



Operations Manual Part A: Manual Review Checklist and Compliance Statement

- Application for an Air Operators Certificate (Aeroplanes)
- Application for Manual Review (for new issues)

The following pages have been written and produced for guidance to be used by the applicant when producing an Operations Manual (Part A), in accordance with the provisions of ORO.AOC.100 and ORO.MLR.100, to be submitted to Maldives Civil Aviation Authority (CAA) for acceptance/approval.

The compliance statement will guide the applicant through the structure of the operations manual in accordance with AMC3 ORO.MLR.100.

If the operator also intends to conduct Part-NCC and/or Part-SPO operations under the provisions of this operations manual, additional regulations may apply. The operator should ensure that these regulations are incorporated into the operations manual.

The completed statement should be submitted with the proposed operations manual to Flight Operations Section of the CAA.

Additional Guidance for producing an FTL Scheme

This compliance statement assumes the applicant will operate aircraft with a Maximum Operating Passenger Seating Configuration (MOPSC) of more than 19 seats, or large scheduled aeroplanes for Commercial Air Transport (CAT). In this case, the operator will need to comply with Subpart FTL and the associated Certification Specifications (CS).

MCAR CAT operations with aeroplanes but permits a derogation for air taxi, emergency medical service and single pilot CAT.

Operators should only include the requirements of ORO.FTL.120 Fatigue Risk Management (FRM), when they are seeking an FRM approval.

Operator/AOC No:		The Compliance Statement should be completed for each individual part of the Operations Manual. The completed statement should be submitted along with the Manual.
Operations Manual (OM) Date:		
(OM) Revision No:		
(OM) Issue No:		

For initial certification and substantive changes:

We confirm that this manual is fully compliant with the Maldives Civil Aviation Regulations (MCAR), including the requirements of ORO.MLR.100, relevant national aviation requirements, any applicable requirements issued by the Maldives Civil Aviation Authority and, where relevant, the applicable operational requirements of the aircraft manufacturer for the aircraft type(s) operated by the organization. This compliance is supported by the attached Operations Manual Compliance Checklist.

Name of Nominated Person: Signature: Date:	Name of Compliance Monitoring Manager: Signature: Date:
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For initial certification only:

I hereby confirm that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation. I understand that if the operations manual does not comply with the applicable requirements this may delay the AOC application time frames

Name of Accountable Manager:	Signature: Date:
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Operations Manual Reference	MCAR Reference	OM Ref	Operators Comment	CAA Comment
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.	ORO.MLR.101			
(c) A list and brief description of the various parts, their contents, applicability and use.	ORO.MLR.101			
(d) Explanations and definitions of terms and words needed for the use of the manual.				
0.2 System of amendment and revision: (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.	ORO.MLR.100 (g) ORO.MLR.100 (h) ORO.GEN.115(b) ORO.GEN.130			
(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.AOC.150			

1 ORGANISATION AND RESPONSIBILITIES				
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 ORO.GEN.210 ORO.AOC.135			
1.2 Nominated persons. The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included.	ORO.GEN.210 ORO.AOC.135 AMC1 ORO.AOC.135(a) AMC2 ORO.AOC.135(a)			
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.	ORO.AOC.135 AMC1 ORO.GEN.200(a)1 AMC1 ORO.GEN.200(a)(6)			
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 CAT.GEN.MPA.110			
1.5 Duties and responsibilities of crew members other than the pilot-in-command/commander.	CAT.GEN.MPA.100 AMC1 CAT.GEN.MPA.100(c)(1) GM1 CAT.GEN.MPA.100(c)(2)			

2 OPERATIONAL CONTROL AND SUPERVISION				
<p>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:</p> <p>(a) licence and qualification validity,</p> <p>(b) competence of operations personnel,</p> <p>(c) control, analysis and storage of the required records.</p> <p><i>(d) Information to be retained on the ground.</i></p>	<p>ORO.GEN.110 AMC1 ORO.GEN.110(c) GM1 ORO.GEN.110(c)</p> <p>Annex I (Part FCL)</p> <p>ORO.GEN.110(e)</p> <p>ORO.MLR.115 AMC1 ORO.MLR.115</p> <p><i>CAT.GEN.MPA.185</i></p>			
<p>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.</p>				
<p>2.3 Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety.</p> <p><i>Procedures for an aircraft tracking system.</i></p>	<p><i>CAT.GEN.MPA.205</i></p>			
<p>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.</p>	<p>ORO.GEN.105 ORO.GEN.140 CAT.GEN.MPA.190</p>			

