Safety Regulation Group

Civil Aviation Authority

CAP 613

Police Air Operations Manual, Part 2

Guidance for its Compilation

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Foreword

1 The Air Navigation Order (ANO) requires that each operator of an aircraft that flies under and in accordance with the terms of a Police Air Operator's Certificate (PAOC) provides in a Police Air Operations Manual (PAOM) all the information and instructions that may be necessary to enable his operating staff to perform their duties. The PAOM consists of two parts – Part One, compiled by the CAA in association with the Home Office, sets out the regulations that shall apply to the operations of all PAOC holders and may be amended or revoked only by the CAA. Part Two is intended to comprise sets of rules that apply discretely to one PAOC holder, who may initiate amendments of his own, subject to the agreement of the CAA.

2 This publication (CAP 613) gives guidance to operators on the preparation, contents and layout of a PAOM Part 2. The aim has been to present a practical and convenient framework of subject groupings which, following the format of the PAOM Part 1, spans the full range of police aviation activities from the simple to the complex. Operators may therefore be selective in their choice of material, bearing in mind that the PAOM Part 2 has to be acceptable to the CAA, whose judgement will largely be determined by how well it considers that the manual would serve the needs of a particular PAOC operation. However, an operator is not entitled to refrain from issuing appropriate instructions in the PAOM Part 2 where the PAOM Part 1 sets a task for him to do so. In many instances the action required is self-evident from a perusal of the PAOM Part 1. When that is so, CAP 613 confines its guidance to reiterating the requirement as a reminder.

3 The CAA has tried to ensure that the coverage of CAP 613 is comprehensive but it cannot guarantee that the specification is complete. An individual operator may find it necessary to issue further guidance to his staff. Hence the term 'police air operations manual' may be taken to include any study text that is made available to flight crews under instruction. Such guides would be intended to supplement the basic requirements of the ANO by imparting desirable background information, or expand technical information. Although they are required to be listed in the PAOM Part 2, there should be no need to include them among the documents that are to be carried in flight.

4 It is not necessary for the operator to adopt the PAOM Part 1 sequence of themes in his PAOM Part 2. He may find it convenient to do so where it is practicable for the PAOM Part 2 instructions to be interleaved on distinctively coloured paper with the corresponding PAOM Part 1 material. However, when the requirement focuses on a particular aircraft type, it may be more appropriate to collect all the relevant information into a distinct aircraft type technical supplement, as normally found in an operations manual. Information that naturally falls into this category has been annotated in the CAP 613 by the symbol '(TT)'. It may thus be added to the type technical supplement which forms the subject of Section 2 paragraph 6 (aeroplanes) or paragraph 7 (helicopters).

5 Comments and suggestions for improving CAP 613 will be welcomed. They should be addressed as follows:

Head of Flight Operations Department
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Aviation House
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West Sussex RH6 0YR

Section 1 Cross References from the Police Air Operations Manual (PAOM) Part 1 (CAP 612)

CAP 612 Reference	PAOM Part 2 Requirement
SECTION 1	**ADMINISTRATION**
Chapter 1	**Basic Concepts**
Paragraph 1 c)	The format of a Notice to Flight Crew should take account of the following: a) Type of Notice – Administrative/Operational/Technical, b) Effective date, c) Applicability, d) Title, e) Body of subject matter, f) Originator's appointment/signature, g) Date of issue.
Paragraph 1 d)	List additional flight guides to be regarded as part of the PAOM.
Paragraph 2 a)	Publish a suitable distribution list for the PAOM.
Paragraph 2 b)	Publish an amendment record sheet for the PAOM Part 2.
Paragraph 3	Delineate the PAOM area of operations. If this is Region AA or BB, it would be sufficient to so state. Otherwise, the area shall be defined by rhumb lines connecting a series of points expressed as latitude and longitude. A map of the area of operations is invariably required. NOTE: When an operator foresees the possibility of emergency operations being undertaken in foreign airspace, he should obtain CAA agreement for a suitable ad-hoc extension to his PAOC area of operations. It is essential for flight crews to be familiar with the relevant flight operating procedures before such flights take place in the country in question.
Paragraph 4	Any limitations imposed on a PAOC holder by the CAA shall be included under the heading "PAOC limitations".
Paragraph 9 j)	List persons in categories other than those expressly mentioned in the PAOM Part 1 who, with CAA permission, may be regarded as 'CAA agreed passengers'.
Paragraph 15.1 d)	Provide 1:50000 map coverage, with power line overprint, if possible, for what the operator considers to be the local force operating area.

CAP 612 Reference	PAOM Part 2 Requirement
Paragraph 15.2 f)	Display a tote presentation of performance calculations where applicable to the PAOC operation for the day in question, in respect of each aircraft type in use and for each airfield/landing site to be used, as follows: a) Aeroplanes – MTOW, in accordance with WAT considerations; b) Helicopters – Maximum Regulated Weight i) Performance Group A for helipad, clear airfield and en-route; ii) Performance Group A (Restricted); iii) Performance Group B.
Chapter 2	**PAOC Holder's Organisation**
Paragraphs 2-3	Provide the following information: a) Diagram of management organisation. b) Names of individuals filling the nominated posts. c) Terms of reference relating to each post where either the terms of reference or the management structure differ from the examples given in the PAOM Part 1 Section 1 Chapter 3 and Appendix B. Operators are reminded that the responsibilities ascribed to individuals in the PAOM Part 1 as above shall be fully allocated within their organisation.
Chapter 3	**Appointments and Responsibilities**
Paragraph 4 c)	Include CAA-agreed MEL for each aircraft type operated.
Paragraph 4 d)	Devise checking procedures for the pre-flight serviceability of flight instruments, radio, navigation equipment and radio navigation equipment, as appropriate, for VMC or IMC flights.
Paragraph 8 c)	Stipulate the flying experience minima for line pilots, which shall normally be as follows: a) Aeroplane – 500 hrs PIC on light transport types or 1500 hrs total on aeroplanes or helicopters, to include 500 hrs PIC; b) Helicopters – 1500 hrs total, including 500 hrs PIC; c) All aircraft – 500 hrs PIC overland, VMC operations, including a significant proportion of low flying; 50 hrs total at night, including 20 hrs PIC.
Paragraph 8 d)	Set out any CAA-agreed variations to the maximum number of aircraft types that an individual pilot may fly.

CAP 612 Reference	PAOM Part 2 Requirement
Chapter 4	**Use of Independent Pilots**
Unit checks conducted by another operator	Identify by name any other operator's staff whose services are used to conduct periodic checks on independent pilots, with CAA agreement. The PAOM Part 2 should indicate which check(s) each individual is authorised to carry out.
Chapter 5	**Accident and Incident Reports**
Paragraphs 2-4	Include a sample CAA report form for an occurrence, Airprox and birdstrike.
Chapter 6	**Consumption of Alcohol, Medicines and Drugs, and Smoking in Aircraft**
Paragraph 3	When the operator decides to restrict smoking more strictly than required by the PAOM Part 1, he may specify further limitations in the PAOM Part 2.
SECTION 2	**FLIGHT PLANNING**
Chapter 1	**Air Traffic Services**
Paragraph 3 b)	Set out the conditions of any local arrangements with an ATSU in regard to the requirements for a flight plan.
Paragraph 4.3	Set out the ATC procedures for the allocation and use of special flight numbers for police aircraft.
Chapter 2	**Aircraft Equipment**
Paragraph 1	(TT) The Chief Pilot shall incorporate any CAA agreed List (MEL) in the PAOM Part 2. (See Section 1 Chapter 3 Paragraph 4(c)).
Chapter 4	**Flight Crew and Police Observer Responsibilities**
Paragraph 1	(TT) List the contents of normal and emergency check lists. Where the unit operates with a two pilot crew, the emergency check list shall incorporate advice on action in the event of pilot incapacitation. The following factors should be considered: a) Symptoms of incapacitation, b) Assumption of command, c) Removing the affected pilot from the aircraft controls (with the help of the police observer), d) Transmitting a PAN call, e) Proceeding to land/obtaining medical assistance.
Paragraph 5	List the duties of the co-pilot, when carried.

CAP 612 Reference		PAOM Part 2 Requirement
Paragraph 6		Guidance on the training and testing of police observers may be found in the PAOM Part 1 Section D and also in Appendix P to this publication. A police observer who has successfully completed this training may act as a cockpit assistant in order to decrease pilot workload, although it should be noted that the aircraft commander remains responsible for monitoring the functions of the police observer. As cockpit assistant, the police observer may select RT and navaid frequencies, on request, but he may not carry out vital actions such as lowering the undercarriage. He may, however, be asked to read out a check list. The PAOM Part 2 shall list the duties that a police observer may be called upon to undertake in response to the briefing that the aircraft commander shall give before each flight. The duties concerned may be among the following: a) Monitoring or adjusting particular items of equipment: it would also be wise of the commander to indicate what equipment should not be touched by the police observer; b) Reading out check lists; c) Filling in the navigation log and other documents; d) Starting/stopping the stopwatch and calling out nominated times; e) Checking for the presence of icing conditions; f) Carrying out a general lookout; g) Calling out, on an IFR approach: i) Aircraft height down to DH/MDH, ii) Sight of the ground or other visual references.
Paragraph 8	(TT)	Examples of Passenger Safety Briefing Cards are illustrated at Appendices A1 and A2. The operator shall include a copy of his version of the card in the PAOM Part 2, for each aircraft type operated. Within the aircraft, it would be acceptable to the CAA for the safety information to be made available to passengers, as follows: a) One card per passenger, stowed within easy reach, or b) displayed on cabin walls or seat backs, in a position from which it may be legible to each seated passenger.
Paragraph 9		Illustrate the start-up and marshalling signals as set out in CAP 393 (ANO Section 2 Rules 47 and 48), as appropriate to aircraft type(s) and roles.

