DOCUMENTATION ANALYSIS OPERATIONS MANUAL

Part C : Route/Role/Area and Aerodrome/Operating Site Instruction and Information

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| *OPERATOR* |  |
| *Revision* |  |

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| **INSPECTOR** | **DATE** |
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| *REFERENCES* | *Reg. N°965/2012 & related AMCs/GMs* |

**OPERATIONS MANUAL – Part C**

PA = Prior Approval; A = Applicable, NA = Not Applicable; Reference – OM reference; C = Compliant, NC = Not Compliant

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| **Item N°** | **Reference** | **Item** | **PA** | **A/NA** | **Reference** | **Compliance Criteria** | **C/NC** | **Remarks** |
| **1.** | ORO.MLR.100 | The operator shall ensure that all personnel are able to understand the language in which those parts of the OM which pertain to their duties and responsibilities are  written. |  |  |  |  |  |  |
| **2.** | ORO.MLR.100 | The content of the OM shall be presented in a form that can be used without difficulty and observes human  factors principles. |  |  |  |  |  |  |
| **3.** | AMC1 ORO.MLR.100 | For the route and aerodrome part of the OM, material produced by the operator may be supplemented with or substituted by applicable route guide material produced  by a specialist company. |  |  |  |  |  |  |
| **ADMINISTRATION AND CONTROL OF OPERATIONS MANUAL** | | | | | | | | |
| **4.** | AMC3 ORO.MLR.100 ORO.GEN.110 (a) ORO.MLR.100 | *Introduction*  A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable Air Operator Certificate. |  |  |  | The content of the OM shall reflect the requirements set out in Annex III (Part-ORO), Annex IV (Part-CAT) and Annex V (Part-SPA), as applicable, and shall not contravene the conditions contained in the operations specifications to the air operator certificate (AOC). |  |  |
| **5.** | AMC3 ORO.MLR.100  ORO.GEN.110 (b) | A statement that the manual contains operational instructions that are to be complied with by the relevant personnel. |  |  |  | Every flight shall be conducted in accordance with the provision of the ops manual. |  |  |
| **6.** | AMC3 ORO.MLR.100 | Explanations and definitions of terms and words needed for the use of the manual. |  |  |  | Definitions to be checked according annex I to regulation 965/2012. |  |  |
| **7.** | AMC3 ORO.MLR.100 ORO.MLR.100 | *System of amendment and revision*  (a) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. |  |  |  | For amendments required to be notified in accordance with ORO.GEN.115(b) and ORO.GEN.130(c), the operator shall supply the competent authority with intended amendments in advance of the effective date; and  For amendments to procedures associated with prior approval items in accordance with |  |  |

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|  |  |  |  |  |  | ORO.GEN.130, approval shall be obtained before the amendment becomes effective.  When immediate amendments or revisions are required in the interest of safety, they may be published and applied immediately, provided that any approval required has been applied for. |  |  |
| **8.** | AMC3 ORO.MLR.100  ORO.MLR.100 | A record of amendments and revisions with insertion dates and effective dates. |  |  |  | The operator shall incorporate all amendments and revisions required by the competent authority. |  |  |
| **9.** | AMC3 ORO.MLR.100 ORO.MLR.100 | A statement that handwritten amendments and revisions are not permitted except in situations requiring immediate amendment or revision in the interest of safety. |  |  |  |  |  |  |
| **10.** | AMC3 ORO.MLR.100  ORO.MLR.100 | A description of the system for the annotation of pages and their effective dates. |  |  |  |  |  |  |
| **11.** | AMC3 ORO.MLR.100  ORO.MLR.100 | A list of effective pages. |  |  |  |  |  |  |
| **12.** | AMC3 ORO.MLR.100  ORO.MLR.100 | Annotation of changes (on text pages and, as far as practicable, on charts and diagrams). |  |  |  | The OM shall be kept up to date. All personnel shall be made aware of the changes that are relevant to their duties. |  |  |
| **13.** | AMC3 ORO.MLR.100 ORO.MLR.100  AMC1 ORO.MLR.100 | Temporary revisions. |  |  |  | The operator should describe the conditions for temporary revisions. |  |  |
| **14.** | AMC3 ORO.MLR.100 ORO.AOC.150 ORO.MLR.100 | A description of the distribution system for the manuals, amendments and revisions. |  |  |  | The operator shall be capable of distributing operational instructions and other information without delay.  All operations personnel shall have easy access to the portions of the OM that are relevant to their duties.  The OM shall be kept up to date. All personnel |  |  |

