



### NSP Static Audit

Scope	Methods
To determine the Operator's compliance with the NSPs.	Observe the Operator's current/historical practices.

Pre-Audit Information	
Audit training current (Y/N): _____ As per document – <b>1.0 Quality Assurance Program.</b>	
Name of Auditor(s): _____	
Audit start date: _____	Scheduled Completion Date: _____

Audit History	OK	FDG	NA
Is the previous year's Audit completed and on file?			
Enter the date the last Audit was completed      Date: _____			
Are all CAP's completed and on file?			
Is all follow-up complete and documented?			

### TITLES, ABBREVIATIONS AND DEFINITIONS


**ACSWG**-Air Carriers Safety Working Group

**AME**-Aircraft Maintenance Engineer

**AMO**-Transport Canada Approved Maintenance Organization

**CAP**-Corrective Action Plan-A plan submitted in response to (**FDG**) Findings. The CAP describes the (**FDG**) Finding and describes what action is to be taken to address the identified finding. The CAP Identifies and describes a root cause and describes any new risks associated with the corrective action. The CAP contains a timeline for addressing, correcting and recording the Audit Finding when the CAP was completed.

**FDG** (Finding or Audit Finding)-An "**X**" mark by this abbreviation signifies that the Auditor will enter their Finding in the NSP Audit Finding Record and the NSP Operator may need to proceed with a CAP/Corrective Action Plan.

**Flagged Finding**-Any Finding observed, that has this symbol  beside it, automatically disqualifies the Operator for an NSP Endorsement. To requalify, the Operator must demonstrate through a follow -up audit that they are compliant with the NSP requirements.

**NA**-Not Applicable

**NSP**-North Star Practices

**OC**-Operating Certificate. Transport Canada issues an air Operator Certificate to show that a commercial Air Operator complies with aviation regulations.

**OK**-A check mark by these letters signifies that the NSP Operator is compliant with the identified NSP Audit item.

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**OTT**-Over the Top. VFR flights flown over cloud. Flying VFR **Over-the-Top** means flying with visual reference to a layer of cloud instead of the earth's surface.

**POINT**- A point system is in place to score the operation being audited. If the Operator attains an 80% or more score, then they are awarded a North Star Endorsement.

**PPC**-Pilot Proficiency Check

**QA**-Quality Assurance

**SMS**-Safety Management System. Transport Canada regulations require the aviation industry to have a safety management system. The premise of an SMS is to help candidates identify safety risks before they become bigger problems.

**Snags**-A commonly used word (slang) in aviation to describe a mechanical malfunction of an aircraft part or component.

**SOP's**-Standard Operating Procedures

**Tech-Log**-Abbreviation for Technical Logbook. One of several logbooks assigned to an aircraft relating to maintenance and airworthiness.

**VFR**-Visual Flight Rules


**WHMIS**-Workplace Hazardous Materials Information System


Complete After Audit	NSP Auditor's (Initials)
<p><b>Audit portion completed.</b> Was the Audit checklist completed and were all Findings recorded on the "NSP Audit Finding Record"? (Records of the sample lot, compliance and non-compliance available).</p> <p>Date Audit completed: _____</p> <p style="text-align: right;"><b>YES/NO:</b> _____</p>	
<p><b>Auditor competency check:</b> Audit package reviewed for proper completion. Review of this Audit confirms the Auditor's comprehension of the – <b>1.0 Quality Assurance Program</b>. <b>Auditor's competency is to be confirmed and approved by the Operator. An Auditor may be an Operator, designated employee or Independent Auditor.</b></p>	

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<p>Review the current Audit Findings and compare with the last Audit. Are there any trends or reoccurring Findings? If yes, this should be addressed in the CAP*.</p> <p style="text-align: right;"><b>YES/NO: _____</b></p> <p>Notes:</p>	
<p>Corrective Action Plan has been created by the Operator for each finding?</p> <p style="text-align: right;"><b>YES/NO: _____</b></p>	
<p>Follow-up action has been completed and documented on each CAP. CAP was effective.</p> <p style="text-align: right;"><b>YES/NO: _____</b></p>	

