IAGSA Member Self-Assessment Questionnaire

Introduction: All IAGSA Active Members (survey companies) are required to complete and submit the Self-Assessment Questionnaire on an annual basis. IAGSA Associate Members such as air service providers, are not required to complete the questionnaire however, they may find it a useful reference as part of their internal audit process. The intent of this self-assessment process is to increase transparency of compliance levels within our membership through the publishing of completed assessments in the members-only area of our website, improve awareness of IAGSA Recommended Practices by requiring members to conduct an annual internal audit, and, in the case of non-conformances or variances, to drive our Notice of Difference process. This program does not replace the in-person audits conducted by IAGSA, but it does shift the focus to that of verification and surveillance.

Instructions: The questionnaire is derived from the Recommended Practices contained within the IAGSA Safety Procedures Manual (SPM). It is recommended that the SPM and IAGSA's Safety Management Systems Guideline (available at www.iagsa.ca) be consulted for additional detail when completing the assessment. Members are reminded that IAGSA is available to answer any questions and to aid with completing the questionnaire.

Completing the Questionnaire: The questionnaire is intended to assess compliance. It is understood that for many recommendations a simple yes or no answer is not appropriate. In these cases, possible responses include: Always, Sometimes or Never.

Always – Indicates that you are fully compliant, and you are required to indicate in the *Explanation of Compliance* column where in your procedures or process this is addressed.

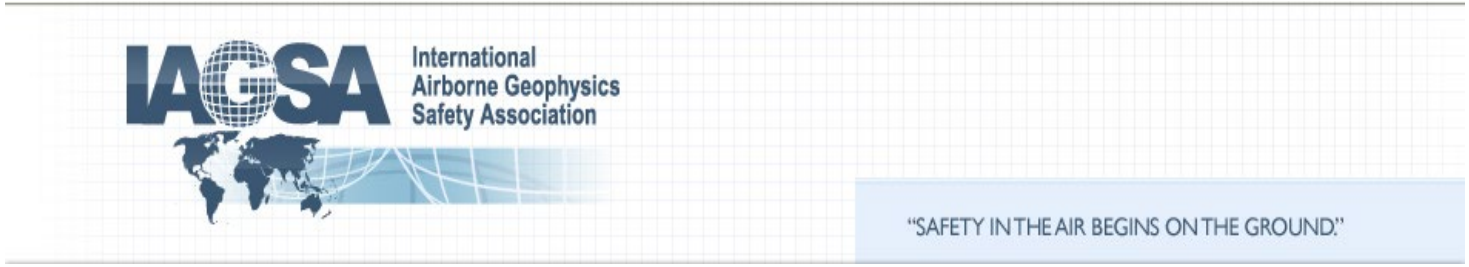
Sometimes – Indicates that your compliance is situational dependant. In this case, an explanation is required which will be reviewed by IAGSA and a Notice of Difference may be required.

Never – Indicates that you are not compliant with the Recommended Practice. In this case, a Notice of Difference is required to be file with IAGSA.

Yes – Indicates that you are fully compliant, and you are required to indicate in the *Explanation of Compliance* column where in your procedures or process this is addressed.

No – Indicates that you are not compliant with the Recommended Practice. In this case, a Notice of Difference is required to be file with IAGSA.

Filing a Notice of Difference: For items of non-compliance or if an item of partial compliance is deemed to require one, a Notice of Difference must be filed with IAGSA. The item shall be reported using the IAGSA standard Notice of Difference Form and be completed in its entirety including; the specific Recommended Practice being deviated from, an explanation as to why the deviation exists, a risk assessment identifying that the deviation attains an equivalent level of safety and be signed off by the company's Accountable Executive.



