AOC Operations Manual (Part A) Compliance Statement

Helicopter Operations

This compliance statement has been written and produced as guidance to be used by commercial air transport operators when preparing an Operations Manual Part A, in accordance with the provisions of ORO.AOC.100, ORO.MLR.100 and AMC3 ORO.MLR.100.

It includes the applicable Implementing Rules (IR), Certification Specifications (CS), Acceptable Means of Compliance (AMC) and Guidance Material (GM) that should be considered when writing the operations manual. Any specific UK CAA guidance/best practice is also included and written in ***BLUE*** (further information, such as Civil Aviation Publications (CAPs) and Safety Notices, may also be available on the CAA Website, and operators are encouraged to subscribe to updates via CAA SkyWise).

If the operator also intends to conduct Part-NCC, Part-NCO and/or Part-SPO operations under the scope of their operations manual, additional regulations will apply and the operator should ensure that these are incorporated into the appropriate sections.

Whilst the CAA will periodically update this document, it remains the responsibility of the operator to ensure that any future regulatory changes are captured and incorporated into the operations manual. In accordance with ORO.MLR.100, the operator is responsible for ensuring that the operations manual reflects the applicable requirements, is kept up to date, and is presented in a form that can be used without difficulty.

If an operator wishes to deviate in any way from the AMC, including the structure defined in AMC3 ORO.MLR.100, they will need to apply to the UK CAA for an Alternative Means of Compliance (AltMoc). For additional information regarding the AltMoc process, please refer to CAA Form SRG1840.

For an initial Air Operator Certificate (AOC) application, the completed compliance statement should be sent with the proposed operations manual to NPA@caa.co.uk.

References to EU regulations in this document are to the assimilated UK regulations and are referenced hereafter as “UK Regulation (EU) year/number” or “UK Regulation (EU) No. number/year”. Subsequent references to the regulation will be in the format: ‘UK Reg (EU) No ####/year” or ‘UK Reg (EU) year/####’ as applicable.

Note: The following areas of the regulations are not commonly applied in helicopter commercial air transport operations and are therefore not included in this compliance statement. In the event that they are required for the operation type, the appropriate operations manual entries should be added.

- Operations with cabin crew.
- Operations in airspace with reduced vertical separation minima (RVSM).
- Operations with specified minimum navigation performance (MNPS).

AOC No:	
Operations Manual (OM) Date:	
OM Issue No:	
OM Revision No:	

OM Reference	Regulatory Reference	Operator's OM Reference	Operator Comments
0 ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL			
0.1 Introduction (a) A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable AOC. (b) A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. (c) A list and brief description of the various parts, their contents, applicability and use. (d) Explanations and definitions of terms and words needed for the use of the manual. • *Means of Compliance – The operator should describe the process for using alternative means of compliance.*	Article 3 of UK Reg (EU) 2018/1139 Article 2 of UK Reg (EU) No 965/2012 GM1 Article 2(1)(d) Annex I to UK Reg (EU) No 965/2012 GM1-GM18 Annex I (as applicable) ORO.GEN.110 *ORO.GEN.120* *AMC1 ORO.GEN.120(a)* ORO.GEN.125 ORO.MLR.100 ORO.MLR.101		
0.2 System of amendment and revision (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. (b) A record of amendments and revisions with insertion dates and effective dates. (c) A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. (d) A description of the system for the annotation of pages or paragraphs and their effective dates. (e) A list of effective pages or paragraphs. (f) Annotation of changes (in the text and, as far as practicable, on charts and diagrams). (g) Temporary revisions. (h) A description of the distribution system for the manuals, amendments and revisions.	ORO.GEN.130 AMC1 ORO.GEN.130 GM1 ORO.GEN.130(a) GM2 ORO.GEN.130(a) AMC1 ORO.GEN.130(b) GM1 ORO.GEN.130(b) ORO.GEN.210 (e) ORO.MLR.100 AMC1 ORO.MLR.100 ORO.AOC.150 SPA.GEN.115		
1 ORGANISATION AND RESPONSIBILITIES			
1.1 Organisational structure. A description of the organisational structure, including the general organogram and operations departments' organograms. The organogram should depict the relationship between the operations departments and the other departments of the operator. In particular, the subordination and reporting lines of all divisions, departments, etc., which pertain to the safety of flight operations, should be shown.	ORO.GEN.200 ORO.GEN.210 GM1 ORO.GEN.210(a) ORO.AOC.135		

1.2 Nominated persons. The name of each nominated person responsible for flight operations, crew training and ground operations, as prescribed in ORO.AOC.135. A description of their function and responsibilities should be included.	ORO.GEN.210 ORO.AOC.135 AMC1 ORO.AOC.135(a) AMC2 ORO.AOC.135(a) GM1 ORO.AOC.135(a) GM2 ORO.AOC.135(a)		
1.3 Responsibilities and duties of operations management personnel. A description of the duties, responsibilities and authority of operations management personnel pertaining to the safety of flight operations and the compliance with the applicable regulations.	ORO.GEN.200 AMC1 ORO.GEN.200(a)(1);(2);(3);(5) AMC1 ORO.GEN.200(a)(1) GM1 ORO.GEN.200(a)(1) AMC1 ORO.GEN.200(a)(6) ORO.GEN.210 ORO.AOC.135 AMC1 SPA.EFB.100(b)(3)		
1.4 Authority, duties and responsibilities of the pilot-in-command/commander. A statement defining the authority, duties and responsibilities of the pilot-in-command/commander.	CAT.GEN.MPA.100 AMC1 CAT.GEN.MPA.100(b) CAT.GEN.MPA.105 CAT.GEN.MPA.110 CAT.OP.MPA.175 (b) AMC1 SPA.DG.105(b) SPA.HOFO.110 (a) (2)		
1.5 Duties and responsibilities of crew members other than the pilot-in-command/commander.	CAT.GEN.MPA.100 AMC1 CAT.GEN.MPA.100(b) CAT.GEN.MPA.115 GM1 CAT.GEN.MPA.115 AMC1 CAT.GEN.MPA.115(a) AMC1 SPA.HEMS.130(e) SPA.HOFO.110 (a) (2)		