\*Corrective Action Plan





<b>Audit Description</b> The Static Audit is used to observe an Operators' documentation and operational compliance.		<b>Results</b>
1.	Identify the Operator's key Flight Operations personnel.  Name(s): _____  Name(s): _____	POINT ___/1
2.	Identify the Valid Transport Canada Operating Certificate.	POINT ___/1
3.	Was the observed OC current?  Date: _____	FDG ___  POINT ___/1
4.	Were there any amendments made to Air Operator Certificate?	FDG ___  POINT ___/0
5.	Are there any criteria/limitations/restrictions in the <b>Operator's OC</b> regarding the transportation of passengers? A <b>Supplementary Audit Checklist</b> regarding the <b>Operator's Operating Certificate</b> is in the <b>Appendix</b> at the bottom of this document. This supplementary checklist helps the Auditor with recognizing any discrepancies in the Operator's OC and should help to ensure that the Operator is compliant with their duties and obligations as set out in their OC. A review of this checklist to confirm compliance is advised before proceeding with the Static Audit to ensure the Operator is a qualified NSP candidate.  Refer to Notes Section below.	FDG ___   POINT ___/0

<b>Audit Description</b>		<b>Results</b>
<b>Observed criteria and/ or subsequent findings for a North Star Endorsement.</b>		
1.	<p>Is the observed Operator/Pilot and their AMO and/or AME doing what is being documented? For example, was the Operator able to show <b>snags</b> in their logbooks, addressing the occasional breakdown away from base and how therefore, it was dealt with?</p> <p>By sampling several hundred flight hours in each of the Operator’s logbooks and collecting <b>snag</b> reports, did the Auditor/Observer (by comparing any discovered <b>snags</b>) find any anomalies when comparing said <b>snags</b> with the Operator’s Tech-Log entries?</p> <p>An anomaly would be <b>snag</b> items repaired on inspections, or seeing <b>snags</b> occurring at the Operator’s base the day prior to a 100-hour inspection.</p> <p>Refer to Notes Section below.</p>	<p style="text-align: right;">FDG ___ </p> <p style="text-align: right;">POINT ___/1</p>
2.	<p>Were there any Reportable Incidents or Accidents with this operation in the last year?</p> <p>Refer to Notes Section below.</p>	<p style="text-align: right;">FDG ___</p> <p style="text-align: right;">POINT ___/1</p>
3.	<p>Were any and all occurrences (Accidents or Incidences) reported to the appropriate authorities, actioned and documented?</p>	<p style="text-align: right;">FDG ___</p> <p style="text-align: right;">POINT ___/1</p>
4.	<p>Was the documentation regarding any Incidents or Accidents available for review during the triannual Audit or upon ACSWG request?</p>	<p style="text-align: right;">FDG ___</p> <p style="text-align: right;">POINT ___/1</p>
5.	<p>Does the Operator have a roster of North Star Pilots?</p>	<p style="text-align: right;">FDG ___</p> <p style="text-align: right;">POINT ___/1</p>
6.	<p>Have any of the North Star Pilots been removed from the NS roster since the last Audit?</p>	<p style="text-align: right;">FDG ___</p> <p style="text-align: right;">POINT ___/1</p>

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7.	Does the Operator have documented proof that their Dispatcher/Flight-Follower is provided with the applicable Transport Canada approved training required, as per (725.124(4) Training Program - Training Personnel)?	FDG___ POINT ___/1
8.	Is the Operator compliant with the regulatory requirements for personal floatation devices (CARs-551)?	FDG___ POINT ___/1
9.	Were any records discovered-showing <b>repeated</b> occurrences, regarding <b>planned</b> take-offs or landings during official Civil Twilight-(which is 30 minutes prior to sunrise and 30 minutes after sunset?)	FDG___  POINT ___/1
10.	Were there any records, evidence or reports of flights reported by Clients, Pilots or the Operator that described flights being initiated when Wind, Ceiling or Visibility limits were <b>knowingly</b> outside of the NSP parameters?	FDG___  POINT ___/1
11.	Were there any historical discrepancies that would question the accuracy of a previous flight performed by the Pilot/Operator regarding aircraft weights/ <b>safe operating limits</b> ? A discrepancy is derived from an aircraft's empty weight, plus fuel quantity (amount required to reach a destination plus reserve), plus recorded baggage/freight, plus passenger weight recorded. Discovering a pattern regarding safe operating limits and therefore, a Candidate's NSP eligibility is the sole purpose of this observation.	FDG___ POINT ___/1
12.	Are there records to show that the NSP Pilots have the required experience as listed in the parent NSP document - (2.11 Pilot Experience)?	FDG___ POINT ___/1
13.	Is there any documentation regarding Line-Checks and whether there was any corrective action or disciplinary action taken to address this practice?	FDG___ POINT ___/1