IAGSA Member Self-Assessment Questionnaire

Company Name: CAE-Aviation			
Location: Luxembourg Airport Luxembourg			**Audit completed by: Accountable Manager**
Date of Audit: 11/03/2026			
Pre-audit questionnaire completed by: Safety manager, NPFO, NPCT			
Activity data reported?	Yes		
All incidents reported?	Yes		
Key Personnel	**Name**	**Email**	**Telephone**
AM	P.-C. Morsch	**paul-christophe.morsch.external@cae-aviation.com**	**+33 628125642**
SM	**A. Breeden**	**sm@cae-aviation.com**	**+352 691276064**
NPFO	**N. Dalloneau**	**npfo@cae-aviation.com**	**+352 691340795**
Total # Employees:	163		

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Organization – Safety Management Systems			
Title	**IAGSA Recommendation**	**Compliance Level**	**Explanation of Compliance**
Safety Policy Statement and Objectives	All IAGSA members shall work towards the implementation of a Safety Management System which includes, as a minimum, the basic components and elements outlined in this section.		
	Do you have a Health and Safety Policy Statement which outlines the accountable manager's commitment to, and responsibility for safety? *(The wording of the policy should reflect the company's philosophy on managing safety and should become the foundation on which the company's SMS is built.)*	☒ Yes ☐ No	We have a Safety Policy in accordance with EASA regulations, which is reviewed annually during our Safety Review Board Meeting, it is signed by the Accountable Manager and CEO, a copy is attached
	Are specific Health and Safety performance goals set and measured? *(examples may include X% reduction in injuries, training completion targets, timeframes for follow up to reported issues, etc.)*	☒ Yes ☐ No	At CAE these again are regulated by our authority, we are obliged to monitor safety performance targets. These are demonstrated to the civil aviation authority of Luxembourg (DAC). The SPI's are reviewed at the SRB annually.
	Are specific accountabilities defined for those personnel who hold positions of responsibility and/or authority within the organisation that have a direct effect on the safety of the operation?	☒ Yes ☐ No	Our SMS covers the responsibilities of each Nominated post holder. Overall responsibility for safety rests with the Accountable Manager. The Safey Manager reports directly to the AM, the Safety Manager also has assistance and expert knowledge from an appointed Flight Safety Manager and Flight safety Officer, regular meetings are held by these personnel

	Does the SMS identify key personnel responsible for the implementation, maintenance and overall function of the SMS?	☒ Yes ☐ No	Yes the person responsible for the updating and overall maintenance of the SMS manual and function is the Safety Manager
	Is emergency response planning including coordination with clients, emergency services and other organizations defined and documented?	☒ Yes ☐ No	CAE has a full ERP, highlighting responsibilities of each NP. The AM decides on the level, and appoints a team, which can also include a team to be sent to the location. The SMS describes how to react to an emergency, including contacts to manufacturers and authorities, guidance on maintaining business while an emergency is ongoing, and return to full operational status. Also advice on dealing with relatives of anyone who is injured in an emergency. CAE carry out exercises on this subject, and has an appointed ERP Manager and Deputy
	Are all safety processes, policies and practices which define the SMS documented?	☒ Yes ☐ No	All processes are documented in the SMS manual which is part of our OMM
	Does your SMS documentation identify which records must be retained and the period for which they shall be retained for?	☒ Yes ☐ No	Yes we have a table of Record Retention for all operational documents, and the safety documentation is listed here, along with periods and methods of retention

	Do you have a drug and alcohol policy including a program to implement that policy?	☒ Yes ☐ No	We have a full policy listed on Alcohol , drugs and narcotics in our Operations manual OMA
Safety Risk Management	The process of risk management involves establishing simple systematic methods to identify hazards, to assess their associated risk levels, and to implement risk mitigations.		
	Does your SMS outline a Hazard Identification process for examining each aspect of the company's operations for the purpose of identifying anything (e.g. conditions, situations, practices, behaviors, etc.) that has the potential to cause harm?	☒ Yes ☐ No	We have a hazard matrix, where all identified risks are listed and show levels of risk and mitigation. We have risk analysis on all our activities, which are available to the DAC our local authority
	Does your SMS define a safety reporting process so that safety hazards / concerns can be identified, and appropriate actions can be taken?	☒ Yes ☐ No	Our Safety Reporting is carried out by means of a SON, Statutory Occurrence Notification. These are completed and sent to the Safety Department, where they are anonymized before distribution to AM and other key NPs.
	Does your SMS define a process for assessing risk (actual and potential) of all reported hazards?	☒ Yes ☐ No	Our risks are assessed by determining their potential for repetition (Likelihood) and severity this then gives a number that will determine the risk as Acceptable, Tolerable, high or unacceptable
Safety Assurance	Does you SMS outline a process for the measurement of safety performance including progress towards goals and objectives?	☒ Yes ☐ No	Safety performance is monitored through our SPI charts, which are reviewed by the AM and NPs during the SRB