CAP 612 Reference	PAOM Part 2 Requirement
Chapter 5	**Pre-Flight Briefing**
Paragraph 1	List contacts for obtaining weather information.
Paragraphs 2-3	a) Set out any non-standard fuel formulae that have been agreed with the CAA. b) State fuel consumption rate that shall be applied to the fuel formulae for normal operation and, where applicable, to multi-engined aircraft operating at reduced performance following the failure of an engine.
Paragraph 5	The options available to an aircraft commander faced with making a decision in a low fuel situation may differ between aeroplanes and helicopters. In order to frame suitable advice in the PAOM Part 2, the operator should refer to CAP 360 Part One, Chapter 4 paragraphs 8 and 9.
Paragraph 6	(TT) Where multi-engined aircraft are operated, show in tabular form the relationship between headwind, aircraft weight and fuel consumption during flight with one engine inoperative. The aircraft commander, having compared the fuel consumption with all engines running with the fuel consumption with one engine inoperative, shall base his fuel requirements on the higher of the two figures calculated.
Chapter 6	**Aeroplane Performance**
	Where appropriate, list the performance requirements for all aeroplane types operated in Performance Groups other than C and E.
Chapter 7	**Helicopter Performance**
Paragraph 5	List the performance Groups that lie within the capability of each helicopter type operated. Indicate which of these Performance Groups would be utilised. Also state the restrictions, if any, that would constrain utilisation further than as set out in the PAOM Part 1 Section 2 Chapter 7 paragraphs 2 and 3.
Chapter 8	**Aerodromes and Helipads**
Paragraph 1	a) List all aerodromes and helipads within the local force operating area, categorised as either A or B. b) State which method of familiarisation would be applicable to each Category B location.
Paragraph 3.2.1	Set out the scales of equipment, manning and training requirements to be associated with any CAA agreement in regard to RFFS.
Paragraph 3.2.3 c)	(TT) State the sloping ground limits acceptable to each helicopter type operated, which shall not exceed any such limits published in the AFM.

CAP 612 Reference	PAOM Part 2 Requirement
Note on Landing Site Directory	A landing site directory shall include the following information: a) A clear aerial view photograph of each site and its immediate surroundings, with orientation markings. b) Identification of each site by name and OS 1:50000 series map grid reference. c) A diagram for each site that shows: i) dimensions and orientation, ii) immediate obstruction environment (with height of significant obstacles), iii) available reject distances, LDP and CDP, iv) unacceptable approach/departure sectors on the airfield, v) lighting system (if any), vi) assessment of suitability for day or night use, vii) statement of the Performance Group standards to be used, viii) contact name and telephone number of the site operator (if any). d) An index.
Paragraph 3.2.7	Set out the conditions attached to any CAA agreement for the use of ad hoc sites in congested areas by day.
Paragraph 3.2.8	Set out the conditions attached to any CAA agreement for the use of clear airfield approach and departure profiles at a Type Y site.
Chapter 10	**Aircraft Loading**
Paragraph 1.2	(TT) Specify the maximum floor loading for the cabin floor and any cargo bay, for each aircraft type operated.
Paragraph 1.3	(TT) Specify the loading limits for all lashing points and tie-down rings that may be used.
Paragraph 2.2	(TT) If required, set out any guidance on the calculation of weight and moment additional to that provided in the AFM.
Paragraph 4	(TT) Include a copy of each standard load plan.
Chapter 11	**Safety and Survival Equipment**
Paragraph 2.2.6	(TT) List the contents of any survival pack that may be carried, by aircraft type, and state the circumstances in which its carriage would be required.

CAP 612 Reference	PAOM Part 2 Requirement
Paragraph 3	Specify any additional items and scales of safety and survival equipment and the circumstances in which they would be carried, at the operator's discretion.
Paragraph 4	(TT) a) List items of safety and survival equipment carried in each aircraft type operated. (TT) b) Provide labelled illustrations of where such equipment is stowed.
Chapter 12	**Altimeter Testing and Setting Procedures**
Introduction	Specify the altimeter testing and setting procedures to be followed, if different from the guidance in the PAOM Part 1.
Paragraph 4	Specify the radio-altimeter warning settings that the pilot shall select for each stage of flight, by night and day.
Chapter 13	**Communications and Navigation Procedures**
Paragraph 4	Include a specimen navigation log, which may take the form of the examples at Appendices B1 and B2. In any event it shall make provision for the following information: (a) to e) to be completed before the flight) a) Names of crew, b) Flight designation (if applicable), c) ATC clearances, d) Navigation plan, including MSA and reporting points, e) Fuel plan, and the following information subesquently: f) Altimeter settings for point of departure, route and destination, g) ATA at each reporting point, h) ETA at next reporting point, i) Fuel remaining at each reporting point, j) Forecast fuel state for destination and alternates. The navigation log shall be designed to readily reveal any discrepancy between planned and actual fuel consumption.
Chapter 15	**Night Flying**
Paragraph 1	(TT) List those items of aircraft equipment required for night flying.
Chapter 16	**Refuelling Procedures**
Paragraph 2.2 c)	Set out any CAA-agreed alternative procedure for checking water contamination in fuel.

CAP 612 Reference	PAOM Part 2 Requirement
Chapter 19	**Flight Time and Duty Hours Limitations Scheme**
Introduction	Submit a roster pattern proposal to the CAA, for approval.
Paragraph 3 b)	Designate the times (local) at which the contactable period of FDP starts and ends.
Paragraph 4	The following sub-paragraphs give guidance for the compilation of acceptable duty roster patterns. a) A normal roster pattern should not exceed six days on duty, to be followed by three days off. Thus, in a standard 28 day period, a crew member would spend 19 days on duty and nine days off duty. Other combinations of duty/off-duty days are feasible but each day's accountable duty hours shall not exceed 10. The typical roster pattern would give each crew member a group of three early starts and three late starts before scheduling three days off duty. b) The start and finish times of each early or late FDP, including a possible standby element, may be varied to suit individual operations but they should be set so as not to exceed the 10 hours maximum accountable duty per day; standby between 2200 and 0800 counts at half rate. c) A crew member would normally finish duty at his place of work, but may continue on standby at home or in suitable accommodation until the end of the rostered standby period, on his third consecutive late duty. Any extension beyond that time, or an early duty that starts before 0700, shall be regarded as an emergency call-out whose consequences are described in the PAOM Part 1 Section 2 Chapter 19 paragraph 22. The tasking agency should take account of the restrictive effects of an emergency call-out and, before initiating the procedure, carefully consider the alternative of delaying the call-out until the crew member has completed at least a minimum rest period. d) It should be noted that the roster pattern and changeover time devised for police air operations may preclude a crew member's enjoyment of a full day off duty, as defined in CAP 371. Any minor shortfall is considered acceptable as the PAOC FTL scheme offers compensation in terms of extra days off and lower monthly/annual flying hours maxima. It would, for example, be acceptable for an operator to establish a scheme that would involve flight crew members being on duty for seven consecutive days, provided that the roster pattern then allowed for five consecutive days off duty, to be followed immediately by a group of five days on duty and four days off. Such an arrangement could involve 70 duty hours in the first week (an excess of 10 hours) but, in any 28 day period, the duty hours total would not exceed 190 (10 hours under the limit).

CAP 612 Reference	PAOM Part 2 Requirement
SECTION 3	**FLIGHT OPERATIONS – VFR**
Chapter 3	**Low Flying Operating and Weather Minima**
Paragraph 2.1.1	Set out discrete operating minima in respect of separation distance from obstructions, in accordance with any agreement reached with the CAA.
Paragraph 3.3 (Table 5)	a) Specify areas (if any), within the force operating area, considered suitable for night VCF at speeds below Vy, in a helicopter that fails to meet the IMC stability requirements of BCAR Section G or JAR 27/29, or is not fitted with a stability augmentation system acceptable to the CAA. b) The CAA may permit flights over a congested area at night in a minimum visibility of 2 km provided that the area in question meets the following criteria: i) is familiar to the pilots concerned, ii) is predominantly flat terrain, iii) is well lit during the proposed hours of operation, iv) significant obstructions are known and discernible.
Paragraph 3.8	If units envisage becoming involved in SAR operations, appropriate material must be included in their PAOM Part 2 to include training requirements and aircraft equipment.
Chapter 4	**Flight Following**
Paragraph 2	Set out the procedure to be followed by the police control room controller when required to initiate overdue action on an aircraft.
SECTION 4	**FLIGHT OPERATIONS – IFR**
Chapter 4	**IFR Operating Minima**
Paragraph 1	List the pre-take-off serviceability checks for flight instruments, radio, navigation and radio navigation equipment to be used in IFR flight in accordance with the appropriate scales in Schedules 4 and 5 of the ANO as amended.
Paragraph 3.2	(TT) List the AOM for each type of aircraft to be operated.
Paragraph 6	Set out: a) any discrete approach procedure for aeroplanes, as agreed with the CAA; b) any overwater cloud break procedure for helicopters, as agreed with the CAA.

CAP 612 Reference	PAOM Part 2 Requirement
SECTION 5	**POLICE OPERATING PROCEDURES**
Introduction	An application on the part of a PAOC holder for a variation to the range of CAA/Home Office agreed operational roles should be supported by information on the following topics: a) Nature of the proposed operation, b) special equipment to be used, c) special training/testing requirements, d) aircraft performance limitations, e) weather and night minima, f) identity (generic) of occupants. Subsequently, the CAA-agreed conditions of operation shall be incorporated into the PAOM Part 2.
Chapter 1	**Categories of Passenger Carrying Operations**
Paragraph 3	Periodic training for specialist teams should cover the following topics: a) Correct method of approaching aircraft with engines running/rotors turning, b) method and sequence of embarkation, c) seating and strapping-in, d) security of special equipment, including firearms, e) emergency landing procedures, f) method and sequence of disembarkation, g) clearing away from the aircraft, h) responsibilities (including signals to the pilot) of the stick leader. The procedures shall be embodied in the PAOM Part 2, which should also denote the system used by the operator to record and certify the training, whose period of validity shall not exceed 13 months.
Chapter 2	**Requirements for the Carriage of Certain Types of Passenger and of Animals**
Paragraph 1.5	List the weather and operating minima applicable to a HEMS operator.
Paragraph 5	Where it is intended to conduct operations that involve the use of a hoist, set out appropriate training and testing procedures, as agreed with the CAA.
Paragraph 6.2	Include any further advice, which may be aircraft type-selective, that may be considered helpful to persons concerned with the carriage of animals.