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14.	Does the Operator have an FMS/ Fatigue Management System?	 FDG___ POINT ___/1
15.	Does the Operator have a Drug and Alcohol policy?	 FDG ___ POINT ___/1
16.	Does the Drug and Alcohol policy identify under what circumstances the Operator implements a test?	FDG ___ POINT ___/1
17.	Does the Operator maintain a record of tracked flights for a minimum of 6 months?	 FDG ___ POINT ___/1
18.	Was tracking history made available upon request?	 FDG ___ POINT ___/1
19.	Is there a documented method used to show operational control and oversight of the tracking system while any aircraft is in flight (2.4 Flight Following)?	FDG___ POINT ___/1
20.	Have all crew members taken egress training?	FDG___ POINT ___/1
21.	Has egress training been provided for any crew member within the first 6 months of employment?	FDG___ POINT ___/1





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22.	Has recurrent egress training followed three years from the initial training period and every five years thereafter?	FDG___ POINT ___/1
23.	Is there a record of the Operator providing a SOP for each aircraft type and training Pilots to these procedures?	FDG___ POINT ___/1
24.	Regarding SOPs, has the Operator checked periodically for consistency with line-checks?	FDG___ POINT ___/1
25.	Does the Operator provide flights in mountainous areas?  Refer to Notes Section below.	FDG ___ POINT ___/1
26.	If the Operator operates in mountainous areas, are there records showing that his/her Pilots have received training for flights in mountainous areas and is this training part of the Operator's/Pilot's SOP (Standard Operating Procedures), (See APPENDIX A in Main NSP document- Mountain Flying Proficiency)?  Refer to Notes Section below.	FDG___  POINT ___/1
27.	Was there a record of the passenger's names and contact numbers available from previous flights conducted over the last 2 weeks?	FDG___ POINT ___/1
28.	Is there documentation showing that the Operator conducted at least one emergency drill per year, using their Emergency Response Manual?	FDG___ POINT ___/1
29.	Is there documentation showing that all operational personnel, Flight-Followers, dockhands etc. were involved in the Emergency Response drill/drills?	FDG___ POINT ___/1

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30.	Is there a record of the Operator providing training on the avoidance of, and recovery from sudden encounters with conditions that are below Visual Meteorological Conditions (VMC) minima for his/her Pilots? This training is to show that the Pilot was trained on how to avoid or recover from the loss of visual reference encountered in low level flight over glassy water. The recovery from this hazardous situation should have included executing a 180° turn using instruments in order to avoid loss of altitude, while recapturing a path back to better conditions.	FDG___ POINT ___/1
31.	Did the Operator provide a list of all aircraft in operation along with payloads and seating capacity?	FDG ___ POINT ___/1
32.	Did the Operator have documentary evidence of a minimum of \$2,000,000 per passenger seat in liability insurance? Evidence of insurance such as a photocopy of the certificate of insurance coverage with the anniversary date of renewal is expected.	FDG___ POINT ___/1
33.	Has the Operator documentary proof that their Pilots have been trained in accordance with the TC regulatory requirements?	FDG___ POINT ___/1
34.	Is there any documented history of the Operator's Pilots not meeting the criteria required in this program (see 4.3 Competency)?	FDG___ POINT ___/1
35.	Is there any documented history of a Pilot not feeling/being competent with any aspect of his/her duties?	FDG___ POINT ___/1
36.	Is there any documented history of this Operator's Pilots reporting to and refusing to conduct a flight until they received/had the experience or training required?	FDG___ POINT ___/1
37.	Were there any records of an Operator cancelling or delaying a flight because the Operator had concerns for a passenger's safety and well-being? This practice is in place to ensure that the client is well prepared for the climate and conditions they may encounter at their destination and is an extra precaution to help prevent an incident from occurring.	FDG___ POINT ___/1

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38.	Is there any documentation to show a request to terminate a flight? If so, did the Pilot and Operator respond to the request immediately by terminating the flight as soon as safely possible?	FDG ___ POINT ___/1
39.	If a flight was terminated, upon a request to terminate a flight, did the Pilot/Operator follow similar procedures as recommended in the North Star Practices (See 4.7 -Passenger’s Right to Terminate a Flight)?  Refer to Notes Section below:	FDG ___ POINT ___/1
40.	Did a Pilot in this operation in the last year, have a situation that required them to use an alternative plan of action that can be associated to or derived from having in place a plan of action like the NSP Alternate Plan of Action Practice?  Refer to Notes Section below:	FDG ___ POINT ___/1
41.	Does the Operator have a method of disseminating information to crew members regarding areas unfamiliar, flight characteristics unique to certain locations or alternate landing areas considering wind dynamics for example?	FDG ___ POINT ___/1
42.	Is there a record of cancelled or delayed flights because the wind speed limits were consistently above 25 knots in the landing or take-off area (except gusts) when the wind readings/observations were shown (prior to departure) to be at or above 25 knots?  Refer to Notes Section below.	FDG ___  POINT ___/1
43.	Is there a record of flights being cancelled, delayed or diverted because of prior knowledge of weather conditions that would cause a flight to be conducted below 300’ or in visibility less than 2 miles?  Refer to Notes Section below:	FDG ___  POINT ___/1
44.	Are there any issues observed that are of a safety concern?  Refer to Notes Section below.	FDG ___ POINT ___/1
45.	Was the NSP Operator forthcoming and helpful during this Audit process?	FDG ___ POINT ___/1