3 MANAGEMENT SYSTEM				
<p>A description of the management system, including at least the following:</p> <p>(a) safety policy;</p> <p>(b) the process for identifying safety hazards and for evaluating and managing the associated risks;</p> <p>(c) compliance monitoring system;</p> <p>(d) allocation of duties and responsibilities;</p> <p>(e) documentation of all key management system processes.</p>	<p>ORO.GEN.200</p> <p>AMC1 ORO.GEN.200(a)(2) AMC1 ORO.GEN.200(a)(1);(2);(3);(5)</p> <p>AMC1 ORO.GEN.200(a)(6) GM1 ORO.GEN.200(a)(6) GM2 ORO.GEN.200(a)(6)</p> <p>AMC1 ORO.GEN.200(a)(1) AMC1 ORO.GEN.200(a)(1);(2);(3);(5)</p> <p>AMC1 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3) GM3 ORO.GEN.200(a)(3) GM4 ORO.GEN.200(a)(3)</p> <p>AMC1 ORO.GEN.200(a)(4) GM1 ORO.GEN.200(a)(4)</p> <p>AMC1 ORO.GEN.200(a)(5) AMC2 ORO.GEN.200(a)(5) GM ORO.GEN.200(a)(5)</p> <p>AMC 1 ORO.GEN.200(a)(6) GM1 ORO.GEN.200(a)(6) GM2 ORO.GEN.200(a)(6) GM3 ORO.GEN.200(a)(6) GM4 ORO.GEN.200(a)(6)</p> <p>AMC 1 ORO.GEN.200(b) ORO.GEN.205 ORO.GEN.220 ORO.GEN.125</p>			

4 CREW COMPOSITION				
<p>4.1 Crew composition. An explanation of the method for determining crew compositions, taking account of the following:</p> <p>(a) the type of aircraft being used;</p> <p>(b) the area and type of operation being undertaken;</p> <p>(c) the phase of the flight;</p> <p>(d) the minimum crew requirement and flight duty period planned;</p> <p>(e) experience (total and on type), recency and qualification of the crew members;</p> <p>(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);</p> <p>(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.</p>	<p>ORO.FC.100 AMC1 ORO.FC.100(c)</p> <p>ORO.FC.105(b);(c) AMC1 ORO.FC.105(b)(2);(c) ORO.FC.202(c) ORO.FC.202(d)</p> <p>ORO.GEN.110 GM1 ORO.FC.105(d) ORO.FC.A.201</p> <p>ORO.CC.200 AMC1 ORO.CC.100 GM1 ORO.CC.100 AMC1 ORO.CC.200(c) AMC1 ORO.CC.200(d)</p> <p>ORO.FC.200 ORO.FC.110</p> <p>ORO.FC.105 ORO.FC.201</p> <p>ORO.CC.200 AMC1 ORO.CC.200(c)</p>			
4.2 Designation of the pilot-in-command/commander. The rules applicable to the designation of the pilot-in-command/commander.	See 4.1 (f)			
4.3 Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation.				
<p>4.4 Operation on more than one type. A statement indicating which aircraft are considered as one type for the purpose of:</p> <p>(a) flight crew scheduling; and</p> <p>(b) cabin crew scheduling.</p>	<p>ORO.FC.140 ORO.FC.240 AMC1 ORO.FC.240</p> <p>ORO.CC.250 AMC1 ORO.CC.250(b) GM1 ORO.CC.250</p>			
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) ORO.GEN.110 (e) CAT.GEN.MPA.120			
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 ORO.FC.205 AMC1 ORO.FC.105(b)(2):(c) AMC1 ORO.FC.105(c) AMC2 ORO.FC.105(c) GM1 ORO.FC.105(d) ORO.FC.A.201 ORO.FC.115 ORO.FC.215 ORO.FC.120 ORO.FC.220 ORO.FC.125 ORO.FC.130 ORO.FC.230 ORO.FC.135 ORO.FC.235 ORO.FC.A.250 ORO.FC.140 ORO.FC.240			
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 ORO.CC.210 ORO.CC.120 ORO.CC.125 ORO.CC.130 ORO.CC.135 ORO.CC.140 ORO.CC.145 ORO.CC.200 ORO.CC.250 ORO.CC.255			
5.4 Training, checking and supervision personnel: (a) for flight crew; and (b) for cabin crew.	ORO.FC.145(a)(2) ORO.CC.115 AMC1 ORO.CC.105 CAT.GEN.MPA.115			
5.5 Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew).				
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 CAT.GEN.MPA.170 AMC1 CAT.GEN.MPA.100(c)(1) CAT.GEN.MPA.100(c)(2)			
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7 FLIGHT TIME LIMITATION				
7.1 Flight and duty time limitations and rest requirements.	<u>Rest Period</u> ORO.FTL.235 ORO.FTL.235(a) or (b) ORO.FTL.235(d) ORO.FTL.235(e)(1) AMC1 ORO.FTL.235(b) CS FTL.1.235 GM1 CS FTL.1.235(b)(3) GM2 CS FTL.1.235(b)(3) GM1 ORO.FTL.235(a)(2) <u>Nutrition</u> ORO.FTL.240 AMC1 ORO.FTL.240 <u>Records</u> ORO.FTL.245 CAT.GEN.MPA.100(b)(5) <u>Fatigue Management Training</u> ORO.FTL.250 AMC1 ORO.FTL.250			
Operations Manual Reference Please refer to page 1 for the type of FTL Scheme	MCAR Reference	OM Ref	Operators Comment	CAA Comment