CAP 612 Reference	PAOM Part 2 Requirement
Chapter 3	**Weapons and Munitions on Normal and Special Operations**
Introduction	a) Set out types and quantities of weapons and munitions that, with CAA agreement, may be carried in each aircraft type flown. b) The CAA Dangerous Goods office may be contacted at the following address: Civil Aviation Authority Aviation House Gatwick Airport South West Sussex RH6 0YR Tel: 01293-573800 Fax: 01293-573991
Chapter 4	**Dangerous Goods**
Paragraph 1 f)	List any categories of dangerous goods, not already mentioned in the PAOM Part 1 Section 5 Chapter 4 paragraphs 1 a) – 1 e), whose carriage has been permitted by the CAA.
Chapter 5	**Hover Emplaning and Deplaning**
Paragraph 1.2 c)	Set out instructions for the sequence of emplaning and deplaning, together with any limitations on the number of persons who may occupy the entry/exit position at any one time.
Chapter 6	**Carriage of Underslung Loads**
Paragraph 1.5.1	Set out illustrated marshalling signals, per CAP 393, if they are to be used as back-up to radio communications during underslung load lifting and offloading.
Chapter 7	**Dropping of Articles**
Paragraph 1.2	(TT) Set out the airframe configuration and speed/height bands to be used when dropping articles from aeroplanes.
Chapter 9	**Powerful Searchlights, Airborne Public Address Systems and Forward Looking Infra-red Equipment**
Paragraph 1	Set out operating instructions and training/testing procedures for each item of subject equipment, if used.
Paragraph 2	Draw attention to any hazards associated with the operation of subject equipment, if used.
Appendix A	**Helicopter Emergency Medical Service**
Paragraph 2	Where applicable, include a supplement specifying operational considerations specific to HEMS operations.

CAP 612 Reference	PAOM Part 2 Requirement
SECTION 6	**AIRCRAFT MAINTENANCE SUPPORT**
Chapter 2	**Technical Log**
Paragraph 3	Set out instructions on the manner in which flight crews should use and complete the Sector Record Page, in accordance with the guidance contained in CAP 360 Part Two Chapter 8. Operators should also consider the merits of repeating the instructions in the log itself, to promote a disciplined response from flight crews and engineers alike.
Chapter 3	**De-Icing and Anti-Icing on the Ground**
Paragraph 2	List aircraft type specific ground de-icing instructions.
SECTION D	**TRAINING**
Paragraph 1	**Administration**
	Examples of training syllabi and forms, which may be used by operators, are at Appendices C - Q. Where an operator devises a form of his own, a copy shall be included in the PAOM Part 2, following CAA agreement.
Paragraph 1.2.1	Exceptionally the CAA may agree to the carriage of passengers who shall be nominated by category in the PAOM Part 2.
Paragraph 1.2.2.3.2	Provision for operations on more than one type or variant shall be contained in the appropriate section of the Operations Manual.
Paragraph 1.2.2.3.3	Provision for operations on a combination of helicopter and aeroplane shall be contained in the appropriate section of the Operations Manual.
Paragraph 1.2.4	Training staff shall be listed by name in the appropriate section.
Paragraph 2.1.5	Specify methods whereby practice malfunctions are to be simulated.
Paragraph 2.3.8.3	Procedures, which take into account local factors, shall be contained in the appropriate section.
Paragraph 2.4.3	If a pilot flies more than one aircraft type, accepted similar types, as assessed by the CAA, shall be set out in the appropriate part of the Operations Manual. SOPs are to be established covering the use of autopilot upper modes for aircraft fitted with such systems. The method of use of the upper modes shall be set in the appropriate part of the PAOM Part 2 SOPs.
Appendix C	**Periodic Training and Testing – Police Observers**
Paragraph 5.4	The training/testing syllabus shall be set out in the PAOM Part 2.

Section 2 Local Operating Instructions

Introduction

The PAOM Part 2 shall contain a section devoted to local operating instructions, which complies with this guidance. A PAOC holder other than a police force shall issue such instructions separately for each police force area in which his aircraft operate on a full time or regular periodic basis. Any PAOC holder who has occasion to operate outside his normal local area (but within his nominated PAOC area) whether on an ad hoc basis or short term basis, should consider the topographical, airspace and administrative factors that might affect the safety and effectiveness of operations in the area to be visited and, if necessary, issue appropriate supplementary instructions, where practicable in consultation with a local PAOC holder.

The following paragraphs briefly list and, where necessary, discuss subjects on which an operator should base his local operating instructions. As the material may not be comprehensive, the CAA may agree to the PAOC holder adding instructions on further aspects of operations, as required.

1 Hours of Operation

a) State normal hours of operation;

b) Explain policy for standby duty, including availability and response time requirements;

c) Set out procedures for calling out and briefing the duty crew.

2 Operational Preparations

2.1 Overnight Fuel States

Indicate what should be the normal overnight fuel state for each aircraft type operated. This may be the fuel load that offers either the most flexible response or attends to the requirements of the highest priority task that a unit may be called upon to undertake.

2.2 Role Equipment Changes

(TT) Provide simple illustrated instructions on how role equipment may be changed expeditiously, in accordance with airworthiness requirements and engineering instructions. Such equipment may include that used for special operations, seats and dual flying controls.

NOTE 1: The instructions should reflect the requirement for appropriate entries in the technical log.

NOTE 2: Although pilots, police observers and other personnel may carry out the work, it shall be supervised and certified only by a pilot or a suitably licensed aircraft maintenance engineer.

2.3 Periodic Check of Role and Ancillary Equipment

Set out the method whereby all role and ancillary equipment shall be checked on a progressive, periodic basis. The date and result of each check shall be recorded. A person should be nominated to conduct such checks at each one of a unit's operating locations.

2.4 Aircraft Communications

a) List the pre-set RT frequencies with their associated channel settings, together with the corresponding callsigns, as used by the unit and adjacent units.

b) Set out operating instructions for all specialised non-airband radio sets or other communications equipment. The advice should warn users of any limitation that might apply to the maximum height at which transmissions may be permitted, and any area restrictions on the use of particular radios or frequencies.

2.5 Refuelling

Compile a directory of refuelling facilities, listing times of availability, length of notice required and contact information.

3 Payments for Services

Indicate the procedures that flight crews should follow to ensure that payment is duly made for fuel uplifts, landing fees and other services.

4 Temporary Detachments

Prepare written instructions in respect of the command and control of temporary detachments. They should include the following:

a) A statement of which terms of reference normally applicable to the UEO and Chief Pilot would be delegated to the detachment commander;

b) A list of contact personnel at the main base for out-of-hours operations and emergencies;

c) A list of sites which are known to meet the security criteria for safe overnight parking;

d) Guidance for choosing and booking overnight accommodation and making suitable arrangements for transport between the domestic accommodation and the detachment operating base.

5 Search and Rescue

Explain how the unit's aircraft fit into search and rescue plans for the local area and reflect any national commitment. Set out all agreed procedures, responsibilities, RT frequencies and service facilities.

6 Aeroplane Type Technical Supplements (TT)

This paragraph is concerned mainly with operating limitations for each type of aeroplane operated, as set out in the AFM. A PAOC holder may, if required, impose stricter constraints on his own operations.

6.1 Type and Roles

Name the type, with its main technical characteristics, and briefly describe the operating roles for which it is cleared, by night or by day, in VMC and IMC, where appropriate.

6.2 Minimum Crew

State the minimum crew required for VFR and IFR operations and list any consequent limitations.

6.3 Performance

6.3.1 State the Performance Group in which the type is certificated to operate.

6.3.2 Include performance graphs with associated guidance, identified by AFM reference, as follows:

a) Weight, altitude and temperature (WAT) limitations;

b) Field performance –

Take-off run required (TORR)

Take-off distance required (TODR)

Landing distance required (LDR);

c) Climb path;

d) Single engine stabilising altitude (if applicable);

e) Landing performance.

6.4 Airframe Limitations

List the following:

a) Prohibited manoeuvres;

b) Limiting airspeeds, such as maximum IAS, rough airspeed, manoeuvring speed, maximum IAS for operating flaps and undercarriage, minimum circling speed;

c) Wind limitations, such as maximum surface wind in dry, wet and contaminated runway conditions: maximum crosswind in each of those situations.

6.5 Flight in Icing Conditions

Set out AFM limitations.

6.6 Flight over Water

Advise on minimum heights, cruising speeds and any operating limitations.

6.7 Low Flying

Set out procedures for low flying, to include guidance on flap configuration, engine settings, carburettor heat requirements and IAS.

6.8 Oxygen/Pressurisation

Include equipment and passenger briefing requirements for flight above FL 100. Set out:

a) Maximum operating altitude;

b) Maximum cabin altitude;

c) Minimum oxygen supply;

d) Duration of oxygen supply relative to the number of aircraft occupants;

e) Procedure in the event of failure of the oxygen or pressuration systems.

6.9 Engine Limitations

Set out limitations listed in the AFM for flight with all engines operative and, where applicable, for flight with one engine inoperative.

6.10 Handling Speeds and Power Settings

List the normal handling speeds and associated inlet manifold pressure and propeller settings in each possible airframe configuration for the climb, descent and cruise (including single-engine cruise, where applicable).

6.11 Pressure Error Correction (PEC)

Set out any AFM information on PEC to be applied to both normal and alternate static pressure sources.

6.12 Fuel and Oil

6.12.1 State total and individual tank capacities of fuel and oil systems. Indicate any unusable quantities. Explain effects of fuel transfer failure. Set out temperature and pressure limits for each system. List acceptable types and grades of fuel and oil.

Advise on:

a) Planning hourly rate of consumption;

b) Minimum fuel requirement;

c) Optimum flight level for length of sector;

d) Jettisoning fuel.

6.13 Weight and Loading

a) State maximum all up weights for take-off and landing.

b) State maximum weight which may be placed in baggage holds, cabin stowages and on passenger seats.

c) State floor loading and tie-down ring load maxima.

d) Set out the aircraft prepared-for-service (APS) weight, explaining what factors are included in the calculation, and the associated centre of gravity (CG) indices.

e) Set out the aircraft CG limits in relation to the datum.

f) Advise how flight crew may calculate CG.

g) Include a copy of each standard load sheet.

6.14 Safety and Survival Equipment

Include an inventory of safety and survival equipment, with an illustrated key to its location on board the aeroplane.

