**AOC Operations Manual Template**

**Version 0, 2016-06-01**

**Note:** The references given are for guidance only and are not exhaustive

**Changes highlighted throughout the document by date in lower left corner**

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|  **Commission Regulation (EC) No 216/2008 (Basic Regulation BR)** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 216/2008 | 20 Feb 2008 | Initial issue |
| 690/2009 | 30 Jul 2009 |  |
| 1108/2009 | 21 Oct 2009 |  |
| 6/2013 | 8 Jan 2013 |  |
| 2016/4 | 5 Jan 2016 |  |

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|  **Commission Regulation (EU) No 965/2012 (Implementing Rules, IR)****Air Operations** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 965/2012 | 5 Oct 2012 | Initial issue |
| 800/2013 | 14 Aug 2013 | Amd 1 (NCC/NCO) |
| 71/2014 | 27 Jan 2014 | Amd 2 (OSD) |
| 83/2014 | 29 Jan 2014 | Amd 3 (FTL) |
| 379/2014 | 7 April 2014 | Amd 4 (SPO + CAT A-A, S+B) |
| 2015/140 | 30 Jan 2015 | Amd 5 (sterile flight deck) |
| 2015/640 | 23 Apr 2015 | Amd 6 (Part 26) |
| 2015/1329 | 31 July 2015 | Amd 7 |
| 2015/2338 | 11 Dec 2015 | Amdt 7 (flight recordings) |
| **EASA Decisions (EU) No 965/2012 (AMC/CS-FTL.1/GM)** |
| **Part** | **Issue no. / Amendment no.** | **Incorporated Amendments** |
| **CR GM** | 1/0 | - |
| **Definitions** | 1/3 | Issue 1 (initial) (2012/015/R):Amd 1 (2013/017/R)Amd 2 (2015/002/R)Amd 3 (2015/012/R) |
| **ARO** | 3/2 | Issue 3 (2014/025/R)Amd 1 (2015/022/R)Amd 2 (2016/008/R) |
| **ORO** | 2/7 | Issue 2 (2014/017/R):Amd 1 (2015/005/R)Amd 2 (2015/012/R)Amd 3 (2015/022/R)Amd 4 (2015/027/R)Amd 5 (2015/030/R)Amd 6 (2016/004/R)Amd 7 (2016/008/R) |
| **CS-FTL.1** | 1/0 | Issue 1 (initial) (2014/002/R) |
| **CAT** | 2/4 | Issue 2 (2014/015/R):Amd 1 (2014/029/R)Amd 2 (2015/007/R)Amd 3 (2015/021/R)Amd 4 (2015/030/R)Amd 5 (2016/004/R) |
| **SPA** | 1/2 | Issue 1 (initial) (2012/019/R):Amd 1 (2013/020/R)Amd 2 (2015/022/R) |
| **NCC** | 1/4 | Issue 1 (initial) (2013/021/R):Amd 1 (2014/030/R)Amd 2 (2015/003/R)Amd 3 (2015/021/R)Amd 4 (2015/030/R) |
| **NCO** | 2/2 | Issue 2 (2014/016/R):Amd 1 (2014/031/R)Amd 2 (2015/004/R) |
| **SPO** | 1/4 | Issue 1 (initial) (2014/018/R):Amd 1 (2014/032/R)Amd 2 (2015/006/R)Amd 3 (2015/021/R)Amd 4 (2015/030/R) |

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|  **Commission Regulation (EU) No 1178/2011 (Implementing Rules, IR)****Air Crew** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 1178/2011 | 3 Nov 2011 | Initial issue |
| 290/2012 | 30 Mar 2012 | Part-CC, Part-ARA |
| 70/2014 | 27 Jan 2014 |  |
| 245/2014 | 13 Mar 2014 |  |
| 2015/445 | 17 Mar 2015 |  |
| 2016/539 | 7 Apr 2016 | PBN, MPL |
| **EASA Decisions (EU) No 1178/2011 (AMC/CS/GM)** |
| **Part** | **Issue no. / Amendment no.** | **Incorporated Amendments** |
| **ARA** | 1/3 | Issue 1 (2012/006/R)Amd 1 (2013/006/R)Amd 2 (2014/020/R)Amd 3 (2016/008/R) |
| **MED** | 1/1 | Issue 1 (2011/015/R)Amd 1 (2013/016/R) |
| **CC** | 1/1 | Issue 1 (2012/005/R)Amd 1 (2015/023/R) |
| **ORA** | 1/3 | Issue 1 (2012/007/R)Amd 1 (2013/008/R)Amd 2 (2014/021/R)Amd 3 (2015/011/R) |
| **FCL** | 1/2 | Issue 1 (2011/016/R)Amd 1 (2014/022/R)Amd 2 (2016/008/R) |
| **CS-FSTD(A)** | 1/0 | Issue 1 (initial) (2012/010/R) |
| **CS-FSTD(H)** | 1/0 | Issue 1 (initial) (2012/011/R) |

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|  **Commission Regulation (EU) No 923/2012 (Implementing Rules, IR)****SERA, Standardised European Rules of the Air** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 923/2012 | 26 Sep 2012 | Initial issue |
| **EASA Decisions (EU) No 923/2012 (AMC/GM)** |
| **Part** | **Issue no. / Amendment no.** | **Incorporated Amendments** |
| Rules of the air | 1/0 | Issue 1 (2013/013/R) |

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|  **Commission Regulation (EU) No 1332/2011 (Implementing Rules, IR)****AUR – Airspace Usage Requirements** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 1332/2011 | 16 Sep 2011 | Initial issue |
| **EASA Decisions (EU) No 1332/2011 (AMC/GM)** |
| **Part** | **Issue no. / Amendment no.** | **Incorporated Amendments** |
| Part-AUR | 1/0 | Issue 1 (2012/002/R) |

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|  **Commission Regulation (EU) No 376/2014 (Implementing Rules, IR)****Reporting, analysis and follow-up of occurrences** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 376/2014 | 24 Apr 2014 | Initial issue |

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|  **Commission Regulation (EU) No 996/2010 (Implementing Rules, IR)****Investigation and prevention of accidents and incidents** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 996/2010 | 20 Oct 2010 | Initial issue |

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|  **Commission Regulation (EU) No 2015/1018 (Implementing Rules, IR)****A list classifying occurrences** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 2015/1018 | 15 Nov 2015 | Initial issue |

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|  **Commission Regulation (EU) No 2015/640 (Implementing Rules, IR)****Additional airworthiness specifications** |
| **Regulation** | **Date** | **Incorporated Amendment** |
| 2015/640 | 23 Apr 2015 | Initial issue |
| **EASA Decisions (EU) No 2015/640 (AMC/CS/GM)** |
| **Part** | **Issue no. / Amendment no.** | **Incorporated Amendments** |
| CS-26 | 1/0 | Issue 1 (2015/013/R) |