## NSP Operator Evaluation Checklist

### NSP Static Audit Evaluation Matrix

**Instructions:**

1. Perform the Audit as per the checklist above.
2. If there is a finding for an Audit item enter an **“X”** next to the letters **FDG** and do not put any numbers next to the word **POINT**.



*Any Finding observed, that has this symbol beside it, automatically disqualifies the Operator for an NSP Endorsement. To requalify, the Operator must demonstrate through a follow-up audit that they are compliant with the NSP requirements.*

3. If there are no Findings for an Audit item, do not enter anything next to the letters **FDG** but enter a point next to the word **POINT**.

**Once all Audit items (above) are completed:**

1. Enter the Operator’s name/title in the column below.
2. If there are findings derived from the above Audit, enter an **“X”** in the relevant column below.
3. If there are no Findings derived from the above Audit, then enter the related Audit **POINT** number in the relevant column below.

**Documentation and Operational compliance**

Operator’s name/title	1	2	3	4	5

**Observed criteria and/or subsequent findings**

Operator’s name/title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	

Operator’s name/title	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	

Operator’s name/title	37	38	39	40	41	42	43	44	45

<p><b>To qualify for an NSP endorsement the Operator must have at least an 80% score. The score is derived from the Dynamic and Static Audits from a combined total of 102 Points.</b></p>	<p><b>SCORE</b></p> <p><b>%</b></p>
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**Notes section**

**The NSP Auditor to utilize this section of the Audit check sheet to record notes and information during the performance of the Audit.**



**- APPENDIX-**

***Checklist: Observed Criteria, Restrictions or Findings with the Operator's Operating Certificate:***

***Results***


1.	Aircraft operating over water	FDG___
2.	Number of passengers in single engine aircraft	FDG___
3.	VFR flight minima in uncontrolled airspace	FDG___
4.	VFR Over-The-Top OTT flight	FDG___
5.	Weight and balance control	FDG___
6.	Passenger and cabin safety procedures	FDG___
7.	Briefing of passengers	FDG___
8.	Aircraft performance operating limitations	FDG___
9.	Aircraft equipment requirements	FDG___
10.	Emergency equipment (equipment standards and inspection)	FDG___
11.	Personnel requirements	FDG___
12.	Minimum crew requirements	FDG___
13.	Flight crew member qualifications	FDG___
14.	Flight tests/training	FDG___
15.	Pilot proficiency check PPC	FDG___
16.	Qualifications of operational control personnel	FDG___
17.	Training programs	FDG___
18.	Contents of company operations manual	FDG___

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19.	Aircraft standard operating procedures- SOPs	FDG___
20.	Fuel requirements	FDG___
21.	Carriage of external loads	FDG___
22.	Passenger and cabin safety	FDG___
23.	Operation in icing conditions	FDG___
24.	Noise or environmental control	FDG___
25.	Emergency procedures and preparedness	FDG___
26.	Was documentary evidence made available regarding the insurance dates of validity?	FDG ___
27.	Does the Operator have an account in good standing with the British Columbia Workers Compensation Board?	FDG ___
28.	Does the Operator hold a valid Canadian Transportation Agency issued license?	FDG ___
29.	Were there any identifiable issues with the operation relating to discrepancies or (findings) regarding the Operator being in accordance with the rules and regulations specified in the Aeronautics Act, Canadian Aviation regulations, Air Carriers Operating certificate(s), Transportation of Dangerous Goods Regulations, Company Operations Manual, Maintenance Control Manual or Maintenance Policy Manual?  Refer to Notes Section below.	FDG ___ 
30.	Does the Operator have in place a Transport Canada approved SMS (Safety Management System)?	FDG ___ 
31.	Is there a description on how the SMS functions and how their SMS relates to compliance and regulations?  Refer to Notes Section below.	FDG ___
32.	Does the SMS show how an Operator provides a structured management approach for controlling safety risks?	FDG ___
33.	Identify the person responsible for this company's SMS.  Name: _____	FDG___



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34.	Does the Operator's SMS contain Core Values, goals and objectives? This should be evident within the SMS document.  Refer to Notes Section below.	FDG___
35.	Does the Operator have a method for disseminating safety information? For example, is dissemination done verbally, posted on a bulletin board, e-mails, texts or other means?  Refer to Notes Section below.	FDG___
36.	Does the Operator frequently disseminate any/all updates and information as explained in his/her SMS? Does the Operator disseminate information daily for example?  Refer to Notes Section below.	FDG___
37.	Does the Operator train their employees in safety management? For example, does the Operator provide their own training or is the training done by someone from outside of the company or by other means?  Refer to Notes Section below.	FDG___
38.	Does the Operator have in place a method for minimizing safety hazards? Is there any indoctrination of new employees, addressing safety hazards, proper safety equipment being provided or timely repairs of damaged equipment-for example?  Refer to Notes Section below.	FDG___
39.	Does the Operator follow a set of protocols and/or inspections to address and minimize safety hazards?	FDG___
40.	Does the Operator have any scheduled air service requirements?	FDG___
41.	Does the Operator have a clearly identifiable Operational Control System?	FDG___
42.	Was the documentation regarding Dangerous Goods and WHMIS training valid and current?	FDG___
43.	Does the Operator have an Operational Flight Plan format?	FDG___
44.	Were there any identifiable concerns or issues based on observations, interviews or records regarding the Operator's Dangerous Goods, WHMIS, health or safety topics?  Refer to Notes Section below.	FDG ___ 
45.	Does the Operator have a maintenance program that is managed in-house or contracted out to an AMO?  Refer to Notes Section below.	IN -HOUSE ___ CONTRACTED ___

## **NOTES:**



### NSP Dynamic Audit

Scope	Methods
To determine the Operator's compliance with the NSPs.	Observe the Operator's current/historical practices.
Lot Size	
Based on fleet size: To determine the number of aircraft/flights to be observed, the Auditor will use the following method: Observe 1 aircraft/flight per fleet size of 1 to 3 aircraft. Observe 2 aircraft/flights per fleet size of 4 or more aircraft.	

Pre-Audit Information	
Audit training current (Y/N): _____ As per document <b>1.0 Quality Assurance Program</b> .	
Name of Auditor(s): _____	
Audit start Date: _____	Scheduled Completion Date: _____

## TITLES, ABBREVIATIONS AND DEFINITIONS

**ACSWG:** Air Carriers Safety Working Group

**AFM-**Aircraft Flight Manual

**AMM-**Aircraft Maintenance Manual

**CAP-**Corrective Action Plan-A plan submitted in response to an (**FDG**) Finding. The CAP describes the Finding and describes what action is to be taken to address the identified finding. The CAP Identifies and describes a root cause and describes any new risks associated with the corrective action. The CAP contains a timeline for addressing, correcting and recording the Audit Finding when the CAP was completed.

**CAR's-**Canadian Aviation Regulations. Pertinent Parts and Sub-Parts of the CARs are listed in the **Criteria** column of this Audit format for reference purposes.

**ELT-**Emergency Locator Transmitter. This Audit looks for ELT type because of the improved speed and accuracy in locating one of the newer 406 MHz ELTs as compared to the older 121.5 MHz ELTs. Once detected, the older 121.5/243 MHz ELTs could only provide positional accuracy of a 12-15 NM radius, leaving Search and Rescue crews a 782 square mile area to search, while a 406 MHz ELT has a satellite-based accuracy of a 1-3 NM radius.

**FDG** (Finding or Audit Finding)-An "**X**" mark by this abbreviation signifies that the Auditor will enter their Finding in the NSP Audit Finding Record and the NSP Candidate may need to proceed with a CAP/Corrective Action Plan.

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**Flagged item-** Any Finding observed, that has this symbol beside it, automatically disqualifies the Operator for an NSP Endorsement. To requalify, the Operator must demonstrate through a follow-up audit that they are compliant with the NSP requirements.

**IPC-**Instrument Proficiency Checks

**NA-**Not Applicable

**NSP-**North Star Practices

**OEM-**Original Equipment Manufacturer

**PFDs-**Personal Flootation Device

**POINT-** A point system is in place to score the operation being audited. If the Operator attains an 80% or more score, then they are awarded a North Star Endorsement.





