click here to enter text. |
| **Type(s) of aircraft, registration(s) and main base:** Click here to enter text. |
| **Type of activity (GM1 SPO.GEN.005):** Click here to enter text. |
| **Applicant’s contact person** *(name, surname/position/e-mail address/date)*:Click here to enter text. |

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| **LV CAA focal point for all aspects of the authorisation process and coordination of all necessary activity** *(name, surname/position)***:** Click here to enter text. | **Intended start date of operation:** Click here to enter text.  **Date when application received by LV CAA:** Click here to enter text. |

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| Standard operating procedures (template) | | | | |
| 1 | Nature and complexity of the activity: | AMC2 SPO.OP.230 (a) |  |  |
|  | * Description of the nature of the flight and the risk exposure (e.g. low height). |  |  |  |
|  | * Description of the required piloting skills, the crew composition, the necessary level of experience, the ground support, safety and individual protective equipment that should be provided for persons involved. |  |  |  |
|  | * Description of the operational environment and geographical area over which the operation takes place. |  |  |  |
|  | * Description of the method of the application of the risk assessment and evaluation related to the nature and complexity of the activity. The description should reference the risk assessment and the evaluation on which the procedure is based. | GM1 SPO.OP.230 Standard operating procedures |  |  |
|  | * Review of the operator’s risk assessment documentation (template forms) | ARO.OPS.150  GM1 SPO.OP.230 |  |  |
|  | * The SOPs should contain:  1. elements relevant to the operational risk management performed during flight; 2. limitations, where required, such as weather, altitudes, speeds, power margins, masses, landing site size; and 3. description of the special monitoring requirements in addition to the normal functions described in the SOPs |  |  |  |
| 2 | Aircraft and equipment: | AMC2 SPO.OP.230 (b) |  |  |
|  | * Indication of the category of aircraft to be used for the activity. |  |  |  |
|  | * List of the installed equipment certified in accordance with Part-21 as well as equipment approved in accordance with other officially recognised standards. |  |  |  |
| 3 | Crew members | AMC2 SPO.OP.230 (c) |  |  |
|  | * The crew composition (minimum flight crew (according to the appropriate manual) and additional flight crew. |  |  |  |
|  | * Selection criteria (initial qualification, flight experience, experience of the activity), detailed in the training programmes. * Initial training (volume and content of the training), detailed in the training programmes. * Recent experience requirement and/or recurrent training (volume and content of the training), detailed in the training programmes. |  |  |  |
| 4 | Task specialists | AMC2 SPO.OP.230 (d) |  |  |
|  | Task specialists function on board should be clearly defined. The following should be detailed in the training programmes:   * selection criteria (initial background, experience of the activity); * initial training (volume and content of the training); and * recent experience requirement and/or recurrent training (volume and content of the training) |  |  |  |
|  | Operator should detail for the task specialists the following:   * specialisation; * previous experience; and * training or briefing, detailed in the training programmes |  |  |  |
| 5 | Detailed specific performance requirements to be applied, in order to ensure an adequate power margin. | AMC2 SPO.OP.230 (e) |  |  |
|  | * Use of aerodromes and operating sites:  1. Applicable performance requirements and site characteristics. 2. Procedure for the survey of operating sites by a competent person. 3. Operating sites are specified in the operations manual, including the suitability conditions of the site. | AMC1 SPO.OP.100 |  |  |
| 6 | Normal procedures: | AMC2 SPO.OP.230 (f) |  |  |
|  | * The operating procedures to be applied by the flight crew, including the coordination with task specialists. * The ground procedures to be applied by the task specialists, e.g. loading/unloading, cargo hook operation. |  |  |  |
| 7 | Emergency procedures: | AMC2 SPO.OP.230 (g) |  |  |
|  | * The emergency procedures to be applied by the flight crew, the coordination with the task specialist and coordination between the flight crew and task specialists. * The emergency procedures to be applied by the task specialists (e.g. in the case of a forced landing). |  |  |  |
| 8 | Operator details the nature, number and location of ground equipment required for the activity, such as: | AMC2 SPO.OP.230 (h) |  |  |
|  | * refuelling facilities, dispenser and storage; * firefighting equipment; * size of the operating site (landing surface, loading/unloading area); and * ground markings |  |  |  |
| 9 | Operator determines which records specific to the flight(s) are to be kept, such as task details, aircraft registration, pilot-in-command, flight times, weather and any remarks, including a record of occurrences affecting flight safety or the safety of persons or property on the ground. | AMC2 SPO.OP.230 (i) |  |  |
| 10 | Coordination with the competent authority of the place where the cross-border high risk commercial specialised operation is planned to be conducted. | ARO.OPS.150 (f) |  |  |
| 11 | Verification of compliance | AMC1 ARO.OPS.150(a);(b) |  |  |
|  | * Audit at the operator’s facilities * Conduct of one or more demonstration flights |  |  |  |

**INSPECTOR REPORT ON THE REVIEW OF THE OPERATOR’S RISK ASSESSMENT DOCUMENTATION AND SOP**

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NAME/SIGNATURE DATE

**APPLICATION TO THE HEAD OF AIRCRAFT OPERATIONS DIVISION** (if applicable)

Based on positive outcome of the authorisation process it is recommended:

* to issue an authorisation of high risk commercial specialised operation, if applicable  or
* to issue an authorisation of cross-border high risk commercial specialised operation, if applicable

The authorisation could be issued for:

* single event
* defined series of flights
* unlimited duration
* Limited area: Click here to enter text.

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NOMINATED INDIVIDUAL’S NAME/SIGNATURE DATE

**INFORMATION TO THE OPERATOR**

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INSPECTOR’S NAME/SIGNATURE DATE

*Note.*

*The competent authority should inform the applicant of its decision concerning the application. In cases where an application for an authorisation is refused, the applicant should be informed of the right of appeal as exists under national law.*