	Does your SMS define a process for internal audits and inspections to provide assurance that the policies and procedures are being followed?	☒ Yes ☐ No	We have internal audits carried out by subject experts arranged by our Compliance Manager
	Does your SMS define a process for the investigation of safety hazards, incidents and accidents with the aim of identifying root causes?	☒ Yes ☐ No	All reported or identified hazards are assessed for root cause, and then a correction plan is put in place to eliminate or improve root cause.
	Does your SMS define a process to identify and assess the safety impact of any changes that pose a risk to safety? *(examples include introduction of a new aircraft type, a new maintenance procedure, changes to key personnel, etc.)*	☒ Yes ☐ No	CAE has a strong Management of Change policy, any changes to structure, equipment, geopolitical changes etc are assessed with our Change management Form (CMF) that is managed by a project manager, and is finally signed off by the AM SM and CMM
	Does your SMS define a process for continual improvement?	☒ Yes ☐ No	Yes, we discuss continuous improvement during SRB, and carry out a review to the SMS policy and manual, to ensure that they are relevant and up to date
	Does the process for continual improvement define who is responsible to assess the effectiveness of the system?	☒ Yes ☐ No	The SM is responsible, but has the assistance of all NPs, CAE promote safety culture and inform ALL staff that safety is their responsibility.
	Does the organization's top management, at planned intervals, review the SMS to ensure its continuing suitability, adequacy and effectiveness?	☒ Yes ☐ No	Yes, as previously mentioned the SMS is reviewed, this includes staff at all levels.
Safety Promotion	Does your SMS include a mechanism through which lessons learned from	☒ Yes	All reported hazards, after being processed are given feedback to the reporter immediately. In

	safety event investigations and other safety-related activities are made available to all affected staff and stakeholders?	☐ No	addition, the company publishes a review listing the reports and mitigation. Confidential reports are excluded from this.
	Does your SMS describe the minimum safety promotion applications acceptable to the company? *(The complexity of the company's organisation and facility will determine what types of safety communications are required.)*	☒ Yes ☐ No	We have a chapter in the SMS Manual describing Safety Promotion, and its value.

Planning – All Operations			
Title	**IAGSA Recommendation**	**Compliance Level**	**Explanation of Compliance**
Survey Planning	The following is a list of IAGSA Recommended Practices which all members should take into account when planning airborne survey operations regardless of type of survey or terrain.		
	Prior to commencing a survey, do you conduct a detailed IAGSA risk assessment which identifies the safe survey height?	☒ Always ☐ Sometimes ☐ Never	Ref. OM-C Chap 1.4.5

	Prior to conducting a survey do you establish a crew rotation schedule which considers factors such as remoteness of site, severity of climate, quality of accommodation, food and personal considerations?	☒ Always ☐ Sometimes ☐ Never	Ref. OM-C Chap 1.4.5 and OM-A Chap 7.3.4
	Do you have a minimum temperature limit for cold weather operations?	☒ Always ☐ Sometimes ☐ Never ☐ N/A	For operations concerned by cold weather the minimum temperature limit is defined on Aircraft Operating Manual (OM-B/AFM/AOM/POH)
	Do you limit the use of aircraft heaters or air-conditioning in the interest of "clean" data?	☐ Always ☐ Sometimes ☒ Never	Interest of "clean" data????
	Do you require the use of oxygen for all aircrew for survey flights or portions thereof conducted above 10,000 feet ASL?	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.6

	Are aircrew members required to wear long trousers or a flight suit, closed shoes, have gloves available and clothing appropriate for the environmental conditions?	☒ Always ☐ Sometimes ☐ Never	Ref. OMM Chap 13.2.3
	For fixed wing surveys, is a risk assessment conducted to determine whether or not helmets should be worn by the flight crew members?	☒ Always ☐ Sometimes ☐ Never ☐ N/A	Ref. OM-C Chap 1.4.5
	For helicopter surveys, are the flight crew members required to wear a flight helmet?	☐ Always ☐ Sometimes ☐ Never	NOT APPLICABLE
	Are flight crew members paid or given an incentive based upon hours or kilometers flown?	☐ Always ☐ Sometimes ☒ Never	Ref. Pilots contracts details.
Emergency Response Planning	Do you develop project specific emergency response plans for each project?	☒ Always ☐ Sometimes	Ref. OMM Chap 8.3.3

