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| COMPLIANCE MONITORING CHECKLIST Ref. GM3 ORO.GEN.200(a)(6)  Year: | | | |
| Subject | Date checked | Checked by | Comments/Non-compliance Report No |
| **Flight Operations** | | | |
| Aircraft checklists checked for accuracy  and validity |  |  |  |
| Minimum five flight plans checked and verified for proper and correct information |  |  |  |
| Flight planning facilities checked for updated manuals, documents and access to relevant flight information |  |  |  |
| Incident reports evaluated and reported to the appropriate competent authority |  |  |  |
| **Ground Handling** | | | |
| Contracts with ground handling  organisations established and valid, if  applicable |  |  |  |
| Instructions regarding fuelling and de-icing issued, if applicable |  |  |  |
| Instructions regarding dangerous goods issued and known by all relevant personnel, if applicable |  |  |  |
| **Mass & Balance** |  |  |  |
| Min. five load sheets checked and verified for proper and correct information, if applicable |  |  |  |
| Aircraft fleet checked for valid weight check, if applicable |  |  |  |
| Minimum one check per aircraft of correct loading and distribution, if applicable |  |  |  |
| **Training** | | | |
| Training records updated and accurate |  |  |  |
| All pilot licenses checked for currency, correct ratings and valid medical check |  |  |  |
| All pilots received recurrent training |  |  |  |
| Training facilities & Instructors approved |  |  |  |
| **Documentation** |  |  |  |
| All issues of operations manual (OM) checked for correct amendment status |  |  |  |
| Submitted declaration checked for validity correctness |  |  |  |
| Aviation requirements applicable and updated |  |  |  |
| Crew flight and duty time record updated, if applicable |  |  |  |
| Flight documents record checked and updated |  |  |  |
| Compliance monitoring records checked and updated |  |  |  |

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| Non-Compliance Report no.: | | |
| **To:** AM | **Reported by:** | **Date:** |
| **Category:** | | |
| \_\_ Flight Operations  \_\_ Ground Handling  \_\_ Training | \_\_ Documentation  \_\_ Mass & Balance  \_\_ Other | |
| **Description:** | **Reference:** | |
| **Level of finding:** | **Compliance Monitoring Manager:**  \_\_Corrective action required  \_\_Corrective action not required | |
| **Root-cause of non-compliance:** | | |
| **Suggested correction:** | | |
| **Responsible Person:** | **Time limitation:** | |
| **Corrective action:** | **Reference:** | |
| **Compliance Monitoring Manager:**  \_\_ Correction and corrective action verified  \_\_ Report Closed | **Date closed:** | |