<p>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.</p>	<p><u>Operator Responsibilities</u> ORO.FTL.110 AMC1 ORO.FTL.110 AMC1 ORO.FTL.110(a) AMC1 ORO.FTL.110(j) GM1 ORO.FTL.110(j)</p> <p><u>Crew Member Responsibilities</u> ORO.FTL.115</p>			
<p>7.3 A description of the fatigue risk management, including at least the following:</p> <p>(a) the philosophy and principles; (b) documentation of processes; (c) scientific principles and knowledge; (d) hazard identification and risk assessment processes; (e) risk mitigation process; (f) FRM safety assurance processes; and (g) FRM promotion processes</p>	<p><u>Fatigue Risk Management (FRM)</u> ORO.FTL.120 AMC1 ORO.FTL.120(b)(1) AMC2 ORO.FTL.120(b)(2) AMC1 ORO.FTL.120(b)(4) AMC2 ORO.FTL.120(b)(4) AMC1 ORO.FTL.120(b)(5) AMC1 ORO.FTL.120(b)(6) AMC1 ORO.FTL.120(b)(7) GM1 ORO.FTL.120</p>			
8 OPERATING PROCEDURES				
<p>8.1 Flight preparation instructions. As applicable to the operation:</p> <p>8.1.1 Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including:</p> <p>(a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and</p> <p>(b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights.</p> <p><u>NOTE:</u></p> <p>When establishing minimum flight altitudes/flight levels for both VFR and IFR operations, the procedures shall incorporate clear responsibilities for flight crew regarding terrain and obstacle clearance. Specifically:</p> <ul style="list-style-type: none"> • The aircraft shall not be flown below Minimum Flight Altitudes (MFAs), except when necessary for take-off and landing. • MFAs should be increased to account for any foreseeable contingencies that may affect the operation or safety of the aircraft. • While MFAs are primarily intended to prevent collision with terrain and obstacles, States may publish MFAs considering additional factors (e.g., ATC/airspace constraints, navigation aid reception). 	<p>CAT.OP.MPA.175 AMC1 CAT.OP.MPA.175(a) GM1 CAT.OP.MPA.175(b)(5) CAT.OP.MPA.145 AMC1 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</p> <p>ICAO A6 Part I, App. 2, 2.1.22 GM, A6 Part III, App. 7, 2.1.20</p>			