6.15 Aerodrome Requirements

a) List and explain any restrictions on the use of particular aerodromes, as required.

b) Declare the aircraft category for the purpose of calculating aerodrome operating minima.

7 Helicopter Type Technical Supplement (TT)

This paragraph is concerned mainly with operating limitations for each type of helicopter operated, as set out in the AFM. A PAOC holder may, if required, impose stricter constraints on his own operations.

7.1 **Type and Roles**

Name the type, with its main technical characteristics, and briefly describe the operating roles for which it is cleared, by night or by day, in VMC and IMC, where appropriate.

7.2 **Minimum Crew**

State the minimum crew required for VFR and IFR operations and list any consequent limitations.

7.3 **Performance**

7.3.1 State the Performance Group in which the type is certificated to operate.

7.3.2 Include performance graphs with associated guidance, identified by AFM reference, as follows:

a) WAT limitations,

b) Rejected take-off distance required,

c) Continued take-off distance required,

d) En-route,

e) Landing space required (all engines operative and one engine inoperative),

f) Hover outside ground effect.

NOTE: Set out the minimum dimensions required for an ad-hoc landing site capable of being used by Performance Groups A and A (Restricted) helicopters, employing a normal approach profile at a representative all-up weight, in twin-engined and single-engined flight. The minimum dimensions of such a site suitable for use by a helicopter in Performance Group B, where applicable, shall also be included. The basis for these calculations is given in the PAOM Part 1 Section 2 Chapter 8.

7.4 **Airframe Limitations**

7.4.1 List the following:

a) Prohibited flight manoeuvres;

b) Vne, maximum IAS in sideways and backward flight;

c) Vtoss, maximum run-on IAS;

d) Maximum IAS with doors open, doors removed, floats inflated, winch stowed and boomed out;

e) Limitations on angle of bank in forward flight and rate of turn in the hover;

f) Maximum altitude;

7.4.2 Set out graphically the height/velocity avoid area.

7.5 **Handling**

Set out the following:

a) Best rate of climb speed (Vy);

b) Best IAS for minimum rate of descent (autorotation) and for best range (autorotation);

c) Best range speed – twin-engined and one engine inoperative (as applicable).

7.6 **Weather Limitations**

a) Restrictions on flight in rain, falling snow and in icing conditions,

b) Maximum ambient temperature.

7.7 Flight over Water

Advise on minimum heights, cruising speeds and any operating limitations.

7.8 Low Flying

Set out procedures for low flying, to include guidance on engine settings, and IAS.

7.9 Engine Limitations

Set out limitations listed in the AFM for flight with all engines operative and, where applicable, for flight with one engine inoperative.

7.10 Oxygen

If flight above FL 100 is intended, include equipment and passenger briefing requirements. Also set out:

a) Maximum operating altitude,

b) Minimum oxygen supply,

c) Duration of oxygen supply relative to number of aircraft occupants,

d) Procedure in the event of failure of the oxygen system.

7.11 Autopilot

Indicate maximum bank angle, minimum speeds during take-off, landing and IFR flight.

7.12 Sloping Ground

Set out maximum acceptable slope for the surface of an operating site.

7.13 Surface Wind

List the maximum wind speeds, as noted in the AFM, for the following circumstances:

a) Starting and stopping rotors;

b) Hovering crosswind;

c) Take-off and landing crosswind.

7.14 Fuel and Oil

State total and individual tank capacities of fuel and oil systems. Indicate any unusable quantities. Explain effects of fuel transfer failure. Set out temperature and pressure limits for each system. List acceptable types and grades of fuel and oil. State oil systems run-dry capabilities.

Advise on:

a) Planning hourly rate of consumption,

b) Minimum fuel requirement,

c) Optimum flight level for length of sector,

d) Jettisoning fuel.

7.15 Weight and Loading

Set out the limits on weight and loading as follows.

7.15.1 Maximum Weights

a) Aircraft AUW for take-off and landing;

b) Effect on aircraft maximum AUW of special factors such as autopilot limitations;

c) Internal and external loads.

7.15.2 **APS Weight**

Set out the APS weight, explaining what factors are included in the calculation, and the associated CG indices.

7.15.3 **Centre of Gravity**

a) CG limits both longitudinal and lateral, in relation to datum points;

b) Advise how flight crew may calculate CG position.

7.15.4 **Floor Loading**

a) Floor stress limits,

b) Load spreader type and limits,

c) Tie-down ring limits, both vertical and horizontal.

7.15.5 **Baggage Holds/Seats**

a) Stress limits,

b) Types of cargo/baggage limitations,

c) Maximum cargo seat loading.

7.15.6 **Standard Load Sheet**

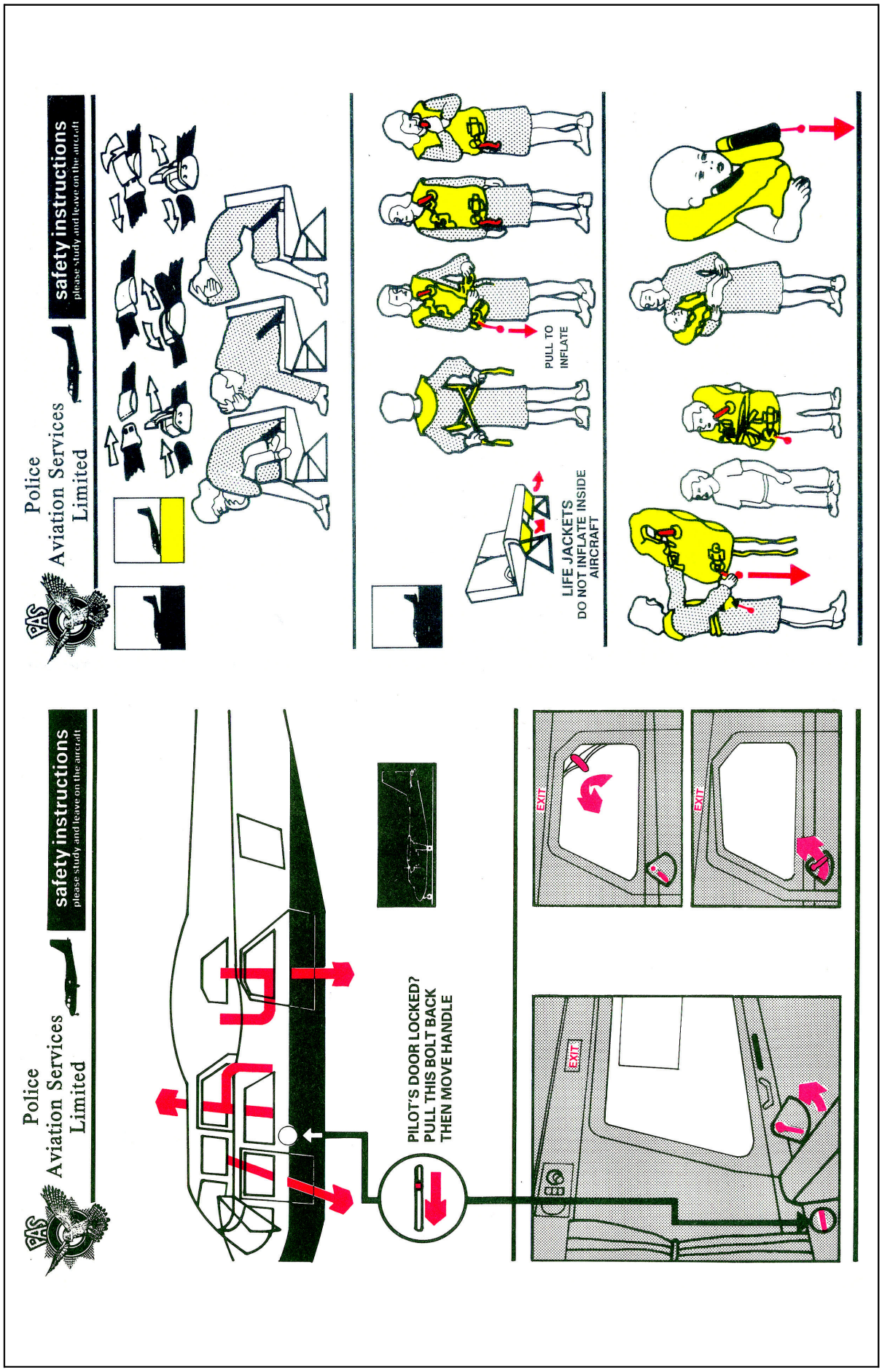
Include a copy of each standard load sheet.

7.16 **Safety and Survival Equipment**

Include an inventory of safety and survival equipment, with an illustrated key to its location on board the aeroplane.

Appendix A1 Example of a Passenger Safety Briefing Card – Islander

The card is A5 size, printed both sides. In this illustration front and back are shown side by side.


Police
Aviation Services
Limited
safety instructions
please study and leave on the aircraft
PULL TO
INFLATE
LIFE JACKETS
DO NOT INFLATE INSIDE
AIRCRAFT
Police
Aviation Services
Limited
safety instructions
please study and leave on the aircraft
PILOT'S DOOR LOCKED?
PULL THIS BOLT BACK
THEN MOVE HANDLE
EXIT
EXIT
EXIT

Appendix A2 Example of a Passenger Safety Briefing Card – BO 105

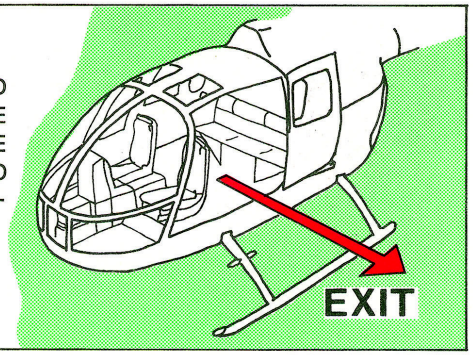
The card is A5 size, printed both sides. In this illustration front and back are shown side by side.

