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Department of Peace Operations
Department of Operational Support
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# Standard Operating Procedure

# Planning and Conducting Assessment and Advisory Visits (AAVs)

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# DPO / DOS STANDARD OPERATING PROCEDURE ON PLANNING AND CONDUCTING ASSESSMENT AND ADVISORY VISITS (AAV)

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## A. PURPOSE AND RATIONALE

1. The purpose of this SOP is to provide detailed procedures for planning and conducting Assessment and Advisory Visits (AAVs) to Troop/Police Contributing Countries (T/PCCs) in accordance with the United Nations Manual for Generation and Deployment of Military and Police Units to Peacekeeping Operations.

2. AAVs are planned and executed to facilitate the planning and decision-making process of UNHQ and a Member State. AAVs are aimed at gaining an accurate picture of the preparedness and readiness, including timelines, of pledged units, the ability of the T/PCC to generate, deploy and sustain a potential contribution, to enable more timely deployment of suitable capabilities to UN field missions[1], and to provide T/PCCs information required

[1] This SOP will also apply *mutatis mutandis* to formed units deployed to field missions under the purview of the Department of Political and Peacebuilding Affairs (DPPA).

for their efforts in preparing their capabilities for a future contribution to UN operations based on particular standards and requirements.

## B. SCOPE

3. This SOP provides details on the planning, execution and reporting of AAVs and complements information provided in the United Nations Manual for Generation and Deployment of Military and Police Units to Peacekeeping Operations. All personnel involved with planning and conduct of AAVs need to comply with this SOP. Adjustments in this process may be required, depending on the nature of the military/police contribution being assessed.

## C. PROCEDURES

4. AAVs in the context of the force and police generation processes are an integral part of both strategic and mission specific force and police generation processes. Not all units that receive an AAV (strategic or mission specific) will be deployed. The generation and deployment processes of military and police units to UN field missions are fully described in the United Nations Manual for Generation and Deployment of Military and Police Units to Peacekeeping Operations.

5. Two types of AAVs are conducted: strategic and mission specific. Strategic AAVs are part of the strategic force generation and capability planning efforts of the Secretariat. Such AAVs assess pledges that will likely be needed in the mid- to long-term on a proactive, forward-looking and sustained basis, and pledges of critical capabilities that are in high demand and short supply. Mission specific AAVs are conducted when there are no available pledges already at Peacekeeping Capability Readiness System (PCRS) Level 2, or when a pledge is made specifically to fill an existing capability gap in a particular mission. Such an AAV will be part of the force generation process and assess a pledge under consideration for deployment to a specific mission, with the aim of providing a clearer understanding of the unit's potential ability to meet mission specific requirements. Both types of AAVs are essential to provide a detailed understanding of the pledge when it is under consideration for selection for deployment.

6. Strategic AAVs are required for a unit to be elevated from level 1 to level 2 in the PCRS. Mission-specific AAVs, however, might be skipped (i.e., move straight to Pre-Deployment Visit - PDV) in cases of urgency for deployment, and based on the experience of the T/PCC with UN contributions of the same or similar units, and its performance record. In such exceptional cases, the Secretariat must have a high degree of confidence in the accuracy of the information provided by the T/PCC for the pledged unit. Such confidence can be based on previous recent experiences in deploying the T/PCC to field mission. AAVs cannot be skipped for specialized capabilities, including aviation units (fixed or rotary wing), UAS and Airborne ISR (under LoA), medical units (level II and III hospitals; Light Mobile Surgical Module, etc and Formed Police Units with specialized capacities.

7. For Member States, AAVs provide guidance on specific UN requirements, standards, regulations and procedures. AAVs further advise Member States contributing a new capability to UN peacekeeping on how to meet these requirements (operational, logistics, personnel) and ensure compliance with UN policies and regulations. It also provides seasoned Member States updates on these policies and regulations. AAVs should also enable the Member State to initiate and complete (where feasible) possible procurement of critical equipment items not yet available, address gaps in training, human rights and conduct and discipline screening, environmental practices, and accountability structures. In addition, AAVs can help the T/PCC focus on the preparations and readiness of personnel and equipment for deployment. They can further serve the following objectives:

   7.1. For new and emerging contributors: to advise on specific UN operational requirements, policies and procedures, and conduct an initial assessment of envisaged capabilities for future use in UN field missions, identifying existing gaps so solutions on how to address these shortfalls may be suggested.

   7.2. For experienced T/PCCs: to provide updates on existing requirements, new standards, processes, rules and regulations.

8. Decision to conduct an AAV

   8.1. Resource constraints (budget, personnel to conduct AAVs or T/PCC availability) require prioritization of AAVs as part of the Secretariat's strategic engagement plan. An annual AAV strategic overview to prioritize AAVs will be submitted to the Military and the Police Advisers with a suggestion of targeted capabilities, T/PCCs and units to be assessed. The Strategic Force Generation and Capability Planning Cell (SFGC) will lead on strategic AAVs, the OMA/Force Generation Service (FGS) on mission

specific AAVs and Police Division (PD) on both types of AAVs for Formed Police Units (FPU). AAVs will be coordinated with applicable stakeholders. The endorsed AAV plan will be revised on a quarterly basis with support of required stakeholders, to reflect the priorities listed in the Uniformed Capabilities Requirements Paper. Some of the criteria to be used in the decision of where to conduct AAVs include:

- Field missions' immediate and mid-term operational requirements, as listed in the Uniformed Capability Requirements Paper;
- Enhancing capabilities that are underrepresented in the PCRS;
- T/PCC's historical operational and equipment performance record and known and established capacities;
- Successful completion of peacekeeping capacity development initiatives, such as Triangular Partnership Programme;
- T/PCC's record on compliance with international humanitarian and human rights law, zero tolerance on sexual exploitation and abuse, and compliance with the Policy on Human Rights Screening of UN personnel;
- The need for units with a particular language skill set that is short in supply;
- Foreseen level of women's participation in the unit;
- Supporting and advising a new or emerging T/PCC;
- Capability needed for broadening the overall base of participation, including the need for geographical diversity.

8.2. Depending on the type of AAV, the SFGC, FGS, or the Police Division Selection and Recruitment Section (SRS) will initiate contact with the T/PCC to verify its readiness, suitability, and willingness to receive an AAV. Determinants in assessing unit suitability to initiate an AAV can be the equipment available, approximately 40% for a strategic AAV, and 70% for a mission specific AAV. This is not a parameter for elevation of the unit to PCRS Level 2, just an indication if the Secretariat should consider or not conducting the AAV. Other factor to be considered is the Member State's stated intention to deploy the unit into UN field missions within two years. These criteria could be waived if the intent of the AAV is to advise a new or emerging

T/PCC. Once a pledged capability is found suitable for AAV, the SFGC/FGS/SRS will work with the requisite UN Technical Experts and T/PCC to operationalize the visit.

8.3. Where the envisaged/offered contribution is military, the dates for the AAV shall be decided and the necessary documents for travel authorization, such as ToRs, shall be drafted by the SFGC or OMA/Force Generation Service (FGS), pending the nature of the AAV, in consultation with relevant UNHQ actors (e.g. other OMA Services/Teams, DOS/UCSD, DOS/LD/MOVCON, DOS/LD/ATS, DOS/Av Safety, DOS/LD/Eng Sec, DOS/OICT, DOS/DHMOSH, DOS/OUSG/EnvS, CDS/DMSPC, DPO/DPET/ITS and OHCHR) and, when required, the field mission, especially for mission specific AAVs. In case of police contributions, the drafting shall be done by SRS in consultation with appropriate partners, as stated above.

8.4. AAV funding, costs and participation: Approval from the UN Military Adviser (MILAD) is required for mission specific AAVs for military units and from the UN Police Adviser (POLAD) for formed police units. For strategic AAVs, approval is required from the Co-Chairs of the SFGC. Funding for AAVs, shall be included in HQ support account budget by both DPO and DOS stakeholders. In addition to the approval of the AAV to take place, financial approval is required from the office that holds the budget authority of the funds to be used.

8.5. The determination of participants in an AAV and its duration shall be made on a case-by-case basis depending on the capabilities that have been offered and available resources. For military units, DPO/OMA/FGS or the SFGC should lead the AAV team depending on the deployment intent of the unit (mission specific AAVs or strategic AAVs), while PD/SRS shall lead AAVs of FPUs. When possible, at least one UNHQ member of the team should have participated in a previous AAV.

- The AAV team leader shall be responsible for all coordination related to the visit, to inform all relevant offices that the AAV is taking place, as well as to communicate relevant findings of the visit internally. The AAV team leader is also responsible to make sure all participants are familiar and understand the purpose of the AAV, its process, and their responsibilities.
- For reasons of economy and respect for the environment, the numbers of travelers should be limited by assigning multiple functions to appropriately qualified participants. The AAV may include representatives from any

Secretariat entities as appropriate based on the type of contribution and characteristics of the T/PCC, as long as resources are available.

- To facilitate AAV follow-up coordination, it is beneficial that the T/PCC MILAD/POLAD or other competent representative of the respective Permanent Mission be able to attend the AAV under their own financial arrangements. This should be highlighted in the coordination correspondence.
- If requested by the Member State hosting the AAV, a representative of a third-party (Member State(s), Regional Organizations or private entity) that supports as capacity builder, may be present as an observer during the AAV. It is required that this is communicated in advance, by the T/PCC, to the AAV Team leader for planning purposes. This opportunity should be highlighted in the coordination correspondence.

8.6. The Office of the United Nations High Commissioner for Human Rights (OHCHR) may join the AAV (if necessary) to assess and advise on human rights screening mechanisms, training programmes and relevant human rights standards of the T/PCCs or meet with the AAV team to provide briefings and sensitize the T/PCC on human rights and screening requirements. In the event that OHCHR has a field presence in the country, a staff member can participate in the AAV and/or liaise with the AAV team and assist as required, in coordination with OHCHR Headquarters. In case OHCHR cannot join the AAV, it could develop a tailored human rights checklist for the specific T/PCCs, in addition to the generic human rights checklist in Annex C, when required, and be invited to join a virtual meeting when the AAV team is at its destination. OHCHR can be asked with sufficient notice to provide a human rights assessment of the country's concerned forces prior to the AAV mission, as the tasking and time allocated for the AAV is not suitable to conduct a comprehensive human rights assessment. This would enable OHCHR to articulate what is required from the T/PCC in terms of human rights issues, including screening and conduct.

9. Pre-AAV activities

9.1. Initial contact between the interested Member State and the UN is done through the respective Permanent Mission to the UN in New York. The T/PCC MILAD/POLAD or

appropriate staff of the Permanent Mission will be invited by the SFGC, SRS or OMA/FGS, depending on the type of AAV, to a series of pre-AAV meetings.

9.2. After the decision to proceed with the AAV, the AAV Team leader will send to the PM an AAV package with general and technical information. This information package includes, but is not limited to, the following: AAV SOP, relevant UN Military Manuals, COE Manual, Force Generation Manual, technical checklists, general PCRS documents, training packets & web-links, and relevant Policies, Guidance and SOPs.

9.3. The T/PCC will be requested to provide answers to the pre-AAV questionnaires. These will pertain to information and documentation related to the existing national structure/organization to manage contributions to UN field missions; political process to make deployment decisions; available COE (Major Equipment and Self-Sustainment) and the provision of detailed equipment tables with photos, sequencing the display of the COE by the Statement of Unit Requirements (SUR) when possible; personnel human rights screening mechanisms and selection process and any other issues that require better understanding. UN specialists will be able to clarify requirements and expectations during pre-AAV meetings, in particular for specialized capabilities including the need for demonstration exercises of these capabilities (e.g. medical, aviation, UAS of all classes and Airborne ISR and engineering).

9.4. An important area to be observed are the training requirements. During this stage, the contributing country is requested to provide as much information as possible, to allow the AAV team to provide customized advice during the limited time of the AAV. The T/PCC will be requested to provide summaries of the following to enable ongoing dialogue:

- An overview of the country's military training system and of any standard organizational training.
- Specific training program/modules on conduct and discipline, international humanitarian and human rights law, and Sexual Exploitation and Abuse.
- Existing/planned UN pre-deployment training (PDT) structure, program, facilities and experience.
- An overview of the command structure responsible for decisions to direct and resource pre-deployment training, and training centres likely to be involved.

9.5. Relevant UN entities will receive information regarding T/PCC's responses to the questionnaire in relation to their thematic areas of expertise (ex. OHCHR will receive information regarding the T/PCC's responses regarding human rights screening and human rights training to assess and advise as needed).

9.6. Ideally, at least two pre-AAV meetings with the PM representative, national peacekeeping authority, unit commander, logistics and training officers and any other key stakeholder in the host country should occur prior to the AAV. The meetings, preferably conducted by video-teleconference, will discuss the AAV programme in stages. The initial meeting will discuss any questions that the AAV Team may still have after the revision of the answers to the pre-AAV questionnaires and for the T/PCC to raise questions on subjects that may require more clarification during the AAV. The MS should nominate point of contacts for different aspects / dimensions of the AAV (Personnel, MOVCON, training, COE, ME, special capabilities etc) so that the contingent point of contact and the UN representative can work together on the concerned issues. The MS must ensure that the UN AAV team have all the required documents at hand before the second meeting while the contingent is also fully aware of the requirements of the AAV. The second meeting discusses administrative arrangements for the visit, the final programme for the AAV Team, as well as any questions pending from both the parties which should ensure that adequate time is allocated to capabilities exercises, viewing of the equipment, peacekeeping centers, logistic depots, ammunition verification, briefings on the human rights screening mechanism and selection process in place, and appropriate meetings with leadership. The parties will also discuss technical requirements, specific expectations and the required documents needed for the AAV team.

9.7. The duration of an AAV will vary based on the type and number of units to be assessed and the location of these units within the country. When feasible, the T/PCC should be requested to make efforts to bring to a single location all items to be verified to avoid lengthy internal movements. If internal travel is required, the T/PCC is responsible for transportation. The AAV team leader shall ensure the most effective use of the available time in the contributing country. When more than one contributing country in the same geographical region requires AAVs, the visit team may aim to conduct back-to-back visits, if practicable.

9.8. A draft schedule and programme shall be agreed upon between UNHQ and the T/PCC before the visit. It is recommended to include the following in the schedule/

programme:

- Interaction with and briefings of concerned Ministries/ Headquarters involved in the decision-making, preparation and deployment process.
- Interaction with and briefings to key staff members of the unit that are likely to be deployed/earmarked for deployment.
- Visit to the training facility and briefings from senior leaders responsible for the human rights screening mechanisms and selection process, if possible.
- Capabilities exercise and demonstration of generic tasks, including individual medical training such as buddy first aid and Field medical Assistant course training, based on the UN Military Manuals or SUR the unit is using for preparation.
- Visit to the equipment/ammunition storage/demonstration/exercise facility.
- Verification of equipment and self-sustainment capabilities.

10. Activities during the AAVs

10.1. Advisory**:** AAV team members should be prepared to discuss and advise the relevant authorities on wide-ranging issues related to UN field missions. Importantly, the team members must be competent to assess the capability and readiness of the T/PCC and proficient in giving sound and unambiguous advice on UN policies, procedures, regulations and guidelines. In providing advice, team members are expected to take the initiative in directly contacting relevant services in DPO/DOS/other Secretariat entities at appropriate levels.

10.2. Detailed and focused advice on the particular capabilities pledged should be a priority. The team should be prepared to brief national officials and key military / police personnel on overall aspects of UN field missions and mission-specific operational and logistics requirements and deployment timings (if contributions are foreseen for a specific UN peacekeeping operation) and in codes of conduct and screening and selection policies applicable to personnel. Presentations, if requested by the Member State, may include:

- UN Military and Police planning process, from mandate to mission specific documents, including SURs.
- UN Force and Police generation process.

- Differences between generic and mission specific requirements of critical/key items, such as APC specifications for key missions (mobility, mine protection).
- UN policies, procedures, regulations and guidelines (e.g. Military and Police Manuals, Command and Control, Code and Conduct, Sexual Exploitation and Abuse (SEA), Policy on Human Rights Screening of UN Personnel, Policy on Accountability for Conduct and Discipline in Field Missions, Policy on Human Rights in UN Peacekeeping Operations and Political Missions, Human Rights Due Diligence Policy on UN support to Non-UN Security Forces (HRDDP), Logistics and Environmental Policies, etc.), including applicable jurisdiction for UN security forces and accountability for criminal acts and human rights violations.
- Pre-deployment training requirements and material.
- Human rights screening and certification processes.
- COE framework to include, MOU content, MOU/LOA negotiation process, applicable reimbursement for personnel, major equipment and self-sustainment, verifications during AAVs, RDL VVs and PDVs, verification and reporting process in field missions, SAG deductions, claims and reimbursements,
- All categories of self-sufficiency (water, food and fuel supply).
- Standards and requirements of specialized units: medical facilities and staffs, engineering units, aviation, UAS and Airborne ISR and aviation safety requirements for example.
- Ammunition management to include pre-deployment and post-deployment requirements and responsibilities.

10.3. Assessment**:** Assessment must be as descriptive, comprehensive and practical as possible. It should be based on all elements contributing to specific capabilities and readiness, including personnel, organization, leadership, accountability mechanisms, training, equipment, logistics and sustainment. National variations in procedures and techniques in achieving the desired outcome should be accommodated as far as practicable.

10.4. The composition of the personnel assessed at the AAV is likely to change from the time of the visit to the time of the actual deployment. As such, the focus should be on the existing processes and structures so the level of readiness of the troops can be predicted. The AAV team should assess the overall capability and readiness of the T/PCC to create, arrange, deploy and replace fully trained, human rights and international humanitarian law compliant, adequately equipped (major and self-sustainment equipment) and gender-balanced to the extent possible.

10.5. If not already known, the team should inquire with key national personnel on the potential length of the national decision-making process for the contributing country once asked to deploy, including any political considerations/national requirement that could delay deployment.

10.6. If required by the Integrated Training Service (ITS), the team should assess the training infrastructure, training capacity (availability of experienced trainers) and training curriculum to gain a better understanding of the T/PCC's capability to train soldiers/police officers in the knowledge and skill sets required for peacekeeping, including UN-specific pre-deployment training requirements, in a reasonable timeframe and on a continuous basis.

10.7. The team should also assess the linguistic abilities and make an effort to assess the functional competencies of key staff members in the case of logistics enablers, like aviation units, UAS and Airborne ISR, engineer units or medical units.

10.8. Similarly, the team should also make an objective assessment of whether an adequate amount of COE is available at the time of assessment or ability of the T/PCC to collect, procure or deploy such equipment within a reasonable timeframe. T/PCC is expected to present for assessment all available major equipment items required for the unit under consideration and the time plan for the balance, supported with documentation it would take to procure or obtain from other sources. Should also present or indicate additional equipment that could give flexibility for a future need. The T/PCC is also to present for assessment its self-sustainment capabilities and provide proof of the timeline for putting together the wherewithal for deployment, if it is asked to. The attached Check List for COE (Annex E) will be the guiding document for the team's assessment. The team should identify and discuss key issues with the T/PCC about non-standard COE items or possible "in lieu of" equipment.

10.9. The team should also look for other types of major equipment that may not be listed in the generic SUR but required in other specific missions' SURs to check the flexibility of the T/PCC to adjust to new future requirements.

10.10. The team should also obtain information on the capacity of the T/PCC to comply with UN policies, procedures, and guidelines as per each technical area to be assessed. That information will subsequently be analysed by relevant HQ offices. This work should be part of the overall assessment of a Member State's deployment capability.

10.11. During the AAV, the team should assess Member State's ability and willingness to contribute with sufficient women personnel in line with the Secretary-General's Uniformed Gender Parity Strategy.

10.12. The team should also assess the T/PCC's ability and willingness to deploy with environmental responsibility in mind, in line with mandates to reduce each mission's environmental footprint. This assessment should include gauging their knowledge and understanding of environmental policies and related environment strategy for UN field missions. Detailed issues arising during the visit, proposals and jointly recommended solutions should be recorded for the purposes of compiling the summary report. Recommendations in the overall assessment should be objective and independent. The follow-on actions must be done in consultation with the Member State. Recommendations should be based on all elements contributing to specific capabilities, including personnel, training, organization, leadership, accountability mechanisms, equipment, logistics and sustainment.

10.13. The team should also assess relevant matters related to the knowledge on UN conduct and discipline policies and standards for peacekeeping operations, and UN human rights requirements, including the national human rights screening process of the Member State, mandatory pre-deployment training on human rights and international humanitarian law and any concerns related to potential allegations of grave human rights violations by the security forces of the Member State.

10.14. During the AAV, if participating, the MOVCON specialist should brief the Member State on the UN and international rules and regulations on the transportation for the contingent's deployment, general concept of strategic movements for troops and cargo, verify COE staging area, Air/Sea port of embarkation and explain: possible options for deployment; differences between LOA and UN arrangements for

deployment; modes of transportation, deployment phases and timelines; and T/PCC's responsibility for preparation and packing of the cargo, custom clearance, supporting documents and other required actions.

10.15. The team should make a final assessment of the T/PCC unit's readiness when compared to most relevant UN field missions' requirements and clearly express the readiness timeline (months) in the AAV report.

11. T/PCC activities during the AAV

T/PCCs should demonstrate the political will and seriousness to contribute to UN field missions, an established structure to generate, deploy and sustain its contribution in a future deployment and the unit's tangible capabilities and readiness, including but not limited to, personnel, training infrastructure (including training/operational demonstrations and mandatory UN specific pre-deployment training). This should include the means to sustain this effect over subsequent rotations. During an AAV, the T/PCC should also demonstrate critical COE (Major Equipment and Self-Sustainment) and the supply/support arrangements for sustainability. The team leader should work with the T/PCC to ensure the following activities take place during the AAV:

11.1. Provide the organizational structure of units, including a breakdown of personnel employment types and grades.

11.2. Display and demonstrate all major equipment available for the unit under consideration (including ammunition), procurement plans for equipment not available and provide the equipment list submitted prior to the AAV, complete with associated minor equipment including tools and manuals.

11.3. Provide documentation with detailed characteristics of the major equipment items/special case items and photographs where possible.

11.4. Display and demonstrate items in each applicable self-sustainment category and items for self-sufficiency, including water treatment and storage.

11.5. Organize, if agreed in the program, a visit to the Peacekeeping Training Centre or the Training Centre responsible for designing and delivering pre-deployment training programme to the deploying unit and brief on the infrastructure, availability of experienced trainers, recent UN certifications, training of trainers and training programme. If a training centre visit is not possible, consultation with key training planners is advised in lieu.

11.6. Demonstrate training and operational preparedness; provide training curricula, including on United Nations policies and standards of conduct, and on international humanitarian and human rights law, sexual exploitation and abuse, human rights screening, and human rights due diligence policy.

11.7. Demonstrate the language proficiency of unit commanders and any designated specialist personnel and sustainability across each rotation.

11.8. Display and demonstrate how the unit's deployment will strive to reduce its environmental footprint (including pre-deployment training, awareness raising for behavioural change, adherence to UN (global and mission-specific) guidance on water, wastewater, energy and solid waste and environmental performance and risk management.

11.9. Display and demonstrate the human rights standards of conduct and screening mechanisms in place by which the unit's deployment are selected, and mechanisms and willingness to investigate and ensure accountability of perpetrators of crimes under national law and/or violations of human rights when deployed to UN missions.

11.10. Provide proof of professional qualifications and certification of medical, aviation, UAS and Airborne ISR and other specialized personnel where applicable, in line with relevant UN standards.

11.11. For Formed Police Units, demonstrate requirements as identified in the SOP on Assessment of Operational Capability of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions (2017.09).

11.12. Ensure the safety and security of visit participants and provide a detailed itinerary.

11.13. Coordinate and provide in-country ground and air transport as well as other administrative support necessary to facilitate the visit.

12. AAV Report

12.1. The visit should be concluded with a wrap-up meeting to summarize and agree on the findings and recommendations with the Member State. A brief summary should be generated, shared and discussed with all visit participants and other relevant UNHQ entities that contributed to the preparations. The brief summary should include the overall assessment, key findings, any capability gaps, and recommendations to overcome any issues identified. It should also summarize issues that need to be

discussed and resolved at UNHQ and Permanent Mission (PM)-level. A copy of the summary shall be shared with the Member State.

12.2. The detailed assessment should be recorded in a comprehensive report as per template in Annex M. The report should present a holistic assessment of the capability offered and the Member State's capacity to manage contributions to the UN. It should identify capability and readiness gaps, if any, and provide recommendations. The detailed report can serve as the basis to expand on any unresolved issues arising from the visit.

12.3. The report must include the time (in months/weeks) the T/PCC would take to prepare the unit (a) if asked to deploy based on the generic SUR, taking into consideration the readily available equipment and procurement time for balance, and (b) with requirements specific to key missions due to differences in generic SUR and mission specific SUR.

12.4. This report should include a clear recommendation on whether the specific unit should be elevated to Level 2 of the PCRS or requires additional assistance/preparation time to meet UN requirements before reaching PCRS Level 2. In line with the guidelines on the PCRS, the Secretariat makes the determination on elevation to Level 2 of the PCRS. In general, if the unit has over 85% of its critical equipment on hand or the ability and detailed plans to procure, inventory and train on the minor amount of missing equipment within 60 days, elevation to Level 2 could be recommended. However, even if there is deemed to be sufficient equipment to be elevated, elevation to Level 2 should not be recommended if the AAV team finds any critical shortfalls in training (facilities, curriculum, or personnel), ability to sustain personnel rotations, or implementation of credible human rights and conduct and discipline screening mechanisms, preparation and procedures.

12.5. The report should also have a final assessment of the T/PCC unit's readiness when compared to most relevant UN field missions' requirements and clearly express the readiness timeline (months) for all units recommended for PCRS Level 2.

12.6. Member States should provide all requisite material needed for the report within 10 working days of the conclusion of the visit. Subject Matter Specialists should also submit their Technical Report to the Team Leader within 10 working days upon receiving any needed information from T/PCC. The Team Leader should compile and submit for approval the AAV report within 10 working days of having received all

required inputs from technical experts and the T/PCC. A sample layout of the AAV report is attached in Annex M.

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## D. ROLES AND RESPONSIBILITIES

13. SFGC

- Coordinate with stakeholders and lead the strategic AAVs related to military capabilities and all the associated work described in this SOP.
- Prepare and coordinate an annual strategic engagement plan for military strategic AAVs.
- Coordinate and manage fundraising to generate required extra budgetary funding for the strategic AAVs for the costs not covered by the relevant UN entity Support Account.
- Prepare the military strategic AAV report, in coordination with required stakeholders and submit it for approval.

14. FGS

- Include the funding requirements for OMA participation in the Support Account.
- Provide military experts to participate in military AAVs, when required.
- Coordinate with required stakeholders and lead the mission specific AAVs related to military capabilities and all the associated work described in this SOP.
- Contribute to the AAV report, if part of the strategic AAV, as required.
- Prepare the mission specific AAV report in coordination with required stakeholders and submit it for approval.

15. SRS

- Include the funding requirements for Police Division participation in the Support Account.

- Lead and coordinate with required stakeholders the AAVs related to police capabilities and all the associated work described in this SOP.
- Provide police experts to participate in AAVs when required.
- Prepare the strategic and mission specific police AAV report, in coordination with required stakeholders and submit it for approval.

16. Uniformed Capabilities Support Division (UCSD)

- Include the funding requirements for UCSD participation in support budget.
- Review the major equipment list and advice the T/PCC on fulfilment of COE requirements.
- Provide COE/MOU subject matter experts to participate in AAVs and support the planning and coordination process for participation of other DOS entities.
- Contribute to the AAV report.

17. Other Secretariat entities

- Include the funding requirements for their participation in support budget.
- Provide technical advice during the preparation of the AAV, including input to pre-AAV questionnaire and pre-AAV meetings and assess and advise on responses from the T/PCC regarding the areas of their thematic expertise.
- Provide respective subject matter experts to participate in AAVs when required.
- Contribute to the AAV report, if part of the AAV as required.

18. Field Missions (if requested, and especially in mission specific AAVs)

- Provide experts to participate in mission specific AAVs when required.
- Generate the funding for the mission specific AAVs, if part of the AAV as required.

19. T/PCC

- Submit all required information to pledge in the PCRS.

- Communicate readiness and availability to receive the UN AAV team.
- Organize all activities described in this SOP before and during the conduct of the AAV.
- Nominate a liaison officer for the AAV process.
- Contribute to the AAV report by supplying all required information, documentation and commenting in a timely fashion, as necessary.

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## G. Terms and Definitions

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| PCRS | The Peacekeeping Capability Readiness System, administered by the SFGC in DPO, registers and maintains capability pledges for UN Peacekeeping. It aims to establish a predictable, efficient and dynamic process of interaction between the UNHQ and T/PCCs for ensuring readiness and timely deployment of quality peacekeeping capabilities. |
| AAV | Assessment and Advisory Visit: A visit planned and executed to facilitate the planning and decision-making process of UNHQ and a Member State. It is aimed at gaining an accurate picture of the preparedness and readiness of pledged units, so as to enable more timely deployment of suitable capabilities to UN field missions. |
| COE | Contingent-owned equipment: Major equipment, minor equipment and consumables deployed and operated by a contingent in the performance of peacekeeping operations. |
| Major Equipment | Major equipment consists of items directly related to the unit mission as mutually determined by the United Nations and the troop/police contributor. Major equipment can be provided by a troop/police contributor under either a wet lease |

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|---|---|
| | or a dry lease arrangement. |
| Self-Sustainment | A logistics support concept for a unit in a peacekeeping mission whereby the contributing State provides some specific, or all, logistics support to the contingent on a reimbursable basis. |
| PDV | Pre-deployment visit: A step of the Force / Police Generation process consisting of a visit to a contributing country to verify if the major equipment and the self-sustainment capabilities to be deployed are in accordance with the MOU, if the pre-deployment training is being conducted or has been completed, and if the unit can meet the operational, logistics and readiness requirements detailed in the SUR and MOU respectively. |

## H. REFERENCES

### H.1 Normative and Superior References

- Financial Regulations and Rules of the UN, ST/SGB/2013/4 dated 1 July 2013, and as supplemented/updated.
- Manual on Policies and Procedures concerning the Reimbursement and Control of Contingent-Owned Equipment of Troop/Police Contributors Participating in Peacekeeping Mission (currently A/75/121).
- ST/SGB/1999/13 - Secretary-General's Bulletin on the Observance by United Nations Forces of International Humanitarian Law, (6 August 1999).
- ST/SGB/2003/13 - Special Measures for the Protection from Sexual Exploitation and Sexual Abuse.
- United Nations Security Council Resolution 2272 (2016) – Prevention Sexual Exploitation and Abuse (11 March 2016).
- DPKO/DFS/DPA 2017.11 - Policy on Child Protection in United Nations Peace Operations (1 June 2017).

- A/67/775–S/2013/110 - United Nations Human Rights Due Diligence Policy on United Nations Support to non-United Nations Security Forces (5 March 2013).
- OHCHR/DPKO/DPA/DFS 2011.20 - Policy on Human Rights in UN Peacekeeping Operations and Special Political Missions (1 September 2011).
- UN 2012.18 - United Nations Policy on Human Rights Screening of United Nations Personnel (11 December 2012).
- UN Policy on Integrating Human Rights-Based Approach to United Nations efforts to Prevent and Respond to Sexual Exploitation and Abuse (December 2021).
- UN/DPA/DPKO/DFS 2015.10 - Policy on Accountability for Conduct and Discipline in Field Missions (1 August 2015).
- DPO/DOS 2024.06 - Policy on Operational Readiness Preparation (1 April 2024).
- DPKO/DFS 2016.08 – Guidelines Operational Readiness Preparation for Troop Contributing Countries in Peacekeeping Missions (1 January 2017).
- DPKO/DFS 2016.10 – Policy (revised) on Formed Police Units in United Nations Peacekeeping Operations (1 January 2017).
- DPO/DOS 2019.23 - Policy on Authority Command and Control 25 October 2019.
- DPKO/DFS 2009.06 -Environmental Policy for UN Field Missions.
- DPKO/DFS 2018.14 - Waste Management Policy for UN Field Missions.

### H.2 Related DPO Guidance

- DPKO/DFS 2017.01 - Policy on Force Generation/ Police Recruitment Visits (1 June 2017).
- DPKO/DFS 2017.03 - SOP on Contributing Country Reconnaissance Visits (1 June 2017).
- DPKO/DFS 2017.04 - SOP on Planning and Implementing Pre-Deployment Visits (1 June 2017).
- Generic Guidelines for Troop Contributing Countries Deploying Military Units to the UN Peacekeeping Missions dated 2008 or as updated.
- DPKO/DFS 2011.01 - Standard Operating Procedure on Implementation of amendments on conduct and discipline in the model Memorandum of Understanding between the United Nations and Troop Contributing Countries, (09 February 2011).

- DPKO/MD/03/00994 - Directives for Disciplinary Matters Involving Civilian Police Officers and Military Observers.
- DPKO/PD/2006/00135 - Guidelines for United Nations Police Officers on Assignment with Peacekeeping Operations.
- DPKO/PD/2006/00015 - Guidelines for Formed Police Units on Assignment with Peace Operations.
- DPKO/DFS 2011.18 - Standard Operating Procedure on Assessment of Individual Police Officers for Service in United Nations Peacekeeping Operations and Special Political Missions (10 January 2012).
- DPKO/DFS 2017.9 - Standard Operating Procedure (Revised) on Assessment of Formed Police Units for Service in United Nations Peacekeeping Operations and Special Political Missions (20 April 2020).
- DPKO/OMA 2016.02 - Standard Operating Procedure on Force Commander's Evaluation of Subordinate Military Entities in Peacekeeping Operations (January 2016).
- DPO/OROLSI/PD 2019.11 - Standard Operating Procedure on Assessment and Evaluation of Formed Police Unit Performance (3 May 2019).
- DPO/DOS 2019.01 – Guidelines on the Peacekeeping Capability Readiness System (PCRS), 1 January 2019.
- DPKO/DFS 2014.21 - Movement Control Manual (December 2014).
- DOS UN Aviation Manual 2021
- DOS/2022.03 DOS/DPO/DPPA Policy for Unmanned Aircraft Systems (UAS) Class I Training
- DPKO/DFS 2013.06 - Surface Transport Management in the Field (February 2013).
- United Nations Force Headquarters Handbook, November 2014.
- United Nations Infantry Battalion Manual, January 2020.
- United Nations Peacekeeping Mission Military Aviation Unit Manual, January 2015.
- United Nations Peacekeeping Missions Military Unit Manual on Special Forces, January 2015.
- United Nations Reconnaissance Unit Manual, April 2015.
- United Nations Military Riverine Unit Manual, September 2015.
- United Nations Peacekeeping Missions Military Signals Unit Manual, May 2015.

- United Nations Peacekeeping Missions Military Police Manual, July 2015.
- United Nations Peacekeeping Missions Military Force Headquarters Support Unit Manual, March 2015.
- United Nations Military Engineer Unit and CET Search and Detect Manual, January 2020.
- United Nations Peacekeeping Missions Military Logistics Unit Manual, June 2015.
- United Nations Peacekeeping Missions Military/Combat Transport Unit Manual, January 2016.
- United Nations Manual on Ammunition Management, January 2020.
- United Nations Military Peacekeeping-Intelligence Handbook, 2019.
- United Nations Peacekeeping-Intelligence, Surveillance and Reconnaissance Staff Handbook, 2020.
- United Nations Peacekeeping-Intelligence, Surveillance and Reconnaissance Military Unit Manual, 2022.
- United Nations Peacekeeping Missions Military Maritime Task Force Manual, September 2015.
- United Nations IED Threat Mitigation Military and Police, December 2017.
- United Nations Peacekeeping Missions Military EOD Unit Manual, September 2017.
- Medical Support Manual for UN Field Missions, 2015.
- DPO/D0S 2020.07 - United Nations Manual for Generation and Deployment of Military and Police Units to Peacekeeping Operations.
- DPKO/DFS 2018.21 – Aviation Manual.
- DPKO/DFS 2017.07 – Aviation Safety Manual.
- Environment Strategy for Peace Operations – 2017-2023.

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## I. MONITORING AND COMPLIANCE

20. The implementation of this policy is monitored by DPO/SFGC. All DPO/DOS staff and Head of Missions, Head of Military Components and Directors/Chiefs of Mission Support in UN field missions shall make arrangements to support the implementation of this policy.

## J. CONTACT

21. Point of contact for this policy is DPO-Strategic Force Generation Cell (SFGC).

## K. HISTORY AND AMENDMENTS

22. This is the second version of this SOP.

**APPROVAL SIGNATURE:**

**Jean-Pierre Lacroix**
**Under-Secretary-General**
**Department of Peace Operations**

**DATE OF APPROVAL:** 3 June 2024

**APPROVAL SIGNATURE:**

**Atul Khare**
**Under-Secretary-General**
**Department of Operational Support**

**DATE OF APPROVAL:** 06 June 2024

**Annex A to**
**SOP on AAV**

**TERMS OF REFERENCE**
**ASSESSMENT AND ADVISORY VISIT**

**Purpose** (Example)

1. A UN AAV team is to conduct an Assessment and Advisory Visit (AAV) to (name of contributing country) between x and x (dates) to assist and advise the (name of country) authorities on issues related to UN field missions and/or mission specific aspects / requirements and to assess the preparedness and readiness of the T/PCCs contribution (PCRS Reference Number) to deploy to UN field missions.

2. (Name of country) indicated interest / pledged to provide the following capabilities registered in UN PCRS.

   - Unit Type and PCRS Reference Number
   - Unit Type and PCRS Reference Number

**Composition** (Example)

3. The members of the AAV team are (include name of mission if staff member is not from UNHQ):

| **Office** | **Name** | **Remarks** |
|---|---|---|
| DPO/OMA/FGS/SFGCPC<br>or<br>DPO/PD/SRS | | Team Leader |
| DOS/LD/MOVCON | | MOVCON specialist |
| DOS/UCSD/MRPS | | COE specialist |

Other Secretariat entities (as and when necessary) – Member

**Activity Description** (Example)

4. As a part of the Strategic Force Generation Member State Engagement Plan and as per the requirements of the Peacekeeping Capability Readiness System and needs identified in the latest Uniformed Capability Requirements Paper, an AAV is planned to XXX to assess the above-mentioned capability(ies) against UN requirements. A successful AAV will elevate the(se) pledge(s) to Level 2 of the PCRS. The following visit program has been suggested and discussed with the PM of (name of mission)

| | |
|---|---|
| Day | Team members departing from UNHQ / field mission |
| Day | Team members arriving in |
| Day x- y | • Opening meetings<br>• Briefings by AAV Team member on<br>  ○ CONOPS, SUR, (if applicable),<br>  ○ Unit requirements, |

| | |
|---|---|
| | ○ Logistics requirements,<br>○ Policies, procedures and guidelines<br>• Assessment of the COE, self-sustainment capabilities and personnel readiness of units pledged<br>• Assessment of pre-deployment training conducted and/or planned<br>• Obtaining information on accountability mechanisms<br>• Code of Conduct / SEA (Command and control, prevention and action plan / Investigation and NIO / Obtaining information on accountability mechanisms)<br>• Wrap up meeting and drafting of initial summary report initial |
| Day | Team members depart from |
| Day | Team members arrive in at UNHQ / field mission |

**Tasks** (Example)

5. The tasks for the visit team are:

a. Assess the capability, including timelines, of the Member State to concentrate, train, equip and deploy the pledged capability in a reasonable timeframe.

b. Assess and confirm the nature, structure, composition, staffing and equipment of the proposed contribution according to the proposed SUR or United Nations Military Manuals (UNMUMs).

c. Assess the readiness of the personnel and equipment of each unit of the proposed contingent including pre-deployment training[2] conducted or planned and desired language capability.

d. Assess the operational capability, serviceability, and suitability for deployment of the proposed COE based upon the SUR and the COE list provided or UNMUMs.

e. Assess the logistic requirements and timescales for deployment from national departure points to the mission area.

f. Assess the proposed contingent's capability to self-sustain under the various categories, ascertaining the requirements for the provision of UN services or equipment to make up any shortfalls.

g. Assess the level of willingness of the national authorities to deploy the unit, the Member State's flexibility, and preferences with regard to the mission to be deployed to, and the ability of the Member State to finalize decision-making / legislation necessary for a quick deployment.

h. Assess the capacity within the contingent to command in the areas of conduct and discipline, on protection from sexual exploitation and abuse and compliance with human rights standards in UN field missions that will ensure transparency and cooperation with the United Nations on accountability. Obtain information on prevention efforts, including human rights and misconduct training and risk management planning, planning for investigation and prosecution of allegations of misconduct related to sexual exploitation and abuse, potential offences and human

[2] Including international human rights and humanitarian law, SEA and code and conduct

rights violations committed by deployed troops (police) and capacities and understanding of UN standards of conduct and related expectations by relevant officials in capital.

i. Assess the measures put in place by the Member State to ensure compliance with the United Nations Policy on Human Rights Screening of United Nations Personnel. Assess the capacity within the contingent for cooperation with the United Nations on respect for international humanitarian and human rights law. Assess the quality of training provided on international human rights and humanitarian law.

j. Compare the proposed contribution with the detailed force generation requirements, making recommendations for adjustment as necessary.

k. Brief the national officials and key contingent personnel on UN policies, procedures, regulations, and guidelines. This will include specifically the requirements under the Policy on Human Rights Screening of UN Personnel, including individual self-attestations and domestic human rights screening mechanisms leading to credible state certification.

l. If requested be prepared to brief national authorities on the force structure, T/PCC contributions, national contingent tasks, national major equipment and self-sustainment requirements, and in-country UN logistic support.

m. If requested be prepared to brief national authorities on UN regulations and procedures concerning the provision of Contingent Owned Equipment (COE), reimbursement of major equipment and self-sustainment and troop cost, deployment, and rotation.

n. If requested be prepared to brief national officials and key contingent personnel on relevant Security Council resolutions, security assessments, Rules of Engagement (ROE), Mission Concept of Operations, force structure, contributions from other countries and deployment requirements and timings. Assess the operational capability, serviceability, and suitability for deployment of the proposed COE.

o. In the case of re-hatting, also provide detailed information on the implementation of the mitigation measures identified in the context of the Human Rights Due Diligence Policy on UN Support to non-UN Security Forces.

p. Discuss with the contributing country and jointly sign a summary of the overall assessment and shortfalls identified by the visit team before completion of the visit, as well as draft plant for deployment timelines.

q. Present findings in a report to DPO within 20 working days of return, making recommendations on the deployment of the proposed contributions and the necessary administrative and logistic arrangements, and whether the pledge is to be elevated to Level 2 of the UN PCRS.

**Funds:**

6. This travel will be funded by each UN entity through Support Account and (field mission)/(UN Peacekeeping Support account)/(extra budgetary funds (donor support)[3] of each traveler. The required information to process this travel in the UMOJA is, as follows:

   a. Cost Centre:

[3] Funding pending overall purpose of AAV

b. Fund Centre:

c. Functional Area:

d. Budget Period:

**21-day compliance:**

7. The reason that this travel could not be processed prior to 21 calendar days was due to XXX, or this TOR complies with the 21-day travel policy.

**Alternative means of communications:**

8. This travel cannot be replaced by alternative means of communications, such as video teleconferencing.

Military Adviser or Police Adviser

**Annex B to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISIT – FAX

**Date:** DD/MM/YYYY **Reference:**

| | | | |
|---|---|---|---|
| **TO:**<br><br>**ATTN:**<br>**INFO:** | Military Adviser/Political Adviser<br>Permanent Mission of [Member State] to the United Nations | **FROM:** | Name<br>Military/Police Adviser for Peace Operations,<br>Office of Military Affairs, DPO, New York/ or Office of Rule of Law and security Institutions, DPO, New York |
| **FAX NO:**<br>**TEL NO:** | | **FAX NO:**<br>**TEL NO:** | |

**SUBJECT: [Member State] Assessment and Advisory Visit - coordination**

Total number of transmitted pages including this page:

References: Any existing previous correspondence with the Member State with invitation to conduct an AAV.

The Secretariat of the United Nations presents its compliments to the Permanent Mission of [Member State] to the United Nations and has the honour to refer to above mentioned reference.

The Secretariat has the pleasure to inform you that an Assessment and Advisory Visit (AAV) to verify the PCRS pledges for [PCRS pledge description and Reference Number] has been tentatively scheduled to take place for [number of days] days starting [date]. The exact dates will be mutually agreed upon in the coming days and will be determined by the status of equipment and the availability of the units. Please confirm the dates are appropriate.

We request confirmation that the requisite equipment and personnel will be available as discussed. We also request provision of major equipment list. In case there are any other military units to be assessed as potential PCRS pledges, please advise the earliest, so the Secretariat can take the appropriate measures. In preparation for the AAV, tentatively two pre-AAV teleconference sessions will occur within  weeks prior to the visit.

Also, please advise if [Member State] intends to have its Military Adviser to the UN join the visit at national expenses. Having the MILAD join the activities has proven to assist with the post-AAV coordination, finalization of the report and possible elevation of PCRS status of the units.

In addition, if [Member State] is inviting individuals from other Member States to join the AAV as observers, please advise so the Secretariat can plan accordingly.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Mission of [Member State] to the United Nations the assurances of its highest consideration.

Best regards,

MILAD/POLAD

**Annex B to**
**SOP on AAV**

| **Drafted by:** | **Authorized By:** |
| --- | --- |
| | |

**Annex C to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS GENERIC CHECKLIST

The AAV Team Leader has the responsibility to make sure the below generic critical topics are assessed and advised during the visit.

### Assessment

| Political Engagement | Yes | No | Remarks |
|---|---|---|---|
| Has the Member State demonstrated high level political willingness to take part of United Nations field missions? | | | |
| Has the Member State demonstrated any political caveat that would limit its participation in United Nations field missions? | | | |

| Timeline/Decision Process | Yes | No | Remarks |
|---|---|---|---|
| Following a request to deploy from the United Nations, what legislative procedures are needed by the national authorities to authorize a deployment? | | | |
| How long is the typical timeline for decision-making process to deploy a unit? | | | |
| What is the assessed timeline for deployment readiness? | | | |
| Does the Member State have a dedicated mechanism to manage and coordinate its efforts to take part in United Nations field missions? | | | |

| Operational Aspects | Yes | No | Remarks |
|---|---|---|---|
| Has the Member State demonstrated any operational caveat that would limit its participation in United Nations field missions? | | | |
| Does the Member State have any recent participation history in United Nations field missions? If so, are there any restrictions to its participation because of the human rights conduct of its nationals or failure to seek accountability, such as per the Policy on the Human Rights Screening of United Nations personnel? | | | |
| Does the Member State have overall knowledge and makes good use of United Nations policies, regulations and military and police manuals? | | | |
| Does the unit possess the appropriate organizational structure for command and control of the unit as specified in the respective UN Military Unit Manual/Statement of Unit Requirement? | | | |
| Is the unit trained to conduct all tasks as stated in the UN Military Unit Manual /Statement of Unit Requirement (SUR)? | | | |
| Is the unit capable of conducting joint operations with other units/other services? | | | |

| Personnel aspects | Yes | No | Remarks |
|---|---|---|---|
| What is the system of troops / unit selection for peacekeeping? Does it allow for a quick concentration of key functional staffs and required troops in time? | | | |
| How has the unit been formed? Is the main component a homogeneous unit or has it been formed with personnel from multiple units? | | | |

| | | | |
|---|---|---|---|
| What is the level of language proficiency? What is the language proficiency of the personnel (mission language) – especially the unit commands/officers? | | | |
| What is the gender balance within the unit? | | | |

| Prevention | Yes | No | Remarks |
|---|---|---|---|
| **Human rights screening, accountability, and training** | | | |
| In line with the UN Secretariat Policy on the Human Rights Screening of UN Personnel (2012), the Policy on Accountability for Conduct and Discipline in Field Missions (2015), and consistent with the Organization's purpose and principles as stated in the United Nations Charter and other UN policies, Member States nominating or providing personnel to serve with the United Nations are requested to: (a) screen their personnel and to certify that they have not committed, or are alleged to have committed criminal offences and/or violations of international human rights and international humanitarian law, and ensure that they have not been involved in misconduct during prior service with the United Nations; and (b) ensure accountability for the conduct and discipline of all personnel serving in peacekeeping and special political missions.<br><br>1.1 Does the Member State have a domestic mechanism in place to screen and prevent the nomination and deployment to the United Nations of individuals who have been involved in violations of international human rights law, international humanitarian law, misconduct, or criminal acts?<br><br>If so, please share relevant documentation (including policies, procedures, guidance) and kindly elaborate on the answers to the questions below: | | | |
| 1.2. What are the entities involved in the screening process and what are their mandates, roles, and areas of expertise? | | | |
| 1.3. What sources of information are taken into consideration for the purposes of screening? | | | |
| 1.4. What is the threshold used to determine that the prior human rights and other conduct of a candidate raises concerns for a peace mission deployment? | | | |
| 1.5. What acts perpetrated by military/police personnel result in preclusion from participation in a United Nations mission? | | | |
| 2.1. Does national legislation criminalise serious human rights violations including killings, torture, excessive use of force and violations of international humanitarian law committed by military personnel, including extra territorially?<br><br>Please share relevant documentation. | | | |
| 2.2. What are the existing mechanisms to prosecute serious human rights violations including killings, torture, excessive use of force and violations of international humanitarian law committed by military/police personnel, including extra territorially?<br><br>Please share relevant documentation. | | | |
| 3.1 Does national legislation criminalise all forms of gender-based violence, including sexual and gender-based violence against women, men, girls and boys (as prohibited in international human rights law)? | | | |

| | | | |
|---|---|---|---|
| Please share relevant documentation. | | | |
| 3.2 What are the existing mechanisms to prosecute gender-based violence, including sexual and gender-based violence against women, men, girls and boys when perpetrators are military/police personnel, including extra-territorially?<br><br>Please share relevant documentation. | | | |
| 4.1 Do all military/police personnel at all levels who are nominated for deployment to a United Nations peace operation receive prior training on the application of International Human Rights Law and International Humanitarian Law in their functions?<br>If so, share details about the contents, duration, frequency, and expertise of instructors. | | | |

| **Code and Conduct / SEA** | **Yes** | **No** | **Remarks** |
|---|---|---|---|
| Does the national training curriculum of the Member State include qualitative training on United Nations' standards of conduct, including protection from sexual exploitation and abuse? | | | |
| Does the Member State conduct separate training on conduct and discipline in it is national training curriculum (professional training not linked to peacekeeping)? | | | |
| Does the Member State conduct awareness-raising sessions on UN standards of conduct, including accountability measures for violating those standards (e.g. disciplinary or criminal measures)? | | | |
| Has the Member State developed a command philosophy and action plan regarding the prevention of sexual exploitation and abuse prior to deployment, and are commanding officers trained in this philosophy? | | | |
| **Investigative Capacities through National Investigation Officers (military units only)** | | | |
| Does the unit have qualified male and/or female National Investigation Officers (NIOs) that would be deployed as part of the unit, or else readily available for deployment upon allegations? | | | |
| Is there an intention to embed NIO in their contingents? Or else, would these NIO be readily available for deployment upon allegations? | | | |
| Does the Member State have internal accountability and courts martial systems that will be used when deployed? | | | |

| **Environmental** | **Yes** | **No** | **Remarks** |
|---|---|---|---|
| Is the Member State aware of the DPKO/DFS Environmental Policy for UN Field Missions and the related Environment Strategy for Peace Operations? | | | |
| Has the Member State knowledge of the Core Pre-deployment Training module on Environment and Natural Resources and is following it in the unit's preparation? If not, are they plans to do so? Are other trainings on environmental management being delivered? (List any in the remarks) | | | |
| Does the Member State have any specific standards related to environmental management during deployment? | | | |

| | | | |
|---|---|---|---|
| Is the unit able to demonstrate/articulate what actions are planned for implementation to reduce its environmental footprint? Have they developed a strategy to address environmental awareness and behavioural change (e.g. on water conservation, energy efficiency, solid waste reduction)? Are these documented? | | | |
| Can the Member State describe the methods with which it would handle and store its hazardous waste, including medical waste, if applicable, and also wastewater, in terms of its use of equipment and infrastructure? What other ways can the T/PCC prevent and mitigate risks to people, the environment and surrounding communities? | | | |
| **(In case of mission specific AAV)** Is the Member State aware of any mission specific environmental guidance (e.g. environmental standards, camp inspection checklist) or has received advance environmental best practice information from their counterparts deployed in the mission? | | | |

## Advisory

| | Yes | No | Remarks |
|---|---|---|---|
| Has the AAV team explained the United Nations Peacekeeping Integrated Planning Process, including the Military/Police Planning Process and objectives of the Statement of Unit Requirements? | | | |
| Has the AAV team explained the United Nations Force/Police Generation and Deployment of Units Process, including the sequence, steps and responsibilities? | | | |
| Has the AAV team indicated where United Nations policies, regulations and military and police manuals can be found? | | | |
| All Subject Matter Experts have delivered their presentations to highlight United Nations particularities, standards, rules and regulations on their technical areas? | | | |

# ASSESSMENT AND ADVISORY VISITS TRAINING CHECKLIST

## 1- ITS REPRESENTATIVE RESPONSIBILITIES

The role of the ITS representative on an AAV is to provide advice (and assessment) regarding an appropriate, consistent and sustainable national training framework. The representative is seeking to understand the T/PCC's ability to ensure (through training) that all elements (individuals and units) deployed to a UN peacekeeping operation meet UN operational readiness and performance requirements, and to provide advice on the requirements to achieve this.

## 2- TOPICS TO BE OBSERVED DURING THE AAV (NOT LIMITED TO)

a. Physical infrastructure (training facilities, field training areas)

b. Organizational structures (appropriate competencies, structures, and command and control to ensure training is appropriately resourced and directed)

c. Foundational military training and preparation for personnel/units before they are considered for UN field missions (Shaping)

d. The national military approach to design and delivery of training, ranging from training needs analysis through to evaluation of effectiveness.

e. Specific UN Pre-deployment training program of (both individual and collective) including gap-remediation, delivery of UN-specific courses using UN training material, mission-specific training, and scenario-based field training exercises (Preparation)

f. Repeatability and consistency of training, ensuring each rotation receives a consistent standard of training, informed by lessons learned from prior rotations.

g. The incorporation of appropriate current UN experience and lessons learned in training, which may involve the use of bilateral partnerships, where a T/PCC does not have recent experience in UN missions.

h. Equipment and systems used in training correlate to equipment and systems to be used on UN operations.

i. Appropriate emphasis on international humanitarian and human rights law and other priority / cross-cutting themes in UN field missions such as Sexual Exploitation and Abuse (SEA), Conduct and Discipline, Women, Peace and Security, Comprehensive Protection of Civilians, child protection, and other topics as they arise.

*These topics will relate directly to the Policy and Guidance on Operational Readiness and Performance Improvement as published at any given time.

## 3- LEVELS OF TRAINING ADVICE TO BE PROVIDED

During an AAV, a T/PCC may already have a training framework in place (whether for UN or non-UN deployments) or may be considering a framework for force preparation and readiness from first principles. The ITS representative is responsible to provide advice at each layer of command from strategic to tactical.

At the strategic level, the ITS representative will need to engage with the senior-most part of the military organization responsible for authorizing and resourcing training (including pre-deployment training), to understand national processes. While this might be a G7 or J7 responsibility, the ITS representative should engage wherever the T/PCC has decided to locate this function. It is

essential for the ITS representative to engage with strategic command and to ensure UN requirements are understood.

At the operational or tactical level, the ITS representative should engage with any intermediate command levels, training centers, and unit command representatives to provide more detailed advice/engagement regarding UN pre-deployment training requirements. This also allows an assessment of the understanding of requirements at each level.

## 4- SPECIFIC POINTS TO BE OBSERVED PRIOR AND DURING THE AAV

The following is a set of questions that the ITS representative will seek to understand before and during an AAV, in order to provide the best advice possible to the T/PCC regarding operational readiness and performance improvement.

| **Questions regarding overall training structure** | **Why the information is needed.** |
|---|---|
| Describe the national military/police training structure used to generate forces to national standards. | UN training guidance builds (and assumes a certain level) on foundation provided by national training. Advice and recommendations must be tailored to the MS. |
| How does the MS authorise, resource and design pre-deployment training (including UN pre-deployment training)? Are there specific and formal appointments with defined responsibilities for directing the appropriate standard of training? How is authority delegated? | This guides the AAV team regarding appropriate levels of consultation during the AAV. It also permits recommendations to ensure sustainable, repeatable solutions. |
| What mechanisms exist outside to check or test the training and readiness of forces, beyond the chain of command responsible for preparing those forces? | This is a valuable check and balance used to ensure that training and performance standards are maintained. |
| What UN policies, manuals, guidelines, SOPs or other doctrine have been reviewed so far by the MS in order to prepare for deploying elements to a UN peacekeeping operation? | Allows AAV team to provide updated advice where needed. |
| To what degree has the MS conducted a training needs analysis regarding the requirements of deploying to a UN peacekeeping operation. If completed, what was the outcome? Are there questions arising from this analysis which require advice? | AAV team should prepare to provide advice on the outcomes of a training needs analysis (or questions arising), although cannot perform the training needs analysis for the MS. |
| If known – how do national training and capability standards relate to the equivalent UN standards (as described in UN policies and manuals)? For instance, if units are trained to a Regional Organization standard, they will need to understand any variations between them and UN expectations? | This provides insight into any additional challenges in pre-deployment training |
| How does the MS approach (or plan to approach) pre-deployment training for UN deployments? Have directions, plans or programmes been | If the MS has formed a plan, the AAV is able to provide more tailored advice and/or assess |

| | |
|---|---|
| drafted (even if not finalised)? What are the components in (or expected to be in) the training program? | readiness. The AAV team will be looking for:<br>• Any gap training required to adapt to UN field missions<br>• Completion of appropriate UN courses<br>• How the training will incorporate mission-specific material<br>• Comprehensive, scenario-based field training<br>• How forces/individuals are evaluated<br>• How training varies according to the type/role of the unit |
| What training facilities (training areas, classroom facilities etc) does the MS plan to use (and if not yet decided, what facilities are available for use)? | Suitability for the size and nature of training. |
| How does the MS evaluate the effectiveness of pre-deployment training, and whether it has achieved the desired level of performance? What mechanisms are in place to rectify training if evaluation results indicate a need for change? | This is an essential component of the training programme, as the primary purpose of pre-deployment training is to achieve the required performance in-mission |
| Is the MS using (or planning to use) the most current UN training guidance and advice (including Core Pre-deployment Modules, Specialised Training Materials and other doctrine)? | AAV team can offer guidance regarding the most appropriate materials and ensure the latest versions are in use. |
| Has the MS received Training Recognition for any training currently being delivered? | If so, the AAV team is able to make reference to prior information gathered, which allows the AAV to focus on other areas. |
| Does the MS have access to necessary Mission-specific information (if a specific mission is known or anticipated), or exemplar mission material in the interim? | This identifies follow up actions required by the AAV. |
| Has the MS considered how it will provide basic and specialized training on UN required functions, including international human rights law (IHRL) and international humanitarian law (IHL) responsibilities, in an integrated manner? Does this capacity currently exist? | The unique differences in UN field missions may require development of an IHRL and IHL capacity. |
| How does/will the MS ensure that pre-deployment training is consistent for each rotation, and incorporates lessons learned from prior rotations? | Consistency of training over multiple rotations remains an area of focus for UN field missions. |
| How are personnel trained and assessed on personal weapon proficiencies? | While the AAV team will not assess individual skills, it will consider the overall weapons proficiency program carried out by the MS. |
| How are personnel trained and assessed on application of use of force, and application of tactics, techniques and procedures (TTPs) to ensure the disciplined, skilled control of weapons and use of force? | Beyond weapons proficiency, the AAV team will be looking for understanding of training methodologies for weapons discipline and appropriate use of force as per UN standards. |

| | |
|---|---|
| How are personnel trained and assessed on use of communications equipment? | The AAV team will be looking for understanding of the systemic training process for basic soldier skills |
| How are personnel trained and assessed in the use of immediate, lifesaving first aid measures (as distinct from qualified medics, nurses or doctors)? | The AAV team will be looking for understanding of the systemic training process basic first aid skills. |
| How are personnel trained and assessed on their human rights and IHL competency? | The AAV team will be looking if the T/PCC has the proper mechanism in place or requires assistance. |
| How does the MS approach equipment / major systems training for personnel required to operate it? Are there any major systems or equipment planned to be used on a UN deployment which is not yet in the possession of the MS? | The AAV team will be looking to understand whether all personnel will be proficient and experienced in the use of the equipment required for their duties, with a particular focus on newly received equipment. This should include personal equipment such as Night Vision equipment, radios, first aid kits, etc. |
| How does the MS approach language proficiency training and assessment (where applicable)? | The AAV team will be looking for understanding of the systemic training approach, and evidence of efficacy. |
| How are records kept of training, qualifications, competencies and experience attained by personnel? | Training records are an important part of ensuring readiness. |
| How are instructors and training designers trained, qualified and assessed in MS training institutions? | This provides important insight into the appropriate level of advice and guidance to be provided by the AAV team |
| Does the MS have (or have access to) qualified instructors and training designers with UN field missions experience? How will this be achieved? | UN experience is an essential component of the UN pre-deployment training standard. This may be achieved through bilateral partnerships or other support, and the AAV team will be able to advise and recommend solutions. |
| **Questions regarding the specific unit (if identified)/ pre-deployment training programmes (if already developed)[4]** | **Why the information is needed.** |
| How is the unit organized/assembled for training versus operations? Will this change from rotation to rotation? | There are different training needs (and advice to be provided) for units that have been "task organised" or assembled specifically for a rotation, versus units which have been training together for some time. |
| For how long will a unit be planned to be together as a complete unit for training before deployment? | UN training standards expect that training culminate in collective integrated scenario-based exercise to ensure the entire unit can function effectively as a whole. |
| Describe the training provided to ensure leadership is fully versed in with United Nations Training Standards and Requirements? For | This provides insight into the role of unit leadership in training. |

[4] Note – these questions should be answered for the first unit due to deployed, and then answered again for how this will be managed for subsequent rotations.

| | |
|---|---|
| example, are unit leadership required to become familiar with the respective UN Military Unit Manual? | |
| Is there a planned unit training schedule and programme? To what extent is this designed by unit leadership versus in accordance with a national plan? | This seeks to understand the unit plans as distinct from national plans. Ideally, they will nest together, with clear national guidance. |
| Has/will the unit been(be) trained in joint operations together with other units/other services likely to be relevant to a potential UN mission? | This provides insight into interoperability. |
| Following on from any gaps identified in the training needs analysis, how will the unit training program address all gaps relevant for that unit and all capability tasks of the SUR or UN Military Manuals? | Training gaps could include adding a new capability to a unit, reinforcing a capability that has not recently been exercised, adapting extant capabilities to new tasks (such as comprehensive protection of civilians tasking) or emphasising the differences in behaviours needed in a UN mission versus other previous experience (for example threat postures and actions on contact). |
| Does the pre-deployment training programme include integrated collective training and/or field exercise? | Practical, scenario-based training is an important component of UN pre deployment training, however, will vary depending on unit/national training needs.<br><br>The AAV team will be interested to understand preparation for such scenarios, share information on available UN-developed specialized training (if not done already). and/or provide advice on such preparation. |
| Does the pre-deployment training collective training include scenarios to practice:<br>• Rules of Engagement?<br>• Human rights and IHL?<br>• Sexual exploitation and abuse?<br>• Child protection?<br>• Women peace and security?<br>• Protection of civilians obligations?<br>• Integration with other forces?<br>• Integration with police? | |
| What other scenarios are planned/under consideration? | |
| **Code and Conduct /SEA/Human rights** | **Why the information is needed.** |
| Describe training provided in the national training curriculum relating to sexual exploitation (e.g. received regardless of whether a person is to deploy with the UN) in terms of content, their quality and the amount of time and understanding by participants of the concepts and zero tolerance policy. | The AAV team will be looking to understand systemic training practices, how often refresher training is conducted, and how leadership reinforces this training through example, lessons-learned from past deployments, scenario-based exercises and similar. This will help the AAV team provide useful, customised advice regarding training and preparation |
| Describe how leadership and general personnel are trained on human rights and conduct and | The AAV team will be seeking to understand the degree of alignment between national training standards and UN standards. |

| | |
|---|---|
| discipline in the national training curriculum (professional training not linked to peacekeeping). | |
| Describe how leadership ensures all personnel are aware of protection, including prevention and accountability measures, such as disciplinary and/or criminal, and other consequences of breaching conduct / discipline. | The AAV team will be seeking to understand the systemic way in which individuals understand the importance of conduct and discipline. |
| Describe how leadership at each level address and model issues of prevention of sexual exploitation and abuse prior to deployments. Is there formal training provided and action plan created/updated ahead of deployments? | The AAV team will be seeking to understand the degree to which leadership have received systemic training and reinforcement in a key UN value. |

**Annex E to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS COMPARATIVE TABLE FOR VERIFICATION OF MAJOR EQUIPMENT

| ME ITEMS* | QTY REQUIRED AS PER THE SUR | QTY DISPLAYED | STATUS/CONDITION OF ME | YEAR OF MANUFACTURING | (IF NOT DISPLAYED) DATE ME WILL BE READY | IS THE READINESS TIMELINE SUPPORTED BY DOCUMENTS? | REMARKS |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

* For equipment provided in lieu of (ILO), specify its acceptability under remarks
# Pictures of all COE should be provided
**A specific excel sheet with the generic/mission specific SUR with Major Equipment needs will be provided to the T/PCC during the pre-AAV stage so detailed information and comparison can be provided before the visit.**

**Annex E to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS COMPARATIVE TABLE FOR VERIFICATION OF SELF-SUSTAINMENT

| SS CATEGORY REQUIRED AS PER THE SUR | DISPLAYED BY T/PCC YES/NO | ACCEPTABILITY | (IF NOT DISPLAYED) WILL BE READY BY | IS THE READINESS TIMELINE SUPPORTED BY DOCUMENTS? | REMARKS |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

# Pictures of all COE should be provided

**A specific excel sheet with the generic/mission specific SUR with Major Equipment needs will be provided to the T/PCC during the pre-AAV stage so detailed information and comparison can be provided before the visit.**

**Annex F to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS MOVCON CHECKLIST

| Activity | Yes | No |
|---|---|---|
| | | |
| **Initial Briefing to the Member State** | | |
| Introduction of the UN rules and regulations on the deployment, general concept of strategic movements for troops and cargo | | |
| Options for deployment (differences between LOA and UN arrangements), mode of transportation, deployment phases & timelines | | |
| Planning Considerations on Air/Sea/Land Movement for Pax and COE, prioritization of the cargo (camp setup, weapons and ammo); requirements for Advance Party personnel (drivers, engineering and other skills) | | |
| Importance of the proper cargo documentation (Load list, Dangerous Goods (DG) List and Declaration, container packing list, end user certificate and etc) | | |
| T/PCC's responsibility on proper preparation and packing of the cargo to avoid loses and damages during the transportation. Containerizing of loose items. | | |
| T/PCC's responsibility on custom clearance, supporting documentation, assistance to speed up the deployment (priority for immigration/custom/vessel's berthing etc) | | |
| Possible negative impact/financial charges due to delays in cargo readiness or incorrect cargo documentation. | | |
| Certification programs for DG training and certification of containers | | |
| MOVCON assistance on the packing of the COE and preparation of the required cargo documentation | | |
| UN rules, regulations & procedures on claims for inland transportation, packing materials, loses and damages during the transportation | | |
| Transportation risk assessment (weather conditions, transit permits, etc.). | | |
| Establishment of working group (main focal points, consignor/consignee) to coordinate future deployment | | |
| | | |
| **COE-Cargo inspection** | | |
| Verification of COE staging area (accessibility, road conditions/ distance from the nearest airport/seaport, availability and specifications of Mobile Loading Ramps for the loading) | | |
| Availability of the equipment, time required for purchase and preparation for the transportation of missing equipment | | |
| Measuring of dimensions (length, width, height), verification of weight of major equipment and self-sustained items. | | |
| Inspection of containers: conditions, seaworthiness, painted in white, UN logo | | |
| Inspection of ammo (packages and marks/labels as per DG regulations), segregation requirements for transportation of DG. | | |
| Availability of packing materials (T/PCC entitlement and prior approval by DOS/Movement control section), number of additional 20" containers for the transportation (if required) | | |
| Load ability of the COE to different types of aircraft /vessels, dismantling requirements for helicopters, APCs, vehicles, trailers etc | | |
| | | |
| **Preparation of the required cargo documentation** | | |
| Initial Cargo Load List | | |
| Initial DG List and DG Declaration | | |

**Annex F to SOP on AAV**

| **Verification of APOE/SPOE** | | |
|---|---|---|
| Assessment of routes & time required for pre-carriage | | |
| Meeting with airport, seaport, custom authorities on the local requirements/rules & regulations possibility to get priority for UN operations | | |
| Assessment of capacities of the APOE/SPOE, restrictions, operational hours, accessibility, availability of MHE, berthing and etc | | |
| Alternative routes | | |
| | | |
| **De- briefing** | | |
| MOVCON findings during the visit | | |
| MOVCON recommendations | | |
| Preparation of final report | | |

**Annex G to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS MEDICAL CHECKLIST

## UNITED NATIONS ESSENTIALS OF HEALTH CARE QUALITY AND PATIENT SAFETY

## ASSESSMENT AND ADVISORY VISITS MEDICAL CHECKLIST

| **General Information about the Member State** | **Yes** | **No** |
|---|---|---|
| Does the Health Ministry have standards for hospitals to adhere to and if those apply to the Military hospitals? | | |
| Number of medical schools in the country? | | |
| Academic departments for various field of medicine in the medical schools? | | |
| No of medical graduates each year? | | |
| Certification programs and Continued Medical Education requirements for the Civilians and Military medical personnel? | | |
| Information on the Medical council of the country, i.e. the national accreditation system of the country? | | |
| | | |
| **Medical education** | | |
| Sourcing of military health personnel? | | |
| Specialist training program? | | |
| | | |
| **Depth of medical Personnel** | | |
| Whether national health care intersects with the Military in terms of doctors moving from military to civil back and forth? | | |
| | | |
| **Regulation of medical personnel** | | |
| Requirements for military medical staff to maintain registration with the medical council? | | |
| Combat exposure of health personnel? | | |
| Incident reporting/adverse events [military/country, if may have]? | | |
| Medical audits how often & procedures? | | |
| Language skills of all health personnel? | | |
| Interpreter skills? | | |
| Lab accreditation? | | |
| | | |
| **Generic Points** | | |
| Gender segregation of roles in healthcare? | | |
| Surgical safety check list? | | |
| Medical waste segregation process? | | |
| Medical waste final disposal (incineration or other secured disposal system) ensuring related risks are mitigated? | | |

## ASSESSMENT AND ADVISORY VISITS MEDICAL CHECKLIST

**Annex G to**
**SOP on AAV**

# UNITED NATIONS ESSENTIALS OF HEALTH CARE QUALITY AND PATIENT SAFETY

## Questions to be answered prior to the start of the AAV

### Leadership Process and Accountability

1. What are the standards and governance of your military healthcare facilities - do they participate in accreditation of their facilities and if so, do they participate in an external accreditation system (which one), or is it internal? If internal – how is independence assured?

2. What are the systems that are used to select personnel for deployment to UN missions?

3. What is the total workforce supply in the National Defense System, so that the AAV Medical expert can get a sense of the sustainability of the deployment after the initial set of rotations? How many practitioners in each of the specialties, at the suitable level of seniority (and immediately below – to forecast future capability) are there?

4. How does the military health care system interface with civilian regulatory authorities, and whether your health practitioners in the Armed Forces are required to hold registration with civilian authorities?

5. What is the role of civilian authorities in conduct and disciplinary matters for military personnel, and also what mechanisms exist in the military for identifying and managing poorly performing practitioners?

**6.** What is your system for Blood and Blood Products management? If possible, please provide supportive documentation.

### Competent and Capable Workforce

1. Provide an overview of your country's and the National Defense System health professional training and certification systems, for medical practitioners (including specialty training programs) nurses, dentists, paramedics, aeromedical teams, lab technicians.

2. What is their credentialing mechanism and is there scope of practice management?

3. Level of trauma training and tropical diseases training, and what the levels of expertise that can be expected in deployed personnel?

4. How are English language skills of selected personnel assessed and certified?

### Improvement of Quality and Safety

1. What safety and quality systems are followed in the military hospitals?

2. Are all medical personnel aware of the quality and safety information? How is it communicated?

3. Are regular morbidity and mortality review and benchmarking conducted? If possible, please provide supportive documentation.

**Clinical Care of Patients**

1. Do military medical personnel participate in professional roles in your healthcare system - for example, expert committees, teaching, assessment etc?

2. Is there military healthcare application of best-practice consensus statements, such as Venous thromboembolism (VTE) prophylaxis (blood clot prevention), infection control, surgical safety, etc? Are there systems for assurance of implementation and evaluation of impact?

3. What Pharmaceutical Protocols are in place to ensure safe medicine use?

**Safe Environment for Staff and Patients**

1. Are there system wide SOPs for all military facilities e.g. hand hygiene, WHO surgical check list etc? If possible, please provide supportive documentation.

2. Provide an overview of the medical logistics functions and warehousing/stockpiles to get a sense of the ease with which they can generate the necessary equipment.

3. What systems are in place for ensuring Biomedical equipment safety?

**Annex G to**
**SOP on AAV**

# FOCUS AREAS AND MEASUREMENT CRITERIA

Documentation can be provided to demonstrate adherence to all criteria

| Focus Area► | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| **Criteria ▼** | **Leadership Process and Accountability** | **Competent and Capable Workforce** | **Safe Environment for Staff and Patients** | **Clinical Care of Patients** | **Improvement of Quality and Safety** |
| **1** | Leadership responsibilities and accountabilities identified | Personnel files and job descriptions for all staff | Regular inspection of buildings | Correct patient identification as identified in the Healthcare Quality and Patient Safety Standards (HQPS) Manual | There is an adverse event reporting system as identified by the UN |
| **2** | Leadership for quality and safety | Review of credentials of physicians | Control and adequate storage of hazardous materials/control led substances | Informed consent as per HQPS Manual | Adverse events are analyzed. |
| **3** | Collaborative management | Review of credentials of nurses | Fire safety program and disaster planning | Medical and nursing assessments for all patients are carried out as per the HQPS standards | High-risk processes and high-risk patients are monitored. |
| **4** | Oversight of contracts | Review of credentials of other health professionals | Biomedical equipment safety | Laboratory services are available and meet UN standards. Routine testing to ensure proper function of equipment (maintenance and calibration) | Patient satisfaction is monitored as per the survey developed by the UN |
| **5** | Integration of quality and risk management | Staff orientation to their jobs | Stable water and electricity sources | Diagnostic imaging services are available, safe, and reliable. Routine testing to ensure proper function of equipment (maintenance and calibration) | Staff satisfaction is monitored. |
| **6** | Compliance with laws and regulations and adherence to all UN HQPS standards | Oversight of students and those in training | Coordination of infection prevention and control program | Planned and provided care is written. | There is a complaint process. |
| **7** | Commitment to patient and family rights | Training in resuscitative techniques | Reduction of health care– associated infections (hand hygiene) | Anesthesia and sedation are used and monitored appropriately. | Clinical guidelines and pathways are available and used. |
| **8** | Policies and procedures for care of high-risk patients | Staff education on infection prevention and control | Barrier techniques are used (gloves, masks, and so on). | Surgical services are appropriate to patient needs. in proper environment (isolation-based precautions). | Staff understand how to improve processes. |
| **9** | | Communication among those caring for the patient | Proper disposal of sharps and needles (adequate medical waste segregation and medical incinerator where required) | Medication use is safely managed including use of verbal orders. | Clinical outcomes are monitored. |
| **10** | Blood and blood products | Staff health and safety program / | Proper disposal of infectious medical | Patients are addressed in a | Communicating quality and safety |

| | | | | | |
|---|---|---|---|---|---|
| | management system | Occupational safety and health program for staff | waste (adequate medical waste segregation and medical incinerator where required) | language they understand to participate in their care. | information to staff |

**Annex H to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS AVIATION CHECKLIST

## ATTACK HELICOPTER

## OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | How is your Unit Air Operations Center structured? Please provide an organizational chart | | | Require a meeting with the Air Ops chief |
| **3** | How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP | | | Meeting with chief schedulers |
| **4** | How do you organize the Operations planning and operational control? | | | Meeting with Chief Ops/Planning (it might be the same person as in point 2) |
| **5** | How are Flight planning, submission of operation flight plan and load control done? Describe your tasking procedure | | | |
| **6** | Is there a regular Crew briefing before and after each mission? Can you send an example? Provide checklist if available | | | Meeting with one operational crew, all crew members included |
| **7** | Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure | | | |
| **8** | How is Ground handling, aircraft servicing, loading and support equipment organized | | | Meeting with ground crew/maintenance chief |
| **9** | Is there a norm for Cargo, Passenger and baggage handling | | | Meeting with Load master chief |
| **10** | What are the existing DG procedures, training and awareness? | | | Meeting with DG specialist chief |
| **11** | How is the security of the aircraft done? | | | |
| **12** | Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual | | | |
| **13** | Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff | | | Meeting with training chief |
| **14** | Is there a Drug & alcohol prevention program? Can you describe it? | | | This item could be captured in Aviation Safety |
| **15** | How do you maintain a document & record management system applicable to air operations? | | | |
| **16** | Are the Documents required for operations and planning approved, current and readily available? Can you send pictures? | | | |

**Annex H to**
**SOP on AAV**

## TECHNICAL REQUIREMENTS

| B | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers | | | |
| **2** | Cert. of Registration or equivalent N° and validity / / | | | |
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Is there an A/C Flight Manual? Can you provide a picture? | | | |
| **6** | Is there a Unit Operations Manual? Can you provide a picture? | | | |
| **7** | Is there an Aircraft Operating Checklist, extended and Quick Reference? Can you provide a picture? | | | |
| **8** | Do you use maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture? | | | (For remote AAV only) - Picture of planning and maps room if available |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | Do you have access to the current edition of UN DPO/DOS Aviation Manual and UNMUM or require assistance? | | | (For remote AAV only) - Prepare briefing for the TCC on the current edition of UN Aviation Manual and UNMUM |
| | **COCKPIT (aircraft must be powered up with GPU ideally)**<br>**Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General condition | | | (For remote AAV only) – Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and show the serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions** |

| | | | | |
|---|---|---|---|---|
| **2** | Emergency exits | | | |
| **3** | IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS) | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com System | | | |
| **6** | Direction Finder (DF) with ELT 406 MHz tracking system | | | |
| **7** | Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) with valid CASPAS SARSAT registration | | | |
| **8** | Radio Altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | TBC |
| **12** | GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test) | | | |
| **13** | TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test) | | | TBC |
| **14** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | TBC |
| **15** | Night Vision Goggles (NVG) compatible (check cockpit and interior lights) | | | (For remote AAV only) - Provide pictures and video of NVG equipment |
| | **OPTIONAL TECHNICAL REQUIREMENTS** | **YES** | **NO** | **REMARKS** |
| **16** | Forward Looking Infra-Red (FLIR) capability for surveillance and Search and Rescue | | | |
| **17** | Anti-heat seeking weapons countermeasures | | | |
| **18** | Additional fuel tanks | | | |
| | **COCKPIT / SAFETY EQUIPMENT**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **19** | Fire extinguishers (check expiration dates) | | | |
| **20** | First aid kits (check expiry dates) | | | |
| **21** | Life jackets and floatation devices | | | |
| **22** | Harness (check with a crew member) | | | |
| **23** | Flashlight, torches | | | |
| **24** | Aircraft crash axe | | | |
| **25** | Survival kits appropriate to mission area | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **Request meeting with operational crew, pilot/co-pilot/load Master/Flight Engineer** |
| **26** | Flight preparation (Ops Flight Plan)/performance calculation | | | |

| | | | | |
|---|---|---|---|---|
| **27** | Weight & Balance (W&B) sheet (check procedures) | | | Provide real life example of W&B sheet |
| **28** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin flight attendant) | | | Meeting with Sqd crews, 30 min meeting in English |
| | **COCKPIT /TECHNICAL LOGBOOK**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **29** | Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available) | | | Meeting with chief engineers and Sqd Quality Assurance |
| **30** | Defect notification & rectification procedure | | | |
| **31** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **(For remote AAV only) - Provide pictures and video of equipment listed** |
| **1** | General internal condition | | | |
| **2** | Cabin crew station's & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit (check expiration dates) | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, floatation equipment | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | Provide seat manufacturer certificates |
| **8** | Emergency exits / Flashlight / "No Smoking" signs | | | |
| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |
| **10** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **11** | Passengers' Safety cards / briefing demonstration in English | | | |
| **12** | Cabin crew members procedures | | | |
| **13** | Public address system as per the A/C Manual | | | |
| **14** | Access to emergency exits (not blocked by luggage/cargo/etc) | | | |
| **15** | Toilets | | | |
| **16** | Seat capacity & Medical evacuation configuration | | | |
| **17** | Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| **18** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **19** | Aircraft Interior lights | | | |
| **D** | **AIRCRAFT CONDITION** | **YES** | **NO** | **REMARKS** |

| | **(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | | | |
|---|---|---|---|---|
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |
| **4** | Wheels, tires & brakes | | | |
| **5** | Undercarriage & Wheel well | | | |
| **6** | Power plant and pylon | | | |
| **7** | Main and tail rotors | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **13** | External additional tanks | | | |
| **E** | **DOS SPECIFIC**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| **A** | **DPO/DOS CREW REQUIREMENTS**<br>**Provide crew records** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Pilot in Command (PIC): total flying hours - 600; minimum RW hours - 400; PIC hours on RW - 200, PIC hours on type – 150; IFR qualified with minimum flying hours – 80; NVG qualified with minimum flying hours – 50. | | | |
| **2** | Co-pilot (CP): Total flying hours - 300; minimum RW hours – 200; IFR qualified with minimum flying hours – 20, NVG qualified with minimum flying hours – 30. | | | |
| **3** | NVG crew qualified as per national standards | | | |
| **4** | Air crew currency requirements – The inspector will verify flight currency requirements against the current edition of UN DOS Aviation Manual | | | |
| **5** | Aircraft weapons currency | | | |
| **6** | Number of qualified crews. | | | |
| **7** | Unit new pilots' annual rate. | | | |
| **B** | **UNIT OPERATIONAL TASKS (PRIMARY TASKS)**<br>**Meeting with sqd commander** | **YES** | **NO** | **REMARKS** |
| **1** | Fire support to UN ground forces | | | |

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|---|---|---|---|---|
| **2** | Show of force | | | |
| **3** | Interdiction/neutralization of battle elements or weapons, particularly as part of protection of civilians | | | |
| **4** | Area surveillance and reconnaissance | | | |
| **5** | Armed escort | | | |
| **6** | Fire support to search and rescue operations | | | |
| **7** | Insertion/extraction operations | | | |
| **C** | **UNIT OPERATIONAL TASKS (SECONDARY TASKS)** | **YES** | **NO** | **REMARKS** |
| **1** | Observation, monitoring and surveillance by helicopter crew | | | |
| **2** | Patrol with up to eight soldiers carrying small arms | | | |
| **3** | Rappelling/fast roping | | | |
| **4** | CASEVAC | | | |
| **5** | Search and Rescue | | | |
| **D** | **AIRCRAFT/CREW TACTICAL CAPACITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Conduct tactical operations in all geographical and climatic conditions | | | |
| **2** | Day/night VFR/IFR capabilities | | | |
| **3** | Range of 320 nm (600 km) carrying full armament. Possibility to use additional fuel tanks. (See Optional Technical Requirements, Ser 18) | | | |
| **4** | Minimum cruise speed of 100 – 120 knots. | | | |
| **5** | 24/7 reaction response with 45-minute take-off time | | | |
| **6** | Establish own forward operating landing zone (LZ) | | | |
| **7** | Refuel from barrels at forward area | | | |
| **8** | Communicate and liaise with coordinating agencies supporting | | | |
| **9** | If possible, capability to operate with Night Vision Goggles (NVG) | | | |
| **E** | **OPERATIONAL EQUIPMENT/CAPACITIES (For remote AAV only) - Provide pictures and video of below equipment** | **YES** | **NO** | **REMARKS** |
| **1** | Winch (capacity and aircrew certification) | | | |
| **2** | Search light (capacity and quantity) | | | |
| **3** | FLIR (Forward Looking Infrared) | | | |
| **4** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **5** | NVG equipment including calibration kit (if applicable) | | | |
| **6** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| **7** | Personal armor protection for aircrew | | | |
| **8** | Machine Guns for self-defense (each helicopter) | | | |
| **9** | Capacity for troop insertion by fast roping/rappelling | | | |
| **10** | Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, | | | |

| | | | | |
|---|---|---|---|---|
| | general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section). | | | |
| **11** | Maximum readiness of 30 min take off when pre tasked | | | |
| **12** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure | | | |
| **13** | Operations in desert climate and dusty conditions | | | |
| **14** | Unit available 24/7 (including maintenance personnel) | | | |
| **15** | Unit minimum availability | | | |
| **16** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| **A** | **AVAILABILITY RATES** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Individual aircraft availability shall be at least 23 days per month (21 days in February) | | | |
| **2** | Minimum aircraft availability as per SUR | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | It is an essential requirement for the unit to include a fully independent helicopter maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Engine maintenance<br>ii. Gearbox/Transmission maintenance<br>iii. Hydraulics maintenance<br>iv. Electrical maintenance<br>v. Instrument maintenance<br>vi. Avionics maintenance<br>vii. Weapons maintenance<br>viii. Arming and disarming<br>ix. Munition storage and handling<br>x. Ground equipment maintenance<br>xi. Engineering records<br>xii. Spare parts storage; and<br>xiii. POL storage | | | |
| **C** | **MAINTENANCE MANAGEMENT**<br>**Meeting with maintenance chief responsible** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **1** | The unit/military shall have a documented maintenance management system. | | | |
| **2** | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| **3** | There are sufficient personnel to undertake the maintenance functions. | | | |
| **4** | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained. | | | |
| **5** | The unit has a document and records control system in place. | | | |
| **D** | **MAINTENANCE PLANNING & CONTROL**<br>Provide copy of maintenance manual and procedures | **YES** | **NO** | **REMARKS** |
| **1** | The unit/military shall have a documented maintenance management system. | | | |
| **2** | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments. | EDTO: is this applicable for single engine aircraft? | RVSM: is this applicable for helicopters operating below FL 290? | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |

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|---|---|---|---|---|
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, considering human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **E** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES Meeting with Logistics Officer** | **YES** | **NO** | |
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals). | | | |
| **5** | Management of life-limited items. | | | |
| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge). | | | |
| **F** | **TECHNICAL RECORDS** | **YES** | **NO** | |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex H to**
**SOP on AAV**

## ARMED UTILITY HELICOPTER

## OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | How is your Unit Air Operations Center structured? Please provide an organizational chart | | | Require a meeting with the Air Ops chief |
| **3** | How is the crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP | | | Meeting with chief schedulers |
| **4** | How do you organize the operations planning and operational control? | | | Meeting with Chief Ops/Planning (it might be the same person in point 2) |
| **5** | How are flight planning, submission of operation flight plan, load control done? Describe your tasking procedure | | | |
| **6** | Is there a regular crew briefing before and after each mission? Can you send an example? Provide checklist if available | | | Meeting with one operational crew, all crew members included |
| **7** | Is there an after-mission reporting process? Share an example? Provide a copy of the reporting procedure | | | |
| **8** | How is ground handling, aircraft servicing, loading and support equipment organized? | | | Meeting with ground crew/maintenance chief |
| **9** | Is there a norm for cargo, passenger and baggage handling? | | | Meeting with Load master chief |
| **10** | What are the existing dangerous goods procedures, training and awareness? | | | Meeting with DG specialist chief |
| **11** | How is the security of the aircraft done? | | | |
| **12** | Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual | | | |
| **13** | Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff | | | Meeting with training chief |
| **14** | Is there a Drug & alcohol prevention program? Can you describe it? | | | This item could be captured in Aviation Safety |
| **15** | How do you maintain a Document & record management system applicable to air operations? | | | |
| **16** | Are the documents required for operations and planning are approved, current and readily available? Can you send pictures? | | | |

**Annex H to**
**SOP on AAV**

## TECHNICAL REQUIREMENTS

| B | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers | | | |
| **2** | Cert. of Registration or equivalent N° and validity / / | | | |
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Is there an A/C Flight Manual? Can you provide a picture? | | | |
| **6** | Is there a Unit Operations Manual? Can you provide a picture? | | | |
| **7** | Is there an Aircraft Operating Checklist, extended and Quick Reference? Can you provide a picture? | | | |
| **8** | Do you use maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture? | | | Picture of planning and maps room if available |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | Do you have access to the current edition of UN DPO/DOS Aviation Manual and UNMUM or require assistance? | | | (For remote AAV only) - Prepare briefing for the TCC on the current edition of UN Aviation Manual and UNMUM |
| | **COCKPIT (aircraft must be powered up with GPU ideally)**<br>**Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General condition | | | (For remote AAV only) – Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and shows the |

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| | | | | serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions** |
| **2** | Emergency exits | | | |
| **3** | IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS) | | | |
| **4** | Transponder with 3/A and C and S-mode | | | |
| **5** | Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com System | | | |
| **6** | Direction Finder (DF) with ELT 406 MHz tracking system | | | |
| **7** | Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) with valid CASPAS SARSAT registration | | | |
| **8** | Radio Altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | TBC |
| **12** | GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test) | | | |
| **13** | TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test) | | | TBC |
| **14** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | TBC |
| **15** | NVG compatible (check cockpit and interior lights) | | | (For remote AAV only) - Provide pictures and video of NVG equipment |
| **16** | Onboard intercom system (with at least six plugs in stations) | | | |
| **17** | Searchlight compatible with NVG with at least 01 helicopter | | | |
| **18** | Satellite phone for ground communication away from the MOB | | | |
| | **OPTIONAL TECHNICAL REQUIREMENTS** | **YES** | **NO** | **REMARKS** |
| **19** | Forward Looking Infra-Red (FLIR) capability for surveillance and Search and Rescue | | | |
| **20** | Anti-heat seeking weapons countermeasures | | | |
| **21** | Additional fuel tanks | | | |
| | **COCKPIT / SAFETY EQUIPMENT** **(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **22** | Fire extinguishers (check expiration dates) | | | |
| **23** | First aid kits (check expiry dates) | | | |
| **24** | Life jackets and floatation devices | | | |
| **25** | Harness (check with a crew member) | | | |
| **26** | Flashlight, torches | | | |
| **27** | Aircraft crash axe | | | |
| **28** | Survival kits appropriate to mission area | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **Request meeting with operational crew, pilot/co-pilot/load Master/Flight Engineer** |
| **29** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **30** | Weight & Balance Sheet (check procedures) | | | Provide real life example of W&B sheet |
| **31** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant) | | | Meeting with Sqd crews, 30 min meeting in English |
| | **COCKPIT /TECHNICAL LOGBOOK**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **32** | Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available) | | | Meeting with chief engineers and Sqd Quality Assurance |
| **33** | Defect notification & rectification procedure | | | |
| **34** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **(For remote AAV only) - Provide pictures and video of equipment listed** |
| **1** | General internal condition | | | |
| **2** | Cabin crew station's & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit (check expiration dates) | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, floatation equipment | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | Provide seat manufacturer certificates |
| **8** | Emergency exits / Flashlight / "No Smoking" signs | | | |

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| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |
| **10** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **11** | Passengers' Safety cards / briefing demonstration in English | | | |
| **12** | Cabin crew members procedures | | | |
| **13** | Public address system as per the A/C Manual | | | |
| **14** | Access to emergency exits (not blocked by luggage/cargo/etc.) | | | |
| **15** | Toilets | | | |
| **16** | Seat capacity & Medical evacuation configuration | | | |
| **17** | Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| **18** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **19** | Aircraft Interior lights | | | |
| **D** | **AIRCRAFT CONDITION**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |
| **4** | Wheels, tires & brakes | | | |
| **5** | Undercarriage & wheel well | | | |
| **6** | Power plant and pylon | | | |
| **7** | Main and tail rotors | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **13** | External additional tanks | | | |
| **E** | **DOS SPECIFIC**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

**Annex H to**
**SOP on AAV**

## OPERATIONAL REQUIREMENTS

| A | DPO/DOS CREW REQUIREMENTS<br>Provide crew records | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Pilot in Command (PIC): total flying hours – 1000; minimum RW hours – 600; PIC hours on RW – 300, PIC hours on type – 150; IFR qualified with minimum flying hours – 80; NVG qualified with minimum flying hours – 50. | | | |
| 2 | Co-pilot (CP): Total flying hours – 300; minimum RW hours – 200; IFR qualified with minimum flying hours – 20, NVG qualified with minimum flying hours – 30. | | | |
| 3 | NVG crew qualified as per national standards. | | | |
| 4 | Air crew currency requirements. | | | |
| 5 | Aircraft weapons currency. | | | |
| 6 | Number of qualified crews. | | | |
| 7 | Unit new pilots' annual rate. | | | |
| **B** | **UNIT OPERATIONAL TASKS<br>Meeting with sqd commander** | **YES** | **NO** | **REMARKS** |
| 1 | Fire support | | | |
| 2 | Armed escort | | | |
| 3 | Combat re-supply | | | |
| 4 | Area surveillance and reconnaissance | | | |
| 5 | Air Assault (including quick rection) | | | |
| 6 | Troop's insertion and extraction | | | |
| 7 | Air patrol (Observe/Monitor tasks) with armed troops onboard | | | |
| 8 | Search and rescue (SAR) | | | |
| 9 | Combat search and rescue (CSAR), as armed escort | | | |
| 10 | Day and night CASEVAC (with an AMET provided by the Mission) | | | |
| 11 | Troop Transportation | | | |
| 12 | New TOB/helicopter landing site reconnaissance | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPACITIES** | **YES** | **NO** | **REMARKS** |
| 1 | Operate under Visual Flight Rules (VFR), day and night | | | |
| 2 | Operate under Instrument Flight Rules (IFR), day and night | | | |
| 3 | Operate with a minimum operational range of 150 NM (limited by type on a case-by-case basis). Extended range with external fuel tanks (See Optional Technical Requirements Ser 21) | | | |
| 4 | Lift up to 15 troops per helicopter (fully equipped, full battle order), other UN personnel, dangerous goods including explosives, fuel, ammunition or human remains | | | |
| 5 | Operate in tropical climate and dusty conditions, equipped with weather radar and survival kits appropriate to mission area | | | |
| 6 | Operate 24/7 reaction response in Visual Meteorological Conditions (VMC). The Force Commander (FC) will define the response time (notice | | | |

| | | | | |
|---|---|---|---|---|
| | to move NTM) according to the operational needs and unit capacities | | | |
| **7** | Operate in daylight under Instrument Meteorological Conditions (IMC) from/to approved airfields with the relevant certified equipment, daylight. | | | |
| **8** | Operate with Night Vision Goggles (NVG) | | | |
| **9** | Land on unprepared helicopter landing zones in VMC, day and night (with NVG) without ground support | | | |
| **10** | Evacuate at least 04 casualties (on stretchers) with medical attendants | | | |
| **11** | Maintain continuous readiness for rapid response tasks with a maximum of 30 min NTM at daylight and 45 min NTM at night for CASEVAC/MEDEVAC with at least 01 helicopter or quick reaction force (QRF) with at least 02 helicopters | | | |
| **12** | Be armoured for crew and where possible, passengers' protection from ground fire | | | |
| **13** | Mount at least 01 machine gun (for self-protection) | | | |
| **14** | Be equipped with heavy machine guns (12.7mm or larger) and/or rocket pods to be able to provide fire support to friendly forces on ground | | | |
| **15** | Operate from a TOB, including refueling/rearming for at least 07 days with ground support | | | |
| **16** | Refuel in forward area refueling points (FARP) from fuel tanks or from barrels | | | |
| **17** | Activate Direction Finder (DF) for guidance (to guide aircraft to an emergency locator transmitter, ELT-406 MHz) | | | |
| **18** | Winch up to 2 persons with a 40-meter cable with at least 01 helicopter | | | |
| **19** | Conduct Search and rescue (SAR) by a single helicopter | | | |
| **20** | Operate a searchlight compatible with NVG with at least 01 helicopter | | | |
| **21** | Operate onboard intercom system (with at least six plug in station) | | | |
| **22** | Ability to attach Forward Looking Infrared (FLIR) for surveillance and reconnaissance with at least 01 helicopter | | | |
| **23** | Ability to attach external additional fuel tanks for extended range | | | |
| **24** | Ability to transport fuel | | | |
| **25** | Operate with necessary equipment for independent operations such as stairs, tow bar, GPU/APU (if required), aircraft tie downs for anchoring, covers, engine blankets, etc. | | | |
| **D** | **OPERATIONAL EQUIPMENT/CAPACITIES**<br>**Provide pictures and video of below equipment** | **YES** | **NO** | **REMARKS** |
| **1** | Winch (capacity and aircrew certification) | | | |
| **2** | Search light (capacity and quantity) | | | |
| **3** | FLIR (Forward Looking Infrared) | | | |

| | | | | |
|---|---|---|---|---|
| **4** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **5** | NVG equipment including calibration kit (if applicable) | | | |
| **6** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| **7** | Personal armor protection for aircrew | | | |
| **8** | Machine Guns for self-defense (each helicopter) | | | |
| **9** | Capacity for troop insertion by fast roping/rappelling | | | |
| **10** | Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section). | | | |
| **11** | Maximum readiness of 30 min takeoff when pre tasked | | | |
| **12** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure | | | |
| **13** | Operations in desert climate and dusty conditions | | | |
| **14** | Unit available 24/7 (including maintenance personnel) | | | |
| **15** | Unit minimum availability | | | |
| **16** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| **A** | **AVAILABILITY RATES** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Individual aircraft availability shall be at least 23 days per month (21 days in February) | | | |
| **2** | Minimum aircraft availability as per SUR | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | It is an essential requirement for the unit to include a fully independent helicopter maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Engine maintenance | | | |

| | | | | |
|---|---|---|---|---|
| | ii. Gearbox/Transmission maintenance<br>iii. Hydraulics maintenance<br>iv. Electrical maintenance<br>v. Instrument maintenance<br>vi. Avionics maintenance<br>vii. Weapons maintenance<br>viii. Arming and disarming<br>ix. Munition storage and handling<br>x. Ground equipment maintenance<br>xi. Engineering records<br>xii. Spare parts storage<br>xiii. POL storage | | | |
| **C** | **MAINTENANCE MANAGEMENT**<br>**Meeting with maintenance chief responsible** | **YES** | **NO** | **REMARKS** |
| **1** | The unit/military shall have a documented maintenance management system. | | | |
| **2** | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| **3** | There are sufficient personnel to undertake the maintenance functions. | | | |
| **4** | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained. | | | |
| **5** | The unit has a document and records control system in place. | | | |
| **D** | **MAINTENANCE PLANNING & CONTROL**<br>Provide copy of maintenance manual and procedures | **YES** | **NO** | **REMARKS** |
| **1** | Has the unit/military a maintenance control manual or equivalent. | | | |
| **2** | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc.) and those defined for the UN mission. There is a process for approval of amendments. | EDTO: is this applicable for single engine aircraft? | RVSM: is this applicable for helicopters operating below FL 290? | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |

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|---|---|---|---|---|
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, taking into account human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **E** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES Meeting with Logistics Officer** | **YES** | **NO** | **REMARKS** |
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals). | | | |
| **5** | Management of life-limited items. | | | |
| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge). | | | |
| **F** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |

| | | | | |
|---|---|---|---|---|
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex H to**
**SOP on AAV**

## MEDIUM UTILITY HELICOPTER

## OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | How is your Unit Air Operations center structured? Please provide an organizational chart | | | Require a meeting with the air ops chief |
| **3** | How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP | | | Meeting with chief schedulers |
| **4** | How do you organize the Operations planning and operational control | | | Meeting with chief Ops/Planning (It might be the same person than point 2) |
| **5** | How are Flight planning, submission of operation flight plan, load control done? Describe your tasking procedure | | | |
| **6** | Is there a regular crew briefing before and after each mission? Can you send an example? Provide checklist if available | | | Meeting with one operational crew, all crew members included |
| **7** | Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure | | | |
| **8** | How is ground handling, aircraft servicing, loading and support equipment organized | | | Meeting with ground crew/maintenance chief |
| **9** | Is there a norm for cargo, passenger, and baggage handling | | | Meeting with Load master chief |
| **10** | What are the existing dangerous goods procedures, training and awareness? | | | Meeting with DG specialist chief |
| **11** | How is the security of the aircraft done? | | | |
| **12** | Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual | | | |
| **13** | Describe the training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff | | | Meeting with training chief |
| **14** | Is there a Drug & alcohol prevention program? Can you describe it? | | | This item could be captured in Aviation Safety |
| **15** | How do you maintain a document & record management system applicable to air operations? | | | |
| **16** | Are the documents required for operations and planning approved, current and readily available? Can you send pictures? | | | |

**Annex H to**
**SOP on AAV**

## TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers | | | |
| **2** | Cert. of Registration or equivalent N° and validity / / | | | |
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Is there an A/C Flight Manual? Can you provide a picture? | | | |
| **6** | Is there a Unit Operation Manual? Can you provide a picture? | | | |
| **7** | Is there an Aircraft Operating Checklist, extended and Quick Reference? Can you provide a picture? | | | |
| **8** | Do you use maps, charts, instrument approach charts (valid date and renewals)? Can you provide a picture? | | | Picture of planning and maps room if available |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | Do you have access to the current edition of UN DPO/DOS Aviation Manual and UNMUM or require assistance? | | | (For remote AAV only) – Prepare briefing for the TCC on the current edition of UN Aviation Manual and UNMUM |
| **B** | **COCKPIT (aircraft must be powered up with GPU ideally)** **Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General condition | | | (For remote AAV only) – Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and show the |

| | | | | |
|---|---|---|---|---|
| | | | | serviceability of those items. **Items MUST be fully operational in tropical and dusty conditions** |
| **2** | Emergency exits | | | |
| **3** | IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS) | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. System | | | |
| **6** | Direction Finder (DF) with ELT 406 MHz tracking system | | | |
| **7** | Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | TBC |
| **12** | GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test) | | | |
| **13** | TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test) | | | TBC |
| **14** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | TBC |
| **15** | NVG compatible (check cockpit and interior lights) | | | (For remote AAV only) – Provide pictures and video of NVG equipment |
| **16** | Onboard intercom system (with at least six plugs in stations) | | | |
| **17** | Searchlight compatible with NVG with at least 01 helicopter | | | |
| **18** | Satellite phone for good communication away from the MOB | | | |
| **C?** | **OPTIONAL TECHNICAL REQUIREMENTS** | **YES** | **NO** | **REMARKS** |
| **19** | Forward Looking Infra-Red (FLIR) capability for surveillance and Search and Rescue | | | |
| **20** | Anti-heat seeking weapons countermeasures | | | |
| **21** | Additional fuel tanks | | | |
| D? | **COCKPIT / SAFETY EQUIPMENT** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| | **(For remote AAV only) – Please provide pictures and videos of the below if existing in the aircraft** | | | |
| **22** | Hand fire extinguishers (check expiration dates) | | | |
| **23** | First aid kits (check expiry dates) | | | |
| **24** | Life jackets and floatation devices | | | |
| **25** | Harness (check with a crew member) | | | |
| **26** | Flashlight, torches | | | |
| **27** | Aircraft crash axe | | | |
| **28** | Survival kits appropriate to mission area | | | |
| E? | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **Request meeting with operational crew, pilot/co-pilot/load master/flight engineer** |
| **29** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **30** | Weight & Balance Sheet (check procedures) | | | Provide real life example of W$B sheet |
| **31** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant) | | | Meeting with Sqd crews, 30 min meeting in English |
| | **COCKPIT /TECHNICAL LOGBOOK (For remote AAV only) – Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | |
| **32** | Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available) | | | Meeting with chief engineers and Sqd Quality Assurance |
| **33** | Defect notification & rectification procedure | | | |
| **34** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY (For remote AAV only) – Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **Provide pictures and video of equipment listed** |
| **1** | General internal condition | | | |
| **2** | Cabin crew station's & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, flotation equipment | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | Provide seat manufacturer certificates |
| **8** | Emergency exits / Flashlight / "No Smoking" signs | | | |
| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |

| | | | | |
|---|---|---|---|---|
| **10** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **11** | Passengers' Safety cards / briefing demonstration in English | | | |
| **12** | Cabin crew members procedures | | | |
| **13** | Public address system as per the A/C Manual | | | |
| **14** | Access to emergency exits (not blocked by luggage/cargo/etc) | | | |
| **15** | Toilets | | | |
| **16** | Seat capacity & Medical evacuation configuration | | | |
| **17** | Cargo/luggage loading/of loading procedure and equipment including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| **18** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **19** | Aircraft Interior lights | | | |
| **D** | **AIRCRAFT CONDITION (For remote AAV only) – Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |
| **4** | Wheels, tires & brakes | | | |
| **5** | Undercarriage & Wheel well | | | |
| **6** | Power plant and pylon | | | |
| **7** | Inlet, fan blades / Propellers / Rotors | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **13** | External additional tanks | | | |
| **E** | **DOS SPECIFIC (For remote AAV only) – Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

**Annex H to**
**SOP on AAV**

## OPERATIONAL REQUIREMENTS

| A | DPO/DOS CREW REQUIREMENTS<br>Provide crew records | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Pilot in Command 1000 hours total; minimum 600 RW hours; PIC on type a minimum of 150 hours, 80 hours IFR and 50 NVG hours | | | |
| 2 | Copilot minimum of 300 hours total; 200 hours RW, 20 hours total IFR and 30 NVG hours. | | | |
| 3 | NVG crew qualified as per national standards. | | | |
| 4 | Air crew currency requirements. | | | |
| 5 | Aircraft weapons currency (if applicable). | | | |
| 6 | Number of qualified crews. | | | |
| 7 | Unit new pilots' annual rate. | | | |
| **B** | **UNIT OPERATIONAL TASKS<br>Meeting with sqd commander** | **YES** | **NO** | **REMARKS** |
| 1 | Transport troops | | | |
| 2 | Periodic or regular troop insertion and extraction | | | |
| 3 | Air patrol with armed troops onboard | | | |
| 4 | Combat search and rescue (CSAR) with armed helicopters support | | | |
| 5 | Search and Rescue (SAR) | | | |
| 6 | Area surveillance and reconnaissance | | | |
| 7 | Air assault | | | |
| 8 | Transport passengers, including VIP's and detainee(s) | | | |
| 9 | Cargo transportation (internal and sling) | | | |
| 10 | New campsite/FOB/helicopter landing site reconnaissance | | | |
| 11 | Operational logistics support | | | |
| 12 | Radio Relay (Check equipment) | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPACITIES** | **YES** | **NO** | **REMARKS** |
| 1 | Number of troops with individual equipment | | | |
| 2 | Cargo capacity internally or freight externally (by sling) | | | |
| 3 | Number of stretchers per helicopter with a CASEVAC/MEDEVAC team | | (For remote AAV only) – Provide video | |
| 4 | Desired operating range of 250 NM (limited by type on a case-by-case basis). Extended range to 350NM with external tanks (See Optional Technical Requirements Ser 21) | | (For remote AAV only) – Provide pictures of external tanks installed. Is this possible for this type of helicopter? | |
| 5 | High Altitude Operations | | | |
| 6 | Day/night Visual Flight Rules (VFR) | | | |
| 7 | Day/night Instrument Flying Rules (IFR) | | | |

| | | | | |
|---|---|---|---|---|
| **8** | Day/night Operations on HLS certified by the Mission (as per DPO Manual) | | | |
| **9** | Operations day/night on unprepared landing sites (as per DPO Manual) | | | |
| **10** | NVG operations on prepared / unprepared airstrips / unprepared landing sites | | | |
| **11** | Ops in hostile environment / forward area without flight handling services | | | |
| **12** | High altitude / tropical climates and dusty environment operations | | | |
| **D** | **OPERATIONAL EQUIPMENT/CAPACITIES Provide pictures and video of below equipment** | **YES** | **NO** | **REMARKS** |
| **1** | Winch (capacity and aircrew certification) | | | |
| **2** | Search light (capacity and quantity) | | | |
| **3** | FLIR (Forward Looking Infrared) | | | |
| **4** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **5** | NVG equipment including calibration kit (if applicable) | | | |
| **6** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| | Personal armor protection for aircrew | | | |
| **7** | Machine Guns for self-defense (each helicopter) | | | |
| **8** | Capacity for troop insertion by fast roping/rappelling | | | |
| **9** | Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section). | | | |
| **10** | Maximum readiness of 30 min take-off when pre tasked | | | |
| **11** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure | | | |
| **12** | Operational in desert climate and dusty conditions | | | |
| **13** | Unit available 24/7 (including maintenance personnel) | | | |
| **14** | Unit minimum availability | | | |
| **15** | Maintenance capabilities | | | |

**Annex H to**
**SOP on AAV**

## MAINTENANCE REQUIREMENTS

| A | AVAILABILITY RATES | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Individual aircraft availability shall be at least 23 days per month (21 days in February) | | | |
| 2 | Minimum aircraft availability as per SUR | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| 1 | It is an essential requirement for the unit to include a fully independent helicopter maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Engine maintenance<br>ii. Gearbox/Transmission maintenance<br>iii. Hydraulics maintenance<br>iv. Electrical maintenance<br>v. Instrument maintenance<br>vi. Avionics maintenance<br>vii. Weapons maintenance<br>viii. Arming and disarming<br>ix. Munition storage and handling<br>x. Ground equipment maintenance<br>xi. Engineering records<br>xii. Spare parts storage<br>xiii. POL storage | | | |
| **C** | **MAINTENANCE MANAGEMENT**<br>**Meeting with maintenance chief responsible** | **YES** | **NO** | **REMARKS** |
| 1 | The unit/military shall have a documented maintenance management system. | | | |
| 2 | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| 3 | There are sufficient personnel to undertake the maintenance functions. | | | |
| 4 | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material are retained. | | | |
| 5 | The unit has a document and records control system in place. | | | |
| **D** | **MAINTENANCE PLANNING & CONTROL**<br>Provide copy of maintenance manual and procedures | **YES** | **NO** | **REMARKS** |
| 1 | Does the unit have a maintenance control manual or equivalent? | | | |

| | | | | |
|---|---|---|---|---|
| **2** | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc.) and those defined for the UN mission. There is a process for approval of amendments. | EDTO: is this applicable for single engine ac.? | RVSM: is this applicable for helicopters operating below FL 290? | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, taking into account human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **E** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES**<br>**Meeting with Logistics Officer** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals). | | | |
| **5** | Management of life-limited items. | | | |
| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge). | | | |
| **F** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex H to**
**SOP on AAV**

## TACTICAL AIR TRANSPORT UNIT

## OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | How is your Unit Air Operations Center structured? Please provide an organizational chart | | | Require a meeting with the Air Ops chief |
| **3** | How is the Crew/flight scheduling done? Can you send us an example? Provide a copy of your scheduling procedures/SOP | | | Meeting with chief schedulers |
| **4** | How do you organize the Operations planning and operational control | | | Meeting with Chief Ops/Planning (it might be the same person in point 2) |
| **5** | How are Flight planning, submission of operation flight plan, load control done? Describe your tasking procedure | | | |
| **6** | Is there a regular Crew briefing before and after each mission? Can you send an example? Provide checklist if available | | | Meeting with one operational crew, all crew members included |
| **7** | Is there an after-mission reporting process? Share an example. Provide a copy of the reporting procedure | | | |
| **8** | How is Ground handling, aircraft servicing, loading and support equipment organized | | | Meeting with ground crew/maintenance chief |
| **9** | Is there a norm for Cargo, Passenger and baggage handling | | | Meeting with Load master chief |
| **10** | What are the existing Dangerous goods procedures, training and awareness? | | | Meeting with DG specialist chief |
| **11** | How is the security of the aircraft done? | | | |
| **12** | Flight tracking (appropriate for military operations), flight following. Provide a copy of the tracking system technical manual | | | |
| **13** | Describe the Training and recurrent training program for aircrew (including, gunners, load masters, as applicable) (including normal and non-normal operations), ground crew and operational support staff | | | Meeting with training chief |
| **14** | Is there a Drug & alcohol prevention program? Can you describe it? | | | This item could be captured in Aviation Safety |
| **15** | How do you maintain a Document & record management system? Applicable to air operations | | | |
| **16** | Are the Documents required for operations and planning are approved, current and readily available? Can you send pictures? | | | |

**Annex H to**
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## TECHNICAL REQUIREMENTS

| B | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers | | | |
| **2** | Cert. of Registration or equivalent N° and validity / / | | | |
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Is there an A/C Flight Manual? Can you provide a picture? | | | |
| **6** | Is there a Unit Operations Manual? Can you provide a picture? | | | |
| **7** | Is there an Aircraft Operating Checklist, extended and Quick Reference? Can you provide a picture? | | | |
| **8** | Do you use Maps, charts, instrument approach charts (valid date and renewals) Can you provide a picture? | | | (For remote AAV only) - Picture of planning and maps room if available |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | Do you have access to the current edition of UN DPO/DOS Aviation Manual and UNMUM or require assistance? | | | (For remote AAV only) - Prepare briefing for the TCC on the current edition of UN Aviation Manual and UNMUM |
| | **COCKPIT (aircraft must be powered up with GPU ideally)**<br>**Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | General condition | | | (For remote AAV only) - Provide a video tour, external and internal check with a crew. Maximum 10 min. (this might require more time, could be split) The video must show the items listed below with power on and shows the serviceability of those items.<br>**Items MUST be fully operational in tropical and dusty conditions** |
| **2** | Emergency exits | | | |
| **3** | Navigational systems such as ILS/VHF Omnidirectional Range (VOR), Distance Measuring Equipment (DME) and ADF | | | |
| **4** | Tracking system | | | |

| | | | | |
|---|---|---|---|---|
| **5** | Transponder 3/A and C | | | |
| **6** | Dual (VHF-AM (118.00-135.975 MHz), VHF/AM low band (33.00-158.95 MHz), SAT COM & inter-com System | | | |
| **7** | Dual HF communications equipment compatible with Mission communications equipment HF (1-29 MHz) | | | |
| **8** | UHF FM (military frequencies) | | | |
| **9** | Air defense system | | | |
| **10** | Direction Finder (DF) | | | |
| **11** | 2 x self-activated Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) | | | |
| **12** | Automatic Emergency Locator Transmitter (ELT-406 MHz) | | | |
| **13** | Night Vision Goggles (NVG) | | | |
| **14** | Radio Altimeter | | | |
| **15** | Weather Radar | | | |
| **16** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **17** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | TBC |
| **18** | Enhanced Ground Proximity Warning System (EGPWS) | | | |
| **19** | Traffic Collision and Avoidance System (TCAS) | | | TBC |
| **20** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | TBC |
| **21** | NVG compatible (check cockpit and interior lights) | | | (For remote AAV only) - Provide pictures and video of NVG equipment |
| **22** | Passenger briefing cards in English | | | |
| **23** | Posted “No Smoking” signs prohibiting smoking on the aircraft in English | | | |
| **24** | Satellite Phone | | | |
| | **COCKPIT / SAFETY EQUIPMENT (For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **25** | Fire extinguishers (check expiration dates) | | | |
| **26** | First aid kits (Check expiry dates) | | | |
| **27** | Life jackets and floatation devices | | | |
| **28** | Harness (check with a crew member) | | | |
| **29** | Flashlight, torches | | | |
| **30** | Aircraft crash axe | | | |
| **31** | Survival kits appropriate to mission area | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **Request meeting with operational crew, pilot/co-pilot/load Master/Flight Engineer** |
| **32** | Flight preparation (Ops Flight Plan)/performance calculation | | | |

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|---|---|---|---|---|
| **33** | Weight & Balance Sheet (check procedures) | | | Provide real life example of W&B sheet |
| **34** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant) | | | Meeting with Sqd crews, 30 min meeting in English |
| | **COCKPIT /TECHNICAL LOGBOOK**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | |
| **35** | Aircraft logbook & Maintenance release cert. (check power plant/airframe hours available) | | | Meeting with chief engineers and Sqd Quality Assurance |
| **36** | Defect notification & rectification procedure | | | |
| **37** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **(For remote AAV only) - Provide pictures and video of equipment listed** |
| **1** | General internal condition | | | |
| **2** | Cabin crew station's & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit (check expiration dates) | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, floatation equipment for each passenger when conducting flights over water | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | Provide seat manufacturer certificates |
| **8** | Emergency exits / Flashlight / "No Smoking" signs | | | |
| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |
| **10** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **11** | Passengers' Safety cards / briefing demonstration in English | | | |
| **12** | Cabin crew members procedures | | | |
| **13** | Public address system as per the A/C Manual | | | |
| **14** | Access to emergency exits (not blocked by luggage/cargo/etc) | | | |
| **15** | Toilets | | | |
| **16** | Seat capacity & Medical evacuation configuration | | | |
| **17** | Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| | Cargo nets and straps | | | |
| **18** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **19** | Aircraft Interior lights | | | |

| D | AIRCRAFT CONDITION<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |
| **4** | Wheels, tires & brakes | | | |
| **5** | Undercarriage & Wheel well | | | |
| **6** | Power plant and pylon | | | |
| **7** | Inlet, fan blades / Propellers | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **E** | **DOS SPECIFIC**<br>**(For remote AAV only) - Please provide pictures and videos of the below if existing in the aircraft** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| A | DPO/DOS CREW REQUIREMENTS<br>Provide crew records | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Pilot in Command (PIC): total flying hours - 1200; minimum FW hours - 1000; PIC hours on FW - 500, PIC hours on type – 250; IFR qualified with minimum flying hours – 200; NVG qualified with minimum flying hours – 50. | | | |
| **2** | Co-pilot (CP): Total flying hours - 600; minimum FW hours – 500; IFR qualified with minimum flying hours – 100, NVG qualified with minimum flying hours – 30. | | | |
| **3** | NVG crew qualified as per national standards. | | | |
| **4** | Air crew currency requirements – The inspector will verify flight currency requirements against the current edition of UN DOS Aviation Manual. | | | |
| **5** | Aircraft weapons (Countermeasures) currency. | | | |
| **6** | Number of qualified crews. | | | |
| **7** | Unit new pilots' annual rate. | | | |
| **B** | **UNIT OPERATIONAL TASKS (PRIMARY TASKS)** | **YES** | **NO** | **REMARKS** |

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| | Meeting with Sqd commander | | | |
|---|---|---|---|---|
| **1** | Logistic Support | | | |
| **2** | Tactical airlift (in a threat environment and/or on unpaved runway) | | | |
| **3** | Freight and personnel airdropping | | | |
| **4** | Provide support for the Force operational reserves and Special Forces task force units | | | |
| | **UNIT OPERATIONAL TASKS (SECONDARY TASKS)** | **YES** | **NO** | **REMARKS** |
| 1 | CASEVAC/MEDEVAC capabilities augmentation | | | |
| **2** | Command, control and communications platform | | | |
| **3** | General logistic capabilities augmentation, including VIP and liaison | | | |
| **4** | Passenger transportation | | | |
| **5** | Cargo transportation | | | |
| **C** | **OPERATIONAL CAPABILITY** | **YES** | **NO** | **REMARKS** |
| **1** | Operate in a hostile environment or in the absence of flight handling facilities | | | |
| **2** | Operate from main operating bases, dislocated operating bases and field operating sites | | | |
| **3** | Pre-position independently at forward locations for up to 30 days | | | |
| **4** | Conduct self-defense by passive defence equipment, laser warning receivers and chaff/flare dispensers, including add-on armored plates for the aircrew | | | |
| **5** | Day and night capabilities for both VFR and IFR flights on a 24/7 basis, given a response time of 4 hours and crew rest. Adequate flight crews (numbers vary depending on aircraft type) are required to maintain this capability | | | |
| **6** | Aircraft must be capable of operating on airfields of 1000 meters in length, including both paved and unpaved surfaces | | | |
| **D** | **TRANSPORT/TACTICAL AIRLIFT CAPABILITY** | **YES** | **NO** | **REMARKS** |
| **1** | Lift a minimum of 50 troops with full equipment | | | |
| **2** | Internal cargo capacity, complete with proper cargo straps and tie downs, for a minimum of 15000 kg and dimensions of 7.65 m x 2.90 m x 2.35 m (e.g., sufficient to carry armored personnel carrier) | | | |
| **3** | Removable paratrooper seats for up to 54 passengers complete with 9G rated seat belts for each seat. Seat belt buckles are to have metal to metal couplings, which operate in a snap and lock manner that do not allow slippage | | | |
| **4** | Aircraft must be capable of 1800 nm with an extended range of 2200 nm for a minimum of 10 hours duration at a normal cruising speed of 280 knots | | | |
| **5** | Able to airdrop freight and deploy paratroopers with an opened rear ramp | | | |

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| **6** | The cargo area must be a roller deck capable of accepting standard size pallets loaded to a height of at least 1.7 meters | | | |
| **7** | CASEVAC capable with removable litter kits for casualty or medical evacuation flights for a minimum of 50 litter cases | | | |
| **E** | **OPERATIONAL EQUIPMENT/CAPACITIES (For remote AAV only) - Provide pictures and video of below equipment** | **YES** | **NO** | **REMARKS** |
| **1** | Winch (capacity and aircrew certification) | | | |
| **2** | Search light (capacity and quantity) | | | |
| **3** | FLIR (Forward Looking Infrared) | | | |
| **4** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **5** | NVG equipment including calibration kit (if applicable) | | | |
| **6** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| | Personal armor protection for aircrew | | | |
| **7** | Machine Guns for self-defense (each helicopter) | | | |
| **8** | Capacity for troop insertion by fast roping/rappelling | | | |
| **9** | Able to transport security forces (troops and/or police) with a variety of cargo including dangerous goods and human remains. Dangerous goods to be transported are likely to include ICAO Class 1 dangerous goods, such as (noting this list is not exhaustive): fuel, compressed gas, medical supplies, batteries, generators, ammunition, general explosives, and explosive material for demining activities. Transportation of dangerous goods will generally be in accordance with ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284). However, when operational reasons exist, transportation will occur under the Unit's national military regulations for the carriage of dangerous goods in a military aircraft. For such flights, dangerous goods transportation will be in accordance with the national military regulations and procedures of the providing TCC, and through coordination between the Unit and the Mission Support Division (MSD/Aviation Section). | | | |
| **10** | Maximum readiness of 30 min take off when pre tasked | | | |
| **11** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual. Provide copy of FARP procedure | | | |
| **12** | Operations in desert climate and dusty conditions | | | |
| **13** | Unit available 24/7 (including maintenance personnel) | | | |
| **14** | Unit minimum availability | | | |
| **15** | Maintenance capabilities | | | |

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## MAINTENANCE REQUIREMENTS

| A | AVAILABILITY RATES REQUIREMENT | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Individual aircraft availability shall be at least 23 days per month (21 days in February) | | | |
| 2 | Minimum aircraft availability as per SUR | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| 1 | The number and qualifications of maintenance personnel must be sufficient to ensure that all requirements are met for day and night operations in compliance with the applicable standards as specified in the LOA.<br>i. Engine maintenance<br>ii. Gearbox/Transmission maintenance<br>iii. Hydraulics maintenance<br>iv. Electrical maintenance<br>v. Instrument maintenance<br>vi. Avionics maintenance<br>vii. Weapons maintenance<br>viii. Arming and disarming<br>ix. Munition storage and handling<br>x. Ground equipment maintenance<br>xi. Engineering records<br>xii. Spare parts storage<br>xiii. POL storage | | | |
| **C** | **MAINTENANCE MANAGEMENT**<br>**Meeting with maintenance chief responsible** | **YES** | **NO** | **REMARKS** |
| 1 | The unit/military shall have a documented maintenance management system. | | | |
| 2 | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| 3 | There are sufficient personnel to undertake the maintenance functions. | | | |
| 4 | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained. | | | |
| 5 | The unit has a document and records control system in place. | | | |
| **D** | **MAINTENANCE PLANNING & CONTROL**<br>Provide copy of maintenance manual and procedures | **YES** | **NO** | **REMARKS** |
| 1 | The unit/military shall have a documented maintenance management system. | | | |
| 2 | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc) and those defined for the UN mission. There is a process for approval of amendments. | EDTO: is this applicable for single engine aircraft? | RVSM: is this applicable for helicopters operating | |

| | | | | |
|---|---|---|---|---|
| | | | below FL 290? | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, taking into account human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **E** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES Meeting with Logistics Officer** | **YES** | **NO** | **REMARKS** |
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures ‘Aircraft on Ground’ (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier’s instructions (e.g. electro-static sensitive devices, glues, sealants, batteries, dangerous goods and chemicals). | | | |
| **5** | Management of life-limited items. | | | |

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| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g. fire extinguishers, eye wash, ground static discharge). | | | |
| **F** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex I to**
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## ASSESSMENT AND ADVISORY VISITS AVIATION SAFETY CHECKLIST

| | ACTIVITY | Yes | No |
|---|---|---|---|
| | **INITIAL BRIEFING - ADVISORY** | | |
| **1** | Introduction to the UN Aviation Safety Regulatory Framework, applicability to the deployed military units (ASM) | | |
| **2** | Overview of the UN Aviation Safety System and areas that military units interact and cooperate with mission aviation safety activities and functions (ASM) | | |
| **3** | Overview of UN Military Aviation Unit Manual Annex D | | |
| **4** | Aviation Safety roles within the military unit (Annex D) | | |
| **5** | UN Aviation Risk Management, hazard identification, the military unit risk assessments and input to mission risk assessments (ASM) | | |
| **6** | Aviation safety reporting, UN investigations and Boards of Inquiry (ASM) | | |
| **7** | Aircraft inspections and aircrew briefing on arrival into mission (ASM) | | |
| **8** | Mission Aviation Emergency Response Plans (ASM) | | |
| **9** | Aviation safety promotion and training (ASM) | | |
| **10** | Oversight of military units (ASM) | | |
| | **SCOPE OF AREAS TO BE ASSESSED** | | |
| **A** | **SAFETY MANAGEMENT** | **Yes** | **No** |
| **1** | The organisation/unit has an aviation safety program, appropriate to the size and complexity of the entity, is suitably documented (Policies, Plans, Directives, Regulations and Procedures) and readily available and implemented, maintained (regularly reviewed), and staff understand and comply with the program. The program covers all areas of aviation related functions (flight and ground safety), including maintenance, flight line, operations, and logistics. | | |
| **2** | The Aviation Safety Program includes Human Factors elements. | | |
| **3** | The organisation/unit aviation safety policy and management commitment which promotes a positive safety culture and signed by the appropriate command level and reviewed regularly. | | |
| **4** | The aviation safety program details the interfaces and coordination with external entities on aviation safety matters, including emergency agencies, investigating authorities, regulatory authorities, manufacturers, and certifying authorities. | | |
| **5** | A suitable aviation safety structure is established in the organisation/unit. | | |
| **6** | Appointment of Safety Staff in the organisation and the unit including a Flight Safety Officer (FSO) and Ground Safety Officer (GSO). | | |
| **7** | Management responsibilities in relation to aviation safety are defined, for all levels of management within the organisation/unit. | | |
| **8** | Safety accountabilities for all levels of staff, where applicable, are defined and understood. | | |
| **9** | The aviation safety program includes the establishment of a Flight Safety Council, and Unit Aviation Safety Meeting which meets monthly, with minutes recorded and retained, and includes representatives from across the unit. | | |

| | | | |
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| **10** | The organisation/unit has a suitably established document and records management system, which follows document control principles. | | |
| **B** | **EMERGENCY RESPONSE PLANNING** | **Yes** | **No** |
| **1** | The organisation/unit has an emergency response plan or procedures, appropriate for the unit, readily accessible, and is reviewed regularly. The emergency response plan outlines the activation and cessation of the emergency response activities. | | |
| **2** | Appropriate procedures are documents and implemented for relevant emergency activities, including overdue aircraft, and search and rescue plans. | | |
| **3** | Responsible managers are defined with actions to undertake at the time of an accident and is understood by the relevant staff and managers. | | |
| **4** | Emergency exercises/drills are performed regularly, with lesson learn adopted for continuous improvement. | | |
| **C** | **AVIATION RISK MANAGEMENT** | **Yes** | **No** |
| **1** | The organisation/unit has an aviation risk management process that is documented, disseminated and readily available. | | |
| **2** | The risk tolerance of the unit/organisation is defined with the specific levels for risk acceptance, mitigation or cancelling of operations, with the responsibilities for decision making. | | |
| **3** | Hazards and risks are identified for aviation flight operations, facilities, airfields, equipment and related activities, with risks assessed in terms of severity, level of exposure and probability of occurrence, using an associated risk matrix. | | |
| **4** | The risk decision making recording and communicating of risks is established and understood by relevant staff. | | |
| **5** | The risk management processes include control and mitigation actions, including corrective/preventative actions to prevent recurrence of occurrences/deficiencies. | | |
| **6** | The risk management processes include assessment of effectiveness of the risk controls and the periodic review of risks to verify validity of controls and ongoing existence of the risks. | | |
| **D** | **SAFETY REPORTING** | **Yes** | **No** |
| **1** | A non-punitive safety reporting policy is established, that is appropriate for the military unit, outlining conditions where punitive action may be considered (e.g. illegal activity, negligence or wilful misconduct). | | |
| **2** | The unit/organisation has a safety reporting system, including mandatory reporting and confidential reporting, and reporting to higher authority or external agency. The reporting system is accessible throughout the unit and suitable for the military. | | |
| **3** | Safety reports are validated for accuracy of information and analysed to identify associated hazards and risks. | | |
| **4** | Safety reports are reviewed at the appropriate level of command, safety review meeting, with feedback to the originator, and trends are monitored and analysed. | | |
| **5** | Corrective and preventative actions are taken based on the analysis of the reported information, including sharing of the safety information, and follow up to ensure effectiveness of actions taken. | | |
| **E** | **ACCIDENT/INCIDENT INVESTIGATION** | **Yes** | **No** |
| **1** | The unit/organisation has a process for the investigation of incidents and accidents, ensuring all reported occurrences are investigated. | | |

| | | | |
|---|---|---|---|
| **2** | The organisation/unit has aviation accident investigation qualified personnel to be able to conduct aircraft accident investigations. | | |
| **3** | The investigation ensures that the contributing and root-causes are identified, including any associated hazards and risks, with resulting recommendations. | | |
| **4** | Results of investigations are reviewed at the appropriate level of command, safety review meeting, and trends are monitored and analysed. | | |
| **5** | Corrective and preventative actions are taken based on the investigation and follow up to ensure effectiveness of actions taken. | | |
| **6** | The military has an accident investigation agency and supporting safety structure that conducts a 'State' investigation. | | |
| **F** | **SAFETY ASSURANCE** | **Yes** | **No** |
| **1** | The organisation/unit monitors safety performance and conducts oversight, that is implemented, maintained and operationally independent of the unit and facilitates continuous improvement. | | |
| **2** | The organisation/unit has a process to measure and monitor safety performance on a regular basis. | | |
| **3** | The safety oversight program including documented periodic self-evaluations, safety surveys, reviews, and/or auditing of processes, procedures, safety reporting, corrective actions, and activities, that are conducted throughout the unit. | | |
| **4** | The safety surveys/reviews/audits are conducted at regular intervals by trained and competent personnel. | | |
| **5** | The results of safety surveys/reviews/audits are recorded, and timely corrective actions are taken to address the findings/deficiencies. Results of these activities are traceable and reported to the appropriate level of command. | | |
| **6** | The unit conducts a review of the safety program, at regular intervals and identifies opportunities for improvement. | | |
| **7** | The organisation/unit has a systematic approach to the management of change, which includes assessing the potential risks induced. | | |
| **8** | The organisation/unit has processes to manage corrective actions from recommendations/findings/deficiencies/lessons learnt, with the intention to continuously improve safety in aviation operations. | | |
| **G** | **SAFETY COMMUNICATION/TRAINING** | **Yes** | **No** |
| **1** | Communication process and safety information dissemination throughout the unit are in place, and are appropriate for the unit (e.g. posters, bulletin boards, electronic notifications, flight safety literature), including mechanisms for alerts or urgent safety information (Safety Alerts/Bulletins). | | |
| **2** | The unit has mechanisms to share safety related information with external agencies and organisations (e.g. manufacturers, other operators, regulators). | | |
| **3** | Safety communication including lessons learnt and outcomes of safety related activities, are disseminated throughout the unit and mechanisms are in place to assess the effectiveness of the communications. | | |
| **4** | The organisation/unit has an aviation safety training program in place that includes initial, pre-deployment and recurrent training, for all unit personnel. | | |
| **5** | The organisation/unit monitors training and proficiency of crew, assesses the effectiveness of training and undertakes remedial training as required. | | |
| **6** | Training records are collected and retained for all personnel. | | |

| | | | |
|---|---|---|---|
| **7** | The training conducted is kept current and up to date to reflect new technologies, techniques, results of investigations and corrective actions, and regulatory | | |
| **H** | **AVIATION OPERATIONS** | **Yes** | **No** |
| **1** | The unit operations planning takes into consideration the risks (e.g. weather, dusty, heat, night, quals), hazards, fatigue, human factors etc. | | |
| **2** | The unit has a process to monitor and manage crew duty limitations. | | |
| **3** | The unit demonstrates a positive safety attitude, including the appearance of facilities, conduct of activities, welfare, and adherence to safety procedures. | | |
| **4** | Reviews are conducted of technological developments to improve safety. | | |
| **5** | There is a policy, and personnel use the appropriate safety equipment, including Personal Protective Equipment (PPE). | | |
| **6** | The unit has a Foreign Object Debris (FOD) control program. | | |
| **7** | Passenger operations: The aircraft is properly equipped and configured, and the unit has the appropriate safety procedures to meet the safety requirements for the carriage of passengers. For passenger (including combi - combined cargo and passenger) operations, the aircraft is certified for such passenger transport by the appropriate authority (including State of Design). | | |
| **8** | Relevant safety procedures and information is readily available for operation control (e.g. overdue aircraft procedures, approach risks, airfield conditions). | | |
| **9** | The organisation/unit has a process to ensure that crew meet the English language proficiency requirements of the UN (ICAO level 4) and maintain that level. | | |
| **10** | The unit has flight crew briefing processes for induction and daily flight briefings, which includes the weather, air traffic conditions, hazards, risks and a reminder on safety reporting. | | |
| **10** | RPAS: The unit has processes to manage a loss of link and contingency plans for aircraft recovery, with associated risk management strategies. | | |
| **11** | RPAS: The unit has processes to inform and manage RPAS operations in national airspace, with associated risk management strategies. | | |
| **12** | RPAS: The unit has procedures, training, and equipment to support ‘Detect, sense and avoid’ conflicting air traffic, and enhancing the remote pilot’s situational | | |
| | **VISIT DE-BRIEFING** | **Yes** | **No** |
| 1 | Aviation Safety findings from the visit | | |
| 2 | Aviation Safety recommendations | | |
| 3 | Preparation of report | | |

**THIS CHECKLIST IS TO BE USED IN ADDITION TO THE UN AVIATION REGULATORY FRAMEWORK UN AVIATION SAFETY MANUAL, DOS STANDARD OPERATING PROCEDURES AND UN MILITARY AVIATION UNIT MANUAL**

**Annex J to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS ENGINEERING CHECKLIST

| Activity | Yes | No | Additional Remarks |
|---|---|---|---|
| **Initial Briefing to the Member State** | | | |
| Introduction of the UN rules and regulations, reference documents related to the deployment of Engineer contingents | | | |
| Appraisal of the host nation leadership regarding what is expected to see during the AAV | | | |
| | | | |
| **Organization of the Unit** | | | |
| Tree organogram of the pledged unit | | | |
| Organization following/meeting UN reference documents guidelines | | | |
| Rank wise distribution of all personnel | | | |
| Ratio of Core personnel versus Logistics or support personnel | | | |
| Strength of different sub-units | | | |
| Female participation meeting UN goal | | | |
| Homogeneity of unit members (Integral unit or personnel are coming from different units) | | | |
| Service length of commanders and other key appointment holders | | | |
| Average service length of the unit personnel | | | |
| Adequate alternative tradesman/ skilled operator for engineers' vehicle/equipment | | | |
| Database to record the disciplinary issues of unit members | | | |
| | | | |
| **Overall structure of Corps of Engineers** | | | |
| The overall spread structure of Corps of engineers to sustain yearly rotation on contingents | | | |
| Availability of enough officers, tradesmen, female officers, and soldiers to sustain the rotation | | | |
| Frequency of rotation of officers, specialists, female participants | | | |
| Type of Engineers units available e.g Combat/Construction /Multirole and adaptability from one to another to sustain mission requirement | | | |
| Any central database to record disciplinary issues of corps of Engineers and how it is used during particular unit's formation process | | | |
| | | | |
| **Capability of the Unit and Corps of Engineers** | | | |
| Manning/ organization of the unit to be able to perform tasks in SUR | | | |
| Capability of various sub-units | | | |
| Capability exercise during the AAV to display operational/ technical skill and capability of the unit | | | |
| Degree of Involvement of Engineers troops in national infrastructural projects | | | |
| Project planning and Management capability | | | |

| | | | |
|---|---|---|---|
| Previous deployment of Engineers units in UN peacekeeping missions | | | |
| | | | |
| **Training** | | | |
| Basic Military engineering training of officers | | | |
| Basic Military engineering training of troops | | | |
| Percentage of Engineers officer qualified in Bachelor of Science in Civil Engineering | | | |
| If not, what is the alternative of graduate engineers in the unit | | | |
| Same officer is trained on combat and construction engineering | | | |
| Troops are trained on single trade or multigrade | | | |
| Foreign training/ training in international or UN environmental policies for officers-troops | | | |
| Frequency/mode of group training or unit training | | | |
| Field training exercises | | | |
| Modifies training plan before /during preparing for UN mission | | | |
| Briefing by TCC on School/ college of military engineering | | | |
| | | | |
| **Major Equipment** | | | |
| Availability of all / percentage of major equipment of AAV Site | | | |
| Condition / workability of the equipment | | | |
| Equipment meeting UN standards as per COE Manual | | | |
| Availability of adequate/ alternate operators of all major equipment on AAV Site | | | |
| Display of operational skill (of operators) | | | |
| TCC's awareness on Major equipment's wet/ dry lease process | | | |
| TCC's awareness on Major equipment's reimbursement process | | | |
| | | | |
| **Environment** | | | |
| Training of officers and troops on environment | | | |
| Current environmental practice in the existing units | | | |
| Environmental pocketbook | | | |
| Environment training during PDT | | | |
| Plan to deploy any renewable energy source with the unit during | | | |
| | | | |
| **Generic Points** | | | |
| Training for all on basic radio communication | | | |
| Basic First aid/ Buddy First aid training | | | |
| Promoting gender equality | | | |

**Annex K to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS – FW MANNED AIRBORNE ISR AVIATION CHECKLIST

### OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Unit/military structure, defining responsibilities of key roles | | | |
| 2 | Operation's Centre structure | | | |
| 4 | Air tasking | | | |
| 5 | Crew scheduling | | | |
| 6 | Operations planning and operational control | | | |
| 7 | ISR acquisition planning | | | |
| 8 | ISR exploitation planning | | | |
| 9 | Flight planning, submission of operation flight plan, load control | | | |
| 10 | Crew briefing | | | |
| 11 | Authority of the PIC | | | |
| 12 | After mission reporting | | | |
| 13 | Post mission ISR analysis | | | |
| 14 | Post mission ISR product dissemination | | | |
| 15 | Ground handling, aircraft servicing, loading and support equipment | | | |
| 16 | Passenger and baggage handling | | | |
| 17 | Dangerous goods procedures, training, and awareness | | | |
| 18 | Security of aircraft | | | |
| 19 | Flight tracking (appropriate for military operations), flight following | | | |
| 20 | Sufficient facilities, resources, and workspaces to undertake operations | | | |
| 21 | Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff | | | |
| 22 | Drug & alcohol prevention program | | | |
| 23 | Document & record management system | | | |
| **B** | **SAFETY** | **YES** | **NO** | **REMARKS** |
| 1 | Safety Management System (SMS) | | | |
| **C** | **QUALITY** | **YES** | **NO** | **REMARKS** |
| 1 | Quality Management System (QMS) | | | |

### TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers (if applicable) | | | |

| | | | | |
|---|---|---|---|---|
| **2** | Cert. of Registration or equivalent N° and validity / / | | | |
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Aircraft Flight Manual (hard copy) | | | |
| **6** | Unit Operations Manual | | | |
| **7** | Aircraft operating Checklist; extended and Quick Reference (hard copy) | | | |
| **8** | Maps, charts, instrument approach charts (valid date and renewals) (hard copy) | | | |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition) | | | |
| **B** | **COCKPIT (aircraft must be powered up with GPU ideally)** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (checklist with a qualified pilot including walk around) | | | |
| **2** | Emergency exits | | | |
| **3** | IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS) | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. system | | | |
| **6** | Direction Finder (DF) with ELT 406 MHz tracking system | | | |
| **7** | Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | |
| **12** | GPWS or TAWS (Terrain Avoidance Warning System) (ask for system test) | | | |
| **13** | TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test) | | | |
| **14** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | |
| **15** | NVG compatible (check cockpit and interior lights) | | | |
| | **COCKPIT / SAFETY EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **16** | Hand fire extinguishers (check expiration dates) | | | |
| **17** | Life jackets and floatation devices | | | |
| **18** | Harness (check with a crew member) | | | |
| **19** | Oxygen equipment | | | |
| **20** | Flashlight, torches | | | |

| | | | | |
|---|---|---|---|---|
| **21** | Aircraft crash axe | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **REMARKS** |
| **22** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **23** | Weight & Balance Sheet (check procedures) | | | |
| **24** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant) | | | |
| | **COCKPIT /TECHNICAL LOGBOOK** | **YES** | **NO** | **REMARKS** |
| **25** | Aircraft, engine(s) and radio apparatus logbooks and Maintenance release cert. (check power plant/airframe hours available) | | | |
| **26** | Defect notification & rectification procedure | | | |
| **27** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY** | **YES** | **NO** | **REMARKS** |
| **1** | General internal condition | | | |
| **2** | Cabin crew stations & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, flotation equipment | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | |
| **8** | Emergency exits / Flashlight / “No Smoking” signs | | | |
| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |
| **10** | Oxygen equipment (cabin crew & passengers – if applicable) | | | |
| **11** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **12** | Passengers’ Safety cards / briefing demonstration in English | | | |
| **13** | Cabin crew members procedures | | | |
| **14** | Public address system as per the A/C Manual | | | |
| **15** | Access to emergency exits (not blocked by luggage/cargo/etc) | | | |
| **16** | Toilets | | | |
| **17** | Seat capacity & Medical evacuation configuration | | | |
| **18** | Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| **19** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **20** | Aircraft Interior lights | | | |
| **D** | **AIRCRAFT AND PAYLOAD CONDITIONS (walkaround check list)** | **YES** | **NO** | **REMARKS** |
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |

| | | | | |
|---|---|---|---|---|
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |
| **4** | Wheels, tires & brakes | | | |
| **5** | Undercarriage & Wheel well | | | |
| **6** | Power plant and pylon | | | |
| **7** | Inlet, fan blades / Propellers | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **13** | Sensor suite | | | |
| **14** | Onboard analysis workstations (software type, condition/age of IT) | | | |
| **15** | Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer, etc. (as applicable) | | | |
| **E** | **PAYLOAD OPTIONS/CHARACTERISTICS** | **YES** | **NO** | **REMARKS** |
| **16** | EO/IR Sensor | | | |
| **17** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor | | | |
| **18** | SIGINT/DF/COMINT Sensor | | | |
| **19** | LIDAR Sensor | | | |
| **20** | FLIR (if applicable) | | | |
| **21** | Interchangeable Payload and components | | | |
| **22** | Dual/multiple payload | | | |
| **23** | Remote Viewing Terminals (RVT) | | | |
| **E** | **DOS SPECIFIC** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| A | DPO/DOS CREW REQUIREMENTS | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Air Mission Commander (AMC); 1200 hours total | | | |
| **2** | Pilot in Command (PIC); minimum of 600 hours total with a minimum of 300 PIC hours (100 PIC hours on type) and minimum of 80 hours IFR; NVG qualified with minimum FH 50. | | | |

| | | | | |
|---|---|---|---|---|
| **3** | Co-pilot (CP); minimum of 200 hours total and 20 hours IFR. NVG qualified with minimum FH 30. | | | |
| **4** | Flight Currency day/Night/NVG/IFR: 45 days | | | |
| **5** | Sensor operator (could be combined with copilot task) - qualified on all sensor types | | | |
| **6** | Airborne analyst(s) - qualified on all sensor types | | | |
| **B** | **UNIT OPERATIONAL TASKS** | **YES** | **NO** | **REMARKS** |
| **1** | Area Surveillance and Reconnaissance | | | |
| **2** | Observer/Monitor tasks (Test equipment including cameras or/and sensors) | | | |
| **3** | Fire Support / Deterrence (show of force) tasks | | | |
| **4** | Combat Search and Rescue (CSAR) capability | | | |
| **5** | Search and Rescue (SAR) | | | |
| **6** | Command, Control and Communications (C3) Platform | | | |
| **7** | Radio Relay (Check equipment) | | | |
| **8** | Imagery exploitation - phase 1 dissemination immediate | | | |
| **9** | Imagery exploitation - phase 2/3 onboard/offboard | | | |
| **10** | SIGINT exploitation - phase 1 dissemination immediate | | | |
| **11** | SIGINT exploitation - phase 2/3 detailed network analysis and gist of content | | | |
| **12** | Multi-INT – phase 4/fused analysis | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Number of troops with individual equipment | | | |
| **2** | Desired operating range of 250 km from MOB with a minimum loiter time of 4 hours on station (limited by type on a case-by-case basis) | | | |
| **3** | High Altitude Operations | | | |
| **4** | Day/night Visual Flight Rules (VFR) | | | |
| **5** | Day/night Instrument Flying Rules (IFR) | | | |
| **6** | Day/night Operations on HLS certified by the Mission (as per DPO Manual) | | | |
| **7** | Operations day/night on unprepared landing sites (as per DPO Manual) | | | |
| **8** | NVG operations on prepared / unprepared airstrips / unprepared landing sites | | | |
| **9** | Ops in hostile environment / forward area without flight handling services | | | |
| **10** | High altitude / tropical climates and dusty environment operations | | | |
| **D** | **EQUIPMENT/OPERATIONAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | EO/IR FMV sensor | | | |
| **2** | SAR/GMTI sensor | | | |
| **3** | SIGINT/DF/COMINT sensor | | | |
| **4** | LIDAR Sensor | | | |

| | | | | |
|---|---|---|---|---|
| **5** | FLIR (If applicable) | | | |
| **6** | Dual/multiple payload (if applicable) | | | |
| **7** | Imagery Distribution | | | |
| **8** | Remote Viewing Terminals (RVT) | | | |
| **9** | Data processing and management | | | |
| **10** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **11** | NVG equipment including calibration kit (if applicable) | | | |
| **12** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| **13** | Maximum readiness of 60 min take-off when not pre tasked | | | |
| **14** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual and UNMUM | | | |
| **15** | Operational in tropical climates and dust | | | |
| **16** | Unit available 24/7 (including maintenance personnel) | | | |
| **17** | Unit minimum availability | | | |
| **18** | Maintenance capabilities | | | |

## MAINTENACE REQUIREMENTS

| **A** | **MAINTENANCE MANAGEMENT** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | The unit/military shall have a documented maintenance management system. | | | |
| **2** | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| **3** | There are sufficient personnel to undertake the maintenance functions. | | | |
| **4** | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained. | | | |
| **5** | The unit has a document and records control system in place. | | | |
| **B** | **MAINTENANCE PLANNING & CONTROL** | **YES** | **NO** | **REMARKS** |
| **1** | The unit/military has a maintenance control manual or equivalent. | | | |
| **2** | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc.) and those defined for the UN mission. There is a process for approval of amendments. | | | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance | | | |

| | | | | |
|---|---|---|---|---|
| | manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, considering human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **C** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g., electro-static sensitive devices, glues, sealants, batteries, dangerous goods, and chemicals). | | | |
| **5** | Management of life-limited items. | | | |
| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |

| | | | | |
|---|---|---|---|---|
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g., fire extinguishers, eye wash, ground static discharge). | | | |
| **C** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex K to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS – RW MANNED AIRBORNE ISR AVIATION CHECKLIST

### OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | Operation's Centre structure | | | |
| **4** | Air tasking | | | |
| **5** | Crew scheduling | | | |
| **6** | Operations planning and operational control | | | |
| **7** | ISR acquisition planning | | | |
| **8** | ISR exploitation planning | | | |
| **9** | Flight planning, submission of operation flight plan, load control | | | |
| **10** | Crew briefing | | | |
| **11** | Authority of the PIC | | | |
| **12** | After mission reporting | | | |
| **13** | Post mission ISR analysis | | | |
| **14** | Post mission ISR product dissemination | | | |
| **15** | Ground handling, aircraft servicing, loading and support equipment | | | |
| **16** | Passenger and baggage handling | | | |
| **17** | Dangerous goods procedures, training, and awareness | | | |
| **18** | Security of aircraft | | | |
| **19** | Flight tracking (appropriate for military operations), flight following | | | |
| **20** | Sufficient facilities, resources, and workspaces to undertake operations | | | |
| **21** | Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff | | | |
| **22** | Drug & alcohol prevention program | | | |
| **23** | Document & record management system | | | |
| **B** | **SAFETY** | **YES** | **NO** | **REMARKS** |
| **1** | Safety Management System (SMS) | | | |
| **C** | **QUALITY** | **YES** | **NO** | **REMARKS** |
| **1** | Quality Management System (QMS) | | | |

### TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Authorization to transport civilian passengers (if applicable) | | | |
| **2** | Cert. of Registration or equivalent N° and validity / | | | |

| | | | | |
|---|---|---|---|---|
| **3** | Cert. of Airworthiness N° and validity / / | | | |
| **4** | Cert. of Insurance N° and validity / / | | | |
| **5** | Aircraft Flight Manual (hard copy) | | | |
| **6** | Unit Operations Manual | | | |
| **7** | Aircraft operating Checklist; extended and Quick Reference (hard copy) | | | |
| **8** | Maps, charts, instrument approach charts (valid date and renewals) (hard copy) | | | |
| **9** | Electronic Flight Bag (if applicable) check certification | | | |
| **10** | Minimum Equipment List (MEL) (hard copy) | | | |
| **11** | Configuration Deviation List (CDL) (hard copy) | | | |
| **12** | DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition) | | | |
| **B** | **COCKPIT (aircraft must be powered up with GPU ideally)** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (checklist with a qualified pilot including walk around) | | | |
| **2** | Emergency exits | | | |
| **3** | IFR Navigation equipment (ADF/NDB, TACAN/VOR/DME, ILS) | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | Radios (VHF-AM / HF / VHF-FM/UHF), SAT COM & inter-com. system | | | |
| **6** | Direction Finder (DF) with ELT 406 MHz tracking system | | | |
| **7** | Emergency Locator Transmitter (ELT) 406 MHz (check expiration date and accessible and safe location in the aircraft) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | CVR (Cockpit Voice Recorder) & FDR (Flight Data Recorder, non-photographic film) | | | |
| **12** | GPWS or HTAWS (Helicopter Terrain Avoidance Warning System) (ask for system test) | | | |
| **13** | TCAS II / ACAS II version 7.1 (Collision Avoidance System) (ask for system test) | | | |
| **14** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | |
| **15** | NVG compatible (check cockpit and interior lights) | | | |
| | **COCKPIT / SAFETY EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **16** | Hand fire extinguishers (check expiration dates) | | | |
| **17** | Life jackets and floatation devices | | | |
| **18** | Harness (check with a crew member) | | | |
| **19** | Oxygen equipment | | | |
| **20** | Flashlight, torches | | | |
| **21** | Aircraft crash axe | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **22** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **23** | Weight & Balance Sheet (check procedures) | | | |
| **24** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, Load masters, cabin Flight attendant) | | | |
| | **COCKPIT /TECHNICAL LOGBOOK** | **YES** | **NO** | **REMARKS** |
| **25** | Aircraft, engine(s) and radio apparatus logbooks and Maintenance release cert. (check power plant/airframe hours available) | | | |
| **26** | Defect notification & rectification procedure | | | |
| **27** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **CABIN SAFETY** | **YES** | **NO** | **REMARKS** |
| **1** | General internal condition | | | |
| **2** | Cabin crew stations & rest area | | | |
| **3** | First Aid Kit / Emergency Medical Kit | | | |
| **4** | Survival Kit appropriate to the Mission Area | | | |
| **5** | Hand fire extinguishers (check expiration dates) | | | |
| **6** | Life jackets, flotation equipment | | | |
| **7** | Seats (condition) / safety belts (quick release metal to metal couplings)/shoulder straps for crew serviceable | | | |
| **8** | Emergency exits / Flashlight / “No Smoking” signs | | | |
| **9** | Slides/life-rafts, ELT (portable & for the rafts – if applicable) | | | |
| **10** | Oxygen equipment (cabin crew & passengers – if applicable) | | | |
| **11** | Personal breathing equipment, fire gloves and googles (if applicable) | | | |
| **12** | Passengers’ Safety cards / briefing demonstration in English | | | |
| **13** | Cabin crew members procedures | | | |
| **14** | Public address system as per the A/C Manual | | | |
| **15** | Access to emergency exits (not blocked by luggage/cargo/etc.) | | | |
| **16** | Toilets | | | |
| **17** | Seat capacity & Medical evacuation configuration | | | |
| **18** | Cargo/luggage loading/of loading procedure and equipment (LM)/including Dangerous Goods (SOP, Manual, crew certification, DG certificates, packing, emergency procedures) | | | |
| **19** | Cabin safety equipment, including cargo nets (certified and last inspection date clearly marked) | | | |
| **20** | Aircraft Interior lights | | | |
| **D** | **AIRCRAFT AND PAYLOAD CONDITIONS (walkaround check list)** | **YES** | **NO** | **REMARKS** |
| **1** | General external condition (corrosion, cleanliness, dents, etc.) | | | |
| **2** | Doors & hatches | | | |
| **3** | Flight controls surfaces | | | |

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|---|---|---|---|---|
| **4** | Wheels, tires & brakes/skids | | | |
| **5** | Undercarriage & Wheel well | | | |
| **6** | Power plant, main gear box and pylon | | | |
| **7** | Main rotors, main rotor gear box, tail rotors and tail rotor gear box | | | |
| **8** | Obvious repairs | | | |
| **9** | Obvious un-repaired damages | | | |
| **10** | Leakages | | | |
| **11** | General condition of cargo cabin | | | |
| **12** | Aircraft exterior lights (check NVG compatible lights) | | | |
| **13** | Sensor suite | | | |
| **14** | Onboard analysis workstations (software type, condition/age of IT) | | | |
| **15** | Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc. (as applicable) | | | |
| | **PAYLOAD OPTIONS/CHARACTERISTICS** | **YES** | **NO** | **REMARKS** |
| **16** | EO/IR Sensor | | | |
| **17** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor | | | |
| **18** | SIGINT/DF/COMINT Sensor | | | |
| **19** | LIDAR Sensor | | | |
| **20** | FLIR (if applicable) | | | |
| **21** | Interchangeable Payload and components | | | |
| **22** | Dual/multiple payload | | | |
| **23** | Remote Viewing Terminals (RVT) | | | |
| **E** | **DOS SPECIFIC** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| **A** | **DPO/DOS CREW REQUIREMENTS** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Air Mission Commander (AMC); 1200 hours total | | | |
| **2** | Pilot in Command (PIC); 600 hours total with a minimum of 400 hours if experienced on both RW and FW; 200 PIC hours on RW and FW; 150 hours on type; and minimum of 80 hours IFR; NVG qualified with minimum FH 50. | | | |
| **3** | Co-pilot (CP); minimum of 300 hours total with a minimum of 200 hours if experienced on both RW and | | | |

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|---|---|---|---|---|
| | FW; and minimum of 20 hours IFR; NVG qualified with minimum FH 30. | | | |
| **4** | Flight Currency day/Night/NVG/IFR: 45 days | | | |
| **5** | Sensor operator (could be combined with copilot task) - qualified on all sensor types | | | |
| **6** | Airborne analyst(s) - qualified on all sensor types | | | |
| **B** | **UNIT OPERATIONAL TASKS** | **YES** | **NO** | **REMARKS** |
| **1** | Area Surveillance and Reconnaissance | | | |
| **2** | Observer/Monitor tasks (Test equipment including cameras or/and sensors) | | | |
| **3** | Fire Support / Deterrence (show of force) tasks | | | |
| **4** | Combat Search and Rescue (CSAR) capability | | | |
| **5** | Search and Rescue (SAR) | | | |
| **6** | Command, Control and Communications (C3) Platform | | | |
| **7** | Radio Relay (Check equipment) | | | |
| **8** | Imagery exploitation - phase 1 dissemination immediate | | | |
| **9** | Imagery exploitation - phase 2/3 onboard/offboard | | | |
| **10** | SIGINT exploitation - phase 1 dissemination immediate | | | |
| **11** | SIGINT exploitation - phase 2/3 detailed network analysis and gist of content | | | |
| **12** | Multi-INT – phase 4/fused analysis | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Number of troops with individual equipment | | | |
| **2** | Desired operating range of 150 km from MOB with a minimum loiter time of 2 hours on station (limited by type on a case-by-case basis) | | | |
| **3** | High Altitude Operations | | | |
| **4** | Day/night Visual Flight Rules (VFR) | | | |
| **5** | Day/night Instrument Flying Rules (IFR) | | | |
| **6** | Day/night Operations on HLS certified by the Mission (as per DPO Manual) | | | |
| **7** | Operations day/night on unprepared landing sites (as per DPO Manual) | | | |
| **8** | NVG operations on prepared / unprepared airstrips / unprepared landing sites | | | |
| **9** | Ops in hostile environment / forward area without flight handling services | | | |
| **10** | High altitude / tropical climates and dusty environment operations | | | |
| **D** | **EQUIPMENT/OPERATIONAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | EO/IR FMV sensor | | | |
| **2** | SAR/GMTI sensor | | | |
| **3** | SIGINT/DF/COMINT sensor | | | |
| **4** | LIDAR Sensor | | | |
| **5** | FLIR (If applicable) | | | |

| | | | | |
|---|---|---|---|---|
| **6** | Dual/multiple payload (if applicable) | | | |
| **7** | Imagery Distribution | | | |
| **8** | Remote Viewing Terminals (RVT) | | | |
| **9** | Data processing and management | | | |
| **10** | NVG compatible/internal and external lights (test with flight crew) | | | |
| **11** | NVG equipment including calibration kit (if applicable) | | | |
| **12** | Radar/Missile Warning Receivers/counter measures (Chaff &/or Flares) | | | |
| **13** | Maximum readiness of 60 min take-off when not pre tasked | | | |
| **14** | Operation from FARP (Forward Arming and Refueling Point) as per DPO/DOS Manual and UNMUM (Current Edition) | | | |
| **15** | Operational in tropical climates and dust | | | |
| **16** | Unit available 24/7 (including maintenance personnel) | | | |
| **17** | Unit minimum availability | | | |
| **18** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| **A** | **MAINTENANCE MANAGEMENT** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | The unit/military shall have a documented maintenance management system. | | | |
| **2** | Maintenance structure within the unit/military, with authority, responsibilities and accountabilities defined. | | | |
| **3** | There are sufficient personnel to undertake the maintenance functions. | | | |
| **4** | Maintenance personnel are suitably trained and remain competent for their maintenance role and tasks. Training records, attendance, certificated, training material; are retained. | | | |
| **5** | The unit has a document and records control system in place. | | | |
| **B** | **MAINTENANCE PLANNING & CONTROL** | **YES** | **NO** | **REMARKS** |
| **1** | The unit/military has a maintenance control manual or equivalent. | | | |
| **2** | The unit/military has an approved maintenance program that is appropriate for the aircraft type, systems, and the approved operations (EDTO, RVSM, etc.) and those defined for the UN mission. There is a process for approval of amendments. | | | |
| **3** | A system for forecasting and tracking maintenance activities, tracking hours, cycles, calendar time for aircraft, engines, and life-limited components. | | | |
| **4** | All maintenance is to be performed with approved work orders in accordance with the aircraft maintenance program and the aircraft maintenance | | | |

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|---|---|---|---|---|
| | manual, including control of over outsourced maintenance with approved organizations. | | | |
| **5** | There is a system of management of repairs, occurrence reporting, repetitive failures, MEL items and deferred defects. | | | |
| **6** | A process for the completion of maintenance and release to service, that is documented, and records created (certificate of release to service). | | | |
| **7** | Quality control processes, maintenance inspections processes are in place. | | | |
| **8** | Aircraft major modification process. | | | |
| **9** | Structural integrity program and for older aircraft an aging aircraft program. | | | |
| **10** | A process to obtain and assess continuing airworthiness information, and execution of associated instructions through engineering orders (airworthiness directives, service bulletins, service letters, manufacturer advisories, advice from the Type Certificate Holder). | | | |
| **11** | Damage tolerance evaluation procedures. | | | |
| **12** | A process of reporting occurrences to the authorities/manufacturer/Type Certificate Holder etc. | | | |
| **13** | Management of scheduled and unscheduled maintenance. | | | |
| **14** | There are structured work shifts and rostering, considering human factors, rest periods etc. | | | |
| **15** | There are suitably trained personnel for the maintenance control functions. | | | |
| **C** | **TOOLS, PRODUCT, EQUIPMENT & FACILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | A system of inspecting and receiving incoming aeronautical product. | | | |
| **2** | There is a system of stock management and demanding aeronautical product that captures 'Aircraft on Ground' (AOG) situations. | | | |
| **3** | Segregation of serviceable aeronautical product and unserviceable items. | | | |
| **4** | Storage of aeronautical product is appropriate, provides protection, and in accordance with manufacturer/supplier's instructions (e.g., electro-static sensitive devices, glues, sealants, batteries, dangerous goods, and chemicals). | | | |
| **5** | Management of life-limited items. | | | |
| **6** | The unit has a tool control program. | | | |
| **7** | The unit has the approved tools required to perform maintenance, and ground support equipment for operations and maintenance. | | | |
| **8** | Calibration system in place, to ensure calibrated tools, regular testing, serviceable tags, and records of calibration kept etc. | | | |

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|---|---|---|---|---|
| **9** | The unit has the appropriate facilities for the maintenance being undertaken. | | | |
| **10** | Safety equipment is present in the maintenance workshops (e.g., fire extinguishers, eye wash, ground static discharge). | | | |
| **C** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex K to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS CHECKLIST – UNMANNED AIRCRAFT SYSTEM (UAS) JOINT CELL

## CLASS I (MICRO AND MINI) UAS OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | Operation's center structure | | | |
| **3** | Air tasking | | | |
| **4** | Crew scheduling | | | |
| **5** | Operations planning and operational control | | | |
| **6** | ISR acquisition planning | | | |
| **7** | ISR exploitation planning | | | |
| **8** | Flight planning, submission of operation flight plan | | | |
| **9** | Crew briefing | | | |
| **10** | After mission reporting | | | |
| **11** | Post mission ISR analysis | | | |
| **12** | Post mission ISR product dissemination | | | |
| **13** | Ground handling, aircraft servicing and support equipment | | | |
| **14** | Security of aircraft | | | |
| **15** | Flight tracking (appropriate for military operations) | | | |
| **16** | Sufficient facilities, resources, and workspaces to undertake operations | | | |
| **17** | Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff | | | |
| **18** | Level of interoperability and employment with organic maneuver units | | | |
| **19** | Drug & alcohol prevention program | | | |
| **20** | Document & record management system | | | |
| **B** | **SAFETY** | **YES** | **NO** | **REMARKS** |
| **1** | Safety Management System (SMS) | | | |
| **C** | **QUALITY** | **YES** | **NO** | **REMARKS** |
| **1** | Quality Management System (QMS) | | | |

## TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Cert. of Registration or equivalent N° and validity / / | | | |
| **2** | Cert. of Airworthiness N° and validity / / | | | |
| **3** | Cert. of Insurance N° and validity / / | | | |
| **4** | UAS Flight Manual (hard copy) | | | |
| **5** | Unit's Operations Manual / Unit's UAS Operations Manual | | | |

| | | | | |
|---|---|---|---|---|
| **6** | Policy on employment of UAS in Unit's Tactics, Techniques and Procedures (TTPs) | | | |
| **7** | Policy on C-UAS Operation (if any) | | | |
| **8** | UA Operating Checklist (hard copy) | | | |
| **9** | Safety Risk Management Policy (if any) | | | |
| **10** | Maps, charts, instrument approach charts (valid date and renewals) (hard copy) | | | |
| **11** | DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition) | | | |
| **B** | **GROUND CONTROL STATION, C3 AND ONBOARD EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (checklist with a qualified remote pilot) | | | |
| **2** | Autonomous Navigation Systems (including loss of datalink, GPS, autopilot software error and GCS failure procedures) | | | |
| **3** | Dual UA and payload control | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | ADS-B Transponder (IN and OUT) | | | |
| **6** | Radios (VHF-AM / HF / VHF-FM/UHF) & SATCOM | | | |
| **7** | Direction Finder (DF) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | GPWS or TAWS (ask for system test) | | | |
| **12** | Mode 3/A and C, and (ii) Mode S and equipped with TCAS II/ACAS version 7.0 and/or alternative equivalent air traffic collision avoidance solution (ask for system test) | | | |
| **13** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | |
| **14** | FMV Sensors | | | |
| **15** | Satellite Phones | | | |
| **16** | Portable Remote Viewing Terminals | | | |
| **17** | Portable GCS / Console | | | |
| **18** | Laser Range Finder | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **REMARKS** |
| **20** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **21** | Weight & Balance Sheet (Check procedures) | | | |

| | | | | |
|---|---|---|---|---|
| **22** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, external pilot (if applicable), sensor operator, RPA observer etc) | | | |
| | **TECHNICAL LOGBOOK** | **YES** | **NO** | **REMARKS** |
| **23** | UAS logbook & Maintenance release cert. (check power plant/airframe hours available) | | | |
| **24** | Defect notification & rectification procedure | | | |
| **25** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **UA AND PAYLOAD CONDITIONS** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (corrosion, cleanliness, dents, etc.) | | | |
| | Fuselage | | | |
| **2** | Wings, flight controls surfaces and booms (Based on UA configuration) | | | |
| **3** | Wheels, tires & brakes (Based on UA configuration) | | | |
| **4** | Undercarriage & wheel well (Based on UA configuration) | | | |
| **5** | Power plant and pylon (Based on UA configuration) | | | |
| **6** | Inlet, fan blades / Propellers / main rotors and tail rotor etc. (Based on UAS configuration) | | | |
| **7** | Obvious repairs | | | |
| **8** | Obvious un-repaired damages | | | |
| **9** | Leakages | | | |
| **10** | Aircraft exterior lights, navigation and strobe lights | | | |
| **11** | Sensor suite, servos | | | |
| **12** | Battery compartment/components/back up battery etc. | | | |
| **13** | Communication components | | | |
| **14** | Autopilot compartment | | | |
| **15** | UHF and GPS antennas | | | |
| **16** | Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions etc. (as applicable) | | | |
| | **PAYLOAD OPTIONS/CHARACTERISTICS** | **YES** | **NO** | **REMARKS** |
| **17** | EO/IR Sensor | | | |
| **18** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor | | | |
| **19** | SIGINT/DF/COMINT Sensor | | | |
| **20** | LIDAR Sensor | | | |
| **21** | FLIR Sensor (as applicable) | | | |
| **22** | Interchangeable Payload and components | | | |
| **23** | Dual/multiple payload | | | |
| **24** | Remote Viewing Terminals (RVT) | | | |
| | **LAUNCH AND RECOVERY SYSTEM CONDITION** | **YES** | **NO** | **REMARKS** |
| **25** | Hand launch/Bungee/Catapult/Pneumatic launcher/VTOL | | | |
| **26** | Arrestor/parachute recovery/VTOL | | | |

| | GROUND EQUIPMENT | YES | NO | REMARKS |
|---|---|---|---|---|
| **27** | Ground Data Terminal / Data link station | | | |
| **28** | Portable ground data station | | | |
| **29** | UAS Power Units | | | |
| **D** | **DOS SPECIFIC** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| A | DPO/DOS CREW REQUIREMENTS | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Remote Pilot in Command – valid and current national Military Remote Pilot License or equivalent based on the type of UAS or a Commercial Remote Pilot License with Instrument Rating for the type of UAS/RPAS | | | |
| **2** | Copilot minimum – valid and current national Military Remote Pilot License or equivalent based on the type of UAS or a Commercial Remote Pilot License with Instrument Rating for the type of UAS/Remotely Piloted Aircraft System (RPAS) | | | |
| **3** | Sensor operator (could be combined with copilot task) - qualified on all sensor types | | | |
| **4** | Analyst(s) - qualified on all sensor types | | | |
| **B** | **UNIT OPERATIONAL TASKS** | **YES** | **NO** | **REMARKS** |
| **1** | Area Surveillance and Reconnaissance | | | |
| **2** | Observer/Monitor tasks (Test equipment including cameras or/and sensors) | | | |
| **3** | Security Operations | | | |
| **4** | Fire Support / Deterrence (show of force) tasks | | | |
| **5** | Combat Search and Rescue (CSAR) capability | | | |
| **6** | Search and Rescue (SAR) | | | |
| **7** | Command, Control and Communications (C3) Platform | | | |
| **8** | Communications support: voice and date comms retransmission | | | |
| **9** | Movement support: convoy security, mine/IED detection | | | |
| **10** | Radio Relay (Check equipment) | | | |
| **11** | Imagery exploitation - phase 1 dissemination immediate | | | |
| **12** | Imagery exploitation - phase 2/3 | | | |
| **13** | Signals Intelligence (SIGINT) exploitation - phase 1 dissemination immediate | | | |

| | | | | |
|---|---|---|---|---|
| **14** | SIGINT exploitation - phase 2/3 detailed network analysis and gist of content | | | |
| **15** | Multi-INT – phase 4/fused analysis | | | |
| **16** | C-UAS capability | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Desired operating range of 20km (limited by type on a case-by-case basis) | | | |
| **2** | Ops in hostile environment / forward area without flight handling services | | | |
| **3** | Low altitude / tropical climates and dusty environment operations | | | |
| **4** | Operate in controlled and uncontrolled/unsegregated airspace in VMC | | | |
| **5** | Multiple payload support | | | |
| **D** | **EQUIPMENT/OPERATIONAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Electro-Optical Infrared (EO/IR) Full Motion Video (FMV) Imagery | | | |
| **2** | Synthetic Aperture Radar (SAR)/ Ground Moving Target Indicator (GMTI) Imagery | | | |
| **3** | SIGINT/DF/COMINT | | | |
| **4** | LIDAR Imagery | | | |
| **5** | FLIR Imagery (If applicable) | | | |
| **6** | Day/night imagery operations | | | |
| **7** | Autonomous waypoint navigation | | | |
| **8** | Emergency recovery and redundant control capability | | | |
| **9** | Low noise signature | | | |
| **10** | Mobile launch capability | | | |
| **11** | Interchangeable payloads and components | | | |
| **12** | Intelligence Processing and Distribution capability | | | |
| **13** | Secured datalink and transmission | | | |
| **14** | Maximum readiness of 30 min take-off when not pre tasked | | | |
| **15** | Operational in tropical climates and dust | | | |
| **16** | Unit available 24/7 (including maintenance personnel) | | | |
| **17** | Unit minimum availability | | | |
| **18** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| **A** | **AVAILABILITY RATES** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Individual UA availability shall be at least 23 days per month (21 days in February) | | | |
| **2** | Minimum UA availability as per operational requirements | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | It is an essential requirement for the unit to include a fully independent maintenance component, capable of routinely | | | |

| | | | | |
|---|---|---|---|---|
| | carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Electrical Power System Maintenance<br>ii. Communication System Maintenance<br>iii. Flight Control System Maintenance<br>iv. Avionics System Maintenance<br>v. Payload System Maintenance<br>vi. Propulsion System Maintenance<br>vii. Ground Equipment Maintenance<br>viii. Maintenance Records<br>ix. Spare Parts Storage; and<br>x. Battery Charging and Storage | | | |
| **C** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex K to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS CHECKLIST – UNMANNED AIRCRAFT SYSTEM (UAS) JOINT CELL

## CLASS I SMALL AND CLASS II UAS OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Unit/military structure, defining responsibilities of key roles | | | |
| **2** | Operation's center structure | | | |
| **3** | Air tasking | | | |
| **4** | Crew scheduling | | | |
| **5** | Operations planning and operational control | | | |
| **6** | ISR acquisition planning | | | |
| **7** | ISR exploitation planning | | | |
| **8** | Flight planning, submission of operation flight plan | | | |
| **9** | Crew briefing | | | |
| **10** | After mission reporting | | | |
| **11** | Post mission ISR analysis | | | |
| **12** | Post mission ISR product dissemination | | | |
| **13** | Ground handling, aircraft servicing and support equipment | | | |
| **14** | Security of aircraft | | | |
| **15** | Flight tracking (appropriate for military operations) | | | |
| **16** | Sufficient facilities, resources, and workspaces to undertake operations | | | |
| **17** | Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff | | | |
| **18** | Level of interoperability and employment with maneuver units, if applicable | | | |
| **19** | Drug & alcohol program | | | |
| **20** | Document & record management system | | | |
| **B** | **SAFETY** | **YES** | **NO** | **REMARKS** |
| **1** | Safety Management System (SMS) | | | |
| **C** | **QUALITY** | **YES** | **NO** | **REMARKS** |
| **1** | Quality Management System (QMS) | | | |

## TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Cert. of Registration or equivalent N° and validity / / | | | |
| **2** | Cert. of Airworthiness N° and validity / / | | | |
| **3** | Cert. of Insurance N° and validity / / | | | |
| **4** | UAS Flight Manual (hard copy) | | | |
| **5** | Unit's Operations Manual / Unit's UAS Operations Manual | | | |

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|---|---|---|---|---|
| **6** | Policy on employment of UAS in Unit's Tactics, Techniques and Procedures (TTPs), if applicable | | | |
| **7** | Policy on C-UAS Operation (if any) | | | |
| **8** | UA Operating Checklist (hard copy) | | | |
| **9** | Safety Risk Management Policy (if any) | | | |
| **10** | Maps, charts, instrument approach charts (valid date and renewals) (hard copy) | | | |
| **11** | DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition) | | | |
| **B** | **GROUND CONTROL STATION, C3 AND ONBOARD EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (checklist with a qualified remote pilot including walk around) | | | |
| **2** | Autonomous Navigation Systems (including loss of datalink, GPS, autopilot software error and GCS failure procedures) | | | |
| **3** | Dual UA and payload control | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | ADS-B Transponder (IN and OUT) | | | |
| **6** | Radios (VHF-AM / HF / VHF-FM/UHF) & SATCOM | | | |
| **7** | Direction Finder (DF) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | GPWS or TAWS (ask for system test) | | | |
| **12** | Mode 3/A and C, and (ii) Mode S and equipped with TCAS II/ACAS version 7.0 and/or alternative equivalent air traffic collision avoidance solution (ask for system test) | | | |
| **13** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | |
| **14** | FMV Sensors | | | |
| **15** | Satellite Phones | | | |
| **16** | Portable Remote Viewing Terminals | | | |
| **17** | Portable GCS | | | |
| **18** | Laser Range Finder | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **REMARKS** |
| **19** | Flight preparation (Ops Flight Plan)/performance calculation | | | |
| **20** | Weight & Balance Sheet (Check procedures) | | | |

| | | | | |
|---|---|---|---|---|
| **21** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, external pilot (if applicable), sensor operator, RPA observer etc) | | | |
| | **TECHNICAL LOGBOOK** | **YES** | **NO** | **REMARKS** |
| **22** | UA logbook & Maintenance release cert. (check power plant/airframe hours available) | | | |
| **23** | Defect notification & rectification procedure | | | |
| **24** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **UA AND PAYLOAD CONDITIONS** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (corrosion, cleanliness, dents, etc.) | | | |
| | Fuselage | | | |
| **2** | Wings, flight controls surfaces and booms (Based on UA configuration) | | | |
| **3** | Wheels, tires & brakes /skids (Based on UA configuration) | | | |
| **4** | Undercarriage & wheel well (Based on UA configuration) | | | |
| **5** | Power plant and pylon (Based on UA configuration) | | | |
| **6** | Inlet, fan blades / propellers / main rotors and tail rotor (Based on UA configuration) | | | |
| **7** | Obvious repairs | | | |
| **8** | Obvious un-repaired damages | | | |
| **9** | Leakages | | | |
| **10** | Aircraft exterior lights, navigation, and strobe lights | | | |
| **11** | Sensor suite, servos | | | |
| **12** | Battery compartment/components/back up battery etc. | | | |
| **13** | Communication components | | | |
| **14** | Autopilot compartment | | | |
| **15** | Fuel tank | | | |
| **16** | UHF and GPS antennas | | | |
| **17** | Engine compartment | | | |
| **18** | Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc. (as applicable) | | | |
| | **PAYLOAD OPTIONS/CHARACTERISTICS** | **YES** | **NO** | **REMARKS** |
| **18** | EO/IR Sensor | | | |
| **19** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor | | | |
| **20** | SIGINT/DF/COMINT Sensor | | | |
| **21** | LIDAR Sensor | | | |
| **22** | FLIR (if applicable) | | | |
| **23** | Interchangeable Payload and components | | | |
| **24** | Dual/multiple payload | | | |
| **25** | Remote Viewing Terminals (RVT) | | | |
| | **LAUNCH AND RECOVERY SYSTEM CONDITION** | **YES** | **NO** | **REMARKS** |
| **26** | Landing Gear / Strut / Skid | | | |
| **27** | Hand launch/Bungee/Catapult/Pneumatic launcher/VTOL | | | |

| | | | | |
|---|---|---|---|---|
| **28** | Arresting gear/parachute recovery/VTOL | | | |
| | **GROUND SUPPORT EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **29** | Ground Data Terminal / Data link station | | | |
| **30** | Portable ground data station | | | |
| **31** | BVLOS SATCOM Data Link Station (When applicable) | | | |
| **32** | UAS Power Units | | | |
| **D** | **DOS SPECIFIC** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| **A** | **DPO/DOS CREW REQUIREMENTS (CLASS II UAS ONLY)** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Remote External Pilot (EP)<br>Total FH: 40<br>PIC hours: 40<br>PIC hours on type: 40 | | | |
| **2** | Remote Internal Pilot (IP)<br>Total F/H: 425<br>PIC hours: 75<br>PIC hours on type: 75 | | | |
| **3** | Remote Station Commander (SC)<br>Total FH: 600<br>PIC hours: 150<br>PIC hours on type: 150 | | | |
| **4** | Flight Currency DAY/NIGHT/NVG/IFR: 45 Days | | | |
| **5** | Sensor operator(s) (could be combined with remote internal pilot task) - qualified on all sensor types (if applicable) | | | |
| **6** | Analyst(s) - qualified on all sensor types | | | |
| **B** | **UNIT OPERATIONAL TASKS** | **YES** | **NO** | **REMARKS** |
| **1** | Area Surveillance and Reconnaissance | | | |
| **2** | Observer/Monitor tasks (Test equipment including cameras or/and sensors) | | | |
| **3** | Security Operations | | | |
| **4** | Fire Support / Deterrence (show of force) tasks | | | |
| **5** | Combat Search and Rescue (CSAR) capability | | | |
| **6** | Search and Rescue (SAR) | | | |
| **7** | Command, Control and Communications (C3) Platform | | | |

| | | | | |
|---|---|---|---|---|
| **8** | Communications support: voice and date comms retransmission | | | |
| **9** | Communications across multiple channels and bands | | | |
| **10** | Movement support: convoy security, mine/IED detection | | | |
| **11** | Radio Relay (Check equipment) | | | |
| **12** | Imagery exploitation - phase 1 dissemination immediate | | | |
| **13** | Imagery exploitation - phase 2/3 | | | |
| **14** | Signal Intelligence (SIGINT) exploitation - phase 1 dissemination immediate | | | |
| **15** | SIGINT exploitation - phase 2/3 detailed network analysis and gist of content | | | |
| **16** | Multi-INT – phase 4/fused analysis | | | |
| **17** | C-UAS capability | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Desired operating range of 150km (limited by type on a case-by-case basis) | | | |
| **2** | Ops in hostile environment / forward area without flight handling services | | | |
| **3** | Low altitude / tropical climates and dusty environment operations | | | |
| **4** | Adverse weather / All-weather operations | | | |
| **5** | Take-off and landing requirements (area dimensions and obstacle clearance), helo deck, catapult launch and net recovery | | | |
| **6** | Deployability; Stationary (Fixed), mobile, maritime | | | |
| **7** | Operate in controlled and uncontrolled/unsegregated airspace in VMC | | | |
| **8** | Multi-mission operations capable | | | |
| **9** | Tactical / mobile operations capable | | | |
| **10** | VLOS / BVLOS / SATCOM Data Link (When applicable) | | | |
| **11** | Autonomous or automatic flight modes | | | |
| **12** | Automatic Landing / Short field landing etc. | | | |
| **13** | External pilot dependent | | | |
| **14** | Multiple payload configuration/support | | | |
| **15** | Capable of operating 2 active simultaneous tasking lines from same GCS | | | |

| D | EQUIPMENT/OPERATIONAL CAPABILITIES | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Electro-Optical Infrared (EO/IR) Full Motion Video (FMV) Imagery | | | |
| **2** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Imagery | | | |
| **3** | SIGINT/DF/COMINT | | | |
| **4** | LIDAR Imagery | | | |
| **5** | FLIR Imagery (If applicable) | | | |
| **6** | Day/night imagery operations | | | |
| **7** | Autonomous waypoint navigation | | | |
| **8** | Emergency recovery and redundant control capability | | | |
| **9** | Low noise signature | | | |
| **10** | Mobile launch capability | | | |
| **11** | Interchangeable payloads and components | | | |
| **12** | Intelligence Data Processing and Distribution Capability | | | |
| **13** | Secured datalink and transmission | | | |
| **14** | Maximum readiness of 45 min take off when not pre tasked | | | |
| **15** | Operational in tropical climates and dust | | | |
| **16** | Unit available 24/7 (including maintenance personnel) | | | |
| **17** | Unit minimum availability | | | |
| **18** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| A | AVAILABILITY RATES | YES | NO | REMARKS |
|---|---|---|---|---|
| **1** | Individual UA availability shall be at least 23 days per month (21 days in February) | | | |
| **2** | Minimum UA availability as per operational requirements | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | It is an essential requirement for the unit to include a fully independent maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Electrical Power System Maintenance<br>ii. Communication System Maintenance<br>iii. Flight Control System Maintenance<br>iv. Avionics System Maintenance<br>v. Payload System Maintenance<br>vi. Propulsion System Maintenance<br>vii. Ground Equipment Maintenance<br>viii. Maintenance Records<br>ix. Spare Parts Storage; and<br>x. Battery Charging and POL storage | | | |
| **C** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex K to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS CHECKLIST – UNMANNED AIRCRAFT SYSTEM (UAS) JOINT CELL

## CLASS III (MALE AND HALE) UAS OPERATIONAL REQUIREMENTS

| A | OPERATIONAL CONTROL | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Unit/military structure, defining responsibilities of key roles | | | |
| 2 | Operation's center structure | | | |
| 3 | Air tasking | | | |
| 4 | Crew scheduling | | | |
| 5 | Operations planning and operational control | | | |
| 6 | ISR acquisition planning | | | |
| 7 | ISR exploitation planning | | | |
| 8 | Flight planning, submission of operation flight plan | | | |
| 9 | Crew briefing | | | |
| 10 | Authority of the PIC | | | |
| 11 | After mission reporting | | | |
| 12 | Post mission ISR analysis | | | |
| 13 | Post mission ISR product dissemination | | | |
| 14 | Ground handling, aircraft servicing and support equipment | | | |
| 15 | Security of aircraft | | | |
| 16 | Flight tracking (appropriate for military operations) | | | |
| 17 | Sufficient facilities, resources, and workspaces to undertake operations | | | |
| 18 | Training and recurrent training program for aircrew (including normal and non-normal operations), ground crew and operational support staff | | | |
| 19 | Level of interoperability and employment with maneuver units, if applicable | | | |
| 20 | Drug & alcohol program | | | |
| 21 | Document & record management system | | | |
| **B** | **SAFETY** | **YES** | **NO** | **REMARKS** |
| 1 | Safety Management System (SMS) | | | |
| **C** | **QUALITY** | **YES** | **NO** | **REMARKS** |
| 1 | Quality Management System (QMS) | | | |

## TECHNICAL REQUIREMENTS

| A | DOCUMENTATION | YES | NO | REMARKS |
|---|---|---|---|---|
| 1 | Cert. of Registration or equivalent N° and validity / / | | | |
| 2 | Cert. of Airworthiness N° and validity / / | | | |
| 3 | Cert. of Insurance N° and validity / / | | | |
| 4 | UAS Flight Manual (hard copy) | | | |

| | | | | |
|---|---|---|---|---|
| **5** | Unit's Operations Manual / Unit's UAS Operations Manual | | | |
| **6** | Policy on employment of UAS | | | |
| **7** | Policy on C-UAS Operation (if any) | | | |
| **8** | UA Operating Checklist (hard copy) | | | |
| **9** | Safety Risk Management Policy (if any) | | | |
| **10** | Maps, charts, instrument approach charts (valid date and renewals) (hard copy) | | | |
| **11** | DPO/DOS Aviation Manual (Current Edition)/ UNMUM Aviation Manual (Current Edition) | | | |
| **B** | **GROUND CONTROL STATION, C3 AND ONBOARD EQUIPMENT** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (checklist with a qualified remote pilot including walk around) | | | |
| **2** | Autonomous Navigation Systems (including loss of datalink, GPS, autopilot software error and GCS failure procedures) | | | |
| **3** | Dual UA and payload control | | | |
| **4** | Transponder 3/A and C | | | |
| **5** | ADS-B Transponder (IN and OUT) | | | |
| **6** | Radios (VHF-AM / HF / VHF-FM/UHF) & SATCOM | | | |
| **7** | Direction Finder (DF) | | | |
| **8** | Radio altimeter | | | |
| **9** | Weather Radar | | | |
| **10** | GPS (Aviation models with valid data base) check database update procedure and Satellite tracking | | | |
| **11** | GPWS or TAWS (ask for system test) | | | |
| **12** | Mode 3/A and C, and (ii) Mode S and equipped with TCAS II/ACAS version 7.0 and/or alternative equivalent air traffic collision avoidance solution (ask for system test) | | | |
| **13** | RNAV / RVSM / MNPS / 8.33 KHz (where applicable, check certification) | | | |
| **14** | FMV Sensors | | | |
| **15** | Satellite Phones | | | |
| **16** | Portable Remote Viewing Terminals | | | |
| **17** | Portable GCS | | | |
| **18** | Laser pointer / illuminator | | | |
| **19** | Laser Range Finder | | | |
| | **FLIGHT CREW/ FLIGHT DATA** | **YES** | **NO** | **REMARKS** |
| **20** | Flight preparation (Ops Flight Plan)/performance calculation | | | |

| | | | | |
|---|---|---|---|---|
| **21** | Weight & Balance Sheet (Check procedures) | | | |
| **22** | Military/Civilian License/English language/medical certificate/crew qualifications (including extra crew, external pilot (if applicable), sensor operator, RPA observer etc.) | | | |
| | **TECHNICAL LOGBOOK** | **YES** | **NO** | **REMARKS** |
| **23** | UA logbook & Maintenance release cert. (check power plant/airframe hours available) | | | |
| **24** | Defect notification & rectification procedure | | | |
| **25** | Pre-flight inspection (test with a qualified technician) | | | |
| **C** | **UA AND PAYLOAD CONDITIONS** | **YES** | **NO** | **REMARKS** |
| **1** | General condition (corrosion, cleanliness, dents, etc.) | | | |
| | Fuselage | | | |
| **2** | Wings, flight controls surfaces and booms (Based on UA configuration) | | | |
| **3** | Wheels, tires & brakes | | | |
| **4** | Undercarriage & wheel well | | | |
| **5** | Power plant and pylon | | | |
| **6** | Inlet, fan blades / Propellers | | | |
| **7** | Obvious repairs | | | |
| **8** | Obvious un-repaired damages | | | |
| **9** | Leakages | | | |
| **10** | Aircraft exterior lights; anti-collision, position, landing, navigation and strobe lights etc. | | | |
| **11** | Sensor suite, servos | | | |
| **12** | Battery compartment/components/back up battery etc. | | | |
| **13** | Communication components | | | |
| **14** | Autopilot compartment | | | |
| **15** | Fuel tank | | | |
| **16** | UHF and GPS antennas | | | |
| **17** | Engine compartment | | | |
| **18** | Payload(s); Gimbal, lens, turret, stabilizers/shock absorbers, cage and stow positions, observation FLIR/CCD cameras and laser pointer etc. (as applicable) | | | |
| | **PAYLOAD OPTIONS/CHARACTERISTICS** | **YES** | **NO** | **REMARKS** |
| **19** | EO/IR Sensor | | | |
| **20** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Sensor | | | |
| **21** | SIGINT/DF/COMINT Sensor | | | |
| **22** | LIDAR Sensor | | | |
| **23** | FLIR (if applicable) | | | |
| **24** | Interchangeable Payload and components | | | |
| **25** | Dual/multiple payload | | | |
| **26** | Remote Viewing Terminals (RVT) | | | |
| | **GROUND SUPPORT EQUIPMENT** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **27** | Ground Data Terminal / Data link station | | | |
| **28** | Portable Ground Control Station | | | |
| **29** | BVLOS SATCOM Data Link Station (When applicable) | | | |
| **30** | UAS Power Units | | | |
| **D** | **DOS SPECIFIC** | **YES** | **NO** | **REMARKS** |
| **1** | The aircraft is to be painted and marked as per United Nations standards. The paint and markings are to be professionally and uniformly applied, without streaking, bleed-through, chipping and over-sprays. The paint and aircraft should represent the United Nations professionally. | | | |
| **2** | Global satellite tracking system | | | |
| **3** | Portable Satellite communications (INMARSAT/Thuraya/Iridium or equivalent) | | | |

## OPERATIONAL REQUIREMENTS

| **A** | **DPO/DOS CREW REQUIREMENTS** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Remote External Pilot (EP)<br>Total FH: 40<br>PIC hours: 40<br>PIC hours on type: 40 | | | |
| **2** | Remote Internal Pilot (IP)<br>Total F/H: 425<br>PIC hours: 75<br>PIC hours on type: 75 | | | |
| **3** | Remote Station Commander (SC)<br>Total FH: 600<br>PIC hours: 150<br>PIC hours on type: 150 | | | |
| **4** | Flight Currency DAY/NIGHT/NVG/IFR: 45 Days | | | |
| **5** | Sensor operator(s) (could be combined with remote internal pilot task) - qualified on all sensor types (if applicable) | | | |
| **6** | Analyst(s) - qualified on all sensor types | | | |
| **B** | **UNIT OPERATIONAL TASKS** | **YES** | **NO** | **REMARKS** |
| **1** | Persistence Surveillance and Reconnaissance | | | |
| **2** | Identify adversary force dispositions and monitoring of adversary activity | | | |
| **3** | Observer/Monitor tasks (Test equipment including cameras or/and sensors) | | | |
| **4** | Security Operations | | | |
| **5** | Fire Support / Deterrence (show of force) tasks | | | |
| **6** | Support to force protection | | | |
| **7** | Combat Search and Rescue (CSAR) capability | | | |

| | | | | |
|---|---|---|---|---|
| **8** | Search and Rescue (SAR) | | | |
| **9** | Command, Control and Communications (C3) Platform | | | |
| **10** | Communications support: voice and date comms retransmission | | | |
| **11** | Communications across multiple channels and bands | | | |
| **12** | Movement support: convoy security, mine/IED detection | | | |
| **13** | Radio Relay (Check equipment) | | | |
| **14** | Imagery exploitation - phase 1 dissemination immediate | | | |
| **15** | Imagery exploitation - phase 2/3 | | | |
| **16** | Signal Intelligence (SIGINT) exploitation - phase 1 dissemination immediate | | | |
| **17** | SIGINT exploitation - phase 2/3 detailed network analysis and gist of content | | | |
| **18** | Multi-INT – phase 4/fused analysis | | | |
| **19** | C-UAS capability | | | |
| **C** | **AIRCRAFT/CREW TACTICAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | Desired minimum operating LOS range of 250km (limited by type on a case-by-case basis) | | | |
| **2** | Ops in hostile environment / forward area without flight handling services | | | |
| **3** | Low altitude / tropical climates and dusty environment operations | | | |
| **4** | Day and night capable based on IFR | | | |
| **5** | Adverse weather / All-weather operations | | | |
| **6** | 15 hours total mission duration capability | | | |
| **7** | Operate in controlled and uncontrolled/unsegregated airspace in VMC | | | |
| **8** | Multi-mission / diverse mission operations capable | | | |
| **9** | Capable of takeoff and landing on asphalt or cement concrete runway surfaces | | | |
| **10** | Capable of VLOS and BVLOS by satellite data link (When applicable) | | | |
| **11** | Autonomous flight modes | | | |
| **12** | Automatic Takeoff and Landing | | | |
| **13** | External pilot dependent | | | |
| **14** | Multiple payload configuration/support | | | |
| **15** | Capable of operating 2 active simultaneous tasking lines from same GCS | | | |
| **16** | Multiple RVTs | | | |
| **D** | **EQUIPMENT/OPERATIONAL CAPABILITIES** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **1** | Electro-Optical Infrared (EO/IR) Full Motion Video (FMV) Imagery | | | |
| **2** | RADAR; Synthetic Aperture Radar (SAR)/ Ground Moving Target Indication (GMTI) Imagery | | | |
| **3** | SIGINT/DF/COMINT | | | |
| **4** | LIDAR Imagery | | | |
| **5** | FLIR Imagery (If applicable) | | | |
| **6** | Day/night imagery operations | | | |
| **7** | Autonomous waypoint navigation | | | |
| **8** | Emergency recovery and redundant control capability | | | |
| **9** | Low noise signature | | | |
| **10** | Mobile launch capability | | | |
| **11** | Interchangeable payloads and components | | | |
| **12** | Intelligence Processing and Distribution capability | | | |
| **13** | Secured datalink and transmission | | | |
| **14** | Maximum readiness of 60 min take-off when not pre tasked | | | |
| **15** | Operational in tropical climates and dust | | | |
| **16** | Unit available 24/7 (including maintenance personnel) | | | |
| **17** | Unit minimum availability | | | |
| **18** | Maintenance capabilities | | | |

## MAINTENANCE REQUIREMENTS

| **A** | **AVAILABILITY RATES** | **YES** | **NO** | **REMARKS** |
|---|---|---|---|---|
| **1** | Individual UA availability shall be at least 23 days per month (21 days in February) | | | |
| **2** | Minimum UA availability as per operational requirements | | | |
| **B** | **MAINTENANCE CAPABILITIES** | **YES** | **NO** | **REMARKS** |
| **1** | It is an essential requirement for the unit to include a fully independent maintenance component, capable of routinely carrying out all necessary scheduled maintenance and defect rectification. This component should include all required equipment, tools, maintenance manuals and specialist documentation for the following activities:<br>i. Electrical Power System Maintenance<br>ii. Communication System Maintenance<br>iii. Flight Control System Maintenance<br>iv. Avionics System Maintenance<br>v. Payload System Maintenance<br>vi. Propulsion System Maintenance<br>vii. Ground Equipment Maintenance<br>viii. Maintenance Records<br>ix. Spare Parts Storage; and<br>x. Battery Charging and POL storage | | | |
| **C** | **TECHNICAL RECORDS** | **YES** | **NO** | **REMARKS** |

| | | | | |
|---|---|---|---|---|
| **1** | Aircraft technical logbook entries and management. | | | |
| **2** | Records are kept for all maintenance activities, hours, cycles, calendar time for aircraft, engines, and life-limited components, and the release to service, including who has certified or performed the maintenance. | | | |
| **3** | Management of line and base maintenance, and unscheduled maintenance records (work packages etc.). | | | |
| **4** | A process for record-keeping of the implementation of airworthiness directives and equivalent continuing airworthiness information. | | | |
| **5** | Technical library containing all relevant technical data, manufacturer publications etc. for the aircraft and components that is maintained as current and approved. | | | |

**Annex L to**
**SOP on AAV**

## ASSESSMENT AND ADVISORY VISITS INFORMATION AND COMMUNICATIONS TECHNOLOGY CHECKLIST

| Activity | Yes | No |
|---|---|---|
| **Initial Briefing to the Member State** | | |
| Brief T/PCCs on<br>- UN regulations and procedures concerning the provision of ICT services and equipment (incl. UN peacekeeping missions Military Signals unit Manual and UN scale of issue). | | |
| - T/PCC's responsibility on proper preparation and training for the UN military signals unit. | | |
| - T/PCC's contribution and the UN military signal unit tasks, including guidelines on the unit capabilities, organization, deployment options and functions. | | |
| - The Command and Control structure within the mission. | | |
| - The Planning Considerations on Signals Unit deployments to Missions | | |
| **General Information about the Member State** | | |
| Does the Communication Ministry have standards for ICT? | | |
| What are the certification programmes and continues ICT education requirements for the Military ICT personnel? | | |
| Does the military signals unit personnel have the specialized training for ICT personnel? | | |
| Does the signals unit organization structure adhere to the SUR? | | |
| Does the manning of the military signals unit ICT personnel adhere to the UN Military Signals Manual requirements? | | |
| **Signals Capabilities Assessment** | | |
| Verification of available Signals equipment | | |
| - Does the unit have and know how to install, operate and maintain Ultra - High Frequency radios (UHF)? | | |
| - Does the unit have and know how to install, operate and maintain Very High Frequency radios (VHF)? | | |
| - Does the unit have and know how to install, operate and maintain High Frequency radios (HF)? | | |
| - Does the unit have and know how to install, operate and maintain the Satellite Communication systems? | | |
| - Does the unit have enough telephones as per the SUR and know how to install, operate and maintain the office and field telephones? | | |
| - Does the Signal unit have Internet service provision (ISP) connection for self-sustainment as per the COE manual? | | |
| - Does the unit have proper handling procedures for the different classification of data and material? | | |
| - Does the signals unit personnel have the required language skills? | | |

| | | |
|---|---|---|
| - What is the signals unit operational capability to deploy to field missions? | | |
| - Does the unit have the capability to be split into sections for possible deployment to remote locations in field missions? | | |
| - Does the unit have the capability to install, operate and maintain UN Owned Equipment (UNOE)? | | |
| - Does the signal unit display the capability to deploy and operate deployable command posts to enable temporarily deployed small command groups? | | |
| - Does the signals unit display the capability to support the provision of the mission/force communications services to offices of the civilian component in the elevated risk areas? | | |
| **De-briefing** | | |
| OICT findings during the visit | | |
| OICT recommendations | | |
| Preparation of final report | | |

**AAV TO THE XXXXXXXXX OF THE PLEDGE FOR A XXXXXX UNIT**
**AAV REPORT (XXXX- XXXX) 20XX**

**Executive Summary**

The ES should highlight the overall assessment of the units visited including, national decision-making process to take part of UN missions, the availability of COE, training programs, selection and vetting of personnel, female participation, environmental matters, human rights considerations, management systems, language skills and other important issues considered by the AAV Team leader.

The last paragraph of the ES must have a clear recommendation if the unit(s) is(are) to be accepted to PCRS Level 2 or if the T/PCC needs to provide future proof of correction of existing shortfalls. It should also state the estimated deployment readiness timeline of the unit(s) when comparing the available major equipment of the unit to the relevant generic Rapid Deployment Level SUR (if available). The summary should also estimate the deployment timeline of the unit in comparison with a valid SUR from a similar unit in one of the existing large peacekeeping missions (if available).

The language on the report should be descriptive and direct and should avoid the use of unnecessary adjectives and superlatives in order to maintain transparency and impartiality of the AAV team's considerations.

## A. Introduction

1. A UN AAV team, comprising the following members, travelled to (Name of the country) from (XXXX to XXXX).

   - Rank/title, first name, name, office/mission
   - Rank/title, first name, name, office/mission
   - Rank/title, first name, name, office/mission

## B. Purpose of Visit

2. The purpose should be the same as the one stated in the AAV ToR, which normally will be along the following lines: to assess the personnel, major equipment and self-sustainment capabilities of the country's pledged contributions in meeting operational and requirements as well as deployment readiness and timings to progress the pledge in PCRS. The terms of reference are attached at Annex A.

## C. General Assessment

3. Assess and explain the overall findings if the unit(s) was (were) found overall to have the capability, management systems and will be ready for deployment to a UN field mission / to progress the pledge in the PCRS.

4. Assess and describe the readiness for personnel and equipment (major equipment, self-

sustainment items and personnel equipment). Highlight the timelines in months/weeks the unit can be expected to be ready for deployment, if asked to. Highlight key shortfalls and describe how these can be overcome prior to the deployment / progress registration in PCRS.

5. This paragraph can be divided in sub-paragraphs if more than one unit is assessed.

6. If more than one unit was assessed during the AAV, sections D to L below can be included in a dedicated annex for each assessed unit. In any case, a final overall conclusion and recommendation will still need to be part of the main body of the report.

**D. Specific Observations - Personnel**

7. Summarize the organization, strength and structure of units in relation to the requirements in the respective UNMUM. Organizational diagrams and tabulated skills specializations should be attached in an annex.

8. Explain how personnel is recruited and selected to take part in peacekeeping or similar deployments and the ability of the T/PCC to maintain a prolonged contribution (future rotation), with qualified personnel, especially for specialized units.

9. Assess T/PCC / unit's experience in UN field missions, impressions of morale and bearing, number of women and language skills.

**E. Specific Observations – Training**

10. Summarize peacekeeping training structure as part of regular national system and any existing dedicated one for deployed troops, with any details of planned or undertaken training, including quality of training experience in UN field missions, familiarity with mission structures, training requirements in critical areas and arrangements for continuing training in the mission.

11. Summarize the regular military/police training as part of the regular national system and any existing dedicated one for UN deployments, in particular for specialized units (e.g. Eng/Medical/Aviation/UAS/PKISR).

12. Summarize any evaluation of the unit’s generic UN military tasks demonstrated to the UN AAV team.

13. Make recommendations related to any necessary training support and how it might be delivered. More details should be part of the training annex.

**F. Specific Observations – Major Equipment**

14. Summarize key major equipment directly affecting the unit's operational requirements and readiness for deployment. Detailed records of issues arising, and recommendations.

15. Give an assessment of the T/PCC’s ability to replace, if necessary, and maintain high levels of ME serviceability, based on existing stock or planned procurement processes, including stocks and spares to support loss/damage to high value assets like manned and unmanned aircraft.

16. More details should be part of the COE annex.

**G. Specific Observations – Self-Sustainment Categories**

17. Summarize key issues regarding specific categories of self-sustainment and aspects of self-sufficiency. Detailed records of issues arising with specific units and their resolution should be part of the specific checklist annex.

18. More details should be part of the COE annex.

**H. Specific Observations – Environmental Management**

19. Highlight the T/PCC understanding of the DPKO/DFS Environmental Policy and related Environment Strategy for Peace Operations and summarize the pre-deployment training (National and UN) already done or planned to be done in regard to Environmental Management.

20. Explain the concrete actions the T/PCC is planning to implement upon its arrival to ensure its reduced environmental impact, including the appointment of environmental/waste focal points, in accordance with guidance from OMA and OROLSI/PD.

**I. Specific Observations – Decision-making**

21. Summarize key issues regarding the decision-making process of the national authorities with regard to actual deployment. Make any recommendations related to the T/PCC's eagerness to deploy and the length of time it might take the T/PCC to authorize this unit for deployment.

**J. Specific Observations – Accountability and Human Rights Systems**

22. Assess the screening process (including criminal offences and/or violations of international humanitarian and human rights law) that will be used to nominate and certify personnel, including on which entity within the T/PCC will be responsible for conducting this process.

23. Assess internal accountability and human rights systems that will be used when deployed to meet the requirements of UN policies, procedures and regulations, including a commitment by the T/PCC to embed national investigation officers in their contingent.

**I. Specific Observations – (For specific type of unit's technical details)**

24. Summarize key issues related to technical details of military/police units that will impact its operational capabilities. Detail of the assessment will be provided by the subject matter specialist in the annexes to the report (e.g. Engineering, Aviation, Aviation Safety, UAS, ICT).

**K. Conclusion**

25. Explain if the unit / capability (name of type of unit(s)) has the structure to generate, deploy and sustain its contribution in a future deployment, and in case invited to deploy will be able to meet the UN requirements. Highlight key positive points observed and any significant deficiencies in:

    a. Personnel and accountability Systems

    b. Training

    c. Major and self-sustainment capabilities

d. Management Systems for specialized units

e. Deployment readiness

f. Caveats / limitations imposed by the T/PCC

g. Estimated deployment readiness timeline when compared to the generic Rapid Deployment Level SUR and with at least one valid SUR from a large peacekeeping mission

**I. Recommendation:**

26. The unit:

a. Can or cannot be elevated to level 2 in the PCRS

b. Needs external support in meeting capability and accountability shortfalls

c. Needs more time to prepare but doesn't need external support

**J. Annexes:**

27. Annex A

28. Annex B

29. Annex C

**Signatures:** **Signatures:**

**AAV Team Leader** **MILAD/POLAD**