2 OPERATIONAL CONTROL AND SUPERVISION			
2.1 Supervision of the operation by the operator. A description of the system for supervision of the operation by the operator (see ORO.GEN.110(c)). This should show how the safety of flight operations and the qualifications of personnel are supervised. In particular, the procedures related to the following items should be described: (a) licence and qualification validity, (b) competence of operations personnel, (c) control, analysis and storage of the required records.	ORO.GEN.110 (c), (d) and (e) AMC1 ORO.GEN.110(c) GM1 ORO.GEN.110(c) ORO.GEN.220 AMC1 ORO.GEN.220(b) GM1 ORO.GEN.220(b) ORO.AOC.135 (b) *ORO.MLR.110* *AMC1 ORO.MLR.110* *GM1 ORO.MLR.110* ORO.MLR.115 AMC1 ORO.MLR.115 GM1 ORO.MLR.115(c) GM1 ORO.MLR.115(d) CAT.GEN.MPA.185 CAT.OP.MPA.315 GM1 CAT.OP.MPA.315 SPA.HOFO.110 (a) (3) AMC1 SPA.HHO.140 (f) UK Reg (EU) No 1178/2011		
2.2 System and responsibility for promulgation of additional operational instructions and information. A description of any system for promulgating information which may be of an operational nature, but which is supplementary to that in the OM. The applicability of this information and the responsibilities for its promulgation should be included. • *Immediate reaction to a safety problem.*	*ORO.GEN.155* ORO.AOC.150		
2.3 Operational control. A description of the procedures and responsibilities necessary to exercise operational control with respect to flight safety. • *Volcanic ash procedures.* • *Aircraft tracking system (for helicopter offshore operations).* • *Flight following system (for helicopter emergency medical service (HEMS) operations).* • *HEMS operating base facilities.* • *Managing commercial, organisational and client pressure.*	ORO.GEN.110 (c) AMC1 ORO.GEN.110(c) GM1 ORO.GEN.110(c) *GM2 ORO.GEN.200(a)(3)* CAT.GEN.MPA.145 AMC1 CAT.GEN.MPA.145 *SPA.HEMS.130(e)(2)(ii)(B)* *AMC1 SPA.HEMS.130(e)(2)(ii)(B)* *SPA.HEMS.145* *AMC1 SPA.HEMS.145(b)* *SPA.HOFO.150* *AMC1 SPA.HOFO.150* *GM1 SPA.HOFO.150* *Safety Notice SN-2022/005*		

2.4 Powers of the authority. A description of the powers of the CAA and guidance to staff on how to facilitate inspections by CAA personnel.	ORO.GEN.140 CAT.GEN.MPA.190		
3 MANAGEMENT SYSTEM			
A description of the management system, including at least the following: (a) safety policy; (b) the process for identifying safety hazards and for evaluating and managing the associated risks; (c) compliance monitoring system; (d) allocation of duties and responsibilities; (e) documentation of all key management system processes. • *Flight data monitoring (for helicopter offshore operations).* • *Management of CAA findings.* *Note: AMC1 ORO.GEN.200(a)(5), AMC2 ORO.GEN.200(a)(5) and AMC1 ORO.GEN.200(a)(6) respectively define the required content of management system documentation, a safety management manual and compliance monitoring documentation. These should be included in the operations manual or separate manuals. If an operator chooses to produce a separate manual or series of manuals to describe the management system (such as a Management System Manual, Safety Management Manual, Compliance Monitoring Manual), a brief description of the five items above should be included in Operations Manual Part A, together with suitable references. The operator is reminded that changes to these separate manuals may require prior approval in accordance with ORO.GEN.130.*	AMC1 ORO.GEN.125 *ORO.GEN.150* *AMC1 ORO.GEN.150(b)* *GM1 ORO.GEN.150* ORO.GEN.200 AMC1 ORO.GEN.200(a)(1);(2);(3);(5) AMC1 ORO.GEN.200(a)(1) GM1 ORO.GEN.200(a)(1) GM2 ORO.GEN.200(a)(1) GM3 ORO.GEN.200(a)(1) AMC1 ORO.GEN.200(a)(2) GM1 ORO.GEN.200(a)(2) AMC1 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3) GM2 ORO.GEN.200(a)(3) GM3 ORO.GEN.200(a)(3) GM4 ORO.GEN.200(a)(3) AMC1 ORO.GEN.200(a)(4) GM1 ORO.GEN.200(a)(4) AMC1 ORO.GEN.200(a)(5) AMC2 ORO.GEN.200(a)(5) GM1 ORO.GEN.200(a)(5) AMC1 ORO.GEN.200(a)(6) GM1 ORO.GEN.200(a)(6) GM2 ORO.GEN.200(a)(6) GM3 ORO.GEN.200(a)(6) GM4 ORO.GEN.200(a)(6) AMC1 ORO.GEN.200(b) ORO.GEN.205 AMC1 ORO.GEN.205 AMC2 ORO.GEN.205 GM1 ORO.GEN.205 GM2 ORO.GEN.205 ORO.AOC.140 GM1 ORO.AOC.140(b);(c) CAT.GEN.MPA.145 AMC1 CAT.GEN.MPA.145 AMC1 SPA.NVIS.140 (c) SPA.HEMS.145 AMC1 SPA HEMS 145 (b)		

	SPA.HOFO.145 *AMC1 SPA.HOFO.145* *GM1 SPA.HOFO.145* *GM2 SPA.HOFO.145*		
4 CREW COMPOSITION			
4.1 Crew composition. An explanation of the method for determining crew compositions, taking account of the following: (a) the type of aircraft being used; (b) the area and type of operation being undertaken; (c) the phase of the flight; (d) the minimum crew requirement and flight duty period planned; (e) experience (total and on type), recency and qualification of the crewmembers; (f) the designation of the pilot-in-command/commander and, if necessitated by the duration of the flight, the procedures for the relief of the pilot-in-command/commander or other members of the flight crew. (see ORO.FC.105); (g) the designation of the senior cabin crew member and, if necessitated by the duration of the flight, the procedures for the relief of the senior cabin crew member and any other member of the cabin crew.	ORO.FC.100 AMC1 ORO.FC.100(c) ORO.FC.105 AMC1 ORO.FC.105(b)(2);(c) AMC1 ORO.FC.105(c) ORO.FC.200 AMC1 ORO.FC.200(a) ORO.FC.202 ORO.FC.235 ORO.FC.H.250 ORO.CC.100 AMC1 ORO.CC.100 GM1 ORO.CC.100 ORO.TC.105 GM1 ORO.TC.105 SPA.PBN.105 (d) (2) SPA.NVIS.130 GM1 SPA.NVIS.130(e) GM2 SPA.NVIS.130(e) SPA.NVIS.140 AMC1 SPA.NVIS.140 (e) SPA.HHO.130 AMC1 SPA.HHO.130(b)(2)(ii) AMC1 SPA.HHO.130(e) AMC1 SPA.HHO.140 (e) SPA.HEMS.130 AMC1 SPA.HEMS.130(b)(2) AMC1 SPA.HEMS.130(d) GM1 SPA.HEMS.130(e)(2)(ii) SPA.HOFO.110 (a) (1) SPA.HOFO.170 NCO.SPEC.MCF.125 SPO.SPEC.MCF.125 FCL.060		
4.2 Designation of the pilot-in-command/commander. The rules applicable to the designation of the pilot-in-command/commander.	See 4.1 (f)		

