

**Appendix D – OCM Compliance Checklist**

| Operator Name  |  | Date of Submission            |                  |
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| OCM Version  |  | Accountable Manager Signature |                  |
| REQUIREMENT / REFERENCE  |  |                               | OCM REFERENCE(s) |
| A statement that the OCM contains operational instructions that are to be complied with  |  |                               |                  |
| System of amendment and revision.<br>a) A description of ensuring all pilots and personnel have read and understood this document.<br>b) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.<br>c) A description of the process to amend and seek approval from CAA for amendments. |  |                               |                  |
| Explanations and definitions of terms and words needed for the use of the manual.  |  |                               |                  |
| List of aircraft types and registrations to be operated under this OCM, including their respective CAMO (A8-25).   |  |                               |                  |
| GEN.010 Operations outside of the United Kingdom   |  |                               |                  |
| GEN.015 Insurance  |  |                               |                  |
| GEN.025 (a) Variation of an Approval   |  |                               |                  |
| GEN.025 (c) Variation of an Approval   |  |                               |                  |
| GEN.030 (a) Cessation of an Approval   |  |                               |                  |
| GEN.030 (b) Cessation of an Approval   |  |                               |                  |
| GEN.100 (a) Operator Requirements  |  |                               |                  |
| GEN.100 (c) Operator Requirements  |  |                               |                  |
| GEN.100 (d) Operator Requirements  |  |                               |                  |
| GEN.100 (e) Operator Requirements  |  |                               |                  |
| GEN.100 (g) Operator Requirements  |  |                               |                  |
| GEN.100 (i) Operator Requirements  |  |                               |                  |
| GEN.100 (j) Operator Requirements<br>GEN.105 (d) Organisational Control Manual (OCM)   |  |                               |                  |
| GEN.100 (k) Operator Requirements  |  |                               |                  |
| GEN.100 (l) Operator Requirements  |  |                               |                  |
| GEN.100 (n) Operator Requirements (SMS Not Mandatory)  |  |                               |                  |
| GEN.105 (a)(i) Organisational Control Manual (OCM)   |  |                               |                  |

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| GEN.105 (a)(ii) Organisational Control Manual (OCM)  |  |
| GEN.105 (a)(iii) Organisational Control Manual (OCM) |  |
| GEN.105 (a)(iv) Organisational Control Manual (OCM)  |  |
| GEN.105 (a)(vi) Organisational Control Manual (OCM)  |  |
| GEN.105 (b) Organisational Control Manual (OCM)      |  |
| GEN.105 (e) Organisational Control Manual (OCM)      |  |
| GEN.110 Safety Reporting (a)                         |  |
| GEN.110 Safety Reporting (c)                         |  |
| FCR.100 (a) Flight Crew General                      |  |
| FCR.100 (b) Flight Crew General                      |  |
| FCR.100 (c) Flight Crew General                      |  |
| FCR.100 (e) Flight Crew General                      |  |
| FCR.105 (a) Non-UK Issued Flight Crew Licence        |  |
| FCR.105 (c) Non-UK Issued Flight Crew Licence        |  |
| FCR.110 (a) Recommended Levels of Experience         |  |
| FCR.115 (a) Self Authorisation                       |  |
| FCR.115 (b) Self Authorisation                       |  |
| FCR.120 (a) Second Centre of Opinion                 |  |
| FCR.125 (c) Aircraft Type Rating Exemption (ATRE)    |  |
| FCR.125 (d) Aircraft Type Rating Exemption (ATRE)    |  |
| FCR.125 (g) Aircraft Type Rating Exemption (ATRE)    |  |
| FCR.125 (h) Aircraft Type Rating Exemption (ATRE)    |  |
| FCR.125 (i) Aircraft Type Rating Exemption (ATRE)    |  |
| ETR.110 (a) General Training                         |  |
| ETR.110 (b) General Training                         |  |
| ETR.110 (c) General Training                         |  |
| ETR.110 (f) General Training                         |  |
| ETR.115 (a) Initial Conversion Training              |  |
| ETR.115 (b) Initial Conversion Training              |  |
| ETR.115 (c) Initial Conversion Training              |  |
| ETR.120 (a) Recurrent Training                       |  |
| ETR.120 (b) Recurrent Training                       |  |