<p>In such cases, flight crews shall comply with the higher of the published State MFAs or those established by the operator.</p> <ul style="list-style-type: none"> Descent below specified minimum altitudes shall only be conducted in accordance with procedures approved by the CAA. <p>Flight Crew Responsibility: Flight crew shall retain ultimate responsibility to ensure that all ATC clearances are safe with respect to terrain and obstacle clearance. This includes evaluating clearance instructions against prevailing terrain, weather, and non-ISA conditions. In any case of doubt, flight crew must request clarification or confirmation from ATC to ensure continued safety.</p>				
8.1.2 Criteria and responsibilities for determining the adequacy of aerodromes to be used.	CAT.OP.MPA.105 CAT.OP.MPA.106 CAT.OP.MPA.107 CAT.OP.MPA.180			
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.110 CAT.OP.MPA.125 AMC1 CAT.OP.MPA 110 AMC2 CAT.OP.MPA 110 AMC3 CAT.OP.MPA 110 AMC4 CAT.OP.MPA 110 AMC5 CAT.OP.MPA 110 AMC6 CAT.OP.MPA 110 AMC7 CAT.OP.MPA 110 AMC8 CAT.OP.MPA 110 AMC9 CAT.OP.MPA 110 AMC10 CAT.OP.MPA 110 AMC11 CAT.OP.MPA 110 GM1 CAT.OP.MPA.110 GM2 CAT.OP.MPA.110 GM3 CAT.OP.MPA.110 GM1 CAT.OP.MPA 110(a) CAT.OP.MPA.265 CAT.OP.MPA.300 CAT.OP.MPA.305 CAT.OP.MPA.320 AMC1 CAT.OP.MPA 300 AMC1 CAT.OP.MPA 305(e) GM1 CAT.OP.MPA.305			
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 CAT.OP.MPA.136			
8.1.5 Presentation and application of aerodrome and en-route operating minima.	CAT.OP.MPA.135 CAT.OP.MPA.182			

	CAT.OP.MPA.185 CAT.OP.MPA.245 CAT.OP.MPA.246 GM1 CAT.OP.MPA.185			
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 IAIP GEN			
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 CAT.OP.MPA.151(Perf B aircraft) AMC1 CAT.OP.MPA.150(b) AMC2 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.260			
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.100 CAT.POL.MAB.105 AMC1 CAT.POL.MAB.100(b) AMC2 CAT.POL.MAB.100(b) AMC3 CAT.POL.MAB.100(b) AMC1 CAT.POL.MAB.100(d) AMC2 CAT.POL.MAB.100(d) AMC1 CAT.POL.MAB.100(e) AMC2 CAT.POL.MAB.100(e) GM1 CAT.POL.MAB.100(e) GM2 CAT.POL.MAB.100(e) GM3 CAT.POL.MAB.100(e) AMC1 CAT.POL.MAB.105(a) AMC1 CAT.POL.MAB.105(b) AMC1 CAT.POL.MAB.105(c) GM1 CAT.POL.MAB.105(e) GM2 CAT.POL.MAB.105(e) GM1 CAT.POL.MAB.100(g)			
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			
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) CAT.GEN.MPA.150 ORO.MLR.110			

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 PART M			
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)(5)(6) GM1 CAT.GEN.MPA.180(a)(9) GM1 CAT.GEN.MPA.180(a)(14) GM1 CAT.GEN.MPA.180(a)(23)			
8.1.13 For commercial air transport operations with single-engined turbine aeroplanes in instrument meteorological conditions or at night (CAT SETIMC) approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA.	SPA.SET-IMC.100			
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 CAT.OP.MPA.200 AMC1 CAT.OP.MPA.195 GM1 CAT.OP.MPA.200			
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 CAT.OP.MPA.155(b) AMC2 CAT.OP.MPA.155(b) AMC3 CAT.OP.MPA.155(b) GM1 CAT.OP.MPA.155(b) GM2 CAT.OP.MPA.155(b) GM3 CAT.OP.MPA.155(b) GM4 CAT.OP.MPA.155(b) AMC1 CAT.OP.MPA.155(c) AMC2 CAT.OP.MPA.155(c) GM1 CAT.OP.MPA.155(c) GM2 CAT.OP.MPA.155(c) CAT.OP.MPA.160 AMC1 CAT.OP.MPA.160 AMC2 CAT.OP.MPA.160 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.165 AMC2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165			

	CAT.OP.MPA.220 CAT.OP.MPA.230 CAT.POL.MAB.105 AMC1 CAT.POL.MAB.105			
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.OP.GEN.170			
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 CAT.OP.MPA.250 GM2 CAT.OP.MPA.250 GM3 CAT.OP.MPA.250 CAT.OP.MPA.255 AMC1 CAT.OP.MPA.255			
8.3 Flight Procedures: 8.3.1 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.	CAT.IDE.A.125 CAT.IDE.A.130 CAT.IDE.A.135 AMC1 CAT.IDE.A.125 & CAT.IDE.A.130 AMC2 CAT.IDE.A.125 GM1 CAT.IDE.A.125 & CAT.IDE.A.130 CAT.OP.MPA.100			
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:	CAT.OP.MPA.126			