4.3 Flight crew incapacitation. Instructions on the succession of command in the event of flight crew incapacitation.			
4.4 Operation on more than one type. A statement indicating which aircraft are considered as one type for the purpose of: (a) flight crew scheduling; and (b) cabin crew scheduling. • *Technical crew scheduling.*	ORO.FC.140 ORO.FC.240 AMC1 ORO.FC.240 *AMC2 ORO.TC.120&.125 (c)*		
5 QUALIFICATION REQUIREMENTS			
5.1 A description of the required licence, rating(s), qualification/competency (e.g. for routes and aerodromes), experience, training, checking and recency for operations personnel to conduct their duties. Consideration should be given to the aircraft type, kind of operation and composition of the crew.	ORO.GEN.110 (d) and (e) CAT.GEN.MPA.120 UK Reg (EU) No 1178/2011		
5.2 Flight crew: (a) pilot-in-command/commander, (b) pilot relieving the pilot-in-command/commander, (c) co-pilot, (d) pilot relieving the co-pilot, (e) pilot under supervision, (f) system panel operator, (g) operation on more than one type or variant.	ORO.FC.100 AMC1 ORO.FC.100(c) ORO.FC.105 AMC1 ORO.FC.105(b)(2);(c) AMC1 ORO.FC.105(c) ORO.FC.115 ORO.FC.120 ORO.FC.125 ORO.FC.130 ORO.FC.135 ORO.FC.140 ORO.FC.205 ORO.FC.215 ORO.FC.220 ORO.FC.230 ORO.FC.235 ORO.FC.240 AMC1 ORO.FC.240 AMC2 ORO.FC.240 ORO.FC.H.250 ORO.FC.330 SPA.NVIS.130		

	SPA.HHO.130 SPA.HEMS.130 AMC1 SPA.HEMS.130(b)(2) SPA.HOFO.170		
5.3 Cabin crew: (a) Senior cabin crew member, (b) Cabin crew member: (i) Required cabin crew member, (ii) Additional cabin crew member and cabin crew member during familiarisation flights, (c) Operation on more than one type or variant.			
5.4 Training, checking and supervision personnel: (a) for flight crew; and (b) for cabin crew.	AMC3 ORO.FC.115 ORO.FC.146		
5.5 Other operations personnel (including technical crew and crew members other than flight, cabin and technical crew).	ORO.TC.105 GM1 ORO.TC.105		

6 CREW HEALTH PRECAUTIONS			
6.1 Crew health precautions. The relevant regulations and guidance to crew members concerning health, including the following: (a) alcohol and other intoxicating liquids, (b) narcotics, (c) drugs, (d) sleeping tablets, (e) anti-depressants, (f) pharmaceutical preparations, (g) immunisation, (h) deep-sea diving, (i) blood/bone marrow donation, (j) meal precautions prior to and during flight, (k) sleep and rest, (l) surgical operations. • *Policy to prevent misuse of psychoactive substances, including testing for psychoactive substances.* • *Support programmes.* • *Cosmic radiation.*	CAT.GEN.MPA.100 (c) AMC1 CAT.GEN.MPA.100(c)(1) GM1 CAT.GEN.MPA.100(c)(2) CAT.GEN.MPA.170 AMC1 CAT.GEN.MPA.170(b) GM1 CAT.GEN.MPA.170(b) AMC1 CAT.GEN.MPA.170(c) AMC1 CAT.GEN.MPA.170(d) *CAT.GEN.MPA.175* *CAT.GEN.MPA.215* *AMC1 CAT.GEN.MPA.215(a)* *AMC1 CAT.GEN.MPA.215(b)* *GM1 CAT.GEN.MPA.215(b)* UK Reg (EU) No 1178/2011 *Article 178 of The Air Navigation Order 2016* *The Air Navigation (Cosmic Radiation: Protection of Air Crew and Space Crew and Consequential Amendments) Order 2019*		
7 FLIGHT TIME LIMITATIONS By way of derogation from paragraph 1 of Article 8 of UK Regulation (EU) No 965/2012, commercial air transport operations with helicopters shall comply with the requirements specified in the Air Navigation Order 2016.			
7.1 Flight and duty time limitations and rest requirements.	Articles 175, 176 and 177 of The Air Navigation Order 2016 SPA.HEMS.145 (a) The Civil Aviation (Working Time) Regulations 2004 The Civil Aviation (Working Time) (Amendment) Regulations 2010 *CAP 371* *Note: CAP 371 provides examples of schemes and variations suitable for helicopter operations.*		
7.2 Exceedance of flight and duty time limitations and/or reductions of rest periods. Conditions under which flight and duty time may be exceeded or rest periods may be reduced, and the procedures used to report these modifications.			

7.3 A description of the fatigue risk management, including at least the following: (a) the philosophy and principles; (b) documentation of processes; (c) scientific principles and knowledge; (d) hazard identification and risk assessment processes; (e) risk mitigation process; (f) FRM safety assurance processes; and (g) FRM promotion processes	N/A *Whilst there are no specific provisions for fatigue risk management (FRM) in the Air Navigation Order 2016 or CAP 371, operators wishing to implement FRM should follow the principles contained in ORO.FTL.120.*		
8 OPERATING PROCEDURES			
8.1 Flight preparation instructions. As applicable to the operation:			
8.1.1 Minimum flight altitudes. A description of the method of determination and application of minimum altitudes including: (a) a procedure to establish the minimum altitudes/flight levels for visual flight rules (VFR) flights; and (b) a procedure to establish the minimum altitudes/flight levels for instrument flight rules (IFR) flights.	CAT.OP.MPA.145 AMC1 CAT.OP.MPA.145(a) AMC1.1 CAT.OP.MPA.145(a) GM1 CAT.OP.MPA.145(a) CAT.OP.MPA.270 SPA.NVIS.140 AMC1 SPA.NVIS.140 (j)		
8.1.2 Criteria and responsibilities for determining the adequacy of aerodromes to be used.	CAT.OP.MPA.105 AMC1 CAT.OP.MPA.105 CAT.OP.MPA.107 AMC1 CAT.OP.MPA.107 GM1 CAT.OP.MPA.107 AMC1 CAT.OP.MPA.175 CAT.OP.MPA.181 GM1 CAT.OP.MPA.181 CAT.OP.MPA.186 GM1 CAT.OP.MPA.186 AMC1 SPA.HHO.140 (d) GM1 SPA.HEMS.100(a) SPA.HEMS.125 (b) (4) AMC1 SPA.HEMS.125(b)(4) AMC1 SPA.HEMS.140 (b), (e) and (f) SPA.HOFO.110 (b) (10) SPA.HOFO.115 AMC1 SPA.HOFO.115 GM1 SPA.HOFO.115 GM2 SPA.HOFO.115 SPA.HOFO.120 CAP 437		