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|  |  **AMC 20** |
| **Amendment** | **AMC**  | **ED dec.** | **Date** | **Subject** |
| **13** | **20-158** | 2015/017/R | 2915/07/15 | Aircraft electrical and electronic system high-intensity radiated fields (HIRF) protection |
| **20-136** | Aircraft electrical and electronic system lightning protection |
| **12** | **20-25** | 2014/001/R | 2014/02/09 | Airworthiness and operational consideration for Electronic Flight Bags (EFBs) |
| **11** | **-** | 2014/030/R | 2013/12/17 | Cancels AMC 20-11 and AMC 20-13 |
| **10** | **20-27A** | 2013/026/R | 2013/09/12 | Airworthiness Approval and Operational Criteria for RNP APPROACH (RNP APCH) Operations Including APV BARO-VNAV Operations |
| **20-4A** | Airworthiness Approval and Operational Criteria For the Use of Navigation Systems in European Airspace Designated For Basic RNAV Operations |
| **20-3A** | Certification of Engines Equipped with Electronic Engine Control Systems |
| **20-2A** | Certification of Essential APU Equipped with Electronic Controls |
| **20-115C** | Software Considerations for Certification of Airborne Systems and Equipment |
| **9** | **20-28** | 2012/014/R | 2012/09/2012 | Airworthiness Approval and Operational Criteria related to Area Navigation for Global Navigation Satellite System approach operation to Localiser Performance with Vertical guidance minima using Satellite Based Augmentation System |
| **8** | **20-15** | 2011/001/R | 2011/03/23 | Airworthiness Certification Considerations for the Airborne Collision Avoidance System (ACAS II) with optional Hybrid Surveillance |
| **7** | **20-6 (rev 2)** | 2010/012/R | 2010/12/16 | Extended Range Operation with Two-Engine Aeroplanes ETOPS Certification and Operation |
| **6** | **20-29** | 2010/003/R | 2010/07/19 | Composite Aircraft Structure |
| **5** | **20-27** | 2009/019/R | 2009/12/16 | Replaced by 20-27A in Amd 10 |
| **20-26** | Airworthiness Approval and Operational Criteria for RNPAuthorisation Required (RNP AR) Operations |
| **4** | **20-21** | 2008/007/R | 2008/08/29 | Programme to enhance aeroplane Electrical Wiring Interconnection System (EWIS) maintenance |
| **3** | **20-24** | 2008/004/R | 2008/04/25 | Certification Considerations for the Enhanced ATS in Non-Radar Areas using ADS-B Surveillance (ADS-B-NRA) Application via 1090 MHZ Extended Squitter. |
| **2** | **20-20** | 2007/019/R | 2007/12/26 | Continuing Structural Integrity Programme |
| **20-11** | Cancelled by Amd 11 |
| **20-3** | Certification of Engines Equipped with Electronic Engine Control Systems |
| **20-1** | Certification of Aircraft Propulsion Systems Equipped with Electronic Control Systems |
| **1** | **20-13** | 2006/012/R | 2006/12/22 | Cancelled by Amd 11 |
| **20-12** | Recognition of FAA Order 8400.12a for RNP 10 Operations. |
| **20-11** | ~~Reserved.~~ Revised by Amd 2 |
| **20-10** | Acceptable Means of Compliance for the Approval of DigitalATIS via Data Link over ACARS. |
| **20-9** | Acceptable Means of Compliance for the Approval ofDeparture Clearance via Data Communications overACARS. |
| **Initial issue** | **20-8** | 2003/012/RM | 2003/11/05 | Occurrence reporting |
| **20-7** | Reserved |
| **20-6** | Extended Range Operation with two-engine aeroplanes ETOPS certification and operation |
| **20-5** | Airworthiness approval and operational criteria for the use of the Navstar Global Positioning System (GPS) |
| **20-4** | Replaced by 20-4A in Amd 10 |
| **20-3** | Replaced by 20-3A in Amd 10 |
| **20-2** | Replaced by 20-2A in Amd 10 |
| **20-1** | Certification of aircraft propulsion systems equipped with electronic controls |
| **20-128A** | Design considerations for minimizing hazards caused by uncontained turbine engine and auxiliary power unit rotor failure, Appendix 1 |
| **20-115-B** | Replaced by 20-115C in Amd 10 |