Police Aviation Services BO 105

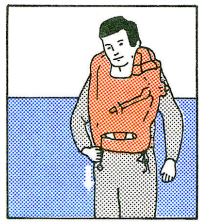
SAFETY INSTRUCTIONS

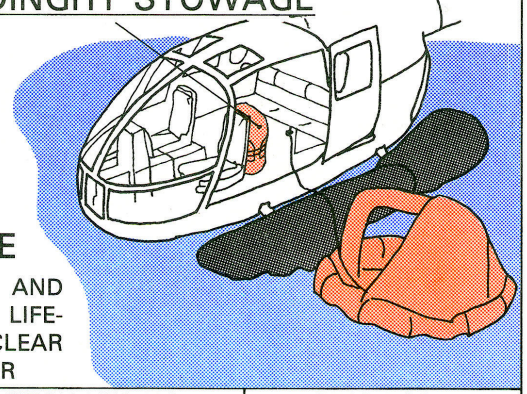
ONSHORE

REMAIN SEATED AND STRAPPED IN THE HELICOPTER UNTIL THE ROTORS HAVE STOPPED TURNING OR AS INSTRUCTED BY THE CREW.



DINGHY STOWAGE





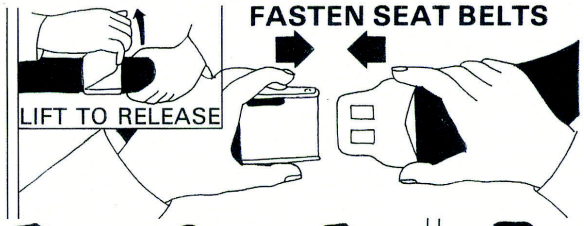
OFFSHORE

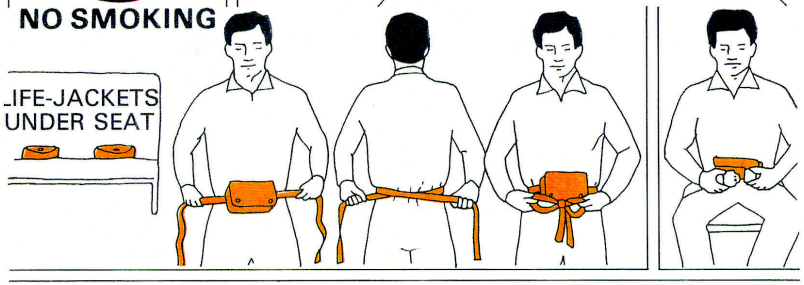
REMOVE SHOES AND ONLY INFLATE LIFE-JACKETS WHEN CLEAR OF THE HELICOPTER

FRONT DOOR	ACTION 1 THEN 2	REAR DOOR
1 OPEN	2 DOOR JETTISON PUSH DOWN	OPEN HANDLE UPWARDS PUSH OUT AND SLIDE DOOR BACK

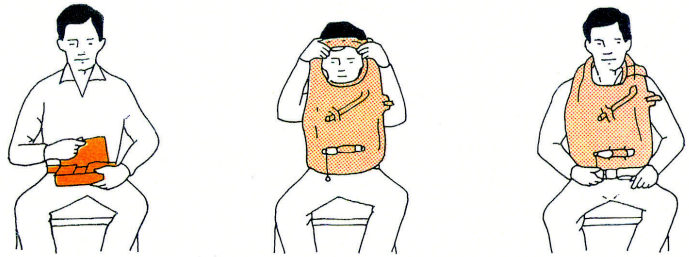
Police Aviation Services BO 105

SAFETY INSTRUCTIONS

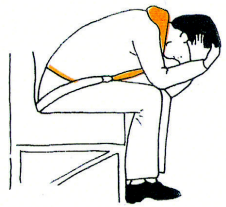




IN EMERGENCY — PUT ON LIFE-JACKET



DO NOT INFLATE LIFE-JACKET IN THE CABIN



ADOPT BRACE POSITION

PRIOR TO IMPACT

Appendix B1 Example of a Navigation Log – Aeroplane

A/C Regn Flt No: Pilot: Date: **Navigation Log**

Departure			**Sector 1**					**Departure Section 2**			**Sector 2**							
R/W: QFE: QNH:			ETD: ETA:					R/W: QFE: QNH:			ETD: ETA:							
W/V: Temp:			TO: F/L:					W/V: Temp:			TO: F/L:							
Clearance			ARR: LND: W/V:					Clearance			ARR: LND: W/V:							
			FM: TOW:								FM: TOW:							
			DEP: T/O: LOW:								DEP: T/O: LOW:							
			BLK: FLT: VAT:								BLK: FLT: VAT:							
			Route	MSA	Nav Aids Freq	Nav Aids Ident	Report Point	Track M	Dis Nm	G/S Kts	Leg Time: Tim	Corr	ETA	mins: Rev	ATA	Fuel: Req	Est	lbs Act
FUEL PLAN	1	2																
A Start/Taxi																		
B Route Fuel																		
C App Allowance																		
D Dest OH-ALT																		
E Contingency			-A/F	GMT	W/V	Vis	Cloud	Cloud	T	QP	R/W	QNH	QFE	LOG MINIMA				
F HOLD (45 mins)														H/F				
FUEL ON BOARD														RW/Aid				
FUEL REQUIRED														QH/RVR				
ADDN'L RESERVES														Circle				

Example of a Navigation Log — Aeroplane (continued)

SYNOPTIC SITUATION	ROUTE	2K	5k	10K	18K	24K	
	WINDS						

TERMINAL AREA FORECASTS

A/F	GMT	Period	W/V	W/X	Cloud	Cloud	Cloud	Remarks

ACTUALS

A/F	GMT	W/V	Gusts	Vis	RVR	W/X	Cloud	Cloud	Cloud	T	DP	QNH

VOLMETS

A/F	GMT	W/V	Gusts	Vis	RVR	Cloud	Cloud	Cloud	T	DP	QNH	R/W

SNOWTAMS

A/F	GMT	R/W	Clear: L/W	Deposit	Depth	Breaking	Remarks

OPERATIONAL REQUIREMENTS

WEATHER MINIMA DETAILS

Destinations			Landing			Circling	
A/F	Elev	R/W	Aid	DH	RVR	Ht	Vis

Alternates

Appendix B2 Example of a Navigation Log – Helicopter

Helicopter Navigation Log											Page 1
A/C Reg:			Pilot:				Date:				
Dep Fm:		ETD:			To:			ETA:			
R/W:		QFE:			QNH:			Temp:			
ATD:		Clearance:									
RPT PT	MSA	FRQ ID	TRK M	DIS NM	G/S KTS	TIM	ETA	ATA	FUEL:		
									IEG	EST	ACT
En-Route:											

Example of a Navigation Log – Helicopter (continued)

<table>
<tr><td colspan="2">Regn:</td><td colspan="2">Pilot:</td><td>Date:</td><td>Page 2</td></tr>
<tr><td colspan="6">WX EN-ROUTE:</td></tr>
<tr><td colspan="6">DEST:</td></tr>
<tr><td colspan="6">ALT:</td></tr>
<tr><td colspan="2">LANDING MINIMA:
DEST:</td><td colspan="3">ALT:</td><td>T/O WT</td></tr>
<tr><td>R/W:</td><td>AID:</td><td colspan="2">R/W:</td><td>AID:</td><td></td></tr>
<tr><td>DH:</td><td>RVR:</td><td colspan="2">DH:</td><td>RVR:</td><td>LDG WT</td></tr>
<tr><td colspan="2">CIRCLE:</td><td colspan="3">CIRCLE:</td><td></td></tr>
<tr><td colspan="2">ARRIVAL INFO:
R/W: AID:</td><td colspan="3">FUEL PLAN:
A. START</td><td>%</td></tr>
<tr><td colspan="2">DH: RVR:</td><td colspan="3">+B. FUEL TO DEST</td><td></td></tr>
<tr><td colspan="2">QFE: QNH:</td><td colspan="3">+C. APPROACH</td><td></td></tr>
<tr><td colspan="2" rowspan="6"></td><td colspan="3">+D. DH to ALT</td><td></td></tr>
<tr><td colspan="3">+E. CONT (5% B + D)</td><td></td></tr>
<tr><td colspan="3">+F. HOLD (45 Min)</td><td></td></tr>
<tr><td colspan="3">FUEL ON BOARD</td><td></td></tr>
<tr><td colspan="3">FUEL REQUIRED</td><td></td></tr>
<tr><td colspan="3">ADDN’L RESERVES</td><td></td></tr>
</table>

Appendix C Example of a Combined Instrument Rating Renewal/Base Check Form (Aeroplane)

Pilot:	_____	A/C Type:	_____
Licence No:	_____	Registration:	_____
Crew:	_____	Date:	_____
Route:	_____		
Take-off:	_____ Land:_____	Flight Time:	_____
Weather:	_____	MTOW:	_____
Training Captain:	_____	Actual TOW:	_____
Licence No:	_____	Max Ldg Wt:	_____

Certificate of Test items (Base Check) indicated by *

PRE-FLIGHT

Documentation	Pass/Fail
Loading	Pass/Fail
Planning/Self Briefing	Pass/Fail
Technical Knowledge/Limitations	Pass/Fail
Performance	Pass/Fail
Checks and Drills	Pass/Fail

SECTION 1: PRE-FLIGHT TAKE-OFF AND CLIMB

Instruments/Radios checked and set	Pass/Fail
Instruments/Radios checked during taxying	Pass/Fail
Pre-take-off checks	Pass/Fail
Heading control unstick and initial climb	Pass/Fail
After take-off checks	Pass/Fail
* Simulated engine failure (200 ft AGL or above)	Pass/Fail
Transition to climb	Pass/Fail
Climb at recommended power and speed	Pass/Fail
ATC: Clearance, Compliance, Liaison	Pass/Fail
Basic IF	Pass/Fail
Flight Deck Management/Airmanship	Pass/Fail
Use of de-icing equipment	Pass/Fail

SECTION 2: AIRWAYS PROCEDURE (IRR Only)

Identification of facilities	Pass/Fail
Intercepting and holding tracks	Pass/Fail
Altimeter setting	Pass/Fail
Conforming to clearance	Pass/Fail
Basic IF	Pass/Fail
Liaison with ATC	Pass/Fail
Use of de-icing equipment	Pass/Fail

