

Appendix D – OCM Compliance Checklist
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Operator Name		Date of Submission	
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.	
a) A description of ensuring all pilots and personnel have read and understood this document.	
b) Details of the person(s) responsible for the issuance and insertion of amendments and revisions.	
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	
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)	
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	
ETR.120 (d) Recurrent Training	
ETR.120 (e) Recurrent Training	
ETR.125 (a) Differences Training	
ETR.130 (a) Currency	
ETR.130 (c) Currency	
ETR.135 (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.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	
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	
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	
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.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	
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: a) General procedures for preflight planning. b) Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity. c) System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations. d) Mandatory equipment for specific tasks. e) Guidance on the MEL. f) Policy on completion and carriage of documents including operator's aircraft technical log and journey log, or equivalent. 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.	
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: <ul style="list-style-type: none"> a) Briefing requirements for in-flight and ground task specialists. b) Decontamination procedures. c) Fuelling procedures, including safety precautions during refuelling and defueling including quality checks required in the field location, precautions against spillage and environmental damage. 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: <ul style="list-style-type: none"> a) Procedures relevant to the aircraft type, specific task and area. b) Altimeter setting procedures. c) Actions following alerts from any audio warning devices. d) Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface e) Policy and procedures for in-flight fuel management. f) Wake turbulence and rotor downwash for helicopters. 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.	
A description of the certified limitations and the applicable operational limitations should include the following: <ul style="list-style-type: none"> a) certification status (e.g. type certificate, environmental certification, etc.); b) task specialist seating configuration for each aircraft type, including a pictorial presentation; c) types of operation that are approved (e.g. VFR/IFR, flights in known icing conditions) 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) for aeroplanes, limitations on wet or contaminated runways; l) airframe contamination; m) system limitations. 	
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	