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|  | **Operations Manual Reference** | **EASA IR/CS/AMC/GM Reference***Amended regulation highlighted* | **Compliance control** | **NAA Note** |
| **PART A****GENERAL / BASIC** |
| **0** | **ADMINISTRATION AND CONTROL OF** **OPERATIONS MANUAL** |  |  |  |
| 0.1 | Introduction:(a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel.(c) A list and brief description of the various parts, their contents, applicability and use.(d) Explanations and definitions of terms and words needed for the use of the manual. | ORO.MLR.100AMC 1-4 ORO.MLR.100GM1 ORO.MLR.100GM1 ORO.MLR.100(k)ORO.MLR.101Annex I i (EU) No 965/2012, Definitions | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 0.2 | System of amendment and revision: (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. (b) A record of amendments and revisions with insertion dates and effective dates. (c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. (d) A description of the system for the annotation of pages or paragraphs and their effective dates. (e) A list of effective pages or paragraphs. (f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams). (g) Temporary revisions. (h) A description of the distribution system for the manuals, amendments and revisions. | ORO.MLR.100(g) ARO.GEN.330(c) ORO.GEN.115(b) ORO.GEN.130(c) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 1 | **ORGANISATION AND RESPONSIBILITIES** | Note: The operator shall avoid duplication of the information contained in this chapter and in chapter 3 or in a separate Management/Corporate Manual. |  |  |
| 1.1 | Organisational structure. A description of the organisational structure, including the general organogram and operations departments’ organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments etc, which pertain to the safety of flight operations, should be shown. | ORO.GEN.200 including applicable AMC/GM. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 1.2 | Nominated persons. The name of each nominated person responsible for flight operations, crew training, ground operations and airworthiness, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included. | ORO.GEN.210ORO.AOC.135AMC1-2 ORO.AOC.135(a)GM 1-2 ORO.AOC.135(a) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 1.3 | Responsibilities and duties of operations management personnel. A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations. |  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 1.4 | Authority, duties and responsibilities of the pilot-in-command/commander. A statement defining the authority, duties and responsibilities of the pilot-in-command/commander. | CAT.GEN.MPA.105 GM1 CAT.GEN.MPA.105CAT.GEN.MPA.110 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 1.5 | Duties and responsibilities of crew members other than the pilot-in-command/commander. | CAT.GEN.MPA.100AMC1 CAT.GEN.MPA.100(b)AMC1 CAT.GEN.MPA.100(c)(1)GM1 CAT.GEN.MPA.100(c)(2) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 2 | **OPERATIONAL CONTROL AND SUPERVISION** |  |  |  |
| 2.1 | Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator (see ORO.GEN.110(c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described: (a) licence and qualification validity, (b) competence of operations personnel, (c) control, analysis and storage of the required records. | ORO.GEN.110AMC1 & AMC2 ORO.GEN.110(a)GM1 ORO.GEN.110(a)AMC1 & GM1 ORO.GEN.110(c)AMC1 & AMC2 ORO.GEN.110(e)GM1 & GM2 ORO.GEN.110(e)AMC1 & GM1 ORO.GEN.110(f)AMC1 ORO.GEN.110(f)(h)Annex I (Part FCL) to Regulation (EU) No 1178/2011ORO.GEN.110(e)ORO.MLR.115, AMC1 ORO.MLR.115 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 2.2 | System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included. | Ex. Crew Contact System, CCS, or similar | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 2.3 | Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety. | ORO.GEN.110 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 2.4 | Powers of the authority. A description of the powers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel. | Regulation (EU) No 965/2012 Article 3, paragraph 5ORO.GEN.105ORO.GEN.140CAT.GEN.MPA.190 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 3 | **MANAGEMENT SYSTEM**A description of the management system, including at least the following:(a) safety policy; (b) the process for identifying safety hazards and for evaluating and managing the associated risks; (c) compliance monitoring system; (d) allocation of duties and responsibilities; (e) documentation of all key management system processes. | ORO.GEN.200 AMC1 ORO.GEN.200(a)(1);(2);(3) & (5) AMC1 & GM1-2 ORO.GEN.200(a)(1) AMC1 & GM1 ORO.GEN 200(a)(2) AMC1, GM1-3 ORO.GEN.200(a)(3) AMC1 & GM1 ORO.GEN.200(a)(4) AMC1-2 & GM1 ORO.GEN.200(a)(5) AMC1 & GM1-4 ORO.GEN.200(a)(6) AMC1 ORO.GEN.200(b). | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 4 | **CREW COMPOSITION** |  |  |  |
| 4.1 | Crew composition. An explanation of the method for determining crew compositions, taking account of the following: (a) the type of aircraft being used; (b) the area and type of operation being undertaken; (c) the phase of the flight; (d) the minimum crew requirement and flight duty period planned; (e) experience (total and on type), recency and qualification of the crew members; (f) the designation of the pilot-in-command/commander and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command/commander or other members of the flight crew. (see ORO.FC.105); (g) the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.  | ORO.FC.100 AMC1.ORO.FC.100(c) ORO.FC.105 AMC1 ORO.FC.105(b)(2);(c) ORO.FC.005 ORO.FC.330ORO.CC.200 AMC1 ORO.CC.100 GM1 ORO.CC.100, AMC1 ORO.CC.200(c);(d) AMC1 ORO.CC.200(d) ORO.FC.200ORO.FC.105AMC1 ORO.FC.105(b)(2);(c)GM1 ORO.FC.105(b)(2)AMC1-2 ORO.FC.105(c)GM1 ORO.FC.105(d) ORO.FC.A.201 ORO.CC.200 AMC1 ORO.CC.200(c)AMC1 ORO.CC.200(d)AMC1-2 & GM1-2 ORO.CC,200(e)  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 4.2 | Designation of the pilot-in-command/commander. The rules applicable to the designation of the pilot-in-command/commander.  | ORO.FC.105AMC1 ORO.FC.105(b)(2);(c)GM1 ORO.FC.105(b)(2)AMC1-2 ORO.FC.105(c)GM1 ORO.FC.105(d)ORO.FC.A.201 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 4.3 | Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation.  | Operators proceduresAMC1 ORO.FC.230 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 4.4 | Operation on more than one type. A statement indicating which aircraft are considered as one type for the purpose of: (a) flight crew scheduling; and (b) cabin crew scheduling.  | ORO.FC.140 & 240 AMC1 ORO.FC.240 ORO.CC.250 AMC1 ORO.CC.250(b) GM1 ORO.CC.250  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA | [ ]  FC[ ]  NC |
| 5 | **QUALIFICATION REQUIREMENTS** |  |  |  |
