

Ad-hoc Helicopter Operations into and out of the [REDACTED] after Completion of Trial Flight

试飞完成后进出[REDACTED]的非定期直升机运行

DOCUMENT CHECKLIST 文件检查清单

Operator 运营人	[REDACTED]	Office Location 办公地点	[REDACTED]
Aircraft Type 飞机型号	[REDACTED]	Registration 注册号	[REDACTED]
Auditor/Consultant 审计员/顾问	Consultant	Date of Check 审查日期	30-01-2026

Ref	Check Item 审查项目	Evidence / Observation 证据 / 观察	Available 齐备性 (Y/N)	Remarks 备注 / Findings 发现
SECTION 1 – LICENCES, PERMITS & CAAC APPROVALS etc. 第一部分 – 许可证、合格证及中国民用航空局批准文件等				
1.1	Valid CCAR-135 Operating Certificate (OC)	[REDACTED]	√ Y ☐ N	Limited to 9 pax
1.2	Aircraft Registration Certificate valid	Registration No. [REDACTED]	√ Y ☐ N	-
1.3	Valid Certificate of Airworthiness (C of A) for assigned helicopter	C of A [REDACTED]	√ Y ☐ N	Inhouse document to support the validity of CoA [REDACTED]
1.4	Valid Certificate of Maintenance Release (C of MR)	Maintenance Personnel Licences [REDACTED]	☐ Y ☒ N	C of MR examples.
1.5	Valid Helicopter Radio Licence	Licence No. [REDACTED] [REDACTED]	√ Y ☐ N	
1.6	Noise Certificate / Environmental approval (if applicable)	Noise Certificate	√ Y ☐ N	[REDACTED]

1.7	Valid Pilot Licence (PIC)	Licence No. [REDACTED] [REDACTED] [REDACTED] [REDACTED]	√ Y ☐ N	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
1.8	Valid Type Rating (TR) for helicopter type	[REDACTED]	√ Y ☐ N	-
1.9	Recent Proficiency / LPC check valid	[REDACTED]	√ Y ☐ N	-
1.10	Adequate Pilot Experience (i.e. total helicopter flight time and flight time on type)	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	√ Y ☐ N	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
1.11	Valid Medical Certificate	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	√ Y ☐ N	-
1.12	CAAC approval for Peninsula Hotel heliport operation (if applicable)	[REDACTED]	√ Y ☐ N	[REDACTED]
1.13	Trial flight completion record	[REDACTED]	√ Y ☐ N	[REDACTED]
1.14	Others (if applicable): Operation Specifications under OC No. C-063-ZN issued by POI & PMI		☐ Y ☐ N	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
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SECTION 2 – OPERATIONAL & TECHNICAL DOCUMENTATION 第二部分 – 运行及技术文件				
2.1	Operations Manual (OM) current and CAAC approved	[REDACTED] [REDACTED] [REDACTED]	√ Y ☐ N	
2.2	Training Manual (TM) available and approved	[REDACTED] [REDACTED]	√ Y ☐ N	

2.3	Maintenance Organization Exposition (MOE) available	██████████ ██████████████████ ██████████████	√ Y ☐ N	
2.4	Engineering Procedure Manual available	██████████ ██████████████	√ Y ☐ N	
2.5	Aircraft Maintenance Manual (AMM) available	██████████████ ██████	√ Y ☐ N	
2.6	Minimum Equipment List (MEL) approved and current	████	√ Y ☐ N	██████████████ ██████████ ██████████████ ██████████
2.7	Weight & Balance / Load Control procedures available	██████████	√ Y ☐ N	
2.8	Emergency Response Plan (ERP)	██████████████ ██████████████	√ Y ☐ N	
2.9	Dangerous Goods (DG)/ restricted articles (RA) policy	██████████████ ██████████████	√ Y ☐ N	██████████ ██████████████ ██████████████ ██████████ ██████████████ ██████████████ ██████████
2.10	Insurance certificate valid for commercial flight	██████ ██████████████	√ Y ☐ N	
Ref	Check Item 审查项目	Evidence / Observation 证据 / 观察	Available 齐备性 (Y/N)	Remarks 备注 / Findings 发现
SECTION 3 – OPERATIONAL PLAN & COORDINATION 第三部分 – 运行计划及协调安排				
3.1	Flight route defined and approved	██████████████	√ Y ☐ N	██████████ ██████████████ ██████████████ ████
3.2	Departure aerodrome identified and suitable	██████████	√ Y ☐ N	██████████ ██████████

3.3	Destination: Peninsula Hotel elevated helipad approved (if applicable)	██████████	√ Y ☐ N	██████████ ██████████
3.4	Alternate aerodrome / helipad designated	██████████████████	√ Y ☐ N	
3.5	Performance assessment for elevated helipad completed	██████████████████	√ Y ☐ N	
3.6	ATC coordination arranged and confirmed	██████████████	√ Y ☐ N	██████████ ██████████
3.7	Military / restricted airspace coordination completed (if required)	██████████████████ ██████████████	√ Y ☐ N	██████████ ██████████
3.8	Congested area / urban operation risk assessment completed	██████████████████ █ ██████████ █ ██████████████	√ Y ☐ N	
3.9	Ground handling and helipad staffing arranged	██████████████	√ Y ☐ N	
3.10	Operating time defined (day/night, weekday/weekend)	██████████ ██████████████	√ Y ☐ N	
3.11	Noise abatement procedures established	██████████████	☐ Y √ N	
3.12	Local Authority / neighbours notification arranged (if required)	██████████████████ ██████████████	√ Y ☐ N	██████████ ██████████
3.13	Crew composition and duty time compliant	██████████████████	√ Y ☐ N	
3.14	Passenger manifest and security arrangements prepared	██████████████	√ Y ☐ N	██████████████████ ██████████████████ ██████████████ ██████████
3.15	Emergency / contingency plan for this flight prepared	██████████████	√ Y ☐ N	
SECTION 4 – OVERALL DOCUMENT CHECK CONCLUSIONS 第四部分 – 文件审查总体结论				
Document Availability 文件齐备性: ☐ All available 完全齐备 ☐				

√ Generally available with Minor Deficiency 基本齐备（轻微问题）

☐ **Partially available** 部分齐备☐ Not available 不齐备

Key Issues Identified 主要问题:

[REDACTED]

[REDACTED]

[REDACTED]

§ 87(2)(b) [REDACTED]

Category	Percentage
Very important	85%
Important	10%
Not important	5%
Don't know	0%

(b) (5) DPP, (b) (5) ACP, (b) (5) ADP, (b) (5) AWP, (b) (5) CDP, (b) (5) CAP, (b) (5) ADP, (b) (5) AWP, (b) (5) CDP, (b) (5) CAP, (b) (5) ADP, (b) (5) AWP, (b) (5) CDP, (b) (5) CAP

[REDACTED]