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|  |  |  |  |  |  | shall be made aware of the changes that are relevant to their duties.  Each crew member shall be provided with a personal copy of the relevant sections of the OM pertaining to their duties. Each holder of an OM, or appropriate parts of it, shall be responsible for keeping their copy up to date with the amendments or revisions supplied by the operator. |  |  |
| **ROUTE/ROLE/AREA AND AERODROME/OPERATING SITE INSTRUCTIONS AND INFORMATION** | | | | | | | | |
| **15.** | AMC3 ORO.MLR.100 | Instructions and information relating to communications, navigation and aerodromes/operating sites including minimum flight levels and altitudes for each route to be flown and operating minima for each aerodrome/operating site planned to be used, including the following: |  |  |  | **Using an isolated aerodrome as destination aerodrome for operations with aeroplanes requires prior approval** |  |  |
| **16.** | AMC3 ORO.MLR.100 CAT.OP.MPA.145 | (a) minimum flight level/altitude; |  |  |  | Definition of minimum flight level and minimum flight altitude as per ICAO annex 2.  Usually, it is the highest of MGA, MEA or the minimum available in the class of airspace in which the aircraft is operating. |  |  |
| **17.** | AMC3 ORO.MLR.100  CAT.OP.MPA.110 AMCs CAT.OP.MPA.110 | (b) operating minima for departure, destination and alternate aerodromes; |  |  |  | Take-off minima and landing minima should be considered.  AMCs provide details regarding the minima to be fulfilled. |  |  |
| **18.** | AMC3 ORO.MLR.100 | (c) communication facilities and navigation aids; |  |  |  | For each route/area flown, a description of the communication facilities and navigation aids should be done. |  |  |
| **19.** | AMC3 ORO.MLR.100 | (d) runway/final approach and take-off area (FATO) data and aerodrome/operating site facilities; |  |  |  |  |  |  |
| **20.** | AMC3 ORO.MLR.100  CAT.OP.MPA.125 | (e) approach, missed approach and departure procedures including noise abatement procedures; |  |  |  |  |  |  |

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|  | CAT.OP.MPA.130  CAT.OP.MPA.131 |  |  |  |  |  |  |  |
| **21.** | AMC3 ORO.MLR.100 | (f) communication-failure procedures; |  |  |  | For each route/area flown, a description of the communication failure procedures should be done. |  |  |
| **22.** | AMC3 ORO.MLR.100  CAT.GEN.MPA.180 | (g) search and rescue facilities in the area over which the aircraft is to be flown; |  |  |  |  |  |  |
| **23.** | AMC3 ORO.MLR.100 | (h) a description of the aeronautical charts that should be carried on board in relation to the type of flight and the route to be flown, including the method to check their validity; |  |  |  |  |  |  |
| **24.** | AMC3 ORO.MLR.100 | (i) availability of aeronautical information and MET services; |  |  |  |  |  |  |
| **25.** | AMC3 ORO.MLR.100 | (j) en-route communication/navigation procedures; |  |  |  |  |  |  |
| **26.** | AMC3 ORO.MLR.100 AMC1 ORO.FC.105(b)(2);(c) | (k) aerodrome/operating site categorisation for flight crew competence qualification; |  |  |  | The operations manual should describe the method of categorisation of aerodromes and provide a list of those aerodrome categorised as B or C.  All aerodromes to which an operator operates should be categorised in one of these three categories:   1. category A - an aerodrome that meets all of the following requirements:    1. an approved instrument approach procedure;    2. at least one runway with no performance limited procedure for take-off and/or landing;    3. published circling minima not higher than 1 000 ft above aerodrome level; and    4. night operations capability. |  |  |

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|  |  |  |  |  |  | 1. category B - an aerodrome that does not meet the category A requirements or which requires extra considerations such as:    1. non-standard approach aids and/or approach patterns;    2. unusual local weather conditions;    3. unusual characteristics or performance limitations; or    4. any other relevant considerations including obstructions, physical layout, lighting, etc. 2. category C - an aerodrome that requires additional considerations to a category B aerodrome; 3. offshore installations may be categorised as category B or C aerodromes, taking into account the limitations determined in accordance with AMC2 CAT.OP.MPA.105 Use of aerodromes and operating sites. |  |  |
| **27.** | AMC3 ORO.MLR.100 CAT.OP.MPA.105 | (l) special aerodrome/operating site limitations (performance limitations and operating procedures, etc.). |  |  |  | For category B and C aerodromes, a specific briefing should be developed addressing:   * Generalities related to the aerodrome * Special requirements (training…) * Operational restrictions/limitations * Operating procedures |  |  |
| **SET-IMC – LANDING SITES** | | | | | | | | |
| **28.** | AMC3 ORO.MLR.100 | Information related to landing sites available for operations approved in accordance with Subpart L (SET- IMC) of Annex V (Part-SPA) to Regulation (EU) No 965/2012, including:  (a) a description of the landing site (position, surface, |  |  |  | See also the CAT SET-IMC checklist |  |  |

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|  |  | slope, elevation, etc.);   1. the preferred landing direction; and 2. obstacles in the area. |  |  |  |  |  |  |

**CONCLUSIONS**