| 5.1 | A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration should be given to the aircraft type, kind of operation and composition of the crew.  | ORO.GEN.110(d) & (e) ORO.FC.200AMC1 ORO.FC.200(a) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.2 | Flight crew:(a) Pilot-in-command/commander, (b) Pilot relieving the pilot-in-command/commander, (c) Co-pilot, (d) Pilot relieving the co-pilot, (e) Pilot under supervision, (f) System panel operator, (g) Operation on more than one type or variant.  | ORO.FC.105 & 205 AMC1 ORO.FC.105(b)(2);(c) AMC1-2 ORO.FC.105(c) GM 1 ORO.FC.105(d) ORO.FC.115/215; 120/220; 125; 130/230; 135/235; ORO.FC.A.201ORO.FC.202ORO.FC.A.250 ORO.FC.140/240 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.3 | Cabin crew:(a) Senior cabin crew member, (b) Cabin crew member: (i) Required cabin crew member, (ii) Additional cabin crew member and cabin crew member during familiarisation flights, (c) Operation on more than one type or variant.  | ORO.CC.110/210; 120; 125; 130; 135; 140; 145; 200; 250 & 255 with applicable AMC/GMRefer to OM Part D for more detail of course syllabi.  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.4 | Training, checking and supervision personnel:(a) for flight crew; and (b) for cabin crew.  | ORO.FC.145(a)(2) ORO.CC.115, GM1 ORO.CC.115AMC1 ORO.CC.115(c)AMC1 ORO.CC.115(d)AMC1-3 & GM1-5 ORO.CC.115(e)ORO.CC.120AMC1 ORO.CC.120(a)(1) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.5 | Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew).  | ORO.GEN.110(e)AMC1 SPA.DG.105(a);(e) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 6 | **CREW HEALTH PRECAUTIONS** |  |  |  |
| 6.1 | Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following: (a) alcohol and other intoxicating liquids, (b) narcotics, (c) drugs, (d) sleeping tablets, (e) anti-depressants, (f) pharmaceutical preparations, (g) immunisation, (h) deep-sea diving, (i) blood/bone marrow donation, (j) meal precautions prior to and during flight, (k) sleep and rest, (l) surgical operations  | See Part-MED, (EU) 1178/2011 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 7 | **FLIGHT TIME LIMITATIONS** |  |  |  |
| 7.1 | Flight and duty time limitations and rest requirements.  | ORO.FTL.100-250 including AMC/GMCS.FTL.1.100-1.235 including AMC/GM | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 7.2 | Exceedance of flight and duty time limitations and/or reductions of rest periods. Conditions under which flight and duty time may be exceeded or rest periods may be reduced, and the procedures used to report these modifications.  | ORO.FTL.100-250 including AMC/GMCS.FTL.1.100-1.235 including AMC/GM | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8 | **OPERATING PROCEDURES** |  |  |  |
| 8.1 | **Flight preparation instructions.** As applicable to the operation:  | CAT.OP.MPA.175, AMC1 CAT.OP.MPA.175(a) GM1 CAT.OP.MPA.175(b)(5) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.1 | Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including: (a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and (b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights.  | CAT.OP.MPA 145, AMC1 CAT.OP.MPA.145(a) AMC1.1 CAT.OP.MPA.145(a)GM1 CAT.OP.MPA.145(a) AMC1 CAT.OP.MPA 175(a) GM1 CAT.OP.MPA.175(b)(5) CAT.OP.MPA.270 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.2 | Criteria and responsibilities for determining the adequacy of aerodromes to be used.  | CAT.OP.MPA.105AMC1-2 CAT.OP.MPA.105CAT.OP.MPA.106CAT.OP.MPA.107CAT.OP.MPA.180 (A)CAT.OP.MPA.181 (H)AMC1 CAT.OP.MPA.181(b)(1)GM1 CAT.OP.MPA.181AMC1 CAT.OP.MPA.181(d) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.3 | Methods and responsibilities for establishing aerodrome operating minima. Reference should be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.  | CAT.OP.MPA.110AMC1-12 CAT.OP.MPA.110 GM1-3 CAT.OP.MPA.110GM1 CAT.OP.MPA.110(a)CAT.OP.MPA.125CAT.OP.MPA.185 (A)GM1 CAT.OP.MPA.185GM2 CAT.OP.MPA.185CAT.OP.MPA.186 (H)GM1 CAT.OP.MPA.186CAT.OP.MPA.265CAT.OP.MPA.300 AMC1 CAT.OP.MPA.300 CAT.OP.MPA.305 AMC1 CAT.OP.MPA.305(e) GM1 CAT.OP.MPA.305(f)CAT.OP.MPA.320  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.4 | En-route operating minima for VFR flights or VFR portions of a flight and, where single-engined aircraft are used, instructions for route selection with respect to the availability of surfaces that permit a safe forced landing.  | CAT.OP.MPA.135 (A)CAT.OP.MPA.136 (A)CAT.OP.MPA.137 (H)CAT:OP.MPA.138 (H)GM1 CAT.OP.MPA.137(b) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.5 | Presentation and application of aerodrome and en-route operating minima.  | CAT.OP.MPA.135CAT.OP.MPA.136CAT.OP.MPA.137CAT.OP.MPA.138GM1 CAT.OP.MPA.137(b)CAT.OP.MPA.185 (A)GM1-2 CAT.OP.MPA.185CAT.OP.MPA.186 (H)GM1 CAT.OP.MPA.186CAT.OP.MPA. 245CAT.OP.MPA. 246 (A)CAT.OP.MPA.247 (H) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.6 | Interpretation of meteorological information. Explanatory material on the decoding of meteorological (MET) forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.  | Refer to IAIP GEN | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.7 | Determination of the quantities of fuel, oil and water methanol carried. The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in-flight. This section should also include instructions on the measurement and distribution of the fluid carried on board. Such instructions should take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and of failure of one or more of the aircraft’s power plants. The system for maintaining fuel and oil records should also be described.  | CAT.OP.MPA.106, CAT.OP.MPA.150 (151 for Performance Class B aircraft) AMC1-3 CAT.OP.MPA.150(b) GM1 CAT.OP.MPA.150(b) GM1 CAT.OP.MPA.150(c)(3)(i) GM1 CAT.OP.MPA.150(c)(3)(ii) CAT.OP.MPA.260CAT.OP.MPA.280 (A)CAT.OP.MPS.281 (H)AMC1 CAT.OP.MPA.181 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.8 | Mass and centre of gravity. The general principles of mass and centre of gravity including the following: (a) definitions; (b) methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; (c) the policy for using standard and/or actual masses; (d) the method for determining the applicable passenger, baggage and cargo mass; (e) the applicable passenger and baggage masses for various types of operations and aircraft type; (f) general instructions and information necessary for verification of the various types of mass and balance documentation in use; (g) last-minute changes procedures; (h) specific gravity of fuel, oil and water methanol; (i) seating policy/procedures; (j) for helicopter operations, standard load plans.  | CAT.POL.MAB.100AMC1 CAT.POL:MAB 100(a)AMC1-2 CAT.POL.MAB.100(b) AMC1-2 CAT.POL.MAB.100(d) AMC1-2 CAT.POL.MAB.100(e) GM1-3 CAT.POL.MAB.100(e)GM1 CAT.POL.MAB 100(g)GM1 CAT.POL.AB.100(i)CAT.POL.MAB 105AMC1 CAT.POL.MAB.105 (a)-(c)AMC2 CAT.POL.MAB.105(c)GM1-2 CAT.POL.MAB105(e)  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.9 | Air traffic services (ATS) flight plan. Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.  | CAT.OP.MPA.190 AMC1 CAT.OP.MPA.190 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.10 | Operational flight plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan should be described including samples of the operational flight plan formats in use.  | CAT.OP.MPA.175(a) AMC1 CAT.OP.MPA.175(a) GM1 CAT.OP.MPA.175(b)(5)ORO.MLR.110 (Journey Log)AMC1 ORO.MLR.110GM1 ORO.MLR.110 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.11 | Operator’s aircraft technical log. The responsibilities and the use of the operator’s aircraft technical log should be described, including samples of the format used.  | Refer to EASA Part-M | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.1.12 | List of documents, forms and additional information to be carried.  | CAT.GEN.MPA.180 AMC1 CAT.GEN.MPA.180 GM1 CAT.GEN.MPA.180(a)(1)GM1 CAT.GEN.MPA.180.(a)(5)(6);GM1 CAT.GEN.MPA.180(a)(9)AMC1 CAT.GEN.MPA.180(a)(13)GM1 CAT.GEN.MPA(a)(14) GM1 CAT.GEN.MPA.180(a)(23) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.2 | **Ground handling instructions.** As applicable to the operation: |  |  |  |