SECTION 2A: HOLDING PROCEDURE (IRR or Base Check) Pass/Fail

SECTION 3: SIMULATED ENGINE OUT ILS AND MISSED APPROACH PROCEDURE

*Identification of facilities	Pass/Fail
*Approach checks	Pass/Fail
*Handling of emergency	Pass/Fail
*Intermediate procedure	Pass/Fail
*Landing checks	Pass/Fail
*Altimeter settings	Pass/Fail
*Approach to DH	Pass/Fail
*Action at DH	Pass/Fail
*Engine out Missed Approach Procedure	Pass/Fail
*Go-around checks	Pass/Fail
*Liaison with ATC/Conforming to clearance	Pass/Fail
*Basic IF	Pass/Fail
Use of de-icing/anti-icing equipment	Pass/Fail

SECTION 4: SIMULATED ENGINE OUT NDB PROCEDURE

Identification of facility	Pass/Fail
Approach checks	Pass/Fail
Intermediate procedure	Pass/Fail
Landing checks	Pass/Fail
Altimeter settings	Pass/Fail
Approach to MDH	Pass/Fail
Action at MDH	Pass/Fail
Liaison with ATC/Conforming to clearance	Pass/Fail
Basic IF	Pass/Fail
Simulated engine-out landing	Pass/Fail

INSTRUMENT APPROACH PROFICIENCY

(Enter type and number of each type completed)	Pass/Fail
Emergencies given	Pass/Fail

ADDITIONAL BASE CHECK ITEMS (According to aircraft type)

Unusual attitudes (Simulated IF in VMC)	Pass/Fail
Propeller overspeed	Pass/Fail
Undercarriage emergencies (Emergency drills discussion)	Pass/Fail
Electrical malfunctions (Emergency drills discussion)	Pass/Fail
Pressurisation failure	Pass/Fail
Engine shut down and restart (above 3000 ft)	Pass/Fail
[1]Flapless approach and landing	Pass/Fail
[1]Short field approach and landing	Pass/Fail

[1]The flapless-approach approach and landing and the short-field approach and landing shall be carried out on alternate check flights, so that each would be assessed once every 13 months.

POST FLIGHT

Documentation/Tech Log etc.	Pass/Fail
Knowledge of Operations Manual	Pass/Fail

REMARKS OF TRAINING CAPTAIN/IRE (Enter any limits on operational clearance)

I hereby certify that I have tested _____ as indicated

and that I find him competent to act in the capacity of _____

on _____ (a/c type) on police operational duties in VMC and under IFR and within controlled airspace.

Training Captain/IRE:_____ Date: _____

Next Check Due: _____

IRR COMPLETED/LICENCE SIGNED (DATE): _____

OPERATOR'S CERTIFICATE

On the basis of this test, I am satisfied that Captain _____

is/is not competent to operate the (a/a type) _____

on police operational duties in VMC and under IFR and within controlled airspace in the

following areas: _____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix D Example of a VMC Base Check Form – Single-Engined Helicopter

Pilot: _____Helicopter Type: _____

Licence No: _____ Registration: _____

Place: _____ Date: _____ TOW *: _____

Take-off: _____ Landing: _____Flight Time: _____

Weather: _____

Training Captain: _____ Licence No: _____

The C of T items indicated by *shall be conducted at a minimum of 90% of maximum landing weight.

† Autopilot and/or SAS off.

DOCUMENTATION CHECK

Licence		Current	Yes/No
Medical		Current	Yes/No
Base Check:	Date:	6 months _____	13 months _____

PRE-FLIGHT

Documentation/Tech Log		Pass/Fail
Loading/C of G	} Practical Limitations	Pass/Fail
Performance	} Practical Limitations	Pass/Fail
Technical Knowledge and Limitations		Pass/Fail
Checks and Drills		Pass/Fail

DAY HANDLING

*†	Take-off, Hover, Air taxi, Landing, Precision Manoeuvres	Pass/Fail
	Circuits	Pass/Fail
*	In servo-controlled aircraft, an approach and landing using the supplemental control system (Sim Hyd Failure)	Pass/Fail
*	Entry into autorotation for a PFL to a predetermined landing area, approach and go-around	Pass/Fail
	Engine off landing on a predetermined spot (entry from cruise flight)	Pass/Fail
	Engine off landing from the hover (low)	Pass/Fail
	Engine off landing from high hover (entry at top of height/velocity avoid area)	Pass/Fail
	Limited power take-off and landing	Pass/Fail
	Sloping ground operation	Pass/Fail
	Restricted area operation	Pass/Fail

Tail rotor control failure – approach and landing	Pass/Fail
Low level flight, including quick stop	Pass/Fail
Steep turns	Pass/Fail
Recognition and correction of over-pitching where applicable	Pass/Fail

DISCUSSION OF EMERGENCIES (IN OR OUT OF COCKPIT)

Engine fire drill/air and ground	Pass/Fail
Electrical fire drill	Pass/Fail
Cabin Fire Drill (discuss use of fire extinguisher/first aid kit)	Pass/Fail
Tail rotor drive failure	Pass/Fail
Meaning of caution light etc.	Pass/Fail
Fuel pump failure	Pass/Fail
Engine governor failure	Pass/Fail
Generator failure	Pass/Fail
Battery emergencies	Pass/Fail
Engine restart in flight	Pass/Fail
Vortex ring condition and recovery	Pass/Fail

POST FLIGHT

Drills and documentation	Pass/Fail

TRAINING CAPTAIN'S REMARKS (Enter any limits on operational clearance)

I hereby certify that I have tested _____as indicated and that I find him competent to act in the capacity of _____ on the _____ helicopter in VMC

Signature: _____ Examiner's Name: _____

Licence No: _____Date: _____ _____

OPERATOR'S CERTIFICATE

Having examined the above report, I find _____ competent to act as _____ on the _____ in the _____ role in VMC in the following areas _____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix E Example of a VMC Base Check Form – Twin-Engined Helicopter

Pilot: _____ Helicopter Type: _____

Licence No: _____ Registration: _____

Place: _____ Date: _____ TOW* : _____

Take-off: _____ Landing: _____ Flight Time: _____

Weather: _____

Training Captain: _____ Licence No: _____

The C of T items indicated by the symbol * shall be conducted at a weight not less than 90% of RTOW.
† Autopilot and/or SAS off.
‡ As appropriate to type.

DOCUMENTATION CHECK

Licence		Current	Yes/No (or Date)
Medical		Current	Yes/No
Base Check:	Date:	6 months _____	13 months _____

PRE-FLIGHT

Documentation/Tech Log			Pass/Fail
Loading/C of G	}	Practical Limitations	Pass/Fail
Performance	}		Pass/Fail
Technical Knowledge and Limitations			Pass/Fail
Checks and Drills			Pass/Fail

DAY HANDLING

†	Take-off, Hover, Air taxi, Landing, Precision Manoeuvres	Pass/Fail
	Circuits	Pass/Fail
‡	Approach and Landing with simulated tail servo failure	Pass/Fail
‡	Approach and landing with simulated automatic fuel control system failure	Pass/Fail

Performance Group A Performance

*	Clear Area – single engine failure before CDP	Pass/Fail
*	Clear Area – single engine failure after CDP	Pass/Fail
*	Clear Area – single engine circuit and go-around	Pass/Fail
*	Clear Area – single engine circuit and landing	Pass/Fail
*	Clear Area – single engine failure before LDP	Pass/Fail
	Clear Area – single engine failure after LDP	Pass/Fail
	Helipad – single engine failure before CDP	Pass/Fail
	Helipad – single engine failure after CDP	Pass/Fail

	Helipad – single engine failure before LDP	Pass/Fail
	Helipad – single engine failure after LDP	Pass/Fail
‡	High gross mass, variable CDP, or short field procedure (if applicable)	Pass/Fail
	Engine fire drills	Pass/Fail
	PFL autorotative descent to achieve hover or forward flight over a predetermined landing area	Pass/Fail
	Sloping ground	Pass/Fail
	Simulated tail rotor control failure	Pass/Fail
	Single engine failure in high hover without dropping below specified height (day or night)	Pass/Fail

‡ EMERGENCIES

Hydraulic failure	Theory	Pass/Fail
Booster pump(s) failure	Practical/Theory	Pass/Fail
Single governor failure	Practical/Theory	Pass/Fail
Single generator failure	Practical/Theory	Pass/Fail
Double generator failure	Practical/Theory	Pass/Fail
Single inverter failure	Practical/Theory	Pass/Fail
Double inverter failure	Practical/Theory	Pass/Fail
Autopilot failures	Practical/Theory	Pass/Fail
Battery emergencies	Practical/Theory	Pass/Fail
Tail Rotor drive failure	Practical/Theory	Pass/Fail
Tail Rotor control failure	Practical/Theory	Pass/Fail
Cabin fire — Air/Ground	Practical/Theory	Pass/Fail
Warning lights	Practical/Theory	Pass/Fail
Engine restart in flight	Practical/Theory	Pass/Fail
Air data failure	Practical/Theory	Pass/Fail
Icing indication	Practical/Theory	Pass/Fail
Ground	Practical/Theory	Pass/Fail
Vortex ring recovery	Practical/Theory	Pass/Fail
Emergencies appropriate to type	Practical/Theory	Pass/Fail

NIGHT HANDLING

Take-off, Circuit, Landing	Pass/Fail

Performance Group A Performance

Clear area – single engine failure before CDP	Pass/Fail
Clear area – single engine failure after CDP	Pass/Fail
Clear area – single engine circuit and go-around	Pass/Fail
Clear area – single engine circuit and landing	Pass/Fail
Clear area – single engine failure before LDP	Pass/Fail
Clear area – single engine failure after LDP	Pass/Fail

	Helipad – single engine failure before CDP	Pass/Fail
	Helipad – single engine failure after CDP	Pass/Fail
	Helipad – single engine failure before LDP	Pass/Fail
	Helipad – single engine failure after LDP	Pass/Fail
‡	High gross mass, variable CDP or short field procedures (as above)	Pass/Fail

NIGHT EMERGENCIES

	Approach and landing with simulated total electrical failure/or with landing lamp and instrument lighting failure	Pass/Fail
	Radio/control box failure	Pass/Fail

AFTER FLIGHT

	Checks and drills	Pass/Fail
	Documentation	Pass/Fail

OPERATIONAL PROCEDURES AS REQUIRED

(Practical or Discussion)

‡	Rooftop landings * Practical (As for Performance Group A)		Pass/Fail
	Low flying }	Engine failure consequences	Pass/Fail
	Height/Velocity avoid area ops }	Engine failure consequences	Pass/Fail

TRAINING CAPTAIN'S REMARKS (Enter any limits on operational clearance)

I hereby certify that I have tested _____ as indicated and that I find him competent to act in the capacity of _____ on the_____ helicopter in VMC.