8.1.3 Methods and responsibilities for establishing aerodrome operating minima. Reference should be made to procedures for the determination of the visibility and/or runway visual range (RVR) and for the applicability of the actual visibility observed by the pilots, the reported visibility and the reported RVR.	CAT.OP.MPA.110 AMC2 CAT.OP.MPA.110 AMC3 CAT.OP.MPA.110 AMC6 CAT.OP.MPA.110 AMC8 CAT.OP.MPA.110 AMC9 CAT.OP.MPA.110 AMC10 CAT.OP.MPA.110 AMC11 CAT.OP.MPA.110 AMC12 CAT.OP.MPA.110 GM1 CAT.OP.MPA.110 GM2 CAT.OP.MPA.110 GM3 CAT.OP.MPA.110 GM1 CAT.OP.MPA 110(a) CAT.OP.MPA.245 CAT.OP.MPA.247 CAT.OP.MPA.265 CAT.OP.MPA.300 AMC1 CAT.OP.MPA.300 AMC2 CAT.OP.MPA.300 GM1 CAT.OP.MPA.300 CAT.OP.MPA.305 AMC1 CAT.OP.MPA 305(e) GM1 CAT.OP.MPA.305(f) SPA.NVIS.140 AMC1 SPA.NVIS.140 (h) and (i) SPA.HEMS.120 GM1 SPA.HEMS.120 AMC1 SPA.HEMS.140 (d) and (h) SPA.HOFO.110 (a) (3) AMC1 SPA.HOFO.120 AMC2 SPA.HOFO.120 SPA.HOFO.130 SPA.HOFO.135 *Safety Notice SN-2019/008*		
8.1.4 En-route operating minima for VFR flights or VFR portions of a flight and,where single-engined aircraft are used, instructions for route selection with respect to the availability of surfaces that permit a safe forced landing.	CAT.OP.MPA.135 AMC1 CAT.OP.MPA.135 CAT.OP.MPA.137 GM1 CAT.OP.MPA.137(b) SPA.NVIS.120 SPA.NVIS.140 AMC1 SPA.NVIS.140 (h) and (i) SPA.HEMS.120 GM1 SPA.HEMS.120 AMC1 SPA.HEMS.140 (d) SPA.HOFO.110 (a) (3) *AIP ENR 1.2*		

8.1.5 Presentation and application of aerodrome and en-route operating minima.	CAT.OP.MPA.182 AMC1 CAT.OP.MPA.182 GM1 CAT.OP.MPA.182 *CAT.IDE.H.355* *AMC1 CAT.IDE.H.355* *GM1 CAT.IDE.H.355* *GM2 CAT.IDE.H.355* *GM3 CAT.IDE.H.355*		
8.1.6 Interpretation of meteorological information. Explanatory material on the decoding of meteorological (MET) forecasts and MET reports relevant to the area of operations, including the interpretation of conditional expressions.	*AIP GEN 3.5*		
8.1.7 Determination of the quantities of fuel, oil and water methanol carried. The methods by which the quantities of fuel, oil and water methanol to be carried are determined and monitored in-flight. This section should also include instructions on the measurement and distribution of the fluid carried on board. Such instructions should take account of all circumstances likely to be encountered on the flight, including the possibility of in-flight re-planning and offailure of one or more of the aircraft's power plants. The system for maintaining fuel and oil records should also be described.	CAT.OP.MPA.150 AMC2 CAT.OP.MPA.150(b) AMC3 CAT.OP.MPA.150(b) GM1 CAT.OP.MPA.150(c)(3)(i) GM1 CAT.OP.MPA.150(c)(3)(ii) CAT.OP.MPA.151 CAT.OP.MPA.260 CAT.OP.MPA.281 AMC1 CAT.OP.MPA.281 AMC1 SPA.HEMS.140 (c) SPA.HEMS.150 *Safety Notice SN-2019/002*		
8.1.8 Mass and centre of gravity. The general principles of mass and centre of gravity including the following: (a) definitions; (b) methods, procedures and responsibilities for preparation and acceptance of mass and centre of gravity calculations; (c) the policy for using standard and/or actual masses; (d) the method for determining the applicable passenger, baggage and cargo mass; (e) the applicable passenger and baggage masses for various types of operations and aircraft type; (f) general instructions and information necessary for verification of the various types of mass and balance documentation in use; (g) last-minute changes procedures; (h) specific gravity of fuel, oil and water methanol; (i) seating policy/procedures; (j) for helicopter operations, standard load plans.	CAT.POL.MAB.100 AMC1 CAT.POL.MAB.100(a) AMC1 CAT.POL.MAB.100(b) AMC1 CAT.POL.MAB.100(d) AMC2 CAT.POL.MAB.100(d) AMC1 CAT.POL.MAB.100(e) AMC2 CAT.POL.MAB.100(e) GM1 CAT.POL.MAB.100(e) GM2 CAT.POL.MAB.100(e) GM3 CAT.POL.MAB.100(e) GM1 CAT.POL.MAB.100(g) GM1 CAT.POL.MAB.100(i) CAT.POL.MAB.105 AMC1 CAT.POL.MAB.105(a) AMC1 CAT.POL.MAB.105(b) AMC1 CAT.POL.MAB.105(c) AMC2 CAT.POL.MAB.105(c)		

8.1.9 Air traffic services (ATS) flight plan. Procedures and responsibilities for the preparation and submission of the ATS flight plan. Factors to be considered include the means of submission for both individual and repetitive flight plans.	CAT.OP.MPA.100 GM1 CAT.OP.MPA.100(a)(2) CAT.OP.MPA.190 AMC1 CAT.OP.MPA.190 SPA.HOFO.110 (b) (4)		
8.1.10 Operational flight plan. Procedures and responsibilities for the preparation and acceptance of the operational flight plan. The use of the operational flight plan should be described including samples of the operational flight plan formats in use. • *Journey Log*	*ORO.MLR.110* *AMC1 ORO.MLR.110* *GM1 ORO.MLR.110* CAT.OP.MPA.175 (a) and (c) AMC1 CAT.OP.MPA.175(a) SPA.HOFO.110 (b) (1) AMC1 SPA.HOFO.110(b)(1) SPA.HOFO.120 (a)		
8.1.11 Operator's aircraft technical log. The responsibilities and the use of the operator's aircraft technical log should be described, including samples of the format used.	CAT.GEN.MPA.105 (a) (14) AMC2 CAT.GEN.MPA.141(b) (a) (vii) M.A.306 AMC M.A.306(a) AMC M.A.306(b)		
8.1.12 List of documents, forms and additional information to be carried.	ORO.MLR.110 AMC1 ORO.MLR.110 GM1 ORO.MLR.110 CAT.GEN.MPA.180 AMC1 CAT.GEN.MPA.180 GM1 CAT.GEN.MPA.180(a)(1) GM1 CAT.GEN.MPA.180(a)(5)(6) GM1 CAT.GEN.MPA.180(a)(9) AMC1 CAT.GEN.MPA.180(a)(13) GM1 CAT.GEN.MPA.180(a)(14) GM1 CAT.GEN.MPA.180(a)(23)		