<p>(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</p> <p>(b) required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas;</p> <p>(c) in-flight re-planning;</p> <p>(d) procedures in the event of system degradation; and</p> <p>(e) reduced vertical separation minima (RVSM)</p>	<p>SPA.PBN.100 GM1 SPA.PBN.100</p> <p>SPA.MNPS.100 GM1 SPA.MNPS.100</p> <p>SPA.RVSM.100 SPA.RVSM.105 SPA.RVSM.110 SPA.RVSM.115 AMC1 SPA.RVSM.105 AMC2 SPA.RVSM.105 GM1 SPA.RVSM.105(d)(9) AMC1 SPA.RVSM.110(a)</p>			
<p>8.3.3 Altimeter setting procedures, including, where appropriate, use of:</p> <p>(a) metric altimetry and conversion tables; and</p> <p>(b) QFE operating procedures.</p>				
8.3.4 Altitude alerting system procedures for aeroplanes.	CAT.IDE.A.140			
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.	<p>CAT.IDE.A.150 AMC1 CAT.IDE.A.150 GM1 CAT.IDE.A.150 CAT.OP.MPA.290 GM1 CAT.OP.MPA.290</p>			
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.	<p>CAT.IDE.A.155 CAT.OP.MPA.295 GM1 CAT.OP.MPA.295</p>			
8.3.7 Policy and procedures for in-flight fuel management.	CAT.OP.MPA.280			

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.	Annex V2(d).			
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.	Refer to Pink AIC			
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. Use of headset.	CAT.OP.MPA.210 CAT.OP.MPA.225 AMC1 CAT.OP.MPA.210(b) GM1 CAT.OP.MPA.210 CAT.OP.MPA.215			
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			
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)			
8.3.13 Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.				
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.				

<p>8.3.15 Cabin Safety Requirements. Procedures:</p> <p>(a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys;</p> <p>(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;</p> <p>(c) to be followed during passenger embarkation and disembarkation;</p> <p>(d) when refuelling/defuelling with passengers embarking, on board or disembarking;</p> <p>(e) covering the carriage of special categories of passengers;</p> <p>(f) covering smoking on board;</p> <p>(g) covering the handling of suspected infectious diseases.</p> <p>Note: The operator procedures adequately shall cover the following aspects under covering the handling of suspected infectious diseases.:</p> <ul style="list-style-type: none"> • Identification and management of travellers suspected of having an infectious disease onboard, to protect the health and safety of all persons on the aircraft. • Prompt reporting by the pilot-in-command to Air Traffic Control (ATC) of any suspected communicable disease cases, transmitting the following information: <ul style="list-style-type: none"> ○ Aircraft identification; ○ Departure aerodrome; ○ Destination aerodrome; ○ Estimated time of arrival; ○ Number of persons on board; ○ Number of suspected case(s) on board; and ○ Nature of the public health risk, if known. • Evaluation of travellers by the crew based on the presence of a fever and associated signs or symptoms indicative of a communicable disease. • Completion and transmission of a General Declaration form by the pilot-in-command, including the health section, to the relevant State authorities when a suspected communicable disease is identified. 	<p>CAT.GEN.MPA.140 CAT.GEN.MPA.165 CAT.GEN.MPA.170 CAT.OP.MPA.155 CAT.OP.MPA.165 CAT.OP.MPA.195 CAT.OP.MPA.220 CAT.OP.MPA.230 CAT.OP.MPA.240</p> <p>AMC1 CAT.OP.MPA.155(b) AMC1 CAT.OP.MPA.165 AMC2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.195</p> <p>ICAO Annex 9 8.15 Annex 6 Part I, 6.2</p>			
<p>8.3.16 Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT).</p>	<p>CAT.OP.MPA.170 AMC1 CAT.OP.MPA.170 AMC1 CAT.OP.MPA.170 GM1 CAT.OP.MPA.170 GM2 CAT.OP.MPA.170</p>			
<p>8.3.17 Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.</p>				