Signature: _____ Examiner's Name: _____

Licence No: _____ Date: _____

OPERATOR'S CERTIFICATE

Having examined the above report, I find _____ competent to act as _____ on the _____ in the _____ role. in VMC in the following areas _____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix F Example of a Combined Instrument Rating Renewal/IMC Base Check Form (Helicopter)

Pilot: _____ A/C Type: _____

Licence No: _____ Registration: _____

Crew: _____ Date: _____

Route: _____

Take-off: _____ Land: _____ Flight Time: _____

Weather: _____

Training Captain: _____ RTOW: _____

Licence No: _____ Actual TOW: _____

C of T items (Base Check) indicated by *

+ indicates every alternate Base Check

PRE-FLIGHT

	Documentation	Pass/Fail
	Loading	Pass/Fail
	Planning/Self Briefing	Pass/Fail
	Technical Knowledge/Limitations	Pass/Fail
	Performance	Pass/Fail
	Checks and Drills	Pass/Fail

SECTION 1: PRE-FLIGHT TAKE-OFF AND CLIMB

	Instruments/Radios checked and set	Pass/Fail
	Instruments/Radios checked during taxying	Pass/Fail
	Pre take-off checks	Pass/Fail
	Heading control unstick and initial climb	Pass/Fail
*	Simulated engine failure (200 ft AGL or above)	Pass/Fail
	After take-off checks	Pass/Fail
	Transition to climb	Pass/Fail
	Climb at recommended power and speed	Pass/Fail
	ATC: Clearance, Compliance, Liaison	Pass/Fail
	Basic IF	Pass/Fail
	Flight Deck Management/Airmanship	Pass/Fail
	Use of de-icing equipment	Pass/Fail

SECTION 2: AIRWAYS PROCEDURE (IRR Only)

	Identification of facilities	Pass/Fail
	Intercepting and holding tracks	Pass/Fail
	Altimeter setting	Pass/Fail
	Conforming to clearance	Pass/Fail
	Basic IF	Pass/Fail
	Liaison with ATC	Pass/Fail
	Use of de-icing equipment	Pass/Fail

SECTION 2A: HOLDING PROCEDURE (IRR or Base check) Pass/Fail

SECTION 3: SIMULATED ENGINE OUT ILS AND MISSED APPROACH PROCEDURE

*	Identification of facilities	Pass/Fail
*	Approach checks	Pass/Fail
*	Handling of emergency	Pass/Fail
*	Intermediate procedure	Pass/Fail
*	Landing checks	Pass/Fail
*	Altimeter settings	Pass/Fail
*	Approach to DH	Pass/Fail
*	Action at DH	Pass/Fail
*	Missed Approach Procedure	Pass/Fail
*	Go-around checks	Pass/Fail
*	Liaison with ATC/Conforming to clearance	Pass/Fail
	Basic IF	Pass/Fail
	Use of de-icing/anti-icing equipment	Pass/Fail

SECTION 4: NDB PROCEDURE

Identification of facility	Pass/Fail
Approach checks	Pass/Fail
Intermediate procedure	Pass/Fail
Landing checks	Pass/Fail
Approach to MDH	Pass/Fail
Action at MDH	Pass/Fail
Liaison with ATC/Conforming to clearance	Pass/Fail
Basic IF	Pass/Fail

INSTRUMENT APPROACH PROFICIENCY

(Enter type and number of each type completed)	Pass/Fail
Emergencies Given	Pass/Fail

ADDITIONAL BASE CHECK ITEMS (According to aircraft type)

Unusual attitudes (Simulated IF in VMC)	Pass/Fail
Entry into autorotation (Simulated IF in VMC)	Pass/Fail
Undercarriage emergencies (Emergency drills discussion)	Pass/Fail
Electrical malfunctions (Emergency drills discussion)	Pass/Fail

POST FLIGHT

Documentation/Tech Log etc.	Pass/Fail
Knowledge of PAOM	Pass/Fail

REMARKS OF TRAINING CAPTAIN/IRE (Enter any limits on operational clearance)

I hereby certify that I have tested _____ as indicated and that I find him competent to act in the capacity of _____ on _____ (a/c type) on police operational duties in VMC and under IFR and within controlled airspace.

Training Captain/IRE: _____ Date: _____

Next Check Due: _____

IRR COMPLETED/LICENCE SIGNED (DATE) _____

OPERATOR'S CERTIFICATE

On the basis of this test I am satisfied that Captain _____ is/is not competent to operate the (a/c type) _____ on police operational duties under IFR and within controlled airspace in the following areas _____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix G Example of an Aeroplane Line/Area Competency Check (Pilot)

Pilot: _____ A/C Type: _____

Licence No: _____ Registration: _____

Crew: _____ Date: _____

Route: _____

Take-off: _____ Land: _____ Flight Time: _____

Weather: _____

Training Captain: _____ Licence No: _____

PRE-FLIGHT

Documentation	Pass/Fail
Briefing	Pass/Fail
Loading	Pass/Fail
Fuel Plan	Pass/Fail
Performance	Pass/Fail
Checks/Rapid response procedure	Pass/Fail

HANDLING

ATC: Clearance, Compliance, Liaison	Pass/Fail
Departure	Pass/Fail
Comms/Nav (use of)	Pass/Fail
Flight Deck Management	Pass/Fail
Altimeter setting	Pass/Fail
Airmanship	Pass/Fail
A/C equipment (Including de-icing)	Pass/Fail

OPERATIONS

Handling	Pass/Fail
Navigation	Pass/Fail
Role Equipment	Pass/Fail
Low flying/Low visibility procedures	Pass/Fail

SUPPLEMENTARY: (Theory or Practical)

Regulated Airspace	Pass/Fail
Danger/Restricted Areas/Notams	Pass/Fail
PAOM	Pass/Fail
SAR Organisation	Pass/Fail
Meteorology	Pass/Fail

INSTRUMENT APPROACH PROFICIENCY: (If appropriate)

(Approach Aid) ..... Airfield	Pass/Fail

POST FLIGHT

Documentation/Tech Log etc.	Pass/Fail
Unit reports	Pass/Fail

TRAINING CAPTAIN'S REMARKS (Enter any limits on operational clearance)

On the basis of this test, I am satisfied that Captain _____

is/is not competent to operate the (a/c type) _____ into Category A

airfields, and into Category B airfields when the requirements of the PAOM Part 1 Section 2 Chapter 8 paragraph 1 have been met, within the following areas _____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix H Example of a Helicopter Line/Area Competency Check (Pilot)

Pilot: _____ A/C Type: _____

Licence No: _____ Registration: _____

Crew: _____ Date: _____

Route: _____

Take-off: _____ Land: _____ Flight Time: _____

Weather: _____

Training Captain: _____ Licence No: _____

PRE-FLIGHT

Documentation	Pass/Fail
Briefing	Pass/Fail
Loading	Pass/Fail
Fuel Plan	Pass/Fail
Performance	Pass/Fail
Checks/Rapid response procedure	Pass/Fail

HANDLING

ATC: clearance, compliance liaison.	Pass/Fail
Departure	Pass/Fail
Comms/Nav	Pass/Fail
Flight Deck Management	Pass/Fail
Altimeter setting	Pass/Fail
Airmanship	Pass/Fail

OPERATIONS

Handling	Pass/Fail
Navigation	Pass/Fail
Role Equipment	Pass/Fail
Low Flying	Pass/Fail
Restricted site landing	Pass/Fail
Holding procedure (if required by ATC)	Pass/Fail

SUPPLEMENTARY (Theory or Practical)

Regulated airspace	Pass/Fail
Danger/Restricted Areas/Notams	Pass/Fail
PAOM	Pass/Fail
SAR organisation	Pass/Fail
Meteorology	Pass/Fail

INSTRUMENT APPROACH PROFICIENCY: (If appropriate)

(Approach Aid)	Airfield	Pass/Fail

POST FLIGHT

Documentation/Tech Log etc.	Pass/Fail
Unit Reports	Pass/Fail

REMARKS OF TRAINING CAPTAIN/IRE (Enter any limits on operational clearance)

I hereby certify that I have tested _____ as indicated and that I find him competent to act in the capacity of _____ on _____ (a/c type) on police operational duties within the following areas: _____

Training Captain/IRE: _____ Date: _____

Next Check Due: _____

OPERATOR'S CERTIFICATE

On the basis of this test I am satisfied that Captain _____ is/is not competent to operate the (a/c type) _____ into Category A airfields, and helipads and into Category B airfields when the requirements of the PAOM Part 1 Section 2 Chapter 8 paragraph 1 have been met, within the following areas:

_____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix J Example of an Emergency and Survival Procedures Check Form

Pilot/Observer: _____Licence No: _____ Aircraft Type: _____

3 Year Items last completed:_____ 3 Year Items now due:_____

Training Captain: _____ Date: _____

A: WRITTEN TEST (As applicable to aircraft type)	PAOM requirements regarding the carriage of safety equipment	Pass/Fail
	Crew and passenger briefing	Pass/Fail
	Location and contents of aircraft First Aid kit	Pass/Fail
	Location and method of use of aircraft firefighting equipment	Pass/Fail
	Location and method of use of base firefighting equipment	Pass/Fail
	Method of use of aircraft flotation equipment	Pass/Fail
	Location and use of crew and passengers' lifejackets	Pass/Fail
	Emergency Drills – land	Pass/Fail
	Emergency Drills – water	Pass/Fail
	Ditching procedures	Pass/Fail
	Location and contents of liferaft	Pass/Fail
	Location of external break-in areas	Pass/Fail
	Use and limitations of survival radio/ELT	Pass/Fail
	Location, contents and use of survival pack	Pass/Fail
	First Aid treatment of an injury (Type of injury to be stipulated by the training captain/police observer training officer)	Pass/Fail
B: PRACTICAL (Annual Demonstration)	Lifejackets (As demonstrated to passengers)	Pass/Fail
	Location of safety equipment	Pass/Fail
	Abandon Aircraft drill	Pass/Fail
	Break-in and firefighting points	Pass/Fail
(Every Three Years)	Extinguish a practice fire using aircraft or representative firefighting equipment	Pass/Fail
	Operate all exits in normal and emergency modes	Pass/Fail
	Water survival training	Pass/Fail

TRAINING CAPTAIN/POLICE OBSERVER TRAINING OFFICER'S REMARKS

This is to certify that _____ has satisfactorily completed an Emergency and Survival Procedures Check on (a/c type) _____

Training Captain: _____ Date: _____

Next Check Due: _____

OPERATOR'S CERTIFICATE

On the basis of this test, I am satisfied that _____is competent to operate the (a/c type) within the PAOC region.