CAP632 | Edition 9 | June 2026

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| ETR.120 (d) Recurrent Training   |  |
| ETR.120 (e) Recurrent Training   |  |
| ETR.120 (f) Recurrent Training   |  |
| ETR.125 (a) Differences Training   |  |
| ETR.130 (a) Currency   |  |
| ETR.130 (c) Currency   |  |
| ETR.130 (a) Single Seat Recurrent Training   |  |
| ETR.140 (a) Formation Training   |  |
| ETR.145 (a) Aerobatic Training   |  |
| ETR.150 (a) Human Factors (HF) Training  |  |
| SOR.105 (a) General  |  |
| SOR.105 (b) General  |  |
| SOR.105 (c) General  |  |
| SOR.110 (a) External Fuel Tanks or Equipment   |  |
| SOR.110 (b) External Fuel Tanks or Equipment   |  |
| SOR.115 (a) Emergency Systems  |  |
| SOR.115 (c) Emergency Systems  |  |
| SOR.120 (a) Ejection Seats   |  |
| SOR.120 (b) Ejection Seats   |  |
| SOR.120 (c) Ejection Seats   |  |
| SOR.120 (d) Ejection Seats   |  |
| SOR.120 (e) Ejection Seats   |  |
| SOR.120 (f) Ejection Seats   |  |
| SOR.125 (a) Flying Clothing  |  |
| SOR.125 (b) Flying Clothing  |  |
| SOR.130 (a) Oxygen Systems   |  |
| SOR.130 (b) Oxygen Systems   |  |
| SOR.135 (c) Aircraft Pressurisation and Anti-G Systems   |  |
| SOR.140 (a) Flight in Excess of 250KIAS  |  |
| SOR.140 (f) Flight in Excess of 250KIAS  |  |
| SOR.140 (g) Flight in Excess of 250KIAS  |  |
| SOR.140 (h) Flight in Excess of 250KIAS  |  |
| SOR.140 (i) Flight in Excess of 250KIAS  |  |
| SOR.141 (b) Application for Flight in Excess of 250KIAS  |  |
| SOR.141 (d) Application for Flight in Excess of 250KIAS  |  |
| SOR.141 (j) Application for Flight in Excess of 250KIAS<br>SOR.141 (k) Application for Flight in Excess of 250KIAS |  |
| SOR.145 (a) Low Flying   |  |
| SOR.145 (b) Low Flying   |  |
| SOR.150 (a) Operational Limitations  |  |
| SOR.150 (b) Operational Limitations  |  |
| SOR.155 (a) Operational Considerations   |  |

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| SOR.155 (b) Operational Considerations            |  |
| SOR.160 (a) Carriage of Passengers                |  |
| SOR.160 (b) Carriage of Passengers                |  |
| SOR.160 (c) Carriage of Passengers                |  |
| AWR.100 (a) Continuing Airworthiness Arrangements |  |
| AWR.100 (b) Continuing Airworthiness Arrangements |  |
| AWR.100 (d) Continuing Airworthiness Arrangements |  |
| AWR.100 (e) Continuing Airworthiness Arrangements |  |

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| AWR.105 (a) Continuing Airworthiness Coordinator    |  |
| AWR.110 (d) Technical Logs                          |  |
| AWR.115 (a) Defect Reporting                        |  |
| AWR.115 (b) Defect Reporting                        |  |
| AWR.120 (a) Pilot Maintenance                       |  |
| AWR.125 (a) Check Flights                           |  |
| AWR.125 (b) Check Flights                           |  |
| AWR.125 (c) Check Flights                           |  |
| AWR.130 (a) Safety Equipment                        |  |
| AWR.130 (b) Safety Equipment                        |  |
| CAA.105 (b) Findings                                |  |
| CAA.105 (c) Findings                                |  |
| CAA.110 (b) Audit Cancellations                     |  |
| COP.100 (b) General Requirements                    |  |
| COP.100 (d) General Requirements                    |  |
| COP.100 (e) General Requirements                    |  |
| COP.100 (e) General Requirements                    |  |
| COP.115 (b) Remunerated Flying Training             |  |
| COP.115 (c) Remunerated Flying Training             |  |
| COP.115 (d) Remunerated Flying Training             |  |
| COP.120 (a) Fly Alongside                           |  |
| COP.120 (b) Fly Alongside                           |  |
| COP.120 (c) Fly Alongside                           |  |
| COP.125 (a) Air to Air Filming and Other Operations |  |
| COP.125 (d) Air to Air Filming and Other Operations |  |
| COP.130 (a) National Red Air Operations             |  |
| COP.130 (d) National Red Air Operations             |  |
| COP.130 (f) National Red Air Operations             |  |
| COP.130 (g) National Red Air Operations             |  |
| COP.131 (a) National Red Air Operations             |  |
| COP.131 (c) National Red Air Operations             |  |
| COP.132 (a) National Red Air Operations – FTL       |  |