		☐ Never	
	Does your company have an overall crisis management plan?	☒ Yes ☐ No	Ref. OMM Chap 8.2.1
Flight Following	Do you operate a satellite tracking system on all aircraft?	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 2.3.1
	Is the position reporting frequency of the tracking system set to 2 minute intervals as a minimum?	☒ Yes ☐ No	Users could set position reporting frequency from 5 seconds intervals to 300 seconds intervals on the software preference panel
Single Pilot Only Surveys	Do you conduct single Pilot Only Surveys (no equipment operator)?	☐ Always ☒ Sometimes ☐ Never	Ref. OM-A Chap 4.1.4. Single Pilot operation mission could be conducted via "minimum crew requirement's request form" to NPFO when underseen circumstances occurred.
	If so, does the Pilot have equipment operation duties in addition to those normally associated with flying the aircraft?	☐ Always ☐ Sometimes ☒ Never	Ref. OM-A Chap 4.1.4 "In case of Single-Pilot Operations the PIC will occupy the LH seat and execute tasks and procedures in a way that is almost identical to the multi-crew, assuming the tasks and actions

		☐ N/A	normally executed by the F/O in the sequence as published".
	Are additional risks associated with single pilot only operations detailed in the risk assessment?	☒ Always ☐ Sometimes ☐ Never ☐ N/A	Ref. OM-A Chap 4.1.4
Operating Standards			
Minimum safe survey speeds	Are minimum safe survey speeds for single engine aircraft calculated at 130% of clean stall speed (Vs)?	☒ Always ☐ Sometimes ☐ Never	
	Are minimum safe survey speeds for Multi-engine aircraft: 110% of best single engine rate of climb speed (Vyse), or minimum safe single engine speed (Vsse, if published)?	☒ Always ☐ Sometimes ☐ Never ☐ N/A	Ref. OM B7 SAAB Chap 2.22.5 Ref. CC Nº22/02 from 25 Sep 2022 Beech
Minimum Fuel Standard	Is fuel planning for survey flights based upon 110% of planned consumption?	☐ Always	Company Contingency Fuel is set to 5 % of the planned trip fuel. Ref. OM-A Chap 8.1.5.1.3

		☐ Sometimes ☒ Never	
	Is minimum reserve fuel calculated as 30 minutes for fixed wing and 20 minutes for helicopter at normal cruise consumption rates?	☒ Always ☐ Sometimes ☐ Never	Company Final Reserve Fuel is set to 45 min. Ref. OM-A chap 8.1.5.1.5
	Do planned minimum fuel reserves consider site specific contingencies?	☒ Always ☐ Sometimes ☐ Never	Company Fuel scheme provides Additional fuel quantity, Extra fuel quantity and discretionary fuel quantity. Ref. OM-A Chap 8.1.5.1.6, Chap 8.1.5.1.7, Chap 8.1.5.1.8
Flight and Duty Times	Are the following Flight & Duty Times adhered to?		
Single Pilot Operation Maximum Flight Times	A maximum of 8 hours flight time per day.	☐ Always ☐ Sometimes ☒ Never	Company Maximum flight time is set to 10 Hours on 24 hours period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 5 hours flight time on survey per day (excluding transit time)	☐ Always ☐ Sometimes ☒ Never	Company Maximum flight time is set to 10 Hours on 24 hours period. Ref. OM-A Chap 7 Table A7-01

	A maximum of 40 hours flight time in any 7 consecutive day period	☐ Always ☐ Sometimes ☒ Never	Company Maximum hours flight time is set to 45 Hours on 7 consecutive day period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 100 hours flight time in any consecutive 28 day period.	☐ Always ☐ Sometimes ☒ Never	Company Maximum hours flight time is set to 120 Hours on 28 consecutive day period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 1000 hours in any consecutive 365 day period.	☒ Always ☐ Sometimes ☐ Never	Company Maximum flight time is set to 900 Hours on 365 day period. Ref. OM-A Chap 7 Table A7-01
	If extensions to the single pilot flight times are used has the extension criteria recommended by IAGSA been met?	☐ Always ☐ Sometimes ☐ Never ☒ N/A	
Dual Pilot Operations	A maximum of 10 hours flight time per day.	☒ Always ☐ Sometimes	Company Maximum flight time is set to 10 Hours on 24 hours period. Ref. OM-A Chap 7 Table A7-01