8.3.18 Policy on the use of autopilot.				
8.4 Low visibility operations (LVO). A description of the operational procedures associated with LVO.	SPA.LVO.100 CAT.OP.MPA.115			
8.5 Extended-range operations with two engined aeroplanes (ETOPS). A description of the ETOPS operational procedures.	CAT.OP.MPA.140 AMC1 CAT.OP.MPA.140(d) GM1 CAT.OP.MPA.140(c) SPA.ETOPS.100 EASA AMC 20-6			
8.6 Use of the minimum equipment and configuration deviation list(s).	ORO.MLR.105 AMC1 ORO.MLR.105(c) AMC1 ORO.MLR.105(d)(3) AMC1 ORO.MLR.105(f) AMC1 ORO.MLR.105(g) AMC1 ORO.MLR.105(h) GM1 ORO.MLR.105(a) GM1 ORO.MLR.105(e); (f) GM1 ORO.MLR.105(f) GM1 ORO.MLR.105(g) GM1 ORO.MLR.105(j)			
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			
8.8 Oxygen Requirements: 8.8.1 An explanation of the conditions under which oxygen should be provided and used. 8.8.2 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 CAT.IDE.A.235 GM1 CAT.IDE.A.235 CAT.IDE.A.240 AMC1 CAT.IDE.A.240 CAT.IDE.A.245 AMC1 CAT.IDE.A.245			

8.9 Procedures related to the use of type B EFB applications.	SPA.EFB.100 CAT.GEN.MPA.141 GM1 CAT.GEN.MPA.141GM2 CAT.GEN.MPA.141 AMC1 CAT.GEN.MPA.141(a) GM1 CAT.GEN.MPA.141(a) AMC1 CAT.GEN.MPA.141(b) AMC2 CAT.GEN.MPA.141(b) AMC3 CAT.GEN.MPA.141(b) GM1 CAT.GEN.MPA.141(b) GM2 CAT.GEN.MPA.141(b)			
9 DANGEROUS GOODS AND WEAPONS				
<p>9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including:</p> <p>(a) operator's policy on the transport of dangerous goods;</p> <ul style="list-style-type: none"> • Exceptions related to passengers are covered; • That air operators not authorized to transport dangerous goods have a policy to not transport spare parts for maintenance purposes that should be categorized as dangerous goods (Company Material [COMAT]); and • Procedures to report incident involving undeclared dangerous goods are covered. <p>(b) guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods;</p> <p>(c) special notification requirements in the event of an accident or occurrence when dangerous goods are being carried;</p> <p>(d) procedures for responding to emergency situations involving dangerous goods;</p> <p>(e) duties of all personnel involved; and</p>	<p>CAT.GEN.MPA.200 GM1 CAT.GEN.MPA.200</p> <p>SPA.DG.100 CAT.GEN.MPA.200 Annex 18</p> <p>CAT.GEN.MPA.200(c) GM1 CAT.GEN.MPA.200 CAT.GEN.MPA.200(b)(1) AMC2 CAT.OP.MPA.160 CAT.GEN.MPA.140 CAT.GEN.MPA.200(b)(2) CAT.GEN.MPA.200(f) CAT.GEN.MPA.200(d) SPA.DG.110 AMC1 SPA.DG.110(a) SPA.DG.110 ORO.MLR.115 ORO.MLR.115(b)(4) SPA.DG.110(f) CAT.GEN.MPA.200(a) CAT.GEN.MPA.200(e) AMC1 CAT.GEN.MPA.200(e)</p> <p>AMC1 SPA.DG.105(b) SPA.DG.110</p> <p>AMC2 CAT. ORO.GEN.110(j)</p>			

<p>(f) instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried.</p> <p>9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.</p>	<p>CAT.GEN.MPA.155 CAT.GEN.MPA.160 GM1 CAT.GEN.MPA.155 GM1 CAT.GEN.MPA.160</p> <p>OP.MPA.160</p>			
10 SECURITY				
<p>Security instructions, guidance, procedures, training and responsibilities, Some parts of the security instructions and guidance may be kept confidential.</p>	<p>ORO.SEC.100 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3)</p> <p>Annex V, 8.4.</p>			
11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES				
<p>Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include the following:</p> <p>(a) definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved;</p> <p>(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;</p> <p>(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;</p> <p>(d) procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions;</p> <p>(e) procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;</p> <p>(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.</p> <p>Procedures for the preservation of recordings following a reportable event.</p>	<p>Annex V, 8.1.(d) ORO.GEN.160 AMC1 ORO.GEN.160 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3) ORO.GEN.220</p>			
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.	The Rules of the Air Regulations			
13 LEASING / CODE-SHARE				
A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.	ORO.AOC.110 AMC1 ORO.AOC.110 AMC1 ORO.AOC.110(c) AMC2 ORO.AOC.110(c) GM1 ORO.AOC.110(c) AMC1 ORO.AOC.110(f)			
Codeshare	ORO.AOC.115 AMC1 ORO.AOC.115(b) AMC2 ORO.AOC.115(b)			