| 8.2.1 | Fuelling procedures. A description of fuelling procedures, including: (a) safety precautions during refuelling and defuelling including when an auxiliary power unit is in operation or when rotors are running or when an engine is or engines are running and the rotor-brakes is on; (b) refuelling and defuelling when passengers are embarking, on board or disembarking; and (c) precautions to be taken to avoid mixing fuels.  | CAT.OP.MPA.195 AMC1 CAT.OP.MPA.195 CAT.OP.MPA.200GM1 CAT.OP.MPA.200 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.2.2 | Aircraft, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, should also be given. Handling procedures should include: (a) special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; (b) permissible size and weight of hand baggage; (c) loading and securing of items in the aircraft; (d) positioning of ground equipment; (e) operation of aircraft doors; (f) safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas; (g) start-up, ramp departure and arrival procedures; (h) servicing of aircraft; (i) documents and forms for aircraft handling; (j) special loads and classification of load compartments; and (k) multiple occupancy of aircraft seats.  | CAT.OP.MPA.155 AMC1-3 CAT.OP.MPA.155(b) GM1-4 CAT.OP.MPA.155(b)AMC1-2 CAT.OP.MPA.155(c)GM1-2 CAT.OP.MPA.155(c)CAT.OP.MPA.160 AMC1-2 CAT.OP.MPA.160 CAT.OP.MPA.165 AMC1-2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165CAT.OP.MPA.220 CAT.OP.MPA.230 CAT.POL.MAB.105 AMC CAT.POL.MAB.105 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.2.3 | Procedures for the refusal of embarkation. Procedures to ensure that persons who appear to be intoxicated, or who demonstrate by manner or physical indications that they are under the influence of drugs, are refused embarkation. This does not apply to medical patients under proper care.  | CAT.GEN.MPA.170CAT.GEN.MPA.175 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.2.4 | De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given, including the following: (a) proprietary or commercial names, (b) characteristics, (c) effects on aircraft performance, (d) hold-over times, (e) precautions during usage.  | CAT.OP.MPA.250 GM1-3 CAT.OP.MPA.250 CAT.OP.MPA.255 AMC1-2 CAT.OP.MPA.255 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.38.3.1 | **Flight Procedures:**VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or for requiring flights to be made under IFR, or for changing from one to the other.  | Regulation (EC) No. 216/2008 (the ‘Basic Regulation’) Annex IV, 2.a.6 CAT.IDE.A.125 AMC/GM CAT.IDE.A.125CAT.IDE.A.130AMC/GM CAT.IDE.A.130Operator Policy | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.2 | Navigation Procedures. A description of all navigation procedures, relevant to the type(s) and area(s) of operation. Special consideration should be given to: (a) standard navigational procedures, including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft; and (b) required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas; (c) in-flight re-planning; (d) procedures in the event of system degradation; and (e) reduced vertical separation minima (RVSM).  | Operator PolicyAMC1 SPA.GEN.105(a)SPA.PBN.100 GM1 SPA.PBN.100 SPA.PBN.105SPA.MNPS.100 GM1 SPA.MNPS.100 SPA.MNPS.105SPA.RVSM.100, 105,110,115 AMC1-2 SPA.RVSM.105 GM1 SPA.RVSM.105(d)(9) AMC1 SPA.RVSM.110(a) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.3 | Altimeter setting procedures, including, where appropriate, use of: (a) metric altimetry and conversion tables; and (b) QFE operating procedures.  | Operator Policy | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.4 | Altitude alerting system procedures for aeroplanes.  | CAT.IDE.A.140 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.5 | Ground proximity warning system (GPWS)/terrain avoidance warning system (TAWS), for aeroplanes. Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in OM-D 2.1).  | CAT.IDE.A.150 AMC1 CAT.IDE.A.150 GM1 CAT.IDE.A.150 CAT.OP.MPA.290 GM1 CAT.OP.MPA.290 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.6 | Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collision avoidance system (ACAS) for aeroplanes and, when applicable, for helicopters.  | Part-AURCAT.IDE.A.155 CAT.OP.MPA.295 GM1 CAT.OP.MPA.295 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.7 | Policy and procedures for in-flight fuel management.  | CAT.OP.MPA.280 (A)CAT.OP.MPA.281 (H)AMC1 CAT.OP.MPA.281 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.8 | Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following: (a) thunderstorms, (b) icing conditions, (c) turbulence, (d) windshear, (e) jet stream, (f) volcanic ash clouds, (g) heavy precipitation, (h) sand storms, (i) mountain waves, (j) significant temperature inversions.  | Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex IV, 2.a.4 States “Special attention must be given to potentially hazardous atmospheric conditions”.ORO.GEN.200(a)(3)GM2 ORO.GEN.200(a)(3)ORO.FC.105AMC1 ORO.FC.105(b)(2); (c)GM1 ORO.FC.105(b)(2)CAT.IDE.A.160AMC1 CAT.IDE.A.160CAT.IDE.H.160AMC1 CAT.IDE.H.160SPA.NVIS.110 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.9 | Wake turbulence. Wake turbulence separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.  |  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.10 | Crew members at their stations. The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety, and including procedures for controlled rest in the flight crew compartment.  | CAT.OP.MPA.210 & 225 AMC1 CAT.OP.MPA.210(b) GM1 CAT.OP.MPA.210 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.11 | Use of restraint devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety.  | CAT.OP.MPA.225 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.12 | Admission to flight crew compartment. The conditions for the admission to the flight crew compartment of persons other than the flight crew. The policy regarding the admission of inspectors from an authority should also be included.  | ORO.GEN.140 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.13 | Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.  | Operator Policy | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.14 | Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in-flight. Examples of the types of incapacitation and the means for recognising them should be included.  | AMC1 ORO.FC.220AMC1 ORO.FC.230ORO.CC.125AMC1 ORO.CC.125(c)AMC1 ORO.CC.125(d) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.15 | Cabin Safety Requirements. Procedures: (a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys; (b) to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft; (c) to be followed during passenger embarkation and disembarkation;(d) when refuelling/defuelling with passengers embarking, on board or disembarking; (e) covering the carriage of special categories of passengers;(f) covering smoking on board; (g) covering the handling of suspected infectious diseases.