8.1.13 For commercial air transport operations with single-engined turbine aeroplanes in instrument meteorological conditions or at night (CAT SET-IMC) approved in accordance with Subpart L (SET-IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012: (a) the procedure for route selection with respect to the availability of surfaces, which permits a safe forced landing; (b) the instructions for the assessment of landing sites (elevation, landing direction, and obstacles in the area); and (c) the instructions for the assessment of the weather conditions at those landing sites. *Note: Not applicable to helicopter operations.*	N/A	N/A	N/A
8.2 Ground handling instructions. As applicable to the operation:			
8.2.1 Fuelling procedures. A description of fuelling procedures, including: (a) safety precautions during refuelling and defuelling including when an auxiliary power unit is in operation or when rotors are running or when an engine is or engines are running and the prop-brakes are on; (b) refuelling and defuelling when passengers are embarking, on board or disembarking; and (c) precautions to be taken to avoid mixing fuels.	CAT.OP.MPA.195 AMC1 CAT.OP.MPA.195 CAT.OP.MPA.200 GM1 CAT.OP.MPA.200 SPA.HEMS.155 AMC1 SPA.HOFO.115 (e) (8)		

8.2.2 Aircraft, passengers and cargo handling procedures related to safety. A description of the handling procedures to be used when allocating seats, embarking and disembarking passengers and when loading and unloading the aircraft. Further procedures, aimed at achieving safety whilst the aircraft is on the ramp, should also be given. Handling procedures should include: (a) special categories of passengers, including children/infants, persons with reduced mobility, inadmissible passengers, deportees and persons in custody; (b) permissible size and weight of hand baggage; (c) loading and securing of items in the aircraft; (d) positioning of ground equipment; (e) operation of aircraft doors; (f) safety on the aerodrome/operating site, including fire prevention and safety in blast and suction areas; (g) start-up, ramp departure and arrival procedures; (h) servicing of aircraft; (i) documents and forms for aircraft handling; (j) special loads and classification of load compartments; and (k) multiple occupancy of aircraft seats.	AMC2 ORO.GEN.110(e) GM2 ORO.GEN.110(e) ORO.AOC.140 (a) CAT.OP.MPA.155 AMC1 CAT.OP.MPA.155(b) AMC2 CAT.OP.MPA.155(b) AMC3 CAT.OP.MPA.155(b) GM1 CAT.OP.MPA.155(b) GM2 CAT.OP.MPA.155(b) GM3 CAT.OP.MPA.155(b) GM4 CAT.OP.MPA.155(b) AMC1 CAT.OP.MPA.155(c) AMC2 CAT.OP.MPA.155(c) GM1 CAT.OP.MPA.155(c) GM2 CAT.OP.MPA.155(c) CAT.OP.MPA.160 AMC1 CAT.OP.MPA.160 AMC2 CAT.OP.MPA.160 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.165 AMC2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165 GM2 CAT.OP.MPA.165 CAT.OP.MPA.220 CAT.OP.MPA.230		
8.2.3 Procedures for the refusal of embarkation. Procedures to ensure that persons who appear to be intoxicated, or who demonstrate by manner or physical indications that they are under the influence of drugs, are refusedembarkation. This does not apply to medical patients under proper care.	CAT.GEN.MPA.105 (a) (5) CAT.GEN.MPA.170 AMC1 CAT.GEN.MPA.170(a) CAT.GEN.MPA.175		
8.2.4 De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground. These should include descriptions of the types and effects of icing and other contaminants on aircraft whilst stationary, during ground movements and during take-off. In addition, a description of the fluid types used should be given, including the following: (a) proprietary or commercial names, (b) characteristics, (c) effects on aircraft performance, (d) hold-over times, (e) precautions during usage.	CAT.OP.MPA.250 GM1 CAT.OP.MPA.250 GM2 CAT.OP.MPA.250 GM3 CAT.OP.MPA.250		

8.3 Flight procedures.			
8.3.1 VFR/IFR Policy. A description of the policy for allowing flights to be made under VFR, or for requiring flights to be made under IFR, or for changing from one to the other.	CAT.OP.MPA.100 CAT.OP.MPA.245 CAT.OP.MPA.247 SPA.HOFO.130		
8.3.2 Navigation Procedures. A description of all navigation procedures, relevant to the type(s) and area(s) of operation. Special consideration should be given to: (a) standard navigational procedures, including policy for carrying out independent cross-checks of keyboard entries where these affect the flight path to be followed by the aircraft; and (b) required navigation performance (RNP), minimum navigation performance specification (MNPS) and polar navigation and navigation in other designated areas; (c) in-flight re-planning; (d) procedures in the event of system degradation; and (e) reduced vertical separation minima (RVSM), for aeroplanes.	CAT.OP.MPA.125 CAT.OP.MPA.126 AMC1 CAT.OP.MPA.126 AMC2 CAT.OP.MPA.126 AMC3 CAT.OP.MPA.126 AMC4 CAT.OP.MPA.126 AMC5 CAT.OP.MPA.126 AMC6 CAT.OP.MPA.126 AMC7 CAT.OP.MPA.126 GM1 CAT.OP.MPA.126 AMC1 CAT.OP.MPA.175 AMC2 CAT.OP.MPA.175 GM1 CAT.OP.MPA.175(b)(5) SPA.PBN.100 GM1 SPA.PBN.100 SPA.PBN.105 SPA.HOFO.125 AMC1 SPA.HOFO.125 GM1 SPA.HOFO.125 GM2 SPA.HOFO.125		
8.3.3 Altimeter setting procedures, including, where appropriate, use of: (a) metric altimetry and conversion tables; and (b) QFE operating procedures.	AMC2 CAT.OP.MPA.126 (d) AMC1 CAT.OP.MPA.145(a) AMC2 SPA.PBN.105(d) (k) and (l) *AIP ENR 1.7*		
8.3.4 Altitude alerting system procedures for aeroplanes or audio voice alerting devices for helicopters.	CAT.IDE.H.145 AMC1 CAT.IDE.H.145 AMC2 CAT.IDE.H.145 GM1 CAT.IDE.H.145 GM2 CAT.IDE.H.145 SPA.NVIS.110 (b) AMC1 SPA.NVIS.110(b) SPA.HOFO.160 (a) (2) GM1 SPA.HOFO.160(a)(2)		