_____

Signature: _____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

Appendix K Example of a Line/Area Competency Check Form (Police Observer)

Date: _____ A/C Reg: _____

Observer: _____ Role equipment:_____

Observer Training Officer:_____

Commander _____T/O:_____ Land: _____ Time: _____

PRE-FLIGHT

Documentation	Pass/Fail
Op briefing	Pass/Fail
Passenger briefing and control	Pass/Fail
Preparation of cabin	Pass/Fail
Check of role equipment	Pass/Fail
Pre-flight checks on police/comms	Pass/Fail
Role equipment	Pass/Fail

FLIGHT

Lookout/Airmanship	Pass/Fail
Navigation	Pass/Fail
Police comms/Liaison with Control Room	Pass/Fail

OPERATIONS

Use of role equipment	Pass/Fail
Tasking/Command and Control	Pass/Fail
Search patterns	Pass/Fail
Crew co-ordination	Pass/Fail

SUPPLEMENTARY

PAOM	Pass/Fail
Police Orders	Pass/Fail
Liaison with pilot	Pass/Fail
SAR organisation	Pass/Fail

POST-FLIGHT

Documentation	Pass/Fail
Reports and statements	Pass/Fail

POLICE OBSERVER TRAINING OFFICER'S REMARKS (Enter any operational limitations here.)

I hereby certify that I have tested _____ as indicated and that I find him competent to act in the capacity of police observer on _____ (a/c type) within the following areas: _____

Observer Training Officer:_____Date: _____

Next Check Due: _____

OPERATOR'S CERTIFICATE

On the basis of this test, I am satisfied that _____ is competent to act as police observer on (a/c type) _____ within the following areas:

_____

Signature: _____ Appointment: _____

Date:_____

Appendix L Example of a Ground School Type Conversion Syllabus (Pilot)

A: Airframe	Leading Particulars
	Dimensions
	Construction
	Ground-handling and picketing
B: Engine(s)	Description
	Construction
	Limitations
	Lubrication
	*Accessory/Reduction Gearbox
	Fuel Control Unit
	Fire detection
	Anti-icing
	*CWP/Chip Lights/Mag plugs
C: Transmission Limitations	*Main, Intermediate, Coupling and T/R
	*Lubrication
	*CWP/Chip Lights/Mag plugs
D: Controls	Flying controls
	*Hydraulic assistance
E: Systems	Fuel & Oil
	Hydraulics
	Electrical
	Central Warning Panel (CWP)
	Heat and demist/ventilation
	Emergency equipment
F: Avionics/Radio Fit	*AFCS/SAS/STAB
	*Nav/R. Nav/Decca
	*Radar
	*Other fitted avionic equipment
G: Role Equipment Types	Fitment and removal procedures

H:	Performance/Loading/C of G/ Loadsheets	Use of AFM and graphs
		*Group 'A' Performance/limitations
		AFM Supplements
J:	Maintenance Daily and Pre-flight	Check 'A'
		*Refuelling/PRIST

The Emergency and Survival Procedures Check should be passed before flying training commences.

* Where applicable to aircraft type.

Appendix M Example of an Aeroplane Type Conversion Syllabus (Pilot)

SECTION 1: PRE-FLIGHT

Met briefing

ATC and flight planning

Documentation

External checks

Internal checks

Taxi checks

Engine run up

Pre-take-off checks

SECTION 2: IN-FLIGHT DAY/NIGHT

Take-off

Safety speed and climb

After take-off checks

Power handling

Approach

Circuit pattern

Cruise and descent procedures

Landing with and without VASI

After landing checks

Visual circuit and go around (night)

with and without VASI

SECTION 3: IN FLIGHT EMERGENCIES

Engine failure before Vr

Engine failure after Vtoss

Control of aircraft and identification of failed engine

Asymmetric circuit

Asymmetric go around

After landing checks

Unfeathering drills

The following exercises in Section 3 shall be covered during a series of flights, the number of which shall be at the discretion of the Training Captain.

Crosswind take-off and landing

Approach to stall – clean

Full stall – clean

Approach to stall with U/C and flaps down

Approach to stall in a turn

Flapless take-off

Flapless landing – day and night

Use of check list

SECTION 4: EMERGENCY PROCEDURES ON THE GROUND

Engine fire

Emergency lowering of the undercarriage

Asymmetric flap condition

Hydraulic and electrical failures

Forced landings

Emergency evacuation

Propeller overspeed

Brake failure

Fuselage fire and smoke

SECTION 5: INSTRUMENT FLYING

Instrument flying – general

Actual engine shut down and feathering drill

Simulated single engine hold

Simulated single engine ILS approach

Simulated single engine NDB approach

Simulated single engine VOR approach

Simulated single engine go around

from decision height

Simulated single engine ILS approach and landing

Simulated single engine NDB approach and landing

Use of radio equipment and navigation aids

Use of de-icing and anti-icing equipment

SECTION 6: SPECIAL EQUIPMENT

Auto-pilot and flight director

SECTION 7: GENERAL

Knowledge and use of the PAOM

Knowledge and use of the AFM

Use of flight guide

Documentation/Tech Log etc.

Appendix N Example of a Helicopter Type Conversion Syllabus (Pilot)

A: Flight One	External checks
	Internal checks
	Engine(s) start
	Post start checks
	T/O, hover, spot turns
	Sideways, backwards
	Normal circuit
	General handling
	*Circuit and handling without AFCS/SAS
	Shut down checks
B: Flight Two	*Group 'A' T/O and circuit
	General handling
	Engine(s) handling
	Relight
	Autorotations
	*Introduction to EOL/Group 'A'
	Sloping ground
	Crosswind landing/T/O
	Confined areas
C: Flight Three	Group 'A' limited power operations
	Engine Failure Cruise/Circuit
	Engine failure hover
	Fire drills
	*Hydraulic/Servo failures
	Electrical failures
	T/R malfunctions
D: Flight Four	Revision
E: Flight Five	Revision
	Practice 1179/H

F:	Flight Six	1179/H VFR Base Check

* Where applicable to aircraft type.

Operational training will then commence. The pilot is not cleared for operations until he has successfully passed the Line/Area Competency Check.

Appendix P Example of a Ground School and Air Conversion Syllabus (Police Observer)

A: Introduction	ASU background
	ASU Command and Control
	Operator
	Maintenance
B: Safety	Crew and passenger safety
	Briefing and check lists
	Pilot's assistant
C: ANO	General
	Rules especially low flying
	ATC VFR/IFR airspace
D: PAOM	General
	Police operations
	Duties of captain
	Duties of observer
	Observer training
	Line/Area Comp Check (Observer)
	Emergency and Survival Equipment Procedures Check
	Special Operations Competency Check
E: Aircraft	General
	Theory of flight
	Aircraft leading particulars
	Engine(s) theory and design
	Autorotation
	Engineering and maintenance
	Refuelling
	Emergencies
F: Pilots	Background
	Responsibility through Chief Pilot
	Training

G:	Communications	Aircraft fit
		Police comms
		R/T discipline
H:	Weather	General meteorology
I:	Navigation	Introduction
		Maps and charts
		Nav equipment
		Practical
J:	Roles/Equipment	Loudhailer/Siren
		Searchlight/Nite Sun
		Stabilised Bino/Monoculars
		Cameras/Video
		Hele-Tele
		Thermal imager/FLIR
		Firearms teams
		Dog units
		Medical teams
		Freight
K:	Special Ops	Winch
		Cargo hook
		Hover emplaning and deplaning
		Dropping of articles
		Medevac
		Rooftop operations

NOTE: Because of the large number of roles, it is not practicable to subdivide this syllabus into a specific series of flights. Consequently, operators shall specify in the PAOM Part 2 the flying exercises within sections I to J that must be satisfactorily completed before a Line/Area Competency Check is undertaken and the observer is employed on operational tasks. Appropriate limitations on his usage shall be recorded on the Line/Area Competency Check form. Additional roles can be covered as the observer gains operating experience.

Appendix Q Example of a Certificate of Special Operational Competency

*Pilot/Observer: _____ Pilot Licence No: _____

Date: _____

*Training Captain/Observer Training Officer: _____

Aircraft Registration: _____

Take-Off Weight: _____ Take-Off C of G: _____

Weather: _____

Aircraft Commander: _____ Other Occupants: _____

1	Carriage of dogs	Pass/Fail
2	Carriage of passengers under special seating arrangements	Pass/Fail
3	Casevac/Medevac	Pass/Fail
4	Hover emplaning/deplaning	Pass/Fail
5	Dropping of articles	Pass/Fail
6	FLIR (night clearance)	Pass/Fail
7	Night Sun (night clearance)	Pass/Fail
8	Underslung loads	Pass/Fail
9	Winching	Pass/Fail

CERTIFICATE OF TRAINING CAPTAIN/POLICE OBSERVER TRAINING OFFICER
(Enter any limits on operational clearance.)

This is to certify that _____ has, after training, demonstrated his competence to act as P1/P2/Police Observer in the Specialist Roles _____ as numbered above.

*Training Captain/Observer Training Officer:_____

Date: _____

Next Check: _____

OPERATOR'S CERTIFICATE

On the basis of this test, I am satisfied that _____ is competent to operate the (a/c type) _____ within the PAOC region.

Signature:_____ Appointment: _____

Date: _____

On behalf of the following PAOC Holder: _____

* Delete as appropriate.