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 | CAT.OP.MPA.220 CAT.OP.MPA.230CAT.OP.MPA.165 AMC1-2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165CAT.OP.MPA.195 AMC1 CAT.OP.MPA.195CAT.OP.MPA.155 AMC1-3 CAT.OP.MPA.155(b) GM1-4 CAT.OP.MPA.155(b)CAT.OP.MPA.240  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.16 | Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT).  | CAT.OP.MPA.170 AMC1, 1.1, 2 CAT.OP.MPA.170 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.17 | Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.  | Even when specific equipment is not carried, the requirement for operators to monitor cosmic radiation levels is mandated by Article 42 of EU Directive 96/29 as detailed by Article 148 of the UK ANO 2009.  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.3.18 | Policy on the use of autopilot.  | Operator Policy | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.4 | **Low visibility operations (LVO).** A description of the operational procedures associated with LVO.  | Annex V (Part-SPA) Subpart E – Low Visibility Operations (SPA.LVO and associated AMC/GM)  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.5 | **Extended-range operations with two engined aeroplanes (ETOPS).** A description of the ETOPS operational procedures. (Refer to EASA AMC 20-6)  | CAT.OP.MPA.140 AMC1/GM1 CAT.OP.MPA.140(c) EASA AMC 20-6 in conjunction with SPA.ETOPS.100-115 and associated AMC/GM  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.6 | **Use of the minimum equipment and configuration deviation list(s).**  | (EU) No 965/2012 Article 9ORO.MLR.105 AMC1s/GMs ORO.MLR.105AMC1 ORO.GEN.110(e)GM1 ORO.GEN.110(e) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8.7 | **Non-revenue flights.** Procedures and limitations, for example, for the following: (a) non-commercial operations by AOC holders, a description of the differences to commercial operations, (b) training flights, (c) test flights, (d) delivery flights, (e) ferry flights, (f) demonstration flights, (g) positioning flights, including the kind of persons who may be carried on such flights.  | ORO.AOC.125 (Note: this regulation was significantly amended by Commission Regulation (EU) No. 800/2013 dated 14 August 2013, operators should ensure that they refer to the amended version of this regulation.) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| **8.8**8.8.18.8.2 | **Oxygen Requirements:** An explanation of the conditions under which oxygen should be provided and used. The oxygen requirements specified for the following persons: (a) flight crew; (b) cabin crew; (c) passengers.  | CAT.OP.MPA.285 CAT.IDE.A.230 GM1 CAT.IDE.A.230 CAT.IDE.A.235 AMC1-2/GM1 CAT.IDE.A.235 CAT.IDE.A.240 AMC1 CAT.IDE.A.240 CAT.IDE.A.245 AMC1 CAT.IDE.A.245  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 9 | **DANGEROUS GOODS AND WEAPONS**  |  |  |  |
| 9.1 | Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including: (a) operator’s policy on the transport of dangerous goods; (b) guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods; (c) special notification requirements in the event of an accident or occurrence when dangerous goods are being carried; (d) procedures for responding to emergency situations involving dangerous goods; (e) duties of all personnel involved; and (f) instructions on the carriage of the operator’s personnel on cargo aircraft when dangerous goods are being carried.