8.3.5 Ground proximity warning system (GPWS)/terrain avoidance warning system (TAWS), for aeroplanes. Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface (the related training requirements are covered in OM-D 2.1). • *Helicopter terrain awareness and warning system (HTAWS).*	CAT.OP.MPA.290 GM1 CAT.OP.MPA.290 CAT.IDE.A.150 AMC1 CAT.IDE.A.150 GM1 CAT.IDE.A.150 SPA.HOFO.160 (c) AMC1 SPA.HOFO.160(c)(2) GM1 SPA.HOFO.160(c)(2)		
8.3.6 Policy and procedures for the use of traffic collision avoidance system (TCAS)/airborne collision avoidance system (ACAS) for aeroplanes and, when applicable, for helicopters.	CAT.GEN.MPA.105 (c) CAT.OP.MPA.295 GM1 CAT.OP.MPA.295 UK Reg (EU) No 1332/2011		
8.3.7 Policy and procedures for in-flight fuel management.	CAT.OP.MPA.281 AMC1 CAT.OP.MPA.281 *Safety Notice SN-2019/002*		
8.3.8 Adverse and potentially hazardous atmospheric conditions. Procedures for operating in, and/or avoiding, adverse and potentially hazardous atmospheric conditions, including the following: (a) thunderstorms, (b) icing conditions, (c) turbulence, (d) windshear, (e) jet stream, (f) volcanic ash clouds, (g) heavy precipitation, (h) sand storms, (i) mountain waves, (j) significant temperature inversions.	GM2 ORO.GEN.200(a)(3) AMC1 CAT.OP.MPA.145(a) (a) (4) CAT.OP.MPA.255 AMC2 CAT.OP.MPA.255 CAT.IDE.H.160 AMC1 CAT.IDE.H.160 CAT.IDE.H.165		
8.3.9 Wake turbulence. Wake turbulence separation criteria, taking into account aircraft types, wind conditions and runway/final approach and take-off area (FATO) location. For helicopters, consideration should also be given to rotor downwash.	*AIC P083/2020*		

8.3.10 Crew members at their stations. The requirements for crew members to occupy their assigned stations or seats during the different phases of flight or whenever deemed necessary in the interest of safety and, for aeroplane operations, including procedures for controlled rest in the flight crew compartment. • *Sterile flight crew compartment.* • *Use of headset.*	*ORO.GEN.110(f)* *AMC1 ORO.GEN.110(f)* *GM1 ORO.GEN.110(f)* CAT.OP.MPA.210 GM1 CAT.OP.MPA.210 *CAT.OP.MPA.216*		
8.3.11 Use of restraint devices for crew and passengers. The requirements for crew members and passengers to use safety belts and/or restraint systems during the different phases of flight or whenever deemed necessary in the interest of safety.	CAT.OP.MPA.225		
8.3.12 Admission to flight crew compartment. The conditions for the admission to the flight crew compartment of persons other than the flight crew. The policy regarding the admission of inspectors from an authority should also be included.	ORO.GEN.140 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3)		
8.3.13 Use of vacant crew seats. The conditions and procedures for the use of vacant crew seats.			
8.3.14 Incapacitation of crew members. Procedures to be followed in the event of incapacitation of crew members in-flight. Examples of the types of incapacitation and the means for recognising them should be included.			

8.3.15 Cabin safety requirements. Procedures: (a) covering cabin preparation for flight, in-flight requirements and preparation for landing, including procedures for securing the cabin and galleys; (b) to ensure that passengers are seated where, in the event that an emergency evacuation is required, they may best assist and not hinder evacuation from the aircraft; (c) to be followed during passenger embarkation and disembarkation; (d) when refuelling/defuelling with passengers embarking, on board or disembarking; (e) covering the carriage of special categories of passengers; (f) covering smoking on board; (g) covering the handling of suspected infectious diseases.	ORO.GEN.110 (f) and (h) AMC1 ORO.GEN.110(f)(h) CAT.GEN.MPA.115 AMC1 CAT.GEN.MPA.115(a) CAT.GEN.MPA.140 AMC2 CAT.GEN.MPA.140 GM1 CAT.GEN.MPA.140 GM2 CAT.GEN.MPA.140 CAT.GEN.MPA.165 CAT.GEN.MPA.170 AMC1 CAT.GEN.MPA.170(a) CAT.OP.MPA.155 AMC1 CAT.OP.MPA.155(b) AMC2 CAT.OP.MPA.155(b) AMC3 CAT.OP.MPA.155(b) GM1 CAT.OP.MPA.155(b) GM2 CAT.OP.MPA.155(b) GM3 CAT.OP.MPA.155(b) GM4 CAT.OP.MPA.155(b) AMC1 CAT.OP.MPA.155(c) AMC2 CAT.OP.MPA.155(c) GM1 CAT.OP.MPA.155(c) GM2 CAT.OP.MPA.155(c) CAT.OP.MPA.160 AMC1 CAT.OP.MPA.160 AMC2 CAT.OP.MPA.160 CAT.OP.MPA.165 AMC1 CAT.OP.MPA.165 AMC2 CAT.OP.MPA.165 GM1 CAT.OP.MPA.165 GM2 CAT.OP.MPA.165 CAT.OP.MPA.195 AMC1 CAT.OP.MPA.195 CAT.OP.MPA.220 CAT.OP.MPA.225 CAT.OP.MPA.230 CAT.OP.MPA.240 SPA.HOFO.165 AMC1 SPA.HOFO.165(h) (d) GM1 SPA.HOFO.165(h) AMC1 SPA.HOFO.165(i) *ICAO Annex 9 – Facilitation* *ICAO Doc 4444*		

8.3.16 Passenger briefing procedures. The contents, means and timing of passenger briefing in accordance with Annex IV (Part-CAT).	CAT.OP.MPA.170 AMC1 CAT.OP.MPA.170 AMC1.1 CAT.OP.MPA.170 AMC2 CAT.OP.MPA.170 AMC3 CAT.OP.MPA.170 GM1 CAT.OP.MPA.170(a) GM2 CAT.OP.MPA.170 SPA.HHO.135 SPA.HEMS.135 AMC1 SPA.HEMS.135(a) AMC1.1 SPA.HEMS.135(a) SPA.HOFO.110 (b) (2) AMC1 SPA.HOFO.110(b)(2) AMC1.1 SPA.HOFO.110(b)(2) SPA.HOFO.165 (h) AMC1 SPA.HOFO.165(h) (b) (2)		
8.3.17 Procedures for aircraft operated whenever required cosmic or solar radiation detection equipment is carried.	The Air Navigation (Cosmic Radiation: Protection of Air Crew and Space Crew and Consequential Amendments) Order 2019 *UK CAA Guidance*		
8.3.18 Policy on the use of autopilot and autothrottle for aircraft fitted with these systems.	SPA.HOFO.110 (b) (5) AMC1 SPA.HOFO.110(b)(5)		

8.4 Low visibility operations (LVO).			
8.4 Low visibility operations (LVO). A description of the operational procedures associated with LVO.	SPA.LVO.100 AMC2 SPA.LVO.100 AMC3 SPA.LVO.100 AMC4 SPA.LVO.100 AMC5 SPA.LVO.100 AMC6 SPA.LVO.100 AMC7 SPA.LVO.100 GM1 SPA.LVO.100 GM2 SPA.LVO.100 GM1 SPA.LVO.100(c),(e) GM1 SPA.LVO.100(e) GM1 SPA.LVO.100(f) AMC3 SPA.LVO.105 AMC5 SPA.LVO.105 AMC6 SPA.LVO.105 GM1 SPA.LVO.105 SPA.LVO.110 GM1 SPA.LVO.110(c)(4)(i) SPA.LVO.115 SPA.LVO.125 AMC1 SPA.LVO.125		
8.5 Extended-range operations with two engined aeroplanes (ETOPS).			
8.5 Extended-range operations with two engined aeroplanes (ETOPS). A description of the ETOPS operational procedures. (Refer to AMC 20-6) *Note: Not applicable to helicopter operations.*	N/A	N/A	N/A