Maximum Flight times		☐ Never	
	A maximum of 8 hours flight time on survey (excluding transit time).	☐ Always ☐ Sometimes ☒ Never	Company Maximum flight time is set to 10 Hours on 24 hours period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 45 hours flight time in any consecutive 7 day period.	☒ Always ☐ Sometimes ☐ Never	Company Maximum hours flight time is set to 45 Hours on 7 consecutive day period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 120 hours flight time in any consecutive 28 day period.	☒ Always ☐ Sometimes ☐ Never	Company Maximum hours flight time is set to 120 Hours on 28 consecutive day period. Ref. OM-A Chap 7 Table A7-01
	A maximum of 1200 hours flight time in any consecutive 365 day period.	☒ Always ☐ Sometimes ☐ Never	Company Maximum flight time is set to 900 Hours on 365 day period. Ref. OM-A Chap 7 Table A7-01
Maximum Duty Times	The maximum duty time in any one day shall not exceed 14 hours	☒ Always ☐ Sometimes ☐ Never	Company Maximum Duty time is set to 13 Hours on 24 hours period. Ref. OM-A Chap 7 Table A7-01

	The pilot shall have a minimum of 2 days rest within a 14 day period. These may be taken separately or together. If taken separately, one day rest shall be defined as 30 consecutive hours free from duty.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 7 Table A7-01
Emergency Beacon / Radio	Is each aircrew member required to carry on their person essential survival items including: a personal locator beacon means to start a fire, knife and a signal mirror?	☒ Always ☐ Sometimes ☐ Never	All crew member has a personal survival equipment into a backpack. Ref. Survival Equipment Detachment Perception Form Ref. OM-A Chap 8.2.1 and Chap 10.2.4 Ref. SOP COMOPS 92 "Life Support Equipment"
Fuel Quality Control – Storage Tanks	The quality control of the fuel varies considerably at smaller centres. The crew must determine the adequacy of this quality control and take all available means to ensure against boarding contaminated fuel. Is there a procedure in place to ensure that the following checks are required anytime a fuel source is unknown or questionable:		
	Check that Fuel Quality Control Check and Delivery documents are current and available.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
	Check that the fuel servicing vehicle / facility is identified with the fuel type handled.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3

	Check that the facility is clean and maintained.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
	Check that bonding wires and connections are in good condition.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
	Check that filter systems are in place and date of last element replacement.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
	Check that a sample is clear and bright downstream of the filter.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
	Request or conduct a water test with paste or syringe and capsules.	☒ Always ☐ Sometimes	Ref. OM-A Chap 8.2.3

		☐ Never	
	Check that a sample from the low point of the tank is clear bright and free of water. If there is no low point water drain, do a dip of the tank using water paste.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3
Fuel Quality Control - Drums	When using drummed fuel are there procedures in place to ensure the following requirements?		
	Verify the expiry date of the drums.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3.1 and depending on Site Risk Analysis document
	A "go no-go" filter be used for all refueling from drums.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document
	All drum fuel is visually checked for clarity and color and water tested with paste or fuel syringe and capsules before use.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document

	Only clearly branded drums with both seals intact are be used unless the pilot knows the "history" of the drum since the seals were broken and retests the fuel for contamination before use.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document
	Aircraft sump drains be checked before the first flight of the day and after each refueling.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-B for each aircraft type + Aircraft QRH
	Drums are stored on their sides, clear of the ground with bungs horizontal in an area not subject to flooding. Under-cover storage should be considered if drum stock are to be kept for a long time.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document
	When not in use, fuel pumps are protected from water and other contamination.	☒ Always ☐ Sometimes ☐ Never	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document
	Bungs should be sealed and the drum placed on its side for short term storage (i.e. overnight) of a partially filled drum.	☒ Always ☐ Sometimes	Ref. OM-A Chap 8.2.3 and depending on Site Risk Analysis document