**SOP's-**Standard Operating Procedures

Complete After Audit	NSP Auditor's (Initials)
<p><b>Audit portion completed.</b> Was the Audit checklist completed and were all Findings recorded on the "NSP Audit Finding Record"? (Records of the sample lot, compliance and non-compliance available).</p> <p>Date Audit completed: _____ <b>YES/NO: _____</b></p>	
<p><b>Auditor competency check:</b> Audit package reviewed for proper completion. Review of this Audit confirms the Auditor's comprehension of the - <b>1.0 Quality Assurance Program. Auditor's competency is to be confirmed and approved by the Operator. An Auditor may be an Operator, designated employee or Independent Auditor.</b></p>	
<p>Review the current Audit Findings and compare with the last Audit. Are there any trends or reoccurring Findings? If yes, this should be addressed in the CAP*.</p> <p style="text-align: right;"><b>YES/NO: _____</b></p>	
<p>Corrective Action Plan has been created by the Operator for each finding? <b>YES/NO: _____</b></p>	
<p>Follow-up action has been completed and documented on each CAP. CAP was effective.</p> <p style="text-align: right;"><b>YES/NO: _____</b></p>	





\*Corrective Action Plan

#	Audit Description	Criteria	Results
<b>Perform the following Pre-flight observations. Enter the results in the attached "Flight Operation Matrix"-below.</b>			
<b>Documentation</b>			
6.	Inspect the Aircraft Flight Manual-is it the most current revision? <i>-Confirm revision status with the OEM</i>	CAR 202.26 CAR 605.03 AFM	FDG___ POINT ___/1
7.	Is the original Certificate of Airworthiness on board?		FDG___ POINT ___/1
8.	Is the original Certificate of Registration on board?		FDG___ POINT ___/1
<b>Exterior of Aircraft</b>			
9.	Inspect for general condition-are the paint, floats/hull/skis/wheels, brakes, skin, windows, controls, etc. in acceptable condition?	CAR 201.01 Aircraft AMM, IPC, AFM	FDG___ POINT ___/1
10.	Inspect the Data Plate. Is it in acceptable condition and compliant with CAR 201.01?		FDG___ POINT ___/1
11.	Are all placards required by the type certificate installed and in acceptable condition?		FDG___ POINT ___/1
12.	Are access panels in acceptable condition and securely installed?		FDG ___ POINT ___/1
13.	Are the main and emergency exit doors in acceptable condition and securely installed?		FDG___ POINT ___/1
<b>Interior of aircraft</b>			
14.	Are the main and emergency exit signs in acceptable condition and securely installed?	CAR 625 App.C Aircraft AMM, IPC, AFM	FDG___ POINT ___/1
15.	Are all placards required by the type certificate installed and in acceptable condition?		FDG___ POINT ___/1
16.	Are seat belts and shoulder harnesses in acceptable condition and securely installed?		FDG___ POINT ___/1
17.	Are baggage restraints in acceptable condition and securely installed?	CAR 625 App.C	FDG___ POINT ___/1
18.	Is the general condition of the interior (seats, carpets, trim, etc.) in acceptable condition?	Aircraft AMM, IPC, AFM	FDG___ POINT ___/1
19.	Is a compass card installed and marked with the current calibration date (where required)?		FDG___ POINT ___/1

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20.	Are first aid kits in acceptable condition and sealed?	FDG___ POINT ___/1
21.	Are hand-held cabin and cockpit fire extinguishers in acceptable condition and charged?	FDG___  POINT ___/1
22.	Is the survival equipment in acceptable condition and securely located in the aircraft?	FDG___  POINT ___/1
23.	Was the Operator utilizing 406 MHz ELTs in the aircraft (see pending regulations)-was it securely located, in working condition and correctly placarded?	FDG___ POINT ___/1
24.	Operators' PFDs observed to be in acceptable condition?	FDG___  POINT ___/1
25.	Has the candidate/Operator installed Illumination placards at exit/egress points in the aircraft-(2.27 Illumination Placards)?	FDG ___ POINT ___/1
<b>Flight, Infrastructure and Operational Observations</b>		
21.	Was the Pilot conversant with the maintenance aspect of his/her aircraft? Inspections, airworthiness directives, service bulletins etc.?	FDG___ POINT ___/1
22.	Was the Pilot conversant with the Standard Operating Procedures SOPs for the aircraft type he/she was flying?	FDG___  POINT ___/1
23.	Did the Auditor ensure that prior to the observed flight that the Pilot had the required Pilot experience as stated in Practice-(2.11 Pilot Experience) to fly as an NSP endorsed Pilot?	FDG___ POINT ___/1
24.	Did the Pilot have on their person and/or the aircraft all required documentation prior to the observed flight, and knew what documentation was required for the flight?	FDG ___ POINT ___/1
25.	Was the Operator and/or Pilot well briefed on and aware of the current weather conditions prior to the flight being observed? For example, did the Pilot and/or Operator utilize any webcams, websites, phone or Wi-Fi to obtain weather conditions along the proposed flight route and point of destination?	FDG___ POINT ___/1
26.	Were the Operator's infrastructure (docks, ramps, fire extinguishers, emergency response boats etc. in good operating condition?	FDG___ POINT ___/1