8.6 Use of the minimum equipment and configuration deviation list(s).			
8.6 Use of the minimum equipment and configuration deviation list(s).	ORO.MLR.105 GM1 ORO.MLR.105(a) AMC1 ORO.MLR.105(c) AMC1 ORO.MLR.105(d) AMC1 ORO.MLR.105(d)(1) AMC1 ORO.MLR.105(d)(3) AMC2 ORO.MLR.105(d)(3) GM1 ORO.MLR.105(d)(3) GM2 ORO.MLR.105(d)(3) GM1 ORO.MLR.105(e);(f) AMC1 ORO.MLR.105(f) GM1 ORO.MLR.105(f) AMC1 ORO.MLR.105(g) GM1 ORO.MLR.105(g) AMC1 ORO.MLR.105(h) AMC1 ORO.MLR.105(j) GM1 ORO.MLR.105(j) CAT.IDE.H.105 AMC1 CAT.IDE.H.105 GM1 CAT.IDE.H.105		

8.7 Non-commercial operations.			
8.7 Non-commercial operations. Information as required by ORO.AOC.125 for each type of non-commercial flight performed by the AOC holder. A description of the differences from CAT operations. Procedures and limitations, for example, for the following: (a) training flights, (b) flights at the end of lease or upon transfer of ownership, (c) delivery flights, (d) ferry flights, (e) demonstration flights, (f) positioning flights, (g) other non-commercial flights. • *Maintenance check flights.* • *Use of aircraft listed on an AOC for non-commercial. operations and specialised operations.*	*ORO.GEN.310* *GM1 ORO.GEN.310* *GM2 ORO.GEN.310* *GM1 ORO.GEN.310 (a)(2)* *AMC1 ORO.GEN.310(b);(e)* *GM1 ORO.GEN.310(d)* *AMC1 ORO.GEN.310(b);(d);(f)* ORO.AOC.125 AMC1 ORO.AOC.125(a) AMC2 ORO.AOC.125(a) AMC1 ORO.AOC.125(a)(2) AMC2 ORO.AOC.125(a)(2) GM1 ORO.AOC.125(a)(2) *NCO.SPEC.MCF.100* *NCO.SPEC.MCF.105* *NCO.SPEC.MCF.110* *NCO.SPEC.MCF.120* *NCO.SPEC.MCF.125* *NCO.SPEC.MCF.130* *NCO.SPEC.MCF.140* *SPO.SPEC.MCF.100* *SPO.SPEC.MCF.105* *SPO.SPEC.MCF.110* *SPO.SPEC.MCF.115* *SPO.SPEC.MCF.120* *SPO.SPEC.MCF.125* *SPO.SPEC.MCF.130* *SPO.SPEC.MCF.135* *SPO.SPEC.MCF.140*		

8.8 Oxygen Requirements			
8.8.1 An explanation of the conditions under which oxygen should be provided and used.	CAT.OP.MPA.285 CAT.POL.H.420 (c) CAT.IDE.H.240 AMC1 CAT.IDE.H.240		
8.8.2 The oxygen requirements specified for the following persons: (a) flight crew; (b) cabin crew; (c) passengers.			
8.9 Procedures related to the use of type B EFB applications.			
8.9 Procedures related to the use of type B EFB applications. *Note: In accordance with AMC2 SPA.EFB.100(b)(3), the operator should establish procedures, documented in an EFB policy and procedures manual. This manual may be fully or partially integrated in the operations manual.*	CAT.GEN.MPA.140 AMC1 CAT.GEN.MPA.140 AMC2 CAT.GEN.MPA.140 GM1 CAT.GEN.MPA.140 CAT.GEN.MPA.141 GM1 CAT.GEN.MPA.141 GM2 CAT.GEN.MPA.141 AMC1 CAT.GEN.MPA.141(a) GM1 CAT.GEN.MPA.141(a) AMC1 CAT.GEN.MPA.141(b) AMC2 CAT.GEN.MPA.141(b) AMC3 CAT.GEN.MPA.141(b) GM1 CAT.GEN.MPA.141(b) GM2 CAT.GEN.MPA.141(b) SPA.EFB.100 AMC1 SPA.EFB.100(b) AMC2 SPA.EFB.100(b) AMC3 SPA.EFB.100(b) AMC4 SPA.EFB.100(b) GM1 SPA.EFB.100(b) AMC1 SPA.EFB.100(b)(1) AMC1 SPA.EFB.100(b)(2) AMC1 SPA.EFB.100(b)(3) AMC2 SPA.EFB.100(b)(3) AMC3 SPA.EFB.100(b)(3) AMC5 SPA.EFB.100(b)(3) AMC6 SPA.EFB.100(b)(3) AMC7 SPA.EFB.100(b)(3)		

	AMC8 SPA.EFB.100(b)(3) AMC9 SPA.EFB.100(b)(3) AMC10 SPA.EFB.100(b)(3) GM1 SPA.EFB.100(b)(3) GM3 SPA.EFB.100(b)(3) GM4 SPA.EFB.100(b)(3) GM5 SPA.EFB.100(b)(3) GM6 SPA.EFB.100(b)(3)		
9 DANGEROUS GOODS AND WEAPONS			
9.1 Information, instructions and general guidance on the transport of dangerous goods, in accordance with Subpart G of Annex V (SPA.DG) including: (a) operator's policy on the transport of dangerous goods; (b) guidance on the requirements for acceptance, labelling, handling, stowage and segregation of dangerous goods; (c) special notification requirements in the event of an accident or occurrence when dangerous goods are being carried; (d) procedures for responding to emergency situations involving dangerous goods; (e) duties of all personnel involved; and (f) instructions on the carriage of the operator's personnel on cargo aircraft when dangerous goods are being carried. • *Radiation protection programme and management system.* *Note: The ICAO Technical Instructions (TI) also details specific topics that must be included in the operations manual. For example:* • *The maximum quantity of dry ice permitted in each compartment (Part 7;4.2 a)).* • *If radioactive material is to be carried, instructions on the loading of such dangerous goods based on the requirements of Part 7;2.9 of the TI (Part 7;4.2 b)).* • *Conditions for the carriage and use of electronic devices and spare batteries (such as electronic flight bags, entertainment devices etc) to enable crew to carry out their functions for which they are responsible (Part 1;2.2.1 e)).* • *Personnel (job title or function), with responsibilities for operational control of the aircraft, to be provided with the same information that is required to be provided to the pilot-in-command (Part 7;4.1.1 b).*	AMC2 CAT.GEN.MPA.140 CAT.GEN.MPA.200 GM1 CAT.GEN.MPA.200 AMC2 CAT.OP.MPA.160 SPA.DG.100 SPA.DG.105 AMC1 SPA.DG.105(b) GM1 SPA.DG.105(b)(6) SPA.DG.110 AMC1 SPA.DG.110(a) AMC1 SPA.DG.110(b) Air Navigation (Dangerous Goods) Regulations ICAO Technical Instructions *UK CAA Dangerous Goods Templates*		