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| COP.133 (a) National Red Air Operations – SMS   |  |
| COP.134 (a) National Red Air Operations – Equipment   |  |
| COP.134 (b) National Red Air Operations – Equipment   |  |
| COP.134 (c) National Red Air Operations – Equipment   |  |
| COP.134 (d) National Red Air Operations – Equipment   |  |
| COP.136 (a) National Red Air Operations – Night/IMC   |  |
| COP.136 (c) National Red Air Operations – Night/IMC   |  |
| COP.137 (a) National Red Air Operations – Night/IMC   |  |
| COP.137 (b) National Red Air Operations – Night/IMC   |  |
| COP.137 (c) National Red Air Operations – Night/IMC   |  |
| Flight preparation instructions. As applicable to the operation:<br>a) General procedures for preflight planning.<br>b) Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity.<br>c) System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations.<br>d) Mandatory equipment for specific tasks.<br>e) Guidance on the MEL.<br>f) Policy on completion and carriage of documents including operator’s aircraft technical log and journey log, or equivalent.<br>g) Any task-specific standard operating procedures not covered above. |  |
| Duties and responsibilities of crew members other than the pilot-in-command.  |  |
| 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.  |  |
| Minimum flight altitudes. A description of the method of determination and application of minimum altitudes, including a procedure to establish the minimum altitudes/flight levels.  |  |
| Criteria and responsibilities for determining the adequacy of aerodromes/operating sites  |  |
| Minimum meteorological requirements, at departure, enroute, destination and at alternates. Including Diversion criteria.  |  |

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| Minimum quantities of fuel on landing at destination and alternate expressed in terms of time and aircraft usage i.e. Gals or lbs or litres.   |  |
| Emergency procedures, e.g. load, fuel or chemical jettison (to include the actions of all personnel).  |  |
| Ground handling instructions. As applicable to the operation:<br>a) Briefing requirements for in-flight and ground task specialists.<br>b) Decontamination procedures.<br>c) Fuelling procedures, including safety precautions during refuelling and defueling including quality checks required in the field location, precautions against spillage and environmental damage.<br>d) 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. |  |
| Flight procedures. As applicable to the operation:<br>a) Procedures relevant to the aircraft type, specific task and area.<br>b) Altimeter setting procedures.<br>c) Actions following alerts from any audio warning devices.<br>d) Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface<br>e) Policy and procedures for in-flight fuel management.<br>f) Wake turbulence and rotor downwash for helicopters.          |  |

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| g) Use of restraint devices.  |  |
| A description of the operational arrangements for leasing, associated procedures and management responsibilities.   |  |
| 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.  |  |
| <p>A description of the certified limitations and the applicable operational limitations should include the following:</p> <ul style="list-style-type: none"> <li>a) certification status (e.g. type certificate, environmental certification, etc.);</li> <li>b) task specialist seating configuration for each aircraft type, including a pictorial presentation;</li> <li>c) types of operation that are approved (e.g. VFR/IFR, flights in known icing conditions) d) crew composition;</li> <li>e) mass and centre of gravity;</li> <li>f) speed limitations;</li> <li>g) flight envelope(s);</li> <li>h) wind limits, including operations on contaminated runways;</li> <li>i) performance limitations for applicable configurations;</li> <li>j) (runway) slope;</li> <li>k) for aeroplanes, limitations on wet or contaminated runways;</li> <li>l) airframe contamination;</li> <li>m) system limitations.</li> </ul> |  |
| A list of the survival equipment to be carried, taking into account the area of operation.  |  |
| Procedures for assessing the serviceability of safety equipment and instructions for its use prior to take-off.   |  |
| Display criteria (routines not required to be set out here)   |  |
| Aerobatic policy (if aerobatics flown)  |  |
| Policy for handling in-flight emergencies   |  |
| The aircraft Technical Log, formatting, Permit Maintenance Release, defect recording, allowable deficiencies and associated flight limitations, control of hours, recording oil and hydraulic top ups, Fatigue Index monitoring, run down times, anti-deterioration engine runs and system checks   |  |
| Aircraft serviceability including notification details of when the next aircraft maintenance is due and details of any forecast Out of Phase maintenance  |  |
| Procedures to be applied in the event that personnel do not achieve or maintain the required training standards.  |  |
| For other crew (not pilots) - A description of the required licence, rating(s), qualification/competency, experience, training, checking and recency requirements.  |  |
| Required Annexes and Forms  |  |