		☐ Never	
Night Surveys	Typically, survey flights are conducted at low heights in day VMC, but if the low height is removed coupled with a smooth air requirement, such as for gravity surveys, it may be desirable to conduct night flights. Such flights can be conducted safely as long as there are adequate procedures to prevent a "controlled flight into terrain" CFIT accident. Are procedures in place to ensure the following requirements:		
	Are night surveys flown at least 1000 feet above all obstacles within the operational area and a 10 nautical mile buffer around the operational area? Does the operational area include the maneuvering area for line turns and lead-ins?	☒ Always ☐ Sometimes ☐ Never ☐ N/A	Ref. OM-A Chap 8.1.2.4
	Is a VMC reconnaissance flight performed in each block?	☐ Always ☐ Sometimes ☐ Never ☒ N/A	
Monitoring of radios	During survey flights, are radios and transponders turned on and selected		Ref. OM-A Chap 8.3.5, Chap 8.3.17 and Chap 12.5

	to the appropriate ATC or flight service frequencies. Additionally, equipment permitting, common air to air and emergency frequencies (121.5MHz) should also be monitored.	☒ Always ☐ Sometimes ☐ Never	
Turning Radius	During straight and level flight there may be a significant margin above the stall speed, however in a steep turn the stall speed may be reached quickly with little warning and a stall in the turn at low level will likely result in a fatal accident.		
	Are all turns at low level limited to a maximum angle of bank of 30 degrees and be done at a constant altitude. Are climbs or descents allowed to be carried out during the turn?	☒ Always ☐ Sometimes ☐ Never	Almost all survey flights are done with Autopilot (maximum bank 30º or 32º depending on aircraft automation system). Concerning few low level survey flights, PIC has prior low-level experience and must be authorized by the NPFO to conduct low level survey. Ref. OM-A Chap 8.1.2.4
Towed Geophysical Arrays			
Towed Geophysical Arrays – All aircraft types	This section applies to all airborne surveys utilizing geophysical arrays suspended below and/or towed by rotary or fixed wing aircraft.		
	Do you operate towed geophysical arrays?	☐ Yes ☒ No	
	Does the towed array have an STC/LSTC, engineering order or other similar certificate or statement describing array specifications and flight test data?	☐ Yes ☐ No	

		☒ N/A	
	Is there an Operating Manual for each array?	☐ Yes ☐ No ☒ N/A	
	Does the Operating manual identify the maximum safe operating airspeed for the array?	☐ Yes ☐ No ☒ N/A	
	Does the Operating Manual contain a parts list and maintenance manual containing the critical design specification for all parts and elements of the array?	☐ Yes ☐ No ☒ N/A	
	Does the Operations Manual contain a pre-flight checklist?	☐ Yes ☐ No ☒ N/A	
	Does the Operations Manual contain a schedule for routine preventative	☐ Yes	

	maintenance, recorded inspections and testing?	☐ No ☒ N/A	
	Is there a procedure in place to ensure that all required maintenance, inspections and testing are up to date prior to job start?	☐ Yes ☐ No ☒ N/A	
	Is all maintenance performed by a qualified person endorsed by the manufacturer or operator?	☐ Yes ☐ No ☒ N/A	NOT APPLICABLE
Towed Geophysical Arrays – Rotary Wing Aircraft	Has the cable weight and length been determined by an aeronautical engineer as to minimize the potential for cable recoil into main and tail rotors following the loss of load?	☐ Yes ☐ No ☒ N/A	
	Is there a weak link incorporated into the load bearing cable?	☐ Yes ☐ No ☒ N/A	

	Is the weak link located as close as possible to the attachment hook of the helicopter?	☐ Yes ☐ No ☒ N/A	
	Has the breaking strain of the weak link been specified by an aeronautical engineer?	☐ Yes ☐ No ☒ N/A	
	Is the maximum towed array airspeed and VNE (Velocity Never Exceed) placard placed on the aircraft instrument panel in the Pilot's view?	☐ Yes ☐ No ☒ N/A	
	Does the cargo hook arrangement allow the pilot to jettison the load without removing his/her hands from the flight controls? Do procedures include the requirement to test the helicopter cargo hook release mechanism?	☐ Yes ☐ No ☒ N/A	
Towed Geophysical Arrays – Fixed Wing	Is the aircraft fitted with a shearing mechanism which can cut the tow cable when the array needs to be jettisoned?	☐ Yes ☐ No	