9.2 The conditions under which weapons, munitions of war and sporting weapons may be carried.	CAT.GEN.MPA.155 GM1 CAT.GEN.MPA.155 CAT.GEN.MPA.160 GM1 CAT.GEN.MPA.160 CAT.OP.MPA.160 AMC1 CAT.OP.MPA.160 AMC2 CAT.OP.MPA.160 CAT.GEN.MPA.161 AMC1 CAT.GEN.MPA.161 ICAO Technical Instructions *UK CAA Dangerous Goods Templates*		
10 SECURITY			
10.1 Security instructions, guidance, procedures, training and responsibilities, taking into account Regulation (EC) No 300/2008. Some parts of the security instructions and guidance may be kept confidential.	AMC1 ORO.GEN.110(a) AMC2 ORO.GEN.110(a) GM1 ORO.GEN.110(a) ORO.SEC.105 CAT.GEN.MPA.135 AMC1 CAT.GEN.MPA.135(a)(3) UK Reg (EC) No 300/2008		
11 HANDLING, NOTIFYING AND REPORTING ACCIDENTS, INCIDENTS AND OCCURRENCES AND USING THE CVR RECORDING			
Procedures for handling, notifying and reporting accidents, incidents and occurrences. This section should include the following: (a) definition of accident, incident and occurrence and of the relevant responsibilities of all persons involved; (b) illustrations of forms to be used for reporting all types of accident, incident and occurrence (or copies of the forms themselves), instructions on how they are to be completed, the addresses to which they should be sent and the time allowed for this to be done; (c) in the event of an accident, descriptions of which departments, authorities and other organisations have to be notified, how this will be done and in what sequence; (d) procedures for verbal notification to air traffic service units of incidents involving ACAS resolution advisories (RAs), bird hazards, dangerous goods and hazardous conditions; (e) procedures for submitting written reports on air traffic incidents, ACAS RAs, bird strikes, dangerous goods incidents or accidents, and unlawful interference;	ORO.GEN.160 AMC1 ORO.GEN.160 AMC2 ORO.GEN.160 ORO.GEN.200 (a) (3) AMC1 ORO.GEN.200(a)(3) GM1 ORO.GEN.200(a)(3) GM2 ORO.GEN.200(a)(3) GM1 CAT.GEN.MPA.105(a)(10) CAT.GEN.MPA.195 AMC1 CAT.GEN.MPA.195(a) GM1 CAT.GEN.MPA.195(a) AMC1 CAT.GEN.MPA.195(b) GM1 CAT.GEN.MPA.195(b) GM2 CAT.GEN.MPA.195(b) GM3 CAT.GEN.MPA.195(b) GM1 CAT.GEN.MPA.195(f) AMC1 CAT.GEN.MPA.195(f)(1) GM1 CAT.GEN.MPA.195(f)(1) AMC1 CAT.GEN.MPA.195(f)(1a) *GM1 CAT.GEN.MPA.195(f)(2)* AMC1 CAT.GEN.MPA.195(f)(3) AMC1 CAT.GEN.MPA.195(f)(3a) CAT.GEN.MPA.200 (e) AMC1 CAT.GEN.MPA.200(e) AMC1 SPA.PBN.105(e)		

(f) reporting procedures. These procedures should include internal safety-related reporting procedures to be followed by crew members, designed to ensure that the pilot-in-command/commander is informed immediately of any incident that has endangered, or may have endangered, safety during the flight, and that the pilot-in-command/commander is provided with all relevant information. (g) Procedures for the preservation of recordings of the flight recorders following an accident or a serious incident or when so directed by the investigating authority. These procedures should include: (1) a full quotation of point (a) of CAT.GEN.MPA.195(a); and (2) instructions and means to prevent inadvertent reactivation, repair or reinstallation of the flight recorders by personnel of the operator or of third parties, and to ensure that flight recorder recordings are preserved for the needs of the investigating authority. (h) Procedures required by CAT.GEN.MPA.195 for using the CVR recording or its transcript without prejudice to Regulation (EU) No 996/210, when applicable.	SPA.DG.105 (b) (3) UK Reg (EU) No 376/2014 UK Reg (EU) 2015/1018 *UK CAA Dangerous Goods Templates*		
12 RULES OF THE AIR			
(a) Visual and instrument flight rules, (b) Territorial application of the rules of the air, (c) Communication procedures, including communication-failure procedures, (d) Information and instructions relating to the interception of civil aircraft, (e) The circumstances in which a radio listening watch is to be maintained, (f) Signals, (g) Time system used in operation, (h) ATC clearances, adherence to flight plan and position reports, (i) Visual signals used to warn an unauthorised aircraft flying in or about to enter a restricted, prohibited or danger area, (j) Procedures for flight crew observing an accident or receiving a distress transmission, (k) The ground/air visual codes for use by survivors, and description and use of signal aids, (l) Distress and urgency signals. *Note: In accordance with AMC1 ORO.MLR.100 (i), if the operator chooses to use material from another source in the operations manual, either the applicable material should be copied and included directly in the relevant part of the operations manual, or the operations manual should contain a reference to the appropriate section of that applicable material. This should be a specific reference (e.g. Paragraph X.X.X), not a generic reference (e.g. Section X). This is considered to include references to the applicable regulations relating to rules of the air.*	UK Reg (EU) No 923/2012 The Rules of the Air Regulations 2015 UK AIP		

13 LEASING/CODE-SHARE			
A description of the operational arrangements for leasing and code-share, associated procedures and management responsibilities.	ORO.AOC.110 AMC1 ORO.AOC.110 AMC1 ORO.AOC.110(c) AMC2 ORO.AOC.110(c) GM1 ORO.AOC.110(c) AMC1 ORO.AOC.110(f) ORO.AOC.115 AMC1 ORO.AOC.115(a)(1) AMC1 ORO.AOC.115(b) AMC2 ORO.AOC.115(b) *Article 13 of UK Reg (EU) No 1008/2008* *Operation of Air Services in the Community Regulations 2009/41*		

For initial certification and substantive changes:

Compliance statement by the Nominated Person responsible for producing the operations manual I hereby confirm that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation.	
Name of Nominated Person:	
Signature:	Date:

Compliance statement by the Compliance Monitoring Manager I have verified that the operations manual has been satisfactorily prepared and reflects the requirements set out in the applicable regulations and the scope of the intended operation.	
Name of Compliance Monitoring Manager:	
Signature:	Date:

For initial certification only:

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