



REFERENCE :	PRP-RESTART 005	
TITLE :	Post Covid 19 ATO/LSA Re-Start Checklist	



ORGANIZATION DETAILS			
ATO/Club Name:		Certificate No. :	
Commencement Date:		Phone:	
Location:		Email:	

*SAT/UNSAT/REF = Satisfactory/Un Satisfactory/Documentary reference



GM Ref.	Items	SAT	UNSAT	REF	Comments
1. 1. ATO/Club Readiness	(a) Resumption plan submitted				
	(b) Establishment of resumption plan is based on the Management of Change Process?				
	(c) is the plan consistent with scaling up of the operations?				
2. SM System	(a) Any discontinuation of HIRA, SA and SPM and safety promotion during the COVID-19 period?				
	(b) Any new hazards identified due to current situation?				

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	(c) Are Hazards mitigated properly?				
3. Staff Competency and Availability (including AM/PH and licence holders)	(a) Initial pre-COVID-19 Training and Competency Programme completed for all Staff (Licence Holders excluded and AM/PH included) ? (if not – what hazards have been integrated in the resumption plan and how was it mitigated?)				
	(b) Initial pre-COVID-19 Staff Availability (including AM/PH and License holders) assured? (if not – what hazard has been integrated in the resumption plan and how was it mitigated?)				
	(c) Any hazard stemming from flexibility provisions granted to License Holders?				
4.Compliance System	(a) Any discontinuation of internal compliance audit programme during the COVID-19 period?				
	(b) (b) Internal audit conducted and level 1 or 2 findings closed if any?				
	(c) Management review conducted as per plan?				
5. Policies, Manuals and Documentation	(a) Policies, Manuals and Documentation have been assessed and have been found addressing the applicable rule?				
	(b) Policies, Manuals and Documentation address the action plan that Organization has put in place to phase out granted flexibility provisions.				
	(c) Any flexibility provisions required by the ATO/Club other than those published by the GCAA?				

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6. Availability and serviceability of training facilities, operational services or equipment or assets	(a) Availability of operational services				
	(b) Contingency planning affecting Training/operations (Examination facilities etc..).				
	(c) Availability of equipment (training devices etc..).				
	(d) Availability of tools including updates (remote control tools, communication tools, etc.).				
	(e) Availability of infrastructure				
7. ROSI and Q-Pulse for manuals and Q-Pulse for audits	(a) Any significant ROSI that should be investigated				
	(b) Any Manual to be submitted, approved or updated				
8. GCAA Audits	(a) Any significant GCAA audit not conducted as per standard procedure? If yes- what's the significance of not conducting before restart?				
	(b) Any GCAA overdue audit finding to be resolved before restart				
9. Emerging threats	(a) Any emerging risk identified such as cyber-security; or mental health of personnel or unavailability				
10. Others					

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Satisfactory <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
Limitation : After reviewing the checklist, identify any limitation that should be applied to ensure safe operations	
Inspector :	
Line Manager:	
Date:	Signature: