C.8. Manager of Regulatory Affairs and Compliance (MRA)

No.	Action Item	Time	Initials
1.	Acknowledge callout and report to the Emergency Management Centre (EMC); do not delay for information gathering.		
2.	Review the nature of the emergency and identify any required regulatory reporting or notifications.		
3.	Liaise with regulatory authorities (e.g., GCAA, local CAA) if required by the Emergency Management Chairman or Operations Director.		
4.	Confirm that all emergency response actions are being carried out in accordance with the approved Operations Manual, AOC, and SOPs.		
5.	Provide immediate regulatory guidance to the Emergency Director (Safety Director) and Operations Director on any deviations, approvals, or exemptions required.		
6.	Support the compilation and verification of critical regulatory documents (e.g., crew licenses, SOPs, AOC references, flight documentation).		
7.	Record and log any temporary procedural changes, regulatory communications, or deviations approved during the emergency.		
8.	Coordinate with the Quality, Safety, and Operations teams to ensure alignment on compliance matters during the response phase.		
9.	Participate in post-incident debriefing and identify any required updates to operational procedures or manuals.		
10.	Prepare a compliance summary report to be included in the final emergency response report package.		

Remarks:

Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator

End of Checklist

Name and Signature:		Date:	