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 | Annex V (Part-SPA) Subpart G – Transport of Dangerous Goods (SPA.DG and associated AMC/GM) CAT.GEN.MPA.200 AMC1 CAT.GEN.MPA.200(e) GM1 CAT.GEN.MPA.200 Operators may also wish to refer to the standard templates for approved and non-approved dangerous goods carriers located on the Dangerous Goods section of the CAA website.  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 9.2 | The conditions under which weapons, munitions of war and sporting weapons may be carried.  | CAT.GEN.MPA.155,160 GM1 CAT.GEN.MPA.155, 160 CAT.GEN.MPA.161AMC1 CAT.GEN.MPA.161 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 10 | **SECURITY**Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No. 300/2008. Some parts of the security instructions and guidance may be kept confidential.  | AMC1-2 ORO.GEN.110(a)GM1 ORO.GEN.110(a)ORO.SEC.100 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3) Regulation (EC) No. 300/2008 Common rules in the field of aviation security. Regulation (EC) No. 216/2008 Annex IV, 8.d TSFS 2016:1 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 11 | **HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES** Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include the following: (a) definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved; (b) illustrations of forms to be used for reporting all types of accident, incident and occurrence (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done; (c) in the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence; (d) procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions; (e) procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference; (f) reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command/commander is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in-command/commander is provided with all relevant information. (g) Procedures for the preservation of recordings following a reportable event. | Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex IV, 8.a.5 ORO.GEN.160 AMC1 ORO.GEN.160 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3)CAT.GEN.MPA.105(c)(EU) No 376/2014 and (EU) No 2015/2018 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 12 | **RULES OF THE AIR**(a) Visual and instrument flight rules (b) Territorial application of the rules of the air (c) Communication procedures, including communication-failure procedures (d) Information and instructions relating to the interception of civil aircraft (e) The circumstances in which a radio listening watch is to be maintained (f) Signals (g) Time system used in operation (h) ATC clearances, adherence to flight plan and position reports (i) Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area (j) Procedures for flight crew observing an accident or receiving a distress transmission (k) The ground/air visual codes for use by survivors, and description and use of signal aids (l) Distress and urgency signals. | Part-SERA, (EU) No 923/2012CAT.GEN.MPA.180, (a)(13)AMC1 CAT.GEN.MPA.180(a)(13)CAT.IDE.A.305AMC1 CAT.IDE.A.305GM1 CAT.IDE.A.305TSFS 2014:71 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 13 | **LEASING / CODE-SHARE**A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities. | ORO.AOC.110 & 115 AMC1 ORO.AOC.110 AMC1-2 ORO.AOC.110(c) GM1 ORO.AOC.110(c) AMC1 ORO.AOC.110(f)AMC1 ORO.AOC.115(a)(1) AMC1-2 ORO.AOC.115(b) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| **PART B****AIRCRAFT OPERATING MATTERS – TYPE RELATED**Taking account of the differences between types/classes, and variants of types, under the following headings:  |
| 00.1 | **GENERAL INFORMATION AND UNITS OF MEASUREMENT** General information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables. | Approved Flight Manual | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 1 | **LIMITATIONS** |  |  |  |
| 1.1 | A description of the certified limitations and the applicable operational limitations should include the following: (a) certification status (e.g. EASA (supplemental) type certificate, environmental certification, etc.); (b) passenger seating configuration for each aircraft type including a pictorial presentation; (c) types of operation that are approved (e.g. VFR/IFR, CAT II/III, RNP, flights in known icing conditions etc.); (d) crew composition; (e) mass and centre of gravity; (f) speed limitations; (g) flight envelope(s); (h) wind limits including operations on contaminated runways; (i) performance limitations for applicable configurations; (j) (runway) slope; (k) limitations on wet or contaminated runways; (l) airframe contamination; (m) system limitations.  | Approved Flight Manual | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 2 | **NORMAL PROCEDURES** The normal procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members. The normal procedures and duties should include the following: (a) pre-flight; (b) pre-departure; (c) altimeter setting and checking; (d) taxi, take-off and climb; (e) noise abatement; (f) cruise and descent; (g) approach, landing preparation and briefing; (h) VFR approach; (i) IFR approach; (j) visual approach and circling; (k) missed approach; (l) normal landing; (m) post-landing; and (n) operations on wet and contaminated runways. | ORO.GEN.110(f)(h) AMC1 ORO.GEN.110(f)(h)AMC2 ORO.GEN.110(e)AMC1 ORO.GEN.110(f)GM1 ORO.GEN.110(f) Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex I, 2.a.5 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 3 | **ABNORMAL AND/OR EMERGENCY PROCEDURES** The abnormal and/or emergency procedures and duties assigned to the crew, the appropriate checklists, the system for their use and a statement covering the necessary coordination procedures between flight and cabin/other crew members. The following abnormal and/or emergency procedures and duties should include the following: (a) crew incapacitation; (b) fire and smoke drills; (c) un-pressurised and partially pressurised flight; (d) exceeding structural limits such as overweight landing; (e) lightning strikes; (f) distress communications and alerting ATC to emergencies; (g) engine/burner failure; (h) system failures; (i) guidance for diversion in case of serious technical failure; (j) ground proximity warning, including for helicopters audio voice alerting device (AVAD) warning; (k) ACAS/TCAS warning/audio voice alerting device (AVAD) warning for helicopters; (l) windshear; (m) emergency landing/ditching; (n) for aeroplanes, departure contingency procedures. | ORO.GEN.110(f)(h) AMC1 ORO.GEN.110(f)(h) Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex I, 2.a.5 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 4 | **PERFORMANCE** | Annex IV (Part-CAT), Subpart C – Aircraft Performance and Operating Limitations  |  |  |
| 4.0 | Performance data should be provided in a form that can be used without difficulty.  | ORO.GEN.110(h)ORO.MLR.100(k)GM1 ORO.MLR.100(k) | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 4.1 | Performance data. Performance material that provides the necessary data for compliance with the performance requirements prescribed in Annex IV (Part-CAT).This performance data should be included to allow for the determination of the following: (a) take-off climb limits – mass, altitude, temperature; (b) take-off filed length (for dry, wet and contaminated runway conditions); (c) net flight path data for obstacle clearance calculation or, where applicable, take-off path; (d) the gradient losses for banked climb-outs; (e) en-route climb limits; (f) approach climb limits; (g) landing climb limits; (h) landing field length (for dry, wet and contaminated runway conditions) including the effects of an in-flight failure of a system or device, if it affects the landing distance; (i) brake energy limits; (j) speeds applicable for the various flight stages (also considering dry, wet and contaminated runway conditions).  | Regulations CAT.POL.A and associated AMC/GM. Regulations CAT.POL.H and associated AMC/GM.Refer to Chapter 1 for General Requirements and Chapter 2, 3 or 4 for regulations specific to Performance Class of type(s) operated. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 4.1.1 | Supplementary data covering flights in icing conditions. Any certified performance related to an allowable configuration, or configuration deviation, such as anti-skid inoperative.  | Regulations CAT.POL.A and associated AMC/GM. Regulations CAT.POL.H and associated AMC/GM.Refer to Chapter 1 for General Requirements and Chapter 2, 3 or 4 for regulations specific to Performance Class of type(s) operated. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 4.1.2 | If performance data, as required for the appropriate performance class, is not available in the AFM, then other data should be included. The OM may contain cross-reference to the data contained in the AFM where such data is not likely to be used often or in an emergency.  | Regulations CAT.POL.A and associated AMC/GM. Regulations CAT.POL.H and associated AMC/GM.Refer to Chapter 1 for General Requirements and Chapter 2, 3 or 4 for regulations specific to Performance Class of type(s) operated. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 4.2 | Additional performance data, where applicable, including the following: (a) all engine climb gradients; (b) drift-down data; (c) effect of de-icing/anti-icing fluids; (d) flight with landing gear down; (e) for aircraft with 3 or more engines, one-engine-inoperative ferry flights; (f) flights conducted under the provisions of the configuration deviation list (CDL).  | Regulations CAT.POL.A and associated AMC/GM. Regulations CAT.POL.H and associated AMC/GM.Refer to Chapter 1 for General Requirements and Chapter 2, 3 or 4 for regulations specific to Performance Class of type(s) operated. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5 | **FLIGHT PLANNING** | Approved Flight Manual |  |  |