		☒ N/A	
	Does the tow cable have a breaking strain which minimizes damage to the aircraft in the event the array snagged with ground objects?	☐ Yes ☐ No ☒ N/A	
Geophysical Survey Flight Training			
Training and Experience – All Operations	Does your training program contain a syllabus for low level geophysical flight training?	☐ Yes ☒ No	
	Does the Pilot training syllabus reflect the IAGSA training guidelines?	☐ Yes ☒ No	
	Are there documented criteria to assess Pilot competency?	☒ Yes ☐ No	An OPC (operator proficiency check) form assess the competency of the pilot once a year if performing this mission.
Simulator Training	In addition to the training in the actual aircraft, do pilots, where practical, undergo simulator training in a type specific simulator representing the	☐ Always ☐ Sometimes	

	aircraft being flown on survey? If so, at what frequency?	☒ Never ☐ N/A	
Overwater and Offshore Surveys			
Minimum requirements for Over water and Off Shore Surveys	The following recommendations apply to all overwater and off shore surveys flown in both fixed wing and rotary wing aircraft.		
Training – Overwater & Offshore Surveys	Is Underwater Escape Training completed within the preceding three years before undertaking the over water or offshore survey.	☐ Always ☒ Sometimes ☐ Never	Most of crews flying over water survey missions attended a HUET within the last 3 years.
	Are Ditching & Emergency Evacuation Procedures reviewed, crew members thoroughly briefed and simulated training to be conducted at the work site prior to the start of all over water or offshore work. This review should include a review of general emergency procedures that could potentially lead to a ditching and a discussion on the significance of sea state/wave height on ditching.	☒ Always ☐ Sometimes ☐ Never	Emergency and safety equipment training performed on a annual basis by all crew on site, addition to this training, HUET is completed for crew (pilot +operator) for those who operate mission over the water
Training - Off Shore Surveys	In addition to the above items, the following are to be included in offshore training:		

	Does Initial Training consist of a minimum of 10 hours training conducted by a pilot who has a minimum of 100 hours Offshore experience?	☒ Yes ☐ No	Supervising pilot, most experiment on that mission is in charge of the training before a PIC is chosen for those ASO missions. PIC will be granted after passing specific operator proficiency check.
	Does Recurrent Training consist of a minimum of 5 hours training conducted annually by a pilot with the same qualifications as for the initial training: or prior to the start of an Offshore survey if pilot has completed the initial training but has not flown Offshore for more than 90 days?	☒ Yes ☐ No	Training is performed before starting offshore survey under supervision of a supervising pilot.
	Alternatively, the above experience requirements may be waived if the Operator has in place a competency based training program which includes Offshore operations.		
Type of Aircraft – Over water / Offshore Operations	For an over water/offshore survey in an area with harsh conditions where the odds of surviving a ditching or the exposure that would follow are low then the emphasis must be placed on choosing an aircraft that reduces the probability of a ditching. Whereas the aircraft criteria may be somewhat less stringent in less harsh conditions where the odds of a successful ditching and rescue are good.		
	For any survey that is over water or offshore in an area where rescue is not likely to occur within an anticipated acceptable exposure time and/or where anticipated sea states	☒ Always	Survey over watered or offshored are studied in the Risk Analysis Form. Multi engine Aircraft are always preferred for this type of operation. Ref. OM-A Chap 8.1.3 and Ref. OM-C Chap 1.4.5

	would make a successful ditching unlikely, is the use of a multi engine aircraft with performance characteristics such that in the event of an engine failure during an over water survey it can climb from survey height to 500 feet and return to shore or during an offshore survey it can climb from survey height and maintain prolonged flight on the remaining engine(s) to return to a suitable airport at the minimum IFR altitude utilized?	☐ Sometimes ☐ Never	
	Are single engine piston aircraft used for over water/offshore surveys?	☐ Always ☐ Sometimes ☒ Never	
Aircraft equipment – Offshore	Are aircraft equipped with at least the following gyroscopic instruments, each of which must be independent of the others: 2 x attitude indicator; 2 x heading indicator; 2 x turn and slip indicator or turn coordinator?	☒ Yes ☐ No	Ref. Aircraft POH + STC
	If a second pilot is to be part of the crew, is there a complete second set of basic flight instruments (attitude indicator, gyroscopic heading		Ref. Aircraft POH + STC

	indicator, turn and slip or turn coordinator airspeed, altimeter, vertical speed) installed at the co-pilot's seating position?	☒ Yes ☐ No	
	Are there at least two (2) independent power sources to drive the gyroscopic instruments? - this may mean two vacuum pumps with all air driven gyroscopes or a mixture of air driven and electric gyroscopes provided loss of one power source leaves operational one set of three gyroscopic instruments (attitude, heading and turn rate indicators)	☒ Yes ☐ No	Ref. Aircraft POH + STC
	Is there a radio or radar altimeter with a means of alerting the crew when height above the water falls below a minimum safety height selected by the crew? Is there a means of testing the alerting device prior to flight?	☒ Yes ☐ No	Ref. OM-A Chap 8.3.36
	Is there a minimum of one instantaneous vertical speed indicator (IVSI) to provide an instant alert of descent	☒ Yes ☐ No	Ref. POH or AOM for each aircraft.

	Do you require the use of weather radar where thunderstorms are present or could be expected?	☒ Always ☐ Sometimes ☐ Never	It's under the PIC responsibility to use all available system in harsh weather conditions. Ref. OM-A Chap 1.4
	Are Rotary wing aircraft equipped with floatation aids such as "pop-outs floats"?	☐ Always ☐ Sometimes ☐ Never	NOT APPLICABLE
Emergency Equipment – Offshore Surveys	An upper torso restraint system, with a preference for a four-point harness, for each crew member	☒ Yes ☐ No	All crewmember seats are equipped with a minimum four-point harness.
	Are aircraft equipped with a 406 MHZ ELT?	☒ Yes ☐ No	All company Aircraft are equipped with ELT. Ref. Aircraft Equipment lists in Webmanual
	Is the crew provided a covered life raft with a self erecting canopy that is equipped with a 406 MHZ ELT and normal emergency survival equipment? Does raft should include an inflatable floor for cold water operations?	☒ Yes ☐ No	Ref. SOP COMOPS 92 "Life Support Equipment"

	Are constant wear dual chamber life vests that contain an ELT aELT/EPIRB, flares and a signal mirror, worn by each crew member?	☒ Yes ☐ No	Ref. SOP COMOPS 92 "Life Support Equipment"
	Are immersion/exposure suits worn if water and air temperatures warrant?	☐ Yes ☒ No	For Offshore Surveys, Multi engine Aircraft are used, and a Dinghy is provided in compliance with the Risk Analysis Form.
	Are all helmets and headsets fitted with double disconnect cords?	☒ Yes ☐ No	All crewmembers use General aviation dual cords.
Weather – Offshore Surveys	Are Offshore survey flights conducted under VMC with minimums of 5 miles visibility and 1000 foot ceiling in the survey area?	☒ Yes ☐ No	Some survey can be conducted in IMC as aircraft are equipped with radar imagery system depending on type of survey.
	Is a thorough weather briefing solicited (if available) and does it should include sea state/wave height and wind maximums in the survey area?	☐ Yes ☒ No	
Supplemental Safety Training Requirements			
Fire Extinguisher Training	Do all crew members on survey flights, including equipment operators, receive annual training in the use of	☒ Yes ☐ No	• Practical use of fire extinguishers for all crews → every year; • Emergency and safety equipment training on the aircraft → every year;

	fire extinguishers in fighting in flight fires?		In class room, aeronautics fire risks, relating to CAE fleet → every two years.
Survey Crew Resource Management Training	Is Survey Crew Resource Management training provided to all crew members assigned to survey operations including: geophysicists; pilots; equipment operators; maintenance engineers; field technicians and field support staff at intervals not exceeding three years?	☒ Yes ☐ No	• Initial CRM training is provided to new hired crew member (SCANDLEARN course – 8 hrs) + 2 hours of CRM CAE specific training; • Recurrent CRM training course for all crews (pilots, equipment operators) → every year. CAE CRM training is provided by home CAE CRM trainers
Flight Performance Monitoring			
Performance Monitoring	Are performance parameters, including aircraft speed, height above terrain and drape, periodically reviewed using data collected during surveys?	☐ Always ☐ Sometimes ☒ Never	
	Is the frequency of review such that any discrepancies on a particular survey or by a particular pilot can be identified as early as possible?	☐ Always ☐ Sometimes ☒ Never	