

COMPLIANCE MONITORING CHECKLIST			
Year:			
Subject	Date checked	Checked by	Comments/non-compliance Report No
Declaration change management			
Operations have been performed in accordance with the declaration			
Changes have been properly managed in accordance with the defined process			
Flight operations			
Balloon checklists checked for accuracy and validity			
Flight plans checked for proper and correct information			
Ground handling			
Instructions regarding fuelling, if applicable			
Instructions regarding dangerous goods issued and known by all relevant personnel, if applicable			
Mass			
Load sheets checked for proper and correct information, if applicable			
Pilot training			
Updated and accurate training records			
Pilot licences current, correct ratings and valid medical certificates			
Pilots received recurrent training			
Training facilities and instructors approved			
Pilots received pre-flight inspection training, as applicable			
Documentation related to operations			
Operations manual checked for correct amendment status			
Flight documents record checked and updated			
Personnel			
Correctly identified current accountable manager and other nominated persons			
The organisation chart accurately indicates lines of responsibility and accountability throughout the organisation			
Qualifications of all new personnel (or personnel with new functions) have been appropriately assessed			
Proper training has been provided to staff involved in any safety-management-related processes and tasks			
Proper training has been provided to staff involved in any compliance-monitoring-related processes and tasks			
Training provided to staff, as necessary, to cover changes in regulations, in competent authority publications, in the management system documentation and in associated procedures, etc.			

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Contracted activities (if applicable)			
Assessment of any new providers prior to the establishment of any contract			
For existing providers: check that the service provided conforms to the applicable requirements of this Annex			
Training and communication on safety			
All personnel are aware of safety management policies, processes and tasks			
Availability of safety-related documentation and publications			
Safety-critical information derived from internal safety or occurrence reporting, hazard identification or compliance monitoring have been timely communicated to all staff concerned			
Management system documentation			
Adequate and updated documentation			
Staff can easily access such documentation when needed			
Record-keeping			
The records cover all the activities and management system processes			
Compliance with minimum record-keeping periods (random checks)			
Emergency response provisions or emergency response plan (ERP)			
Emergency response information or ERP, as applicable, is up to date and readily available			
All staff is aware of the emergency response information or ERP (random checks)			
If an ERP has been activated, how effective was it?			
Internal safety reporting procedures			
Check the number of reports received since the last audit or organisational review			
Internal reporting and external occurrence reporting are properly performed			
The safety or occurrence reports are analysed			
Feedback is provided to reporters			

BOP.ADD.035 Contracted activities

Regulation (EU) 2020/357

When contracting any part of its activity that falls within the scope of this Regulation, the operator shall be responsible for ensuring that the contracted organisation carries out the activity in accordance with the essential requirements set out in Annex V to Regulation (EU) 2018/1139 and with the requirements of this Regulation. The operator shall also ensure that the competent authority is given access to the contracted organisation in order to determine that the operator complies with those requirements.