| 5.1 | Data and instructions necessary for pre-flight and in-flight planning including factors such as speed schedules and power settings. Where applicable, procedures for engine(s)-out operations, ETOPS (particularly the one-engine-inoperative cruise speed and maximum distance to an adequate aerodrome determined in accordance with Annex IV (Part-CAT)) and flights to isolated aerodromes should be included.  | Also refer to OM Part A Section 8.1.7 & 8.3.7. CAT.OP.MPA.140, AMC1/GM1 CAT.OP.MPA.140 CAT.GEN.MPA.150 CAT.OP.MPA.106  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.2 | The method for calculating fuel needed for the various stages of flight.  | CAT.OP.MPA150/151 and associated AMC/GM SPA.ETOPS and AMC 20-6 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 5.3 | When applicable, performance data for ETOPS critical fuel reserve and area of operation, including sufficient data to support the critical fuel reserve and area of operation calculation based on approved aircraft performance data. The following data should be included: (a) detailed engine(s)-inoperative performance data including fuel flow for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering: (i) drift down (includes net performance), where applicable; (ii) cruise altitude coverage including 10,000 ft; (iii) holding; (iv) altitude capability (includes net performance); and (v) missed approach; (b) detailed all-engine-operating performance data, including nominal fuel flow data, for standard and non-standard atmospheric conditions and as a function of airspeed and power setting, where appropriate, covering: (i) cruise (altitude coverage including 10,000 ft); and (ii) holding; (c) details of any other conditions relevant to ETOPS operations which can cause significant deterioration of performance, such as ice accumulation on the unprotected surfaces of the aircraft, ram air turbine (RAT) deployment, thrust-reverser deployment, etc.; and (d) the altitudes, airspeeds, thrust settings, and fuel flow used in establishing the ETOPS area of operations for each airframe-engine combination should be used in showing the corresponding terrain and obstruction clearances in accordance with Annex IV (Part-CAT). | CAT.OP.MPA150/151 and associated AMC/GM SPA.ETOPS and AMC 20-6 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 6 | **MASS AND BALANCE**Instructions and data for the calculation of the mass and balance including the following: (a) calculation system (e.g. index system); (b) information and instructions for completion of mass and balance documentation, including manual and computer generated types; (c) limiting masses and centre of gravity for the types, variants or individual aircraft used by the operator; (d) dry operating mass and corresponding centre of gravity or index.  | Approved Flight Manual | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 7 | **LOADING**Procedures and provisions for loading and unloading and securing the load in the aircraft.  | Approved Flight Manual  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 8 | **CONFIGURATION DEVIATION LIST**The CDL(s), if provided by the manufacturer, taking account of the aircraft types and variants operated including procedures to be followed when an aircraft is being dispatched under the terms of its CDL.  | If supplied by the manufacturer. | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 9 | **MINIMUM EQUIPMENT LIST (MEL)**The MEL for each aircraft type or variant operated and the type(s)/area(s) of operation. The MEL should also include the dispatch conditions associated with operations required for a specific approval (e.g. RNAV, RNP, RVSM, ETOPS). Consideration should be given to using the ATA number system when allocating chapters and numbers.  | ORO.MLR.105 Also refer to AMC & GM material for ORO.MLR.105 Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex IV 8.a.3  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 10 | **SURVIVAL AND EMERGENCY EQUIPMENT INCLUDING OXYGEN**  | CAT.IDE.A.220-305 and associated AMC & GM. CAT.IDE.H.220-320 and associated AMC & GM. |  |  |
| 10.1 | A list of the survival equipment to be carried for the routes to be flown and the procedures for checking the serviceability of this equipment prior to take-off. Instructions regarding the location, accessibility and use of survival and emergency equipment and its associated checklist(s) should also be included.  | CAT.IDE.A.220-305 and associated AMC & GM. CAT.IDE.H.220-320 and associated AMC & GM.Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex IV, 5.b | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 10.2 | The procedure for determining the amount of oxygen required and the quantity that is available. The flight profile, number of occupants and possible cabin decompression should be considered.  | CAT.IDE.A.230-245 and associated AMC & GMCAT.IDE.H.240AMC1 CAT.IDE.H.240 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 11 | **EMERGENCY EVACUATION PROCEDURES**  |  |  |  |
| 11.1 | Instructions for preparation for emergency evacuation including crew coordination and emergency station assignment.  | ORO.GEN.110(h) AMC1 ORO.GEN.110(h) Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex I, 2.a.5, Annex IV, 3.a.6 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.165 CAT.OP.MPA.170 AMC1 CAT.OP.MPA.170  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 11.2 | Emergency evacuation procedures. A description of the duties of all members of the crew for the rapid evacuation of an aircraft and the handling of the passengers in the event of a forced landing, ditching or other emergency.  | ORO.GEN.110(h) AMC1 ORO.GEN.110(h) Regulation (EC) No. 216/2008 (The ‘Basic Regulation’) Annex I, 2.a.5, Annex IV, 3.a.6 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.165 CAT.OP.MPA.170 AMC1 CAT.OP.MPA.170 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 12 | **AIRCRAFT SYSTEMS**A description of the aircraft systems, related controls and indications and operating instructions. Consideration should be given to use the ATA number system when allocating chapters and numbers. | Approved Flight ManualORO.AOC.100Part-26 | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| **PART C****ROUTE/ROLE/AREA AND AERODROME/OPERATING SITE INSTRUCTIONS AND INFORMATION**  |
| 1 | Instructions and information relating to communications, navigation and aerodromes/operating sites including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used, including the following: (a) minimum flight level/altitude; (b) operating minima for departure, destination and alternate aerodromes; (c) communication facilities and navigation aids; (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities; (e) approach, missed approach and departure procedures including noise abatement procedures; (f) communication-failure procedures; (g) search and rescue facilities in the area over which the aircraft is to be flown; (h) a description of the aeronautical charts that should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity; (i) availability of aeronautical information and MET services; (j) en-route communication/navigation procedures; (k) aerodrome/operating site categorisation for flight crew competence qualification; (l) special aerodrome/operating site limitations (performance limitations and operating procedures etc.). | Current (Authorised Company) Flight Guide For guidance on MNPS operations refer to NAT DOC 007 in conjunction with SPA.MNPS.100/105 and associated AMC/GM For guidance on RVSM operations refer to TGL 6 in conjunction with SPA.RVSM.100;105;110;115 and associated AMC/GM For guidance on PBN operations refer to ICAO Doc 9613 in conjunction with SPA.PBN.100;105 and associated AMC/GM  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| **PART D****TRAINING** |
| 1 | Description of scope: Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight.  |  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 2 | Content: Training syllabi and checking programmes should include the following:  |  |  |  |
| 2.1 | for flight crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-SPA) and ORO.FC;  | ORO.FC.105AMC1 ORO.FC.105(b)(2);(c)GM1 ORO.FC.105(b)(2)AMC1 -2ORO.FC.105(c)GM1 ORO.FC.105(d)ORO.FC.110ORO.FC.115AMC1-3 ORO.FC.115GM 1-7 ORO.FC.115ORO.FC.120ORO.FC.125AMC1 ORO.FC.125ORO.FC.130ORO.FC.135ORO.FC.140ORO.FC.145AMC1 ORO.FC.145(b)AMC1 ORO.FC.145(d)ORO.FC.205AMC1 ORO.FC.205ORO.FC.215AMC1 ORO.FC.215ORO.FC.220AMC1 -2 ORO.FC.220AMC1 -2 ORO.FC.220&230GM1-5 ORO.FC.220&230GM1 ORO.FC.220(b)GM1 ORO.FC.220(c) GM1 ORO.FC.220(d)ORO.FC.230AMC1-2 ORO.FC.230GM1 ORO.FC.230GM1 ORO.FC.230(a);(b);(f)ORO.FC.235AMC1 ORO.FC.235(d)GM1 ORO.FC.235(f);(g)ORO.FC.240AMC1-2 ORO.FC.240ORO.FC.A.245AMC1 ORO.FC.A.245GM1-2 ORO.FC.A.245AMC1 ORO.FC.A.245(a)AMC1 ORO.FC.A.245(d)(e)(2)ORO.FC.250ORO.FC.H.250ORO.FC.330SPA.PBN.105(b) SPA.MNPS.105(c) SPA.RVSM.105(c) AMC2 SPA.RVSM.105 (f) SPA.LVO.120 AMC1/GM1 SPA.LVO.120 SPA.ETOPS.105(b)  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 2.2 | for cabin crew, all relevant items prescribed in Annex IV (Part-CAT), Annex V (Part-CC) of Commission Regulation (EU) No. 1178/2011 and ORO.CC;  | ORO.CC.115GM1 ORO.CC.115AMC1 ORO.CC.115(c)AMC1 ORO.CC.115(d)AMC1-3 ORO.CC.115(e)GM1-5 ORO.CC.115(e)ORO.CC.120AMC1 ORO.CC.120(a)(1)ORO.CC.125ORO.CC.130AMC1 ORO.CC.125(c)AMC1 ORO.CC.125(d)AMC1 ORO.CC.125 & 130AMC1 ORO.CC.125(b) & 130(c)ORO.CC.135AMC1 ORO.CC.135ORO.CC.140AMC1 ORO.CC.140ORO.CC.145AMC1 ORO.CC.145GM1 ORO.CC.145ORO.CC.200AMC1 ORO.CC.200(c)AMC1 ORO.CC.200(d)AMC1-2 ORO.CC.200(e)GM1-2 ORO.CC.200(e)ORO.CC.205GM1 ORO.CC.205(b)(2)AMC1 ORO.CC.205(c)(1)ORO.CC.210GM1 ORO.CC.210(d)ORO.CC.215GM1 ORO.CC.215(b)(2)ORO.CC.250AMC1 ORO.CC.250(b)GM1 ORO.CC.250ORO.CC.255SPA.DG.105 and associated AMC  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 2.3 | Not applicable |  |  |  |
| 2.4 | for operations personnel concerned, including crew members: (a) all relevant items prescribed in SPA.DG Subpart G of Annex IV (SPA.DG); and (b) all relevant items prescribed in Annex IV (Part-CAT) and ORO.SEC; and  | ORO.GEN.110(j) SPA.DG.105 and associated AMC  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 2.5 | for operations personnel other than crew members (e.g. dispatcher, handling personnel etc.), all other relevant items prescribed in Annex IV (Part-CAT) and in Annex III (Part-ORO) pertaining to their duties. | ORO.TC.105GM1 ORO.TC.105ORO.TC.110AMC1 ORO.TC.110AMC1 ORO.TC.110(a)ORO.TC.115AMC1 ORO.TC.115ORO.TC.120AMC1-2 ORO.TC.120 & 125ORO.TC.125ORO.TC.130ORO.TC.135AMC1 ORO.TC.135ORO.TC.140AMC1 ORO.TC.140SPA.DG.105 and associated AMC | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |
| 33.1 | Procedures: Procedures for training and checking.  |  | [ ]  FC[ ]  PCFor full compliance ref to:      [ ]  NCReason:      [ ]  NA |  |