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27.	Were the Support (dockhands) Staff well versed and capable of showing how to perform their duties (particularly with emergency response)?	FDG___ POINT ___/1
28.	Prior to departure did the Pilot do a complete inspection of the aircraft and do a thorough run-up? Was there anything observed that was notably absent from the Pilot's pre-flight?  Refer to Notes Section below:	FDG___  POINT ___/1
29.	Were the names and contact numbers of the clients/passengers boarding the aircraft left with the Dispatcher/Flight-Follower or Responsible person?	FDG___  POINT ___/1
30.	Where/When passengers deplane or board the aircraft away from the base, were the names and the numbers of passengers forwarded on to the Operator's Dispatcher/Flight-Follower?	FDG___  POINT ___/1
31.	Were the passengers and their freight weighed on a certified and currently inspected weigh scale or approved method of determining the Weight and Balance prior to this flight?	FDG___ POINT ___/1
32.	Regarding the DHC-2 (Beaver), did the Auditor identify any egress modifications made to the aircraft-either door latch or push out window upgrades?	FDG___ POINT ___/1
33.	Did the Auditor observe the Pilot of the Audited flight using an approved method (2.19-Centre of Gravity Calculations) practice for determining the correct Weight and Balance of the aircraft prior to the observed flight?	FDG___  POINT ___/1
34.	Was the Pilot/Operator aware of the Client's baggage contents regarding Dangerous Goods, Containment standards, size and weight?	FDG___ POINT ___/1
35.	During this Audit, did the Pilot use an approved method for determining weights at locations away from the base of operation?	FDG___ POINT ___/1
36.	Did the pre-flight briefing address the NSP's Operator Briefing Practices (See 2.23-Pre-Takeoff Briefings/4.5-Passenger Briefings)? For example, did the Pilot ensure that any passenger concerns were addressed and did the Pilot demonstrate or have the passengers practice the use of exits, or show the use of lifejackets/PFDs or explain to the passengers the <b>Right to Terminate the Flight</b> practice?  Refer to Notes Section below:	FDG___ POINT ___/1



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37.	Did the Pilot follow the NSP practices regarding the Passengers/Clients egress currency (5.2.1 Underwater Egress Training)?	FDG___ POINT ___/1
38.	Did the Pilot or Operator ensure that the passengers were properly equipped/clothed for the destination and/or climate to which they were intending to fly to? This practice is in place to ensure that the client is well prepared for the climate and conditions they may encounter at their destination and is an extra precaution to help prevent an incident from occurring.	FDG___ POINT ___/1
39.	Was the Operator utilizing a satellite tracking system in the aircraft?	FDG___ POINT ___/1
40.	Did the satellite tracking system broadcast an updated telemetry on 2-minute cycles?	FDG___ POINT ___/1
41.	Was the Operator's satellite tracking being constantly monitored for this observed flight?  Refer to Notes Section below:	FDG___ POINT ___/1
42.	Was the Candidate able to show/prove to have operational control and oversight of the tracking system while any aircraft are in flight (2.4 Flight Following)?	FDG___ POINT ___/1
43.	Was there a dedicated Flight-following or Dispatch (system) in place for this observed flight?	FDG___ POINT ___/1
44.	Was the Dispatcher/Flight follower able to always maintain contact/communicate with this and all operational flights?	FDG___ POINT ___/1
45.	Was the Pilot/aircraft capable of always contacting/communicating with Dispatch/Flight Follower?	FDG___ POINT ___/1
46.	Was the (2.16-Aircraft Communications) practice regarding 30-minute call-ins practiced during this flight?	FDG___ POINT ___/1
47.	Are there any discovered issues with this Operator's communications practices?  Refer to Notes Section below:	FDG ___ POINT ___/1
48.	Did the Pilot fly below 300 feet or in visibility less than 2 miles with prior knowledge of flight conditions?  Refer to Notes Section below:	FDG___  POINT ___/1

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<p>49.</p>	<p>Were visibility limits followed/respected with this flight regarding the Operator's limits as set out in their Operating Certificate or if qualified, for Op SPEC 004 criteria?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">             FDG___ POINT ___/1         </p>
<p>50.</p>	<p>Did the Pilot/Operator follow their own prescribed wind speed limits and decision-making processes regarding winds consistently above 25 knots in the landing or take-off area (except gusts) when the wind readings/ observations were shown (prior to departure) to be at or above 25 knots?</p>	<p style="text-align: center;">             FDG___ POINT ___/1         </p>
<p>51.</p>	<p>Did the Pilot consider and have knowledge of the winds Enroute before proceeding with the observed flight?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">             FDG___ POINT ___/1         </p>
<p>52.</p>	<p>Did the Pilot execute a departure before sunrise or a water landing after sunset during the observed flight (2.6 Daylight Operations Only)?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">             FDG___ POINT ___/1         </p>
<p>53.</p>	<p>Did the Pilot execute the NSP Alternate Plan of Action practices during the observed flight?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">FDG ___ POINT ___/1</p>
<p>54.</p>	<p>Were there any concerns or issues with the point of destination landing and take-off area, infrastructure regarding ease of maneuverability for the aircraft, proper cushioning around the docks for the aircraft, sound structural members and underpinnings, and unobstructed access for aircraft? Were there any other observations/concerns with the infrastructure pertaining to the observed flight's point of destination regarding the as mentioned infrastructure or surroundings?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">FDG ___ POINT ___/0</p>
<p>55.</p>	<p>During this Audit did the Pilot (observed) and the Auditor discuss any operational topics regarding Alternate Plans of Action, Passenger's Right to Terminate a Flight, Clothing, Equipment, Medication, PFD Conditions, Egress Training, Fit for Duty criteria, weather or weight loads? Were there any notable issues or comments forthcoming from the observed Pilot?</p> <p>Refer to Notes Section below:</p>	<p style="text-align: center;">FDG ___ POINT ___/1</p>

## NSP Flight Operation Matrix

**Instructions:**

1. Perform the Audit as per the checklist above.
2. If there is a finding for an Audit item enter an **“X”** next to the letters **FDG** and do not put any numbers next to the word **POINT**.



*Any Finding observed, that has this symbol beside it, automatically disqualifies the Operator for an NSP Endorsement. To requalify, the Operator must demonstrate through a follow-up audit that they are compliant with the NSP requirements.*

3. If there are no findings for an Audit item, do not enter anything next to the letters **FDG** but enter a point next to the word **POINT**.

**Once all Audit items (above) are completed:**

4. Enter the Aircraft Registration in the column below.
5. If there are findings derived from the above Audit, enter an **“X”** in the relevant column below.
6. If there are no findings derived from the above Audit, then enter the related Audit item **POINT** number in the relevant column below.

Aircraft Registration - (Flight, Infrastructure and operations).	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	

Aircraft Registration - (Flight, Infrastructure and operations).	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	

Aircraft Registration - (Flight, Infrastructure and operations).	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55

Based on a possible 102 total points derived from both the Dynamic and the Static Audit calculate the NSP Operator’s percentage. Enter the resulting score on Page 13 of this Audit Package.

### NSP AUDIT FINDING RECORD

1. This Section is to be used as a summary of all findings discovered during the NSP audit.
2. NSP Audit findings will be designated as:
  - NC - (Non-Compliance):** this is any audit finding that does not meet the NSP requirements. A **Corrective Action Plan (CAP)** must be created for all non-compliance findings.
  - O - (Observation):** this is any other finding not considered a non-compliance finding, such as an administrative issue. Observations need only be entered in the Audit Finding records.

#	NSP Audit Check Sheet Reference	NC or O	Description of the Finding	Rectification -enter the CAP number for all Non-Compliance findings (NC) -describe the/all Observations (O)
1.				
2.				
3.				
4.				
5.				

## Corrective Action Plan

1. Description of the specific non-compliance identified by the auditor	
Criteria associated with the non-compliance:	

2. Corrective Action
Describe the specific corrective action for each of the non-compliance(s) identified:
Describe any new risk that may be induced by this Corrective action:

3. Root Cause Analysis
<p>Identify and describe a root cause(s) here.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

4. CAP Timelines and Record of Completion			
Actions			
Item #	Due Date	Operator	Date completed
1.			
2.			
3.			

5. CAP Creation			
CAP implementation may now be carried out and filed for future auditing review.			
Operator Signature:		CAP Creation Date:	

6. CAP Completion			
All actions required by this CAP have been completed. All documentation supporting the completion actions is attached where possible.			
Operator Signature